



BHES & The Meriton

Health safety & Wellbeing policy.

Note: in this policy reference to governing body or governors refers to the management committee and its members.

Date adopted: 1st September 2021

Document history

Document	Date	Owner/author

Contents

Section	Contents
1	Introduction to the policy statement and the policy
	Policy statement
2	Organisation
	Organisation chart
3	Role of the local authority
4	Role of the local governing body
5	Role of the Head teacher
6	Role of Bursar
7	Role of Health and Safety Coordinator
8	Role of Designated Safeguarding Lead
9	Role of the manager of the personnel single central record
10	Role of Deputy and Assistant Heads ,EVC and Party Leaders
11	Role of teaching staff
12	Role of support staff
13	Role of SENCO/SENDKO
14	Role of the Caretaker
15	Role of the Head teacher with regards to catering
16	Role of the First Aiders
17	Role of the Fire Wardens
18	Role of Trade Union Health and Safety Representatives
19	Role of Employee Health and Safety Representatives
20	Role of employees
21	Role of students
22	Role of parents and carers
23	Role of external advisors
24	Role of external regulatory agencies
	Arrangements section (alphabetical)
25	Explanation

26	Introduction
27	Administration of medicines
28	Asbestos
29	Buildings and premises
30	Caretaking and premises management
31	Not used
32	Not used
33	Not used
34	Communicating information to employees
35	Computers and DSE (Display screen equipment)
36	Contractors
37	COSHH (Control of substances hazardous to health =chemicals mainly)
38	Defect reporting
39	DSE (Display screen equipment)
40	Electricity
41	Emergency procedures
42	Extended activity outside core hours
43	Fire precautions
44	First aid provision
45	Higher risk curriculum areas
46	Housekeeping
47	Incident reporting
48	Inspections
49	Lettings
50	LEV (Local exhaust ventilation) and air extraction
51	Lone working
52	Machinery and plant
53	Manual handling and carrying of children and adults
54	Monitoring and auditing health and safety performance
55	Noise and vibration
56	Off-site visits
57	Outdoor structures, play equipment and seats etc
58	Plant, machinery and equipment
59	Playing fields and pavilions
60	Playground equipment
61	Portable equipment -general
62	Portable electrical equipment
63	RIDDOR (Reporting of accidents)
64	Risk assessment
65	Safety representatives and employee representatives
66	Service Health, Safety and Wellbeing Committee
67	Security
68	Training
69	Transport including the service minibus

70	Unacceptable behaviour
71	Utility services
72	Water hygiene and Legionella management
73	Wellbeing
74	Working at Height
75	Work experience
76	Wrap up of other health and safety type issues not under the Health and Safety at Work etc Act 1974
77	Food safety
78	Safeguarding and child protection
79	Road transport and highway issues
80	Environmental issues

1.Introduction to the Policy Statement and the Health, Safety and Wellbeing Policy

- 1.1 At BHES & The Meriton we are committed to providing and maintaining an environment that ensures the health and safety of our employees, pupils, parents and carers, contractors and other visitors. We want to prevent accidents and ill-health and promote wellbeing. Health, safety and wellbeing considerations are at the heart of everything we do. To make this happen we encourage everyone who works at BHES & The Meriton to take part actively and to support this policy.
- 1.2 We intend to be risk aware rather than risk averse. We do not want to ban activities and learning opportunities for our pupils because of fears over health and safety. We will risk assess what we do in line with good practice and judge prudently what challenges we will offer to our pupils.
- 1.3 The health, safety and wellbeing policy statement below is produced for our service and forms the basis of planning and implementing these matters within the service. The policy itself supports the requirements of Bristol City Council, the duties of the governing body and the responsibilities imposed by the Health and Safety at Work etc Act 1974 and other relevant legislation.

1.4 The Management Committee of BHES & The Meriton accepts its responsibility for setting out the overall BHES & The Meriton HS&W policy and undertake to take all reasonable steps within its power to prevent or reduce the possibility of:

- Harm and injury to pupils, employees, contractors, parents and members of the general public by providing protection from foreseeable risks and promoting continuous improvement in health, safety and wellbeing standards;
- Damage to property, plant, machinery, equipment, tools and other materials;
- Harm to the environment;

The Management Committee will:

Ensure, so far as is reasonably practicable, that the service budget reflects the finance necessary to implement health, safety and wellbeing requirements.

Accept its responsibility under the *Health and Safety at Work etc Act 1974*, so far as is reasonably practicable to:

- Provide plant, equipment and systems of work which are safe and without risks to health;
- Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health;
- Provide suitable and sufficient information, instruction, training and supervision to enable all employees and pupils at BHES & The Meriton to perform their work and studies safely and efficiently;
- Promote the development and maintenance of sound HS&W practices ensuring that any actions taken are inclusive and non-discriminatory; support staff in dealing with the public and not tolerate abusive and offensive behaviour from visitors
- Maintain the premises in a condition that is safe and without risks to health and ensure the maintenance of safe access to and exit from the premises;
- Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees and students;
- Provide as necessary personal protective equipment (“PPE”) to all employees and students in the service, for the safe use of plant, machinery, equipment, tools, materials and substances;
- Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the service.
- Keep themselves up to date on relevant health, safety and wellbeing matters through governors’ professional development, advice from the service’s competent person, the Headteacher and the Clerk to the Governors. The Clerk to the Governors will include such matters on the agenda of regular meetings.
- Recognise the requirement to consult staff on Health, Safety and Wellbeing matters which will be achieved by discussion through the BHES & The Meriton staff safety representatives, and through the use of INSET training
- Agree that one of their members to be designated the “Health and Safety Governor” who will attend the service to meet appropriate members of staff responsible for health & safety matters and speak on HS&W matters at the appropriate Full Governing Body.

- Delegate authority for the development and implementation of this policy to the Headteacher who will ensure that arrangements will be made to bring this policy to the notice of all employees (including new, temporary and part-time employees) at BHES & The Meriton
- The Headteacher will also bring it to the attention of agency and other contract staff, contractors, volunteer helpers and students (in an appropriate way for their age in the case of students) so that they fulfil their duties to co-operate with this policy.
- Recognise their responsibility for monitoring HS&W performance, including auditing and will require the Headteacher to present an annual report on Health and Safety performance including evidence of safety inspections carried by representatives of the service at least three times a year.
- Seek to continually improve HS&W Policies, Procedures, Codes of Practice and Guidelines. Cross-cutting matters such as safeguarding and inclusion will be linked in as necessary so there are no policy gaps. The service will use policies from Bristol City Council, the Department for Education, the services advisors and such other policies as are appropriate.
- Review this policy on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 24 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date where this is deemed necessary.

Signed by the Chair of Governors

Signed by the Headteacher

Name: **V Franklin**

Name: **J Bowyer**

Signed:

Signed:

Date of issue of this statement:

Review date:

Display points: HSW Notice-board, online, induction packs

2. Organisation

2.1 The following sections are an outline of the service's organisation and arrangements. Following these the next sections go into more detail. This document is a policy not a handbook. Details of standard operating procedures, emergency procedures and risk assessments for example are described in separate documents.

2.2 Organisation of the service for health, safety and wellbeing

2.2.1 The governors of BHES & The Meriton recognise the need to identify organisational arrangements in the service for implementing, controlling and monitoring HS&W matters. In this matter they follow the guidance in the document *HSG 65 Managing for Health and Safety* published by the Health and Safety Executive. They also accept the need to consult individuals before allocating particular health, safety and wellbeing functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.

2.3 Functional elements: Service organisation

The posts with significant HS&W roles are set out in the table below. Everyone has some responsibility and the chart is highlighting the major management lines. (Optional: A list of people and their jobs and health and safety roles follows in a table.)

Table 2.3

Staff Member	Responsibility
Head	Overall responsibility for operations across all sites BHES operates in.
Deputy Head	All curriculum orientated operations relating to 1:1 provision that is provided off site (away from Falkland Road, BRHC & The Riverside)
Deputy Head	All curriculum orientated operations relating to teaching at Falkland Road, including forest school, social skills, classes activities and work at the allotment. Any 1:1 work off site provided as part of EHCP provision.
Assistant Head	Safeguarding responsibilities that relate to H&S.
Lead teachers BCH & The Riverside	All curriculum orientated operations relating to BHES teaching at The Riverside and Bristol Royal hospital for Children.
Bursar	All operations relating to work of the administration team at BHES.
Caretaker	Physical aspects of Falkland Road site, including daily, weekly and other regular checks of service and H&S systems in Falkland Road building

2.4 Service staff consultative Health, Safety & Welfare Representatives

2.4.1. The governors recognise that the way forward in achieving effective management of the service's HS&W Policy and the arrangements necessary to fulfill the obligation is through the

Service HS&W Representatives. A HS&W Committee may be convened at the request of Governors, Staff, students or parents.

If requested, the HS&W Committee will comprise:

- The Governor(s) holding the Health, Safety and Wellbeing portfolio(s);
- The Headteacher;
- The Health and Safety Coordinator;
- TU Safety Reps/Staff reps;
- Pupil reps (appropriate to their age);

Other people who may be able to contribute to matters under discussion for example: The Educational Visits Coordinator, First Aid Lead staff, Personnel/HR, SENCo, staff with safeguarding roles.

2.4.2. If Requested the HS&W Committee will meet 3 times a year, in September, January and May so as to give time and full consideration of:

- i. Risk assessments, safety procedures and working practices;
- ii. Reports on premises inspections, and
- iii. The resources required for training and development and other

HS&W matters.

2.4.3 If requested the HS&W Committee shall in addition meet in July in order to exercise an overview of the Service's HS&W performance and to produce a report for the Governors and the Full Governing Body.

2.4.4 Currently the service uses staff 1:1 discussions, INSET training and staff briefings as a means of discussing subjects with employees.

2.5 Arrangements for Safety Representatives or consultation with Employee Representatives.

2.5.1 Liaison and communication will take place with Trade Union Safety Representatives, or consultation with Employee Representatives about problems, hazards or defects either arising from or relating to this sphere of activity. Problems other than sources of imminent danger will be discussed at the HS&W Committee if this is requested. Specific issues that require immediate action will be taken after consultation with the Headteacher and the Health and Safety Coordinator.

2.6 Monitoring and auditing Health, Safety and Wellbeing Performance

2.6.1 The Governors will require the Headteacher to provide an annual report on all HS&W matters which will identify strengths and development areas, propose achievable remedies, and set objectives for continuous improvement.

2.6.2 The report will provide an annual overview of:

- i. Reported incidents, incident investigations, bump book analysis, lost time data and resulting preventative measures;
- ii. Emergency procedures including fire precautions and first aid;
- iii. Policies and arrangements introduced, risk assessments undertaken and procedures implemented;
- iv. Internal and external inspections as well as audits;
- v. Wellbeing.

Other matters can be included at the suggestion of the governors, staff, advisors, external bodies etc.

2.6.3 An external health, safety and wellbeing audit will be commissioned every two years or as the governors decide.

2.6.4 References

www.hse.gov.uk

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

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

<http://www.hse.gov.uk/pubns/indg417.pdf>

<https://www.gov.uk/government/publications/governance-handbook>

<https://www.gov.uk/guidance/good-estate-management-for-schools>

Part 2:

The organisation for health, safety and wellbeing in BHES & The Meriton and the arrangements for doing it.

3 The Role of the Local Authority.

The LA will provide support through regular updates on statutory duties as and when they arrive.

4 The role of the governors and the governing body

4.1.1 The governors have agreed the service's vision which is to engage in appropriate education all students the service is required by statute to teach.

4.1.2 The Governors of BHES & The Meriton recognise the need to identify organisational arrangements in the service 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.

4.1.3 The governors are committed to meeting the **safeguarding** requirements set out in current government guidance "*Keeping Children Safe in Education and Working Together to Safeguard Children.*" The service's Safeguarding Policy and connected documents link with this health, safety and wellbeing policy.

4.1.4 The governors will make preparations to deal with:

Critical incidents at the service 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 service to help the community at large cope with some kind of critical incident. An example would be providing a rest center if a fire meant people were unable to stay at their homes.

4.1.5 The governors will ensure that related "health and safety" topics such as food safety and road safety are also considered. These are mentioned in certain sections below but will also be covered elsewhere.

5.0 The role of the Headteacher

5.1 The Headteacher is appointed by the governors. They are accountable to the Governors for implementing the service's HS&W Policy and for all matters relating to HS&W within the service. Safeguarding issues cross relate to health, safety and wellbeing.

5.2 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.

5.3 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 but may also delegate management of curriculum orientated health and safety to the Deputy Headteacher.

5.4 The Headteacher will delegate the:

- Safeguarding Single Record (CRB/DBS) to a manager (currently DSL) reporting to them.
- Special Educational Needs and Disability issues to a staff member holding the title Senco who will report to the Headteacher.
- Co-ordination of off-site visits/trips to a member of staff who will be designated the Educational Visits Co-ordinator (EVC) and who reports to the Deputy 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

5.5 The Headteacher will be designated the **Asbestos Duty Holder** for the service 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 service.

Reference: <http://www.hse.gov.uk/asbestos/index.htm>

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>

The Headteacher will be designated the **Responsible Person** for the service in accordance with the Regulatory Reform (Fire Safety) Order 2005, and will ensure that Fire Risk Assessments are regularly undertaken of the service and its activities, and as a consequence appropriate Fire Precautions are put in place.

References:

<https://www.gov.uk/government/publications/fire-safety-in-newand-existing-school-buildings>

<https://www.gov.uk/government/publications/building-bulletin-100-design-forfire-safety-in-schools>

<https://www.gov.uk/government/publications/fire-safety-risk-assessmenteducational-premises>

The Headteacher will seek volunteers to take on the role of First Aiders at various skill levels, an Administrator of Medicines, Fire Wardens and PTFA Food Hygiene Coordinators. All will be trained and their competence regularly assessed in accordance with arrangements and risk assessments attuned to the service's activities and responsibilities.

Medical support for those pupils who need it will be provided in line with DfE guidance.

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 may delegate the day-to-day co-ordination of all contractual and maintenance work carried out on service premises to a member of staff who will liaise with other staff to ensure safety procedures and policy agreements are observed.

Reference: <http://www.hse.gov.uk/construction/cdm/2015/index.htm>

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 students, employees, contractors, and members of the general public.

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>

The Headteacher, 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. If a health and safety committee is convened they will be a member of and will participate in it.

Reference: <http://www.hse.gov.uk/involvement/index.htm>

The Headteacher will, with staff representatives (and if convened the Safety Committee) review at least once a year:

i). Fire and Evacuation procedures; Lockdown and terrorism procedures.

ii). First Aid provision both in the service and on off site visits.

and from time to time, according to a proportionate plan

iii). all other HS&W policies, procedures, codes of practice, risk assessments, and guidelines.

iv). when doing these reviews the links with **safeguarding** will need to be anticipated so there are no gaps in policy and practice.

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

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 employer or regulator or advisory organisations such as CLEAPSS, DATA, AfPE or Delegated Services CIC.

References:

<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/>

The Headteacher and Health and Safety Coordinator will have the authority to stop what is considered unsafe practices, or the use of any plant, machinery, equipment, tools, materials, and substances.

The Headteacher will make arrangements, with appropriate members of staff for improvements to premises, plant, machinery, and equipment.

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 the service to other duties.

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.

The Headteacher, Deputy Headteacher, Health and Safety Coordinator, Site Manager, the service's lead competent person and such other posts as identified by the Governors and appropriately minuted shall have authority to act as 'landlord' and determine those who may or may not be welcome on the site and premises. Those not welcome are considered to be banned.

In addition they are authorised to warn individuals, in the event of unacceptable behaviour, 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

The Headteacher is responsible for the service’s 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/>

* <http://www.hse.gov.uk/business/competent-advice.htm>

5.6 Working with personnel in the service, who have a lead role in HS&W e.g., the Deputy Headteacher, the Educational Visits Coordinator; Caretaker; Special Educational Needs and Disability Coordinator (Sendco); by organising the following:

Item	Output
Requesting inspections of Falkland Road site.	Actively checking premises and functions
Coordinating inspection reports for Falkland rd site.	Identifying issues including good practice that should be promoted
Reporting issues arising from the inspections to the Headteacher, H&S Committee and Governors	Senior Management are informed of the current situation and staff through process outlined in this policy are informed and consulted
Requesting risk assessments for Falkland rd site.	Ensuring significant risks are considered
Maintaining the risk assessment action plan for Falkland rd site.	Risk assessments are regularly reviewed (i.e. updated for changes in circumstances)
Reporting issues arising from risk assessment for Falkland rd site. to Headteacher, H&S Committee and Governors	Senior Management are informed of the issues and staff are informed and consulted through process outlined in this policy
Holding the main risk assessment file for Falkland rd site. in a suitable format that is accessible to users (online, ideally with document control to keep track of changes)	Risk assessments are available to all staff members and other users unless there is a security or confidentiality restriction. Risk assessments are regularly reviewed (i.e. updated for changes in circumstances)

Giving out information from the local authority, Delegated Services and other advisors such as CLEAPSS, Food Standards Agency etc to all those to whom it will be applicable – by e-mail, on paper, poster, at staff meetings and so on.	Staff, volunteers, governors are aware of the up to date HSW (and safeguarding, food safety, transport safety etc information)
Arranging for instruction and training, professional and personal development through the school system for this	Staff and volunteers have the skills, knowledge and experience to do their work safely and without risk to health.
Maintain records of information, instruction and training and supply these to Headteacher, H&S Committee and Governors	Refresher and renewal, induction, development training is done when needed; statutory and recommended competencies and qualifications are achieved

5.7 Taking a pro-active interest in the HS&W aspects of all activities including:

Item	Output
Joining with others to undertake inspections and risk assessments as appropriate	Inspections will actively look for problems that have not been picked up on daily checks for some reason (and ask why not) whilst risk assessments are a key part of health and safety management
Checking that welfare and wellbeing legal requirements are being met (for example The Workplace (Health, Safety and Welfare) Regulations 1992) including such items as meal breaks, eating areas and provision for new and expectant mothers.	Maintaining good or better levels of basic standards in the workplace. The pressure of work may lead to demands that will have to be looked at through a stress risk assessment
Being involved in pre-start contract meeting with contractors	Meeting the client duties under The Construction (Design and Management) Regulations 2015.
Advising the Headteacher, Deputy Headteacher and Governors of potential breaches of legislation and/or service policy and best practice	Anticipating problems in advance and deal with them before they are serious.

Prohibiting activities which may in the opinion of the post holder, cause harm, injury, or damage, pending the involvement of the service's competent person or other safety advisor	Meeting the duty in for example Health and Safety at Work etc Act 1974 Section 2 and Section 37 and in the Corporate Manslaughter and Corporate Homicide Act 2007 and preventing "serious management failures resulting in a gross breach of a duty of care.
--	--

5.8 Being a member of the service's Health and Safety Committee if such a committee has been formed and is in operation.

Ensuring the committee agenda includes key items relating to the Falkland Road site covering for example:

- Lagging 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

5.8.1 Note: each member of the committee should and will however lead on following up their own areas of work and responsibilities.

- Recommending revisions to the HS&W Policy to the Headteacher and Governors.
- Referring irresolvable matters via the Headteacher to the Governors.
- Representing the service on relevant HS&W Working Groups, professional bodies etc.
- 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.

5.9.1 Staff members are expected to be familiar with their own areas of work and responsibilities.

6.0 Roll of the Bursar.

The Bursar will lead on ensuring regular Health & Safety checks are completed and will report any poor H & S practice to Head.

7.0 Role of Designated Safeguarding Lead.

This is the head teacher in BHES.

8.0 Designated Safeguarding Lead (Child protection Officer).

8.1 The Headteacher and the Health and all other post holders listed in table 2.3 should liaise with the DSL so that any relevant activities or procedures will improve child protection.

8.2 Examples are:

- First aid,
- Trips and expeditions
- Coaching activities
- E-safety

8.3 Policies relating to safeguarding and child protection should make reference to health and safety issues as appropriate.

9.0 Manager of the “Single Central Record”

9.1 The Headteacher and the DSL should liaise with the Bursar so that any relevant activities or procedures will improve child protection.

9.2 Examples are:

Recruitment and selection of coaches, support staff and anyone not subject to recruitment as teaching staff;

9.3 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.

10.0 Deputy & Assistant Headteachers

10.1 The Deputy & Assistant Headteachers will work with teaching and support personnel in the service 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 BHES & The Meriton.

Examples are:

Subjects and activities	Possible hazards to children and adults
Performing arts such as dance, music and drama	Trips, slips and falls leading to head injury
Forest School	Getting lost, burns from fires, open water, Animal bites, stings, allergies to substances
Science	Chemicals, radiation, explosion, electrical shock.
Art, design and technology	Cuts, bumps, reaction to paints, chemicals, machinery
Off-site trips	Getting lost, road accidents, expedition hazards, disease, criminal action
Sports	Bruises, broken limbs, sudden heart problems
Use of the Internet	E-safety, radicalisation
Working with parents and carers	Some people may be aggressive or violent or have other issues
Lone working both on & off BHES sites.	This constitutes a major proportion of BHES work and carries a high potential risk due to its nature.

10.2 The Deputy & Assistant Headteachers will encourage teachers and other practitioners to be risk aware rather than risk averse. Coping with risk is a significant part of a student's learning at BHES and will be discussed with OFSTED and equivalent inspection organisations during their visits.

10.3 The Deputy Headteacher will do the following within their areas of work:

Item	Output
Stand in for the Headteacher in meetings about health, safety, wellbeing, food safety, safeguarding and the 3C's.	The issues are dealt with effectively.
Request inspections in curriculum related areas and coordinate reports. Submit the reports to the Headteacher and the Health and Safety Committee(should one be convened) or take action directly as needed	There is management supervision of activities. This should pick up dangerous activities that need to be reviewed, safeguarding concerns that must be resolved and prevent critical incidents

<p>Request and help with risk assessments for curriculum related activities. This will include behaviour and SEN, disability issues and for example Personal Emergency Action Plans for fire safety.</p>	<p>The employer has the legal duty to manage risks. Staff members have to be involved since they have to understand hazard and risk and how to cope with it.</p>
<p>Work with the Head and other colleagues on the Service Risk Register, the service's A-Z risk assessment list and the curriculum related risk assessments list.</p>	<p>Risk assessments (which may be part of teaching plans or separate records, or in some cases dynamic or specialist risk assessments recorded later) are "suitable and sufficient" as required for Section 3(1) of the Management of Health and Safety at Work Regulations 1999</p>
<p>Ensure that risk assessments are written, used and reviewed when (a) there is reason to suspect that an assessment is no longer valid; or (b) There has been a significant change in the matters to which it relates. Normally this will be part of a rolling program of review.</p>	<p>Risk assessments and the records of them are kept active and up to date and remain "suitable and sufficient" as required in Section 3(3) of the Management of Health and Safety at Work Regulations 1999</p>
<p>Pass out information relating to health and safety, safeguarding and related issues from: a. The service's advisors; b. Advisory organisations such as CLEAPSS, ASE, c. Guidance from DfE, OFSTED,HSE, other government sources; d. Media reports and information.</p>	<p>Important guidance and learning – including analysing the mistakes of others (e.g. a media report of an accident or a fire) and the successes of others is fed into local practice.</p>
<p>Encourage and monitor professional and personal development of staff members, arrange instruction and training and maintain training and development records.</p>	<p>Staff members are the best they can be in terms of knowledge, practice, skills, experience and confidence.</p>
<p>Report training and development statistics and results to the Headteacher and management team and to the health and safety committee.</p>	<p>Training needs are predicted and planning done.</p>
<p>Support and manage the staff members under their supervision.</p>	<p>Staff members have personal and professional support which may include health and safety, safeguarding questions, online bullying and stress.</p>

10.4 The Headteacher will be responsible for school trips, off-site and educational visits. They may act as the **Educational Visits Coordinator** or appoint one. The Headteacher will ensure **Party Leaders** are suitable trained for the activities they are leading.

All staff are accountable to the Headteacher for all matters relating to HS&W within their areas of activity. Subject Coordinators will liaise on a day-to-day basis with the Deputy Headteacher, but also as necessary with the Health and Safety Coordinator and Site Manager regarding HS&W matters.

11.0 Role of Teaching Staff

Teaching Staff are responsible for ensuring they operate within all policies of BHES and work following safe practices at all times.

12.0 Role of Support Staff

Teaching Staff are responsible for ensuring they operate within all policies of BHES and work following safe practices at all times.

13.0 Role of SENCo/SENDCo

13.1 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.

14.0 Role of the Site Manager and/or Premises and/or Facilities and/or Caretaker

14.1 The Site Manager/Caretaker will be responsible for supervision of the cleaning team and for co-ordinating all contractual work and maintenance carried out on the premises. He or she must make the Health and Safety Coordinator aware of all contractors and/or third parties entering the service to undertake maintenance, service, or works contracts whilst also liaising with others, as appropriate, to ensure safety procedures and policy agreements are observed.

14.2 The Site Manager/ caretaker will have authority from the Health and Safety Coordinator to check that contractors have adequate safety procedures in force and that they are aware of the service's HS&W Policy as it affects them and will:

14.2.1 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.

14.2.2 ensure that HS&W matters regarding Grounds Maintenance, Cleaning, and Catering Contracts and in particular ensuring that the catering/ grounds maintenance managers are aware of any implications of the service 's HS&W Policy as it affects their work activities e.g., the storage arrangements for materials, equipment, and substances.

14.2.3 working with the bursar, compile a 'Buildings Register' identifying known hazardous substances and materials (e.g.: asbestos, Legionella, lead, flammable materials and substances etc).

14.2.4 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 and (ii) a property survey of the service 's buildings/ premises is carried out annually.

14.2.5 keep a Premises Log Book up-to-date with the results of repair and maintenance, taking action to organise work when equipment is overdue for attention.

14.2.6 establish Emergency Procedures for the evacuation (e.g., gas leaks, fire, bomb warnings), lockdown (e.g., severe weather, trespassers, industrial incident) of the service 's site/premises and emergency procedures for lost or missing children.

14.2.7 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.

14.2.8 ensure that all plant, machinery, equipment, tools, materials, and substances etc, received from suppliers for the service's use are accompanied by appropriate information, including in particular, Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc, prior to use.

15.0 Role of the Head teacher with regards to catering.

15.1 The Head must be familiar with the service's Health, Safety and Wellbeing Policy and its implications for catering activities and working arrangements for the employees.

15.2 They should work in accordance with the Health, Safety and Wellbeing Policy and other guidance issued by the service. 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.

15.3 Catering related contractors such as suppliers using the service premises will be required to follow service health and safety procedures.

15.4 Staff are 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.

15.6 The Head or Health and Safety Coordinator should receive copies of maintenance and inspection for all plant and equipment used in the service catering service. This includes Portable Appliance Testing (PAT) and gas safety checks.

15.7 Defects and other problems should be reported to the Head or Health and Safety Coordinator. The Catering Manager will be delegated with the authority to organise everyday repairs with the remit for this reviewed at least annually.

15.8 The Head is responsible for a fire risk assessment for catering activities to be done in liaison with the service.

15.9 The Head 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.

15.10 All employees involved in catering should be given suitable induction training and continuing professional development training. Service procedures for health and safety as well as safeguarding are to be included in their training.

15.11 The Head needs to ensure safeguarding best practice is followed.

16.0 Role of the First Aiders

16.1 The First Aiders are for meeting the requirements of the Health and Safety (First-Aid) Regulations 1981.

16.2 They also provide a first aid service to pupils and visitors.

16.3 In addition they may assist in first aid to the public and in the use of External Defibrillator machines.

16.4 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.

16.5 First aiders will be trained to a suitable level as published in guidance by the Health and Safety Executive.

16.6 Special circumstances may require additional training, arrangements and equipment. Examples are sports events, educational trips and expeditions.

17.0 Role of the Fire Wardens /Fire Marshals

17.1 Fire wardens (also called 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.

17.2 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.

17.3 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.

18.0 Role of Trade Union Health and Safety Representatives

18.1 Trade Union representatives have rights given to them under the *Safety Representatives and Safety Committees Regulations 1977*. The service recognises these and will include them within employee consultation.

18.2 The Governors will encourage the appointment of Trade Union (TU) Safety Representatives from both teaching and support staff.

18.3 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.

18.4 TU Safety Representatives will be entitled to inspect the service 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 service's Safety Committee.

18.5 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.

18.6 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)

19.0 Role of the Employee Health and Safety Representatives

19.1 In the absence of TU representatives the Headteacher will seek volunteers from teaching and support staff areas with whom to consult.

19.2 The service 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.

20.0 The role of employees

20.1 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.

20.2 All employees will be given access to the service's HS&W policy and need to be familiar with all documents relating to HS&W in the service. Employees will pay particular attention to the policy and risk assessments as they relate to particular work activities.

20.3 Employees must be familiar with the HS&W Policy, its implications and any procedures, arrangements and practices as applicable to their roles and responsibilities.

20.4 Employees are responsible and accountable to the Governors, Headteacher and those delegated various responsibilities as described above for the implementation of the service's HS&W Policy in the performance of their duties.

20.5 Employees must conform to responsibilities as laid down in safe working arrangements for specific roles and responsibilities.

20.6 The service'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.

20.7 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 Site Manager as soon as they become apparent.

21.0 The role of pupils and students

21.1 Anyone who is not employed by the service is covered by the general duties described in Section 3 of the *Health and Safety at Work etc Act 1974*.

21.2 Contractors are external to the service and are covered under the arrangements section below.

21.3 Pupils and students are expected to follow the behavior requirements of the service and to cooperate in the health and safety management processes. Teachers and service staff generally are responsible for making pupils and students aware of health and safety procedures whether during lessons, trips or more generally.

21.4 The service 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 service transport and environmental issues.

21.5 The service 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.

21.6 Pupils and students will be encouraged to take part in the service community and contribute to health, safety and wellbeing initiatives.

22.0 Role of parents and carers

22.1 Anyone who is not employed by the service is covered by the general duties described in Section 3 of the Health and Safety at Work etc Act 1974.

22.2 Parents and carers, other relatives and visitors in general are expected to follow the instructions and guidance of the service in regard to health, safety and wellbeing.

22.3 The service hopes that parents, carers and all others connected with the work of the service will contribute to the high standard of health, safety and wellbeing required. All visitors are expected to respect the staff and not be abusive or unpleasant. Problematic visitors may be subject to sanctions.

23.0 The role of external advisors

23.1 Where possible the service will have its own staff trained to provide advice and expertise.

23.2 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.

24.0 The role of external regulatory agencies

24.1 The service will make use of the statutory requirements and non-statutory guidance published by regulatory agencies including:

- Avon Fire and Rescue Service
- Bristol City Council
- Department for Education
- The Environment Agency
- The Food Standards Agency
- The Health and Safety Executive
- OFSTED

24.2 The service 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?

25.0 The governing body has adopted all previously used local authority policies and arrangements, as adapted as necessary for local use. They will be reviewed and updated on a rolling basis.

When roles, titles, etc., change, they will be updated in this document at its *next* review.

This policy fits with the overall management and governance of BHES & The Meriton.

25.1 The governors are aware of the key elements of the Sentencing Council guidelines as published at:

<https://www.sentencingcouncil.org.uk/publications/item/health-and-safety-offencescorporate-manslaughter-and-food-safety-and-hygiene-offences-definitive-guideline/>

26.1 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

'*Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences*'. Accident and incident forms, which are available from reception, are to be sent to the service's competent person.

26.2 This procedure will be brought to the attention of all employees. All employees and pupils will be encouraged to report near misses so that potentially hazardous situations can be dealt with before an incident occurs.

27.0 Administration of Medicines and support for pupils and other people with medical conditions

Arrangements for the administration of medication in the service will be in accordance with the supporting students with medical conditions practice

This procedure will be brought to the attention of all employees, volunteers and parents. The aim is to ensure the service knows of any medical conditions requiring either day to day medication or emergency medication. 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.

28.0 Asbestos Management

No Asbestos containing materials were reported during the construction/refurbishment of Falkland Road and no asbestos containing materials are to be brought on to site. The only exception to this could be in the case of display materials, e.g. WWII gas mask in sealed container.

29.0 Buildings and premises

29.1 The management of the service'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.

29.2 Key documents (paper or electronic) will include:

- A premises log book;
- Records of maintenance, inspections and repairs;
- Defect reporting procedure;
- Fire, Asbestos, Legionella, radiation and other key matters as required –if they are required;
- Insurance inspections;
- Defect reports;
- Other documents as needed.

29.2 The Delegated Services Premises Listings are used as a helpful aide-memoire.

30.0 Caretaking and Premises Management

The Service will adopt and implement the safe working practice for caretaking personnel.

34.0 Communicating information to employees and other persons who are not employees.

34.1 There will be staff notice-boards, staff meetings, service and staff newsletters and e- mail briefings as well as the Health and Safety Committee when formed and in operation. These will be supplemented as necessary by special meetings or focus groups. There is a service website. Parents and carers will be able to use this to receive communications.

34.2 Contractors will get briefings appropriate to their work or project. This will include hazard warnings including asbestos locations and know high risk areas.

34.3 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.

35.0 Computers and other IT equipment and systems

35.1 This covers a wide range of items. Traditional information systems such as the service 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.

35.2 Equipment related to information, technology and communications will be managed by the designated staff from teaching and learning and from the support staff. In this service it is the TWS ICT technician and ICT coordinator

35.3 Display screen assessments when required will be organised through the Health and Safety Coordinator who is also the Head teacher.

35.4 E-safety is managed by the DSL . See the section on safeguarding/safeguarding policy on the service website

35.6 Data Protection requirements are dealt with by DPO officer.

35.7 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.

36.0 Contractors

36.1 Contractors are all paid workers not employed directly by the service. This will include building maintenance staff, construction personnel, visiting advisors and supply staff.

36.2 All contractors entering or working on service premises will do so only with the permission and authorisation of the Headteacher, Health and Health and Safety Coordinator and Site Manager.

36.3 Any work that might disrupt teaching and learning will be arranged to minimise this as far as possible.

36.4 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

36.5 The Headteacher will be overall responsible for liaising with contractors. They will ensure safe working arrangements by providing:

A copy of the service 's Policies, Procedures, Codes of Practice and other guidelines; The service 's Asbestos Survey; Other documents as needed; Checking contractors' documents and other details as necessary.

Contractors will be informed in writing regarding this contact post and will follow that guidance. The Governors will be made aware of any specific problems.

Day to day practice will be based on what is appropriate for each type of contractor.

37.0 COSHH (Control of Substances Hazardous to Health)

37.1 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.

37.2 The Governors recognise the requirement for the service to carry out risk assessments in accordance with the COSHH Regulations and other legislation and allocates lead responsibility for ensuring these items are in place across all service teaching and learning functions.

37.3 Other COSHH related matters will be considered by the Headteacher and the Site Manager.

37.4 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

37.5 The service subscribes to advice from CLEAPSS which is recognised by the Health and Safety Executive as a source of guidance.

38.0 Defect reporting

38.1 There will be a defect reporting procedure (paper, online, verbal; as appropriate) so that problems can be dealt with quickly and effectively.

38.2 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 Headteacher as soon as they become apparent. This is illustrated below.

39.0 Display Screen Equipment (DSE) and workplace risk assessment

39.1 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.

39.2 The service will arrange risk assessments as necessary. All employees and anyone else on service 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 Section 35 “Computers”.)

40.0 Electricity

40.1 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.

40.1 Electricity within teaching and learning will also follow the guidance from CLEAPSS and DATA.

40.2 For further details see: Risk assessments

41.0 Emergency Procedures

41.1 The specific procedures are as contained the following documents.

Business Continuity and supporting the Community and government guidance.

The service 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.

- Fire evacuation procedures as part of the Fire Risk Assessment to meet the obligations under the Regulatory Reform (Fire Safety) Order 2005
- First aid and medical support in relation to the First Aid at Work Regulations 1981 and statutory guidance from DfE.
- Problems from gas, water and electricity such as leaks, floods and service outage
- Intruder, crime and terrorism including aggression and violence from parents or other visitors

For more information see: Risk assessments file

42.0 Extended Activity outside Core Hours

42.1 The Governors recognise the need to set down arrangements for Extended Activities such as Breakfast Clubs, Holiday Playschemes etc. In addition to arrangements already in place for Lettings (see Section 49), and according to specific circumstances, there will be a Transfer of Control Agreement or similar documentation which clarifies handover arrangements, use of premises etc.

43.0 Fire Precautions

43.1 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.

43.2 The service's Fire Logbook 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.

43.3 The service's Premises Logbook will hold the Fire Logbook, repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting, etc.

44.0 First Aid Provision and medical support

44.1 The arrangements for first aid in the Service will be in accordance with recognised good practice

44.2 The names of First Aiders and others with appropriate skills must be posted on the service's HS&W notice board and at strategic locations within the service.

45.0 Higher risk curriculum areas

Higher risk curriculum areas are subject to analysis and risk assessment taking advantage of national body expertise and standards such as:

- AfPE for sport and other PE activities;
- ASE for Science;
- Association of British Theatre Technicians
- CLEAPSS for Science, DT and Art;
- Institute of Physics;
- DATA for DT and Art;
- Early Years advisors and organisations
- One Dance UK
- Royal Society of Biology;
- Royal Society of Chemistry;

46.0 Housekeeping

46.1 The Caretaker and others will ensure adequate arrangements are in place to keep the service clean and tidy through good housekeeping. Rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms, all designated escape routes will be kept clear at all times. Rubbish bins, skips, etc will be located away from service buildings and secured to suitable fixed points.

46.2 Lead Staff will make regular checks of their areas, maintaining tidiness, arranging adequate storage and ensure appropriate cleaning arrangements.

47.0 Incident reporting

This is described under Section 29 regarding accidents and Section 38 about defect reporting.

48.0 Inspections

Regular inspections and checks will take place to assist in the management of the service premises.

49.0 Lettings

49.1 The service may have a range of lettings. The service will ensure that its 'Letting Terms' are explicit regarding the respective roles and responsibilities of both itself and the Hirer for HS&W matters including Insurance arrangements, Risk Assessments, First Aid, and Emergencies. Please refer to lettings policy.

49.2 All hirers of the service premises, including the hall, other rooms or grounds must be given instructions regarding all relevant procedures operating in the service. All emergency exits must be unlocked, and a telephone must be available for emergency calls. The premises or grounds must be inspected and secured after use. A mini version of the Premises Logbook will be available for the hirer to use in evacuation and liaison with the Fire and Rescue Service if they are in sole use of the site.

49.3 The mini-premises logbook will have:

- a. Site plans;
- b. Key locations except where this affects security;
- c. Fire safety information such as how to turn off equipment;
- d. Important contacts and their details;
- e. Other relevant information.

50.0 Local Exhaust Ventilation and air extraction

50.1 The Governors recognise there will be occasions when it will be necessary to refer to outside specialists for air monitoring and the checking of ventilation systems installed for the removal of dusts, vapours, gases etc, (e.g., fume cupboards, woodwork extraction, heat treatment, soldering etc). Provision will be made to ensure this takes place at least every 14 months (from Schedule 4, COSHH). A record of all such tests will be kept in the Premises Log Book.

50.2 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.

50.3 Other air extraction will be provided and maintained as needed around the premises in for example: Toilets and washrooms, Rooms that may become hot during parts of the year.

51.0 Lone Working

The precautions to be taken in relation to lone working will be in accordance with the 'Lone Working Policy'.

For more information see: Whole service policy file teachers drive

52.0 Machinery and plant (including utilities and premises where necessary) This is covered in Section 58 below.

53.0 Manual Handling (i.e. lifting and carrying of objects) and the lifting & carrying of children or adults as part of care arrangements

53.1 Responsibility for organising the safe manual handling of significant loads will rest with the the caretaker. The Caretaker will assist other staff for example teachers where loads need to be carried.

53.2 The lifting and carrying of children or adults as part of care arrangements will be managed by the SENDCo, First Aiders and the Site Manager.

53.3 All lifting and carrying of objects or people will only be permitted after suitable risk assessment has been undertaken by a competent person (usually one of the people in paragraph 53.2) and all the precautions and control measures identified are in place.

53.4 Where possible standard operating procedures will be used as part of premises management or care plans.

53.5 Equipment such as hoists, trolleys, wheelchairs will be inspected and maintained.

53.6 The SENDCO will ensure safe and considerate manual handling of pupils to eliminate or if this is not possible minimise risks. In addition to a suitable and sufficient risk assessment, it will be identified if there is another way to undertake the task so that greater consideration of the person's personal wishes and right to dignity are respected.

53.7 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.

54.0 Monitoring and auditing health and safety performance

54.1 The service will apply the Health and Safety Executive recommended process of Plan, Do. Check and Act as mentioned in Section 27.2 above.

54.2 There will be a rolling programme of updating documents (and hence procedures) including risk assessments and policies.

54.3 Audits will be carried out of the service at regular intervals to maintain or improve overall performance. The frequency will depend on the outcomes of each audit. The starting point is every 3 years. (In other words, the inspection regime is similar to the way OFSTED adjusts how often it visits educational establishments).

54.4 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.

55.0 Noise, high sound levels and vibration (such as from machinery and music)

55.1 The Governors recognise there may be problems experienced with noise, high sound levels and vibration. Lead Staff will report all such cases to the Caretaker. If required, specialist advice will be sought to monitor the hazard, assess risk and take remedial action if necessary.

56.0 Off- Site Visits, educational trips and sports events

56.1 Arrangements for all Off-site Visits such as field trips and extra-curricular activities will comply with the *'Procedures and Code of Practice for Off- Site Visits'* and the service's policies.

57.0 Outdoor structures, seating, monuments and other miscellaneous features

57.1 This item covers the wide range of external features from fences to gazebos and roof gardens. The principle is of regular inspection and maintenance. 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.

57.2 Control measures include day to day walking the job picking up issues before they become a problem.

58.0 Plant, Machinery, and Equipment

58.1 The provision and use of plant, machinery and equipment in the service will be in accordance with the policy as laid down in procedures for the maintenance of installations, plant and equipment.

58.2 The Governors recognise that specialist advice is required to determine the safety requirements for the:

- adequate and correct guarding of machinery
- run-down and emergency stopping of machinery
- general inspection of plant, equipment and machinery
- storage and transportation of toxic substances, gases etc, and
- disposal of toxic and other waste substances and materials.

Specialist advice will be obtained as necessary by hiring contractors and advisors as needed.

1. Lead Staff 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 Logbook.
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).
3. New plant, machinery, equipment, materials, substances will be brought onto the premises after discussion with the service's Management Committee after 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.

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.

60.0 Playground Equipment

60.0 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 Health and Health and Safety Coordinator, and
- daily visual inspections by the Site Manager/Caretaker.

61.0 Portable Equipment (all types)

61.1 Portable equipment can be moved around and used by various people. It ranges from small stationery equipment usually regarded as low risk to electrical equipment and other potentially high-risk items.

61.2 Equipment will be installed as per manufacturers instructions. Inspection reports will be kept in the Premises Logbook. Timely inspection appropriate to the type and use of equipment will be carried out, to maximise efficiency, minimise cost and ensure brought in items by staff are pro-actively dealt with and items such as portable device transformers are not on when not in use, etc.

61.3 Suitable training will be given where required.

61.4 The persons responsible for maintenance and inspection will be agreed by the service as it may vary between department or activity.

62.0 Portable appliance testing (PAT)

62.1 Although most equipment of concern here is electrical it also applies to other equipment that may need testing.

62.2 The Health and Safety Executive guidance and the manufacturer's instructions will be the basis for frequency and type of testing.

63.0 Reporting of injuries, diseases and dangerous occurrences or RIDDOR

63.1 The legal requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met. The Headteacher will liaise with the HSE online or via the service's external health and safety advisor.

64.0 Risk Assessment

64.1 The procedure for assessing risks will be in accordance with the relevant service policy.

64.2 In line with Health and Safety Executive guidance risk assessment will focus on serious and substantial risks as a priority.

64.3 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.

64.4 Risk assessments will be suitable and sufficient. They will use the best available guidance from advisory bodies such as:

- AfPE for sport and other PE activities;
- ASE for Science;
- Association of British Theatre Technicians
- CLEAPSS for Science, DT and Art;
- Institute of Physics;
- DATA for DT and Art;
- Early Years advisory organisations
- One Dance UK
- Royal Society of Biology;
- Royal Society of Chemistry;

For further information see: Risk assessment file

65.0 Health and Safety representatives trade union and staff

65.1 The service is committed to consultation with employees and other relevant or helpful people and organisations to ensure the best possible health, safety and wellbeing performance.

65.3 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 service 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.

65.4 Health and Safety representatives (Trade Union or staff reps) will be given support and a health and safety committee will be supported when required.

Courtesy Health and Safety Executive:

<http://www.hse.gov.uk/involvement/flowchart.htm>

66.0 Health, safety and wellbeing committee

66.1 A consultative health and safety committee will be formed and meet when required under an agreed set of guidelines.

67.0 Security

67.1 The security management of the premises, staff members and pupils is set out in the service's security procedures.

67.2 This is part of the overall safeguarding procedure as well as asset protection and personal safety.

67.3 For further information see: Service safeguarding policy; service security procedures.

67.4 Some procedures are accessible only to authorised personnel including:

- Personal data;
- Cash protection;
- IT security.

68.0 Training

68.1 The Management of Health and Safety at Work Regulations 1999 Sections 10, 13 for example require that the service provides suitable information and training regarding risk assessment and health and safety management.

68.2 The Governors and Headteacher recognises that:

1. training is always a constant requirement, based on the ability to recognise who requires it and when, and
2. new employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training program, considering new technology, legislation, regulations and standards to determine a fresh approach to training requirements and a re-training program for existing staff.

68.3 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 service to other activities, contract and agency staff, and volunteer helpers, all of whom will need to be shown over the service 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 may require others.

69.0 Transport including the service people carrier

Use of transport will be in accordance with the procedures in relevant policies. For further information see: See risk assessment file

70.0 Unacceptable Behavior

The management of unacceptable behavior will be in accordance with the behavior policy and other relevant policies. Behavior may be from parents and carers, other visitors, pupils, staff, trespassers. For further information see; Whole service policy File teachers drive

71.0 Utility services

The provision and use of utility services in the service will be in accordance with current best practice.

72.0 Water Hygiene/Legionella Management

72.1 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>

72.2 Water Hygiene/Legionella will be managed in accordance with the report/risk assessment held in the premises logbook and site management procedures including, senior staff/site manager/caretaker training, regular monitoring, flushing and cleaning regimes.

For further information see: Risk assessment file

73.0 Wellbeing

73.1 The Governors recognise the benefits of ensuring staff and student wellbeing.

Benefits of a healthy work environment include:

- 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 service effectiveness; • Strengthened relationships and mutual understanding, and
- A framework in which to monitor change.

A commitment is made to take equivalent or better steps to, at minimum, meet the requirements of the HSE Management Standards addressing Stress.

74.0 Working at height

74.1 The main legal requirements are set out in the Work at Height Regulations 2005.

74.2 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.

75.0 Work Experience

75.1 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

75.2 For teaching and related trainees and secondary age pupils from other services 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.

For primary age pupils gaining work experience (for example helping out in an office environment within the service) the procedure will be similar.

76.0 Wrap-up of other issues relating to occupational health and safety

76.1 This policy is intended to be a demonstration of the serious commitment to health, safety and wellbeing by the service. There are many detailed issues that are not specifically mentioned which however are covered by the general processes mentioned such as risk assessment.

Section 4: Other health and safety or wellbeing linked issues

77.0 Food Safety

77.1 Food safety is managed through the Food Standards Agency advice and guidance. It is linked to occupational health and safety through the equipment and utilities used and the activities.

77.2 Food safety and hygiene uses a HACCP (Hazard Analysis and Critical Control Point) system similar in framework to risk assessment and risk control systems.

77.3 All activity using food including catering, curriculum activities and other events are controlled using the same standards.

78.0 Safeguarding and child protection

78.1 National guidance published by Department for Education and OFSTED is followed and there are additional policies and procedures. Occupational health and safety and the safety of children at service are included in safeguarding.

79.0 Road transport and highway issues

79.1 Most issues are included under the occupational health and safety sections above. Vehicles, driver authorisation and highway behaviour is controlled by additional legislation with the Police being the first enforcement agency in most cases.

80.0 Environmental issues

80.1 The Environment Agency and local authorities enforce legislation regarding waste and pollution and a range of other issues. The service will comply with all requirements.