

North Road Community Primary School



Health, Safety and Well-being Policy

Document Two:

The Health, Safety and Well-Being Policy details of the organisation and the arrangements for ensuring Health, Safety and Well-Being.

November 2023

Date	People involved	Notes
16 th November 2021	Sarah Stillie, Headteacher Mike Munday, H&S Governor	
8 th November 2022	Sarah Stillie, Headteacher Mike Munday, H&S Governor R&P Committee	
1 st November 2023	Sarah Stillie, Headteacher Alex Popham, H&S Governor R&P Committee	Change of H&S Governor

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Document 2: Health and Safety Policy Details

Part 1: Introduction

This is Document two of two documents. Document One contains the statement of general policy and arrangements. This document illustrates our organisation and the arrangements for ensuring Health, Safety and Well-Being (HS&W).

The two documents are therefore the overall Health, Safety and Well-Being Policy. The policy is then implemented through sub-policies, risk assessments and the resulting procedures and actions needed to manage significant risks.

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

- Safeguarding Children;
- Food Safety;
- Environmental Protection;
- Transport Safety

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

Part 2: Organisation

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

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

- a. Financial risk
- b. Reputational risk

They are controlled through other policies and procedures.

1.		Role of the Local Authority
	1.	North Road Community Primary School is a community school.
	2.	It is part of the South Gloucestershire Local Authority
	3.	Our setting is not linked with a diocese or directly with any religious organisation.
	4.	Our settings vision: Enjoy Learning, Succeed in Life.
2.	5.	Our settings values are the following: Respect, Pride, Positivity, Ambition, Responsibility and Perseverance.
		Role of Governors on the Governing Body and the Headteacher
	1.	The Governors and Headteacher have agreed our settings overall ethos and values which are described above.
	2.	The Governors and Headteacher of North Road Community Primary School recognise the need to identify organisational details in our setting for implementing; monitoring and controlling HS&W matters. They also accept the need to consult individuals before allocating particular health and safety functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.

	<p>3. The Governors and Headteacher are committed to meeting the safeguarding requirements set out in the government guidance “<i>Keeping Children Safe in Education*</i> and <i>Working Together to Safeguard Children.</i>” ** Our settings Safeguarding Policy and connected documents link with this Health, Safety and Well-Being policy.</p> <p>*There are currently three main documents: For schools and colleges, for staff and about regulated activity. See the links below:</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated_Activity_with_Children_in_England.pdf</p> <p>**The cross-organisational guidance is at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf</p>
	<p>4. The Governors and Headteacher will make preparations to deal with: Critical incidents at our setting such as fire, flood, illness, threats of violence and terrorism, bereavement; Continuity of business in the event of a threat such as that created by a critical incident; The Contribution by the school to help the community at large cope with some kind of major incident. An example would be providing a rest centre if a fire meant people were unable to stay at their homes. These are the 3 C’s as set out by our competent support Delegated Services in a parallel and supporting documentation. Some of the preparation is mentioned here because of the obvious overlap with health, safety and wellbeing.</p> <p>5. The Governors and Headteacher will ensure that related “Health and Safety” topics such as food safety and road safety are also considered. These are mentioned in sections below but will also be covered elsewhere. One example is the Hazard Assessment and Critical Control Points food management system used in catering.</p>
3.	<p>Role of the Head Teacher</p> <p>1. The Headteacher appointed by the Governors. They are accountable to the Governors for implementing the school’s HS&W Policy and for all matters relating to HS&W within our setting. Safeguarding issues and the 3C’s cross-relate to Health, Safety and Well-Being.</p> <p>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.</p> <p>3. The Headteacher may delegate the management of HS&W matters to an appropriate competent member of staff who will be designated the Health and Health and Safety Coordinator such as the Business Manager.</p> <p>4. The Headteacher will delegate the:</p> <ul style="list-style-type: none"> ● Safeguarding Single Record (DBS) to The Office Administrator who will report to the Headteacher ● Special Educational Needs and Disability issues to a staff member holding the title SENDCo who will report 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 Headteacher.

	<ul style="list-style-type: none"> ● Leadership of off-site visits and trips to Party Leaders and Deputy Party Leaders who report to the EVC. ● ECT, Student Placements, Work Experience to a Senior Teacher who reports to the Headteacher
5.	<p>The Headteacher will be designated the Asbestos Duty Holder for our setting and will ensure compliance with the Control of Asbestos Regulations 2012 and any update, in so far as they relate to preventing the release of asbestos fibres in the school.</p> <p>Reference: http://www.hse.gov.uk/asbestos/index.htm</p>
6.	<p>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.</p> <p>Reference: http://www.hse.gov.uk/legionnaires/index.htm</p>
7.	<p>The Headteacher will be designated the Responsible Person for the school in accordance with the Regulatory Reform (Fire Safety) Order 2005, and will ensure that Fire Risk Assessments are regularly undertaken of the school and its activities, and as a consequence appropriate Fire Precautions are put in place.</p> <p>Fire is a 3C's issue as well.</p> <p>References: https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises</p>
8.	<p>The Headteacher will seek volunteers to take on the role of First Aiders at various skill levels, an Administrator of Medicines and Fire Wardens. All will be trained and their competence regularly assessed in accordance with arrangements and risk assessments attuned to the school's activities and responsibilities.</p> <p>Medical support for those pupils who need it will be provided in line with DfE guidance.</p>
9.	<p>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.</p> <p>The Headteacher will delegate the day-to-day co-ordination of all contractual and maintenance work carried out on school premises to the School Business Manager and Office Administrator, who will liaise with Senior Teachers/ Early Years Practitioners and others to ensure safety procedures and policy agreements are observed.</p> <p>Reference: http://www.hse.gov.uk/construction/cdm/2015/index.htm</p>
10.	<p>The Headteacher is responsible for ensuring that all new, amended or updated documentation and information regarding Health, Safety and Wellbeing matters are brought to the attention of the relevant pupils, employees, contractors, volunteers, and members of the general public.</p>
11.	<p>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.</p>

	<p>Accidents involving pupils may need to be reported through safeguarding requirements as well.</p> <p>Reference: http://www.hse.gov.uk/riddor/index.htm</p>
12.	<p>The Headteacher will liaise with the School Staff Health and Safety Representative and will actively seek Trade Union Safety Representatives, consulting with them on all HS&W matters and co-operating with them in the execution of their duties. In the absence of these representatives, volunteers will be sought from the teaching and support staff with whom to consult.</p> <p>Reference: http://www.hse.gov.uk/involvement/index.htm</p>
13.	<p>The Headteacher will review on an appropriately proportionate and prioritised rolling programme on a rolling basis:</p> <ul style="list-style-type: none"> ● Fire and Evacuation procedures; Lockdown and terrorism procedures; ● First Aid provision both in the school and on off site visits; and from time to time, according to a proportionate plan; ● All other HS&W policies, procedures, codes of practice, risk assessments, and guidelines; ● When doing these reviews, the links with safeguarding and the 3C's will need to be anticipated so there are no gaps in policy and practice. <p>Reference: http://www.hse.gov.uk/pubns/books/hsg65.htm</p>
14.	<p>The Headteacher will seek advice, when appropriate, from the Health and Safety Competent Person (Delegated Services) and outside agencies that are able to offer informed and expert opinions. These may be the local authority as a regulator, South Gloucestershire Council or advisory organisations such as CLEAPSS, DATA, AfPE or Delegated Services CIC.</p> <p>References:</p> <p>http://www.delegatedservices.org http://www.cleapss.org.uk/ https://www.data.org.uk/ http://www.afpe.org.uk/</p>
15.	<p>The Headteacher, School Business Manager and Office Administrator will have the authority to stop what is considered unsafe practices, or the use of any plant, machinery, equipment, tools, materials, and substances.</p>
16.	<p>The Headteacher will make arrangements, with appropriate members of staff for improvements to premises, plant, machinery, and equipment.</p>
17.	<p>The Headteacher will ensure that appropriate training has been or will be given to employees (including temporary and part-time employees), agency and other contract staff, and volunteer helpers, to enable them to fulfil their responsibilities. This must include newly appointed staff and staff transferred within our setting to other duties.</p>
18.	<p>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.</p>
19.	<p>The Headteacher will:</p> <p>Compile a 'Buildings Register' identifying known hazardous substances and materials (e.g. Asbestos, Legionella, lead, flammable materials etc.).</p> <p>ensure that a seasonal inspection is completed three times a year by Headteacher and H&S Governor and the with defects reported accordingly</p>

		Establish Emergency Procedures for the evacuation (e.g., gas leaks, fire, and bomb warnings), lockdown (e.g., severe weather, trespassers, and industrial incident) of the school's site/ premises and emergency procedures for lost or missing children.
	20.	<p>The Headteacher and Senior Teachers and such other posts as identified by the Governors within appropriate minutes, shall have authority to act as 'landlord' and determine those who may or may not be welcome on the site and premises. If necessary, proportionate warning and/or banning action will be taken in accordance with natural justice expectations.</p> <p>In addition, they are authorised to warn individuals, in the event of unacceptable behaviour, such as nuisance or trespass, about "Section 547 of the Education Act 1996" and as updated, powers available under the education legislation, (or any successor legislation) and the risk of criminal procedures.</p> <p>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.</p> <p>Reference: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/295978/school_security_advice_181212_2_.pdf</p>
	21.	<p>The Headteacher, School Business Manager and Office Administrator are responsible for our settings approach to staff "Well-Being". 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.</p> <p>Reference: http://www.hse.gov.uk/stress/</p>
4.		<p>Role of School Senior Administrator (SBM) and Office Administrator</p> <p>The members of staff designated as the Health and Safety Coordinator is the School Office Administrator and Senior Administrator and the post holders will administer and manage day-to-day health and safety matters plus specific matters as identified in section 2.2 above on behalf of the Headteacher by:</p>
	1.	<p>Acting as the day-to-day link between the school and:</p> <ul style="list-style-type: none"> • The Headteacher • The Competent Person(s)* (or body) from whom support and advice is obtained or purchased; this may be a member of staff, the trust, local authority and other help as required from for example Delegated Services; • The Governors • Other providers of HS&W services such as water services organisations, asbestos management companies, electrical, gas and other utilities, radiation advisors and trips and expedition consultants. <p>* http://www.hse.gov.uk/business/competent-advice.htm</p>
	2.	<p>Working with personnel in the school, who have a lead role in HS&W e.g., the Senior Teachers, the Educational Visits Coordinator; Kitchen Supervisor and Catering Manager; Special Educational Needs and Disability Coordinator (SENDCo).</p> <p>See Appendix 1</p>
	3.	Taking a pro-active interest in the HS&W aspects of all activities. See Appendix 1
	4.	Recommending revisions to the HS&W Policy to the Headteacher
	5.	Referring irresolvable matters via the Headteacher to the Governors/ Employer.
	6.	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.

	7.	Staff members are expected to be familiar with their own areas of work and responsibilities.
	8.	The Senior Administrator and Office Administrator to check that contractors have adequate safety procedures in force and that they are aware of the school's HS&W Policy as it affects them and will: <ul style="list-style-type: none"> ➤ Ensure that a property survey of the school's buildings/ premises are carried out annually. ➤ Ensure that competent person(s) or specialist(s) are consulted as necessary to advise on HS&W matters and, in particular, technical issues, sampling, monitoring and auditing requirements.
5.		Role of EVC
	1.	Be a champion for all aspects of visits and outdoor learning.
	2.	Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards Establishment effectiveness.
	3.	Support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable Visits/outdoor learning.
	4.	Mentor leaders and aspirant leaders, supporting their ongoing development and training. Sample monitor their activity to identify any further training needs.
	5.	Ensure that planning complies with your Employer's requirements and that the arrangements are ready for approval within agreed timescales.
	6.	Support the Headteacher and Governor in approval decisions so that all those with responsibility have the competence to fulfil their roles.
	7.	Ensure that activity is evaluated against its aims for learning and development, that good practice is shared and any issues are followed up and comply with statutory and Employer's requirements.
	8.	Keep the Governors informed about the Visits/Outdoor learning taking place and their contribution to Establishment effectiveness.
6.		Role of Designated Safeguarding Lead (DSL)
	1.	The Headteacher is the DSL. The Office Administrators should liaise with the DSL so that any relevant activities or procedures will improve child protection.
	2.	Examples are: <ul style="list-style-type: none"> • First aid • Administration of Medicines • Trips and expeditions • Coaching activities • E-safety
	3.	Policies relating to safeguarding and child protection should make reference to health and safety issues as appropriate.
7.		Role of Manager of the "Single Central Record"
	1.	The Headteacher should liaise with the manager so that any relevant activities or procedures will improve child protection.
	2.	Examples are: <ul style="list-style-type: none"> • Recruitment and selection of coaches, support staff and anyone not subject to recruitment as teaching staff;
	3.	Case studies (Serious Case Reviews and major national investigations as well as press reports of prosecutions) will be used to learn how to improve child and vulnerable adult protection.

8.		Role of the Senior Teachers
	1.	The Senior Teachers will work primarily with teaching personnel in school who have a lead role in managing higher risk activities. There will be a variety of these. Most will have guidance available from industry, governing body or specific advisory organisations. These will be used by North Road Community Primary School. See Appendix 2
	2.	The Senior Teachers should encourage teachers and other practitioners to be risk aware rather than risk averse. Coping with risk is part of a child's learning and is often considered by OFSTED and equivalent inspection organisations during their visits.
	3.	Areas of their work and output related to that area can be found in Appendix 3
9.		Role of Early Years Lead and EYFS Staff
		The requirements of the EYFS framework will be met or exceeded in regard to Health, Safety and Well-Being. Input from medical practitioners and other advisors will be sought where this will improve the outcomes for the child and their family. Ref: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2
10.		Role of SENDCo
		The person with lead responsibility for SEN and disability issues will give advice to colleagues and liaise when necessary on health and safety related matters. There will be links with the Equality Policy and similar documents and actions.
11.		Role of the Site Manager - Headteacher
	1.	The Headteacher will manage the school site. She must make the Office Administrators aware of all contractors and/or third parties entering the school to undertake maintenance, service, or works contracts whilst also liaising with others, as appropriate, to ensure safety procedures and policy agreements are observed.
	2.	The Headteacher will check that contractors have adequate safety procedures in force and that they are aware of the school's HS&W Policy as it affects them and will: <ul style="list-style-type: none"> • Ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes. • Ensure that HS&W matters regarding Grounds Maintenance and Cleaning, and in particular ensuring that the Cleaning manager is aware of any implications of the school's HS&W Policy as it affects their work activities e.g., the storage arrangements for materials, equipment, and substances. • Keep a Premises Log Book up-to-date with the results of repair and maintenance, taking action to organise work when equipment is overdue for attention. • Ensure that all plant, machinery, equipment, tools, materials, etc., received from suppliers for the school's use are accompanied by appropriate information, including in particular, Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc., prior to use.
	3.	The Headteacher should work in accordance with the Health, Safety and Wellbeing Policy and other guidance issued by the school. In addition, they should apply industry specific best practice.
	4.	Grounds maintenance related contractors such as tree works using the school premises will be required to follow school Health and Safety procedures.
	5.	The Headteacher and Office Administration Team should receive copies of maintenance and inspection for all plant and equipment used in the school grounds maintenance service. This includes Portable Appliance Testing (PAT) and vehicle safety checks.
	6.	Defects and other problems should be reported to the Headteacher and Office Administration Team.
	7.	The Headteacher is responsible for a fire risk assessment for their activities to be done in liaison with the school.

	8.	The Headteacher is responsible for risk assessing their work and related activities such as vehicle and pedestrian interactions or the supply of new equipment. This covers both safety and health related issues.
12.		Role of the Cleaning Contractor and Grounds Contractor
	1.	The Cleaning and Grounds Contractor must be familiar with the establishment's Health, Safety and Wellbeing Policy and its implications for cleaning and grounds maintenance activities and working arrangements for the employees.
	2.	The Cleaning and Grounds Contractor should work in accordance with the Health, Safety and Well-Being Policy and other guidance issued by our setting. In addition, they should apply industry specific best practice. Where the cleaning and grounds maintenance is contracted out the contractor's Health and Safety procedures should be followed as well. If there is any conflict then this should be resolved by discussion.
	3.	The Office Administration Team should receive copies of maintenance and inspection for all equipment used in the school. This includes Portable Appliance Testing (PAT).
	4.	Defects and other problems should be reported to the Office Administration Team.
	5.	The Cleaning and Grounds Contractor is responsible for carrying out COSHH assessments on all substances used within our setting, risk assessments, method statements and references, ensuring their staff have suitable training, and that the HS&W policy is followed.
	6.	The Cleaning and Grounds Contractor is responsible for risk assessing all activities undertaken. This covers both safety and health related issues.
	7.	All employees in cleaning and grounds maintenance should be given suitable induction training and continuing professional development training. School procedures for health and safety as well as safeguarding are to be included in their training.
	8.	The Cleaning and Grounds Contractor needs to ensure safeguarding best practice is followed.
13.		Role of the Catering Manager (Contractor – Edwards and Ward)
	1.	The Catering Manager must be familiar with and follow the school's Health, Safety and Well-Being Policy and its implications for catering activities and working arrangements for the employees.
	2.	The Catering Manager should work in accordance with the Health, Safety and Well-Being Policy and other guidance issued by the school. In addition, they should apply industry specific best practice. Where the catering is contracted out the contractor's Health and Safety procedures should be followed as well. If there is any conflict then this should be resolved by discussion.
	3.	The Catering Manager is expected to be familiar with the Food Safety Act 1990 and relevant legislation. The advice and guidance from the Food Standards Agency and other regulators must be followed. This includes having a Hazard Assessment and Critical Control Point food safety management system in place.
	4.	The Catering Manager is expected to achieve not less than 4 stars and preferably 5 stars under the local government environmental health "Scores on the doors" rating system. All inspections and inspection reports must be supplied to the Office Administration Team.
	5.	The Office Administration Team receive copies of maintenance and inspection for all plant and equipment used in the school catering service. This includes Portable Appliance Testing (PAT) and gas safety checks.
	6.	Defects and other problems should be reported to the Office Administration Team.
	7.	The Catering Manager is responsible for risk assessing catering and related activities such as food deliveries or the supply of new equipment. This covers both safety and health related issues.

	8.	All employees in catering should be given suitable induction training and continuing professional development training. School procedures for health and safety as well as safeguarding are to be included in their training.
	9.	The Catering Manager needs to ensure safeguarding best practice is followed.
14.		Role of the First Aiders
	1.	The First Aiders are for meeting the requirements of the Health and Safety (First-Aid) Regulations 1981.
	2.	They also provide a first aid service to pupils and visitors.
	3.	Any first aid situation requires a dynamic risk assessment to identify if the area is safe to administer first aid. In particular, checks must be made regarding electricity, dangerous substances including gases like carbon monoxide and risk from height or water.
	4.	First aiders will be trained to a suitable level as published in guidance by the Health and Safety Executive.
	5.	Special circumstances may require additional training, arrangements and equipment. Examples are sports events, educational trips and expeditions.
15.		Role of the Administrator of Medicines
	1.	To provide support to pupils that require medicine during the school day by prior agreement with the parent/ carer
	2.	Ensure medicines held at school are secure, in date, labelled and available when needed as specified in individual Health Care Plans
	3.	Ensure any controlled drugs are recorded/counted and secured in a double locked container
	4.	They will have regular training in the administration of medication
	5.	They will document all medicines taken, including pupils name, time, date, amount and medicine type
	6.	They will encourage pupils to self-administer where possible
16.		Role of the Fire Wardens
	1.	Fire wardens support fire safety procedures such as prevention, inspection, detection and alarm and evacuation. They may also help with other critical incidents such as gas leaks or water floods, lockdowns and terrorist type events.
	2.	Although all staff have a role in these items and in an emergency would be expected to support leadership staff as far as they are able the Fire Wardens have a defined list of tasks.
	3.	As part of the fire and other emergencies plan, they support leadership staff in organising an evacuation if needed or other movement of colleagues, pupils and visitors.
	4.	They will sweep the building where safe to do so, close windows and doors behind them and provide registers to staff at the assembly points.
17.		Role of Trade Union Health and Safety Representatives
	1.	Trade Union representatives have rights given to them under the <i>Safety Representatives and Safety Committees Regulations 1977</i> . The school recognises these and will include them within employee consultation.
	2.	The Governors and Headteacher will encourage the appointment of Trade Union (TU) Safety Representatives from either teaching or support staff.
	3.	The Headteacher will consult regularly with TU Safety Representatives on HS&W matters. Safety Representatives will be encouraged by the Headteacher to fulfil their roles, including being released for any appropriate training.
	4.	TU Safety Representatives will be entitled to inspect the school in accordance with the agreed Trade Union procedures and agreements. The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the school's Safety Committee.

	5.	TU Safety Representatives have the right to receive any reports arising from accidents, injuries and any investigations carried out by the HSE or other authoritative bodies.
	6.	In the absence of TU representatives, the Headteacher will seek volunteers from teaching and support staff areas with whom to consult and comply with the Consultation with the <i>Health and Safety (Consultation with Employees) Regulations 1996</i> . (See Section 21 below)
18.		Role of the Employee Health and Safety Representatives
	1.	In the absence of TU representatives, the Headteacher will seek volunteers from teaching and support staff areas with whom to consult.
	2.	The school will ensure there is consultation with all employees in order to meet the general obligations under the <i>Health and Safety at Work etc. Act 1974</i> and specific requirements under regulations.
19.		Role of Employees
	1.	Every employee has a responsibility under the <i>Health and Safety at Work etc. Act 1974 Section 7</i> and <i>The Management of Health and Safety at Work Regulations 1999 Section 14</i> to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with their employer in the performance of the employer's health and safety duties.
	2.	All employees will be given access to the school's HS&W policy and need to be familiar with all documents relating to HS&W in the school. Employees will pay particular attention to the policy and risk assessments as they relate to particular work activities.
	3.	Employees must be familiar with the HS&W Policy, its implications and any procedures, arrangements and practices as applicable to their roles and responsibilities.
	4.	Employees are responsible and accountable to the Governors, Headteacher and those delegated various responsibilities as described above for the implementation of the school's HS&W Policy in the performance of their duties.
	5.	Employees must conform to responsibilities as laid down in safe working arrangements for specific roles and responsibilities.
	6.	The school's staff members must ensure that all pupils or persons under their control receive instruction and are provided with suitable training to enable them to behave in a safe and efficient manner.
	7.	If staff find a problem, they must first isolate, then take immediate safety action, then report, (verbally and in writing) all problems, defects and hazards to their line manager or the headteacher as soon as they become apparent. This is illustrated in Appendix 4
20.		The role of Pupils and Students
	1.	Anyone who is not employed by the school is covered by the general duties described in Section 3 of the <i>Health and Safety at Work etc. Act 1974</i> .
	2.	Contractors are external to the school and are covered under the arrangements section below.
	3.	Pupils and students are expected to follow the behaviour requirements of the school and to cooperate in the health and safety management processes. Teachers and school staff generally are responsible for making pupils and students aware of health and safety procedures whether during lessons, trips or more generally.
	4.	The school has an overall responsibility for safeguarding young people, which includes health and safety issues. There are separate policies (linked as necessary with other policies) on safeguarding and child protection. Related policies and procedures are for example e-safety, food safety, use of school transport and environmental issues.
	5.	The school will encourage pupils and students to learn life-skills, which include assessing and managing hazards and risks, exploring risky activities so they can be achieved safely and learning how to prepare for adult life and work.

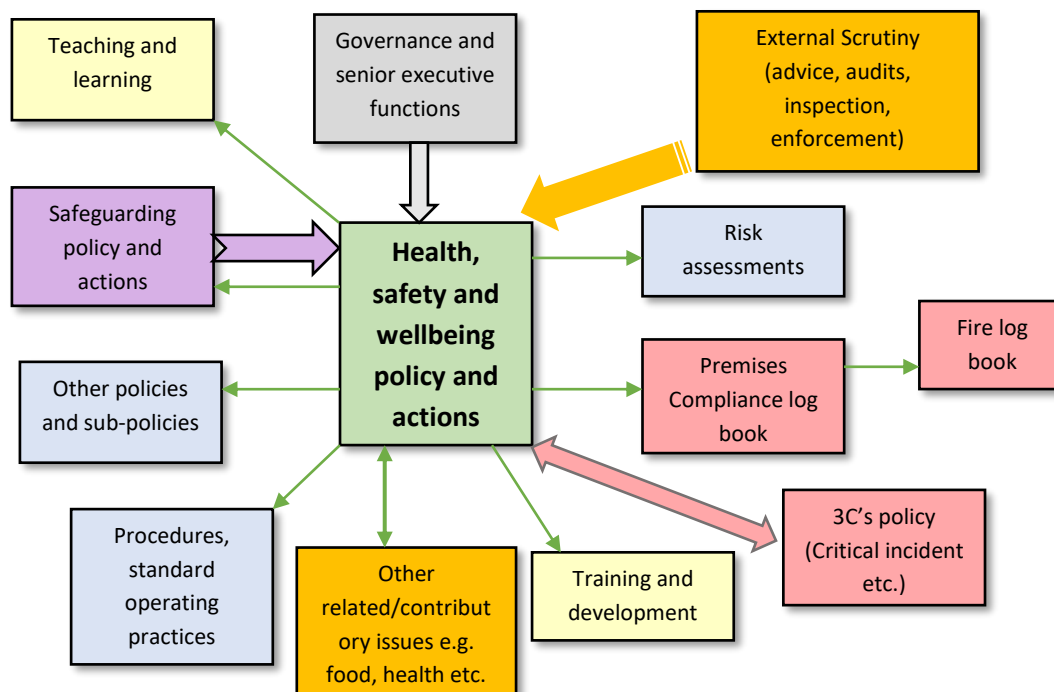
	6.	Pupils and students will be encouraged to take part in the school community and contribute to health, safety and wellbeing initiatives.
21.		Role of Parents and Carers
	1.	Anyone who is not employed by the school is covered by the general duties described in Section 3 of the Health and Safety at Work etc. Act 1974.
	2.	Parents and carers, other relatives and visitors in general are expected to follow the instructions and guidance of the school in regard to health, safety and wellbeing.
	3.	The school hopes that are parents, carers and all others connected with the work of the school will contribute to the high standard of health, safety and wellbeing required.
	4.	The Friends of North Road (FONR) agrees to abide by the school's policies and procedures where these involve premises, facilities, staff and pupils.
22.		The role of External Advisors
	1.	Where possible the school will have its own staff trained to provide advice and expertise.
	2.	External advisors will be used when necessary on health, safety and wellbeing issues such as gas safety, critical incidents, trips and health and safety management.
23.		The role of external regulatory agencies
	1.	<p>The school will make use of the statutory requirements and non-statutory guidance published by regulatory agencies including:</p> <ul style="list-style-type: none"> ➤ Avon Fire and Rescue Service ➤ Local authority ➤ Department for Education ➤ The Environment Agency ➤ The Food Standards Agency ➤ The Health and Safety Executive ➤ OFSTED
	2.	The school will cooperate fully with any informal visit, inspection or investigation by the above agencies or other authorised bodies.

Part 3: ARRANGEMENTS – what do people do?

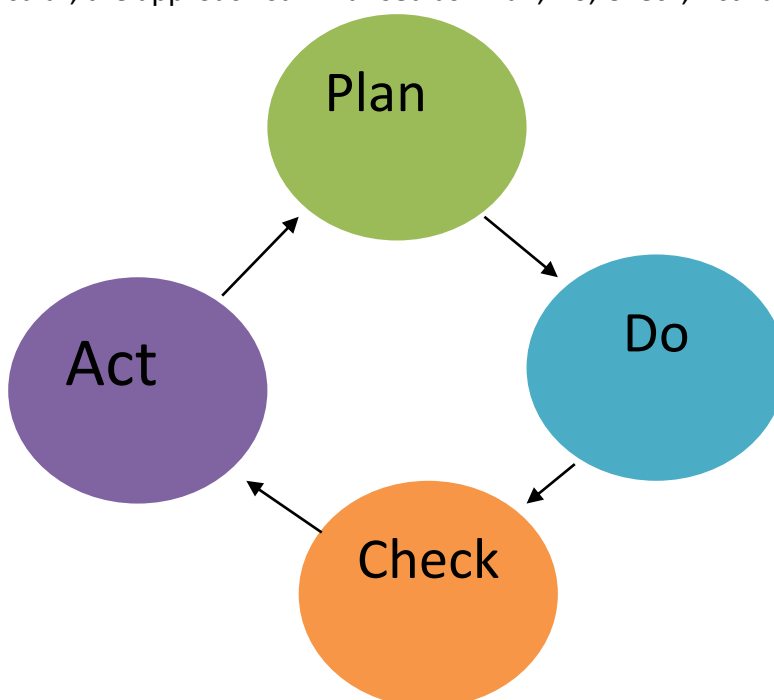
Introduction

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

This policy is part of the establishments overall Health, Safety and Well-Being system and the graphic below illustrates how it fits with some other parts of the system.



North Road Community Primary School will follow the advice in HSE document HSG 65 “Managing Health and Safety” and in particular, the approach summarised as “Plan, Do, Check, Act” as illustrated below:



Risk rating	Factors present
Very High	Deliberate breach of or flagrant breach of the law
High	Offender fell far short of the appropriate standard, for example by: <ul style="list-style-type: none"> Failing to put in place measure that are recognised standards in the industry Ignoring concerns raised by employees or others Failing to make appropriate changes following prior incident(s) exposing risk to H&S Allowing breaches to subsist over a long period of time
	Serious/ systematic failure within the organisation to address risks to H&S
Medium	Offender fell short of the appropriate standard in a manner that falls between descriptions in high and low culpability categories
	Systems were in place but these were not sufficiently in place/ adhered to
Low	Offender did not fall far short of the appropriate standard, e.g., because: <ul style="list-style-type: none"> Significant measures were made to address the risk although they were inadequate on this occasion There was no warning/ circumstance indicating a risk to H&S
	Fallings were minor and occurred as an isolated incident

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

Use the table below to identify an initial harm category based on the risk of harm created by the offence.

The assessment of harm requires a consideration of **both**:

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

Likelihood of harm	Level A	Level B	Level C
	<ul style="list-style-type: none"> Death Physical/ mental impairment relying on lifelong third-party care for basic needs Significantly reduced life expectancy 	<ul style="list-style-type: none"> Physical/ mental impairment, not amounting to level A, which has a substantial and long-term effect on the sufferer's ability to carry out normal day-to-day activities or on their ability to return to work A progressive, permanent or irreversible condition 	<ul style="list-style-type: none"> All other cases not falling within Level A or Level B
High	Harm category 1	Harm category 2	Harm category 3
Medium	Harm category 2	Harm category 3	Harm category 4
Low	Harm category 3	Harm category 4	Harm category 4 (bottom of range)

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

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

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

Micro - Turnover or equivalent: not more than £2 million		
Micro	Starting Point	Range
Very high culpability		
Harm category 1	£250,000	£150,000 – £450,000
Harm category 2	£100,000	£50,000 – £200,000
Harm category 3	£50,000	£25,000 – £100,000
Harm category 4	£24,000	£12,000 – £50,000
High culpability		
Harm category 1	£160,000	£100,000 – £250,000
Harm category 2	£54,000	£30,000 – £110,000
Harm category 3	£30,000	£12,000 – £54,000
Harm category 4	£12,000	£5,000 – £21,000
Medium culpability		
Harm category 1	£100,000	£60,000 – £160,000
Harm category 2	£30,000	£14,000 – £70,000
Harm category 3	£14,000	£6,000 – £25,000
Harm category 4	£6,000	£2,000 – £12,000
Low culpability		
Harm category 1	£30,000	£18,000 – £60,000
Harm category 2	£5,000	£1,000 – £20,000
Harm category 3	£1,200	£200 – £7,000
Harm category 4	£200	£50 – £2,000

The level of fines awarded are also influenced by other factors that need to be taken into account:

Factors increasing seriousness

Statutory aggravating factors

- Previous convictions, having regard to a) the nature of the offence to which the conviction relates and its relevance to the current offence; and b) the time that has elapsed since the conviction

Other aggravating factors include

- Cost-cutting at the expense of safety
- Deliberate concealment of illegal nature of activity
- Breach of any court order
- Obstruction of justice
- Poor health and safety record
- Falsification of documentation or licences
- Deliberate failure to obtain or comply with relevant licences in order to avoid scrutiny by authorities
- Targeting vulnerable victims

Factors reducing seriousness or reflecting mitigation

- No previous convictions or no relevant/recent convictions
- Evidence of steps taken voluntarily to remedy problem
- High level of co-operation with the investigation, beyond that which will always be expected
- Good health and safety record
- Effective health and safety procedures in place
- Self-reporting, co-operation and acceptance of responsibility

A to Z Arrangements by Topic

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

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

1.	Accident (this includes near-miss incidents and cases of aggression/ violence) Reporting.
1.	There is a legal requirement to report certain accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 usually called RIDDOR. All accidents are to be reported in line with the procedures contained in the 'Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences'. Accident and incident forms, which are available online, are to be sent to Delegated Services, the school's competent person. This procedure will be brought to the attention of all employees through training.
2.	All employees and pupils will be encouraged to report near misses so that potentially hazardous situations can be dealt with.
2.	Administration of Medicines
1.	Arrangements for the Administration of Medication in the School will be in accordance with the 'Policy for the Administration of Medicines'.
2.	This procedure will be brought to the attention of all employees, volunteers and parents. The aim is to ensure the school knows of any medical conditions requiring either day to day medication or emergency medication.
3.	Parents and carers know they will be informed of medication administered and any additional information which will help in the longer-term management of the medical condition.
4.	The policy can be found on the I Drive and is available from the school office.
3.	Asbestos Management
1.	There is asbestos on site and the school manages the risk in line with the Asbestos Management Plan and risk assessment held in the premises H&S Folder.
2.	The procedures include the training of senior staff, the site manager and other staff members.
3.	In addition, there will be supervision and management of contractor and volunteer activity to prevent damage to or exposure of asbestos containing materials. For more information see the Headteacher.
4.	Banning- see Warning and Banning
5.	Buildings and Premises
1.	The management of the school's premises will be assisted by the keeping and use of documentation. This will enable planned maintenance, asset protection, audits and provide references for future work.
2.	Key documents are held in the main school office and on the Admin drive (I Drive) and will include: <ul style="list-style-type: none"> Records of compliance, maintenance, inspections and repairs; Defect reporting procedure;

		<ul style="list-style-type: none"> • Fire, Asbestos, Legionella, radiation and other key matters as required –if they are required; • Insurance inspections; • Defect reports; • Other documents as needed.
	3.	The Delegated Services Premises Listings are used as a helpful aide-memoire.
6.		Premises Management
	1.	See also Building and Premises
7.		Child Protection- see Safeguarding and Child Protection
8.		Cleaning- see Housekeeping
9.		Committee- see Health, Safety and Wellbeing Committee (Resources and Pay)
10.		Communicating information to employees and other persons who are not employees.
	1.	There will be staff noticeboards, staff meetings, school and staff newsletters and e-mail briefings as well as the Health and Safety Committee (Resources and Pay). These will be supplemented as necessary by special meetings and documents on the school website. Parents and carers will also have access to a text service
	2.	Contractors will get briefings appropriate to their work or project. This will include hazard warnings including asbestos locations and know high-risk areas. See Contractors below
	3.	Perimeter and site posters and signs or other markings will be used as suitable for example to warn that the site is not generally open to the public
11.		Computers and IT Equipment and Systems
	1.	This covers a wide range of items. Traditional information systems such as the school network wired or wireless and attached terminals are only part of the current “wired society”. Other aspects include mobile devices, equipment linked to the Internet, the World Wide Web and so on.
	2.	Equipment related to information, technology and communications will be managed by INTEGRA IT.
	3.	Display screen assessments when required will be organised through the Office Administration Team.
	4.	E-safety is managed by the DSL and the Computing Lead. See Safeguarding
	5.	Data Protection requirements are dealt with by South Glos Council and INTEGRA GDPR.
	6.	All IT facilities are subject to the relevant safety risk assessments relating to for example work on electrical equipment, lone working, manual handling and work at height.
12.		Contractors
	1.	Contractors are all paid workers not employed directly by the school. This will include building maintenance staff, cleaning, construction personnel, visiting advisors and supply staff.
	2.	All contractors entering or working on school premises will do so only with the permission and authorisation of the Headteacher.
	3.	Any ‘Hot Works’ carried out will require notification and permits detailing the works, lock offs etc. to be signed and dated by the Headteacher.
	4.	Any work that might disrupt teaching and learning will be arranged to minimise this as far as possible.
	5.	Health and Safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances will be examined when contractors are considered.
	6.	The Headteacher and Office Administration Team will be overall responsible for liaising with contractors. They will ensure safe working arrangements by providing:

		<ul style="list-style-type: none"> • A copy of the school 's Policies, Procedures, Codes of Practice and other guidelines; The school 's Asbestos Survey; • A contractors pack can be found here https://drive.google.com/file/d/1Cw2bJNFKzPtv9N6tlpL_nOZOjCMx960G/view?usp=sharing • Other documents as needed; • Checking contractors' documents and other details as necessary.
13.		Coronavirus (COVID 19)
	1.	Over the last year, the emergence of C-19 has been a massive challenge in so many ways. We have responded with a comprehensive tailored risk assessment that can be found on the Admin Drive (I Drive) and on the School Website.
	2.	Supporting risk assessments and operational procedures are also in place and can be found on the Admin Drive (I Drive) and on the School Website.
	3.	Where necessary we have looked at other policies and sub policies to ensure they also take into account the situation and appropriate adjustments are made to content accordingly.
14.		COSHH (Control of Substances Hazardous to Health)
	1.	For the purposes of this policy, the Governors recognise the everyday understanding that all chemicals should be considered here and any other similar things. In law, certain items such as lead and asbestos have their own regulations so they are also mentioned separately.
	2.	Other COSHH related matters will be considered by the Headteacher.
	3.	<p>The legislation involved includes:</p> <ul style="list-style-type: none"> • Control of Asbestos Regulations 2012 • Control of Lead at Work Regulations 2002 (CLAW) • Control of Substances Hazardous to Health Regulations 2002 • The Dangerous Substances and Explosive Atmospheres Regulations 2002 • Explosives Regulations 2014 • Explosives Regulations 2014 (Amendment) Regulations 2016 • Ionising Radiation Regulations 1999 (IRR99) • Petroleum (Consolidation) Regulations 2014
	4.	The school subscribes to advice from CLEAPSS which is recognised by the Health and Safety Executive as a source of guidance.
15.		Defect Reporting
	1.	There will be a defect reporting procedure so that problems can be dealt with quickly and effectively.
	2.	All employees are expected to act as follows. If staff find a problem, they must first isolate, then take immediate safety action, then report, (verbally and in writing) all problems, defects and hazards to their line manager or headteacher as soon as they become apparent. See Appendix 5
16.		Design and Technology
	1.	The establishment has identified this subject as a high-risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA and AfPE Delegated services to ensure relevant and up to date information is provided

17.		Display Screen Equipment (DSE) and Workplace Risk Assessment
	1.	The <i>Health and Safety (Display Screen Equipment) Regulations 1992</i> require that regular users of all types of display screen equipment are risk assessed and steps are taken as needed to protect their health and safety.
	2.	The school will arrange risk assessments as necessary. All employees and anyone else on school business such as volunteers can ask for a risk assessment regarding their workplace and the use of DSE. (Other issues to do with IT are covered under "Computers".)
18.		Drama/Dance
	1.	The establishment has identified this subject as a high-risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA and AfPE Delegated services to ensure relevant and up to date information is provided
19.		Electricity
		The use of electrical systems will follow the current legal requirements. These include the general duties within the Health and Safety at Work etc. Act 1974 Section 2 (2) and the Electricity at Work Regulations 1989.
	1.	Electrical systems will be inspected on a 5 year basis to ensure all areas are covered within a 5 year period
	2.	Electricity within teaching and learning will also follow the guidance from CLEAPSS and DATA.
20.		Emergency Procedures
	1.	The specific procedures are as contained in the following documents. These are based on the 3C's advice from Delegated Services (Policy for Critical Incidents, Business Continuity and supporting the Community) and government guidance. The school accepts that the nature of an emergency means that they may not fit into a previously encountered scenario and staff will need to react using their training and judgement.
	2.	Fire evacuation procedures, as part of the Fire Risk Assessment, meet the obligations under the Regulatory Reform (Fire Safety) Order 2005
	3.	First aid and medical support in relation to the First Aid at Work Regulations 1981 and statutory guidance from DfE. See First Aid Policy https://www.northroadprimaryschool.co.uk/wp-content/uploads/2020/12/First-Aid-Policy-2020.pdf
	4.	Problems from gas, water and electricity such as leaks, floods and service outage. I Drive/Policies/Business Contingency Management and Emergency Plan.
	5.	Lockdown due to Intruder, crime and terrorism including aggression and violence from parents or other visitors https://www.northroadprimaryschool.co.uk/wp-content/uploads/2018/09/Lockdown-Procedures-2018.pdf
21.		Fire Precautions
	1.	The arrangements for general fire safety as required under the Regulatory Reform (Fire Safety) Order 2005 will be in accordance with the outcome of a Fire Risk Assessment and reviewed annually unless requiring revision due to substantial change, or if legislation changes.
	2.	The establishment's Fire Log Book will be used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visits by the Fire and Rescue Service, emergency crate inspections, etc. The establishment will hold the Fire Log

		Book, repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting, etc. together in the main office.
22.		First Aid Provision and Medical Support
	1.	The arrangements for first aid in the School will be in accordance with the policy as laid down in the 'First Aid at Work Policy'. First aid boxes will be located in all classrooms, staffroom and The Medical Room.
	2.	The names of First Aiders and others with appropriate skills must be posted on the school's HS&W notice board and at strategic locations within the school.
	3.	The school has an AED (Automated External Defibrillator) which is kept in the Medical Room in the main building of the school. There is also a Defibrillator located on the wall of The Codrington Arm Public House.
23.		Health
	1.	The arrangements for supporting pupils and staff are set out in the Medical Needs Policy https://www.northroadprimaryschool.co.uk/wp-content/uploads/2021/11/Medical-Needs-Policy-2021.pdf
	2.	Where necessary training will be provided to ensure conditions requiring additional support will be met, such as asthma, diabetes, epilepsy, anaphylaxis.
	3.	Guidance on infection control within a school setting is followed provided by the UK Health Security Agency. https://www.gov.uk/government/organisations/uk-health-security-agency
	4.	Please see Coronavirus for further information regarding this matter
	5.	Please also see Administration of Medication
24.		Health and Safety Representatives, Trade Union and Staff
	1.	The school is committed to consultation with employees and other relevant or helpful people and organisations to ensure the best possible health, safety and wellbeing performance.
	2.	This includes the legislation illustrated in the graphic below. (See Appendix 6)
	3.	There are requirements in other legislation such as: <ul style="list-style-type: none"> • Health and Safety at Work etc. Act 1974 Section 2(2) (c), 2(6) and 2(7) • The Management of Health and Safety at Work Regulations 1999 • The Regulatory Reform (Fire Safety) Order 2005 These require consultation and information sharing which the school accepts in the spirit of the legislation to ensure the Health, Safety and Well-Being of all persons affected by their activities so far as is reasonably practicable.
	4.	Health and Safety representatives (Trade Union or staff reps) will be given support and a health and safety committee will be formed.
25.		Health, Safety and Well-Being Committee
	1.	The Resources and Pay Committee receives reports from the designated Health and Safety Governor. He meets with the Headteacher and Staff Representative three times a year.
26.		Housekeeping
	1.	The Headteacher will ensure adequate arrangements are in place to keep the school clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms, battery rooms, the area under the stage, other storage areas and all designated escape routes will be kept clear at all times. Rubbish bins, skips, etc. will be located away from school buildings and secured to suitable fixed points.
	2.	Lead Staff will make regular checks of their areas, maintaining tidiness, arranging adequate storage and ensure appropriate cleaning arrangements.

27.		Incident reporting This is described under 'Accident reporting' regarding accidents and 'Defect reporting' for defects around the site.
28.		Inspections
	1.	Regular inspections, walk rounds and checks will take place to assist in the management of the school premises.
	2.	Inspections to be carried out 3 times a year. The focus can be on themes/particular areas and we understand this would be beneficial as a 'fresh eyes' approach involving other members of staff and governors.
	3.	Summarised reports of findings from inspections to be given to the Resources and Pay Governors Committee.
29.		IT- see Computers and other IT equipment and systems
30.		Legionella- see Water Hygiene/ Legionella Management
31.		Local Exhaust Ventilation and Air Extraction
	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 H&S Folder.
	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.
	3.	Other air extraction will be provided and maintained as needed around the premises in for example: <ul style="list-style-type: none"> • Toilets and washrooms, • Rooms where there are photocopiers or other equipment; • Rooms that may become hot during parts of the year. • Kitchen
32.		Lone Working
	1.	The precautions to be taken in relation to lone working will be in accordance with the 'Lone Working Policy'. I Drive/Policies/Lone Working Policy.
	2.	For more information see Headteacher
33.		Manual Handling (i.e. lifting and carrying of objects) and the lifting & carrying of children or adults as part of care arrangements
	1.	Responsibility for organising the safe manual handling of significant loads will rest with the Headteacher.
	2.	The lifting and carrying of children or adults as part of care arrangements will be managed by the SENDCo, First Aiders and the Headteacher.
	3.	All lifting and carrying of objects or people will only be permitted after suitable risk assessment has been undertaken by a competent person and all the precautions and control measures identified are in place.
	4.	Where possible standard operating procedures will be used as part of premises management or care plans.
	5.	Equipment such as hoists, trolleys, wheelchairs will be inspected and maintained.
	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.

	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
34.		Monitoring and Auditing Health and Safety Performance
	1.	The school will apply the Health and Safety Executive recommended process of Plan, Do. Check and Act as mentioned above.
	2.	There will be a rolling programme of updating documents (and hence procedures)
	3.	Audits will be carried out at North Road Community Primary School at regular intervals to maintain or improve overall performance. The frequency will depend on the outcomes of each audit.
	4.	Monitoring includes regular walkabouts and meeting employees, pupils and contractors. Walkabouts may be formal and recorded or day to day “walking the job” picking up issue before they become a problem.
35.		Music- see Noise. High levels and vibration
36.		Noise, high sound levels and vibration (such as from machinery and music)
	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 Headteacher.
37.		Off- Site Visits, Educational Trips and Sports Events
	1.	Arrangements for all Off-site Visits such as field trips and extra-curricular activities will comply with the ‘Procedures and Code of Practice for Off- Site Visits’ and the school’s Educational Visits Policy https://www.northroadprimaryschool.co.uk/wp-content/uploads/2022/03/Educational-Visits-Policy-2022.pdf
38.		Outdoor Structures, Seating and Other Miscellaneous Features
	1.	This item covers the wide range of external features from fences to gazebos. The principle is of regular inspection and maintenance. This is carried out by the Headteacher and H&S Governor.
	2.	Specific risk assessment may be necessary for some things although some items commonly in use such as benches are “everyday risks” and unlikely to need detailed risk assessment.
	3.	Control measures include day to day walking the job picking up issues before they become a problem.
39.		PE
	1.	The establishment has identified this subject as a high-risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA, AfPE and Delegated services to ensure relevant and up to date information is provided
40.		Playing Fields
	1.	An inspection of the playing fields will be included as part of the seasonal three times a year inspection programme. This will be to look for physical defects to the grounds that may increase the likelihood of slips, trips, and falls, as well as checking that fields are free from broken glass and other sharps. Responsibility for the inspection will rest with the Lead Staff for Sport and PE and will include goal posts, goalpost/marker flag location etc.
	2.	A visual inspection of playing fields will also be carried out before all organised games and contact sports and all debris will be removed. This duty is delegated to the member of staff leading the activity. This also applies to away sporting fixtures as far as is reasonably practicable.

41.		Playground Equipment
	1.	Playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in sound condition with: <ul style="list-style-type: none"> 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 Headteacher.
	2.	If play equipment is out of bounds to pupils before or after school this should be documented in the school newsletter.
42.		Portable Equipment (all types)
	1.	Portable equipment can be moved around and used by various people. It ranges from small stationery equipment usually regarded as low risk to grass cutting equipment, electrical equipment and other potentially high-risk items.
	2.	Inspection reports will be kept in the Premises Log Book in the School Office. 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.
	3.	Suitable training will be given where required.
	4.	The persons responsible for maintenance and inspection will be agreed by the school as it may vary between department or activity.
43.		Portable appliance testing (PAT)
	1.	Although most equipment of concern here is electrical it also applies to other equipment that may need testing.
	2.	The Health and Safety Executive guidance and the manufacturer's instructions will be the basis for frequency and type of testing.
44.		Premises- see Buildings and Premises
45.		Reporting of injuries, diseases and dangerous occurrences or RIDDOR
	1.	The legal requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met.
	2.	The Office Administration Team will liaise with the establishment's external Health and Safety Advisor and LA
46.		Risk Assessment
	1.	The procedure for assessing risks will be in accordance with the 'Risk Assessment Policy'.
	2.	In line with Health and Safety Executive guidance risk assessment will focus on serious and substantial risks as a priority.
	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.
	4.	Risk assessments will be suitable and sufficient. They will use the best available guidance from advisory bodies such as: <ul style="list-style-type: none"> 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; One Dance UK

		<ul style="list-style-type: none"> Royal Society of Biology; Royal Society of Chemistry;
47.		Safeguarding and Child Protection
	1.	The management of Safeguarding is set out in the Safeguarding policy which can be found on the Admin Drive and on the school website: https://www.northroadprimaryschool.co.uk/wp-content/uploads/2021/12/Child-Protection-Policy-2021.pdf
	2.	National guidance published by Department for Education and OFSTED is followed and there are additional policies and procedures set out by the School, Occupational Health and the safety of children at school are included in safeguarding.
	3.	All staff are to be trained to a suitable level depending on their role as stated in https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf
48.		School Trips- see Offsite visits, educational trips and sporting events
49.		Science
	1.	The establishment has identified this subject as a high-risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils.
	2.	The establishment will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS, DATA, AfPE Delegated services to ensure relevant and up to date information is provided
50.		Security
	1.	The security management of the premises, staff members and pupils are set out in the School's Security Policy.
	2.	This is part of the overall safeguarding procedure as well as asset protection and personal safety.
	3.	Some procedures are accessible only to authorised personnel including: <ul style="list-style-type: none"> Personal data; Cash protection; IT security.
51.		Sport- see PE
52.		Stress- See Wellbeing
53.		Trade Union/ Staff Consultation- See Health and Safety representatives trade union and staff
54.		Training
	1.	The Management of Health and Safety at Work Regulations 1999 Sections 10, 13 for example require that the school provides suitable information and training regarding risk assessment and health and safety management.
	2.	The Governors and Headteacher recognise that: <ul style="list-style-type: none"> training is always a constant requirement, based on the ability to recognise who requires it and when, new employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme, taking into account new technology, legislation, regulations and standards to determine a fresh approach to training requirements and a re-training programme for existing staff.
	3.	There are various categories of training requirements defined as induction training, informative/ awareness training and specific 'hands-on' training;

		<ul style="list-style-type: none"> • Induction Training This will apply to new employees, employees transferred within the school to other activities, contract and agency staff, and volunteer helpers, all of whom will need to be shown over the school and host area, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements, etc. • Informative and Awareness Training A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements. • Specific Training This is a hands-on training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks. Curriculum subjects may require particular competencies and support staff may require others.
	4.	<p>Examples are:</p> <ul style="list-style-type: none"> • Sports and PE; • First Aid; • Administering medicines and supporting pupils with medical needs; • Safeguarding roles; • Fire safety duties
55.		Transport
	1.	Use of transport will be in accordance with the 'Policy, Procedures and Guidance on the Use of Transport'.
	2.	For further information see the Office Administration Team
56.		Trips- see Off-site visits, educational trips and sporting events
57.		Unacceptable Behaviour
	1.	<p>The management of unacceptable behaviour will be in accordance with the Policy for Positive Behaviour.</p> <p>https://www.northroadprimaryschool.co.uk/wp-content/uploads/2022/09/Positive-Behaviour-and-Exclusion-Policy-2022.pdf</p>
	2.	For information regarding parental/carers unacceptable behaviour- see Warning and Banning
58.		Vehicles- see Transport
59.		Walk Rounds- see Inspections
60.		Warning and Banning
	1.	The Headteacher and Governors will give warning in writing to any parent/carers that is behaving in a manner thought to be threatening or abusive to explain this behaviour is unacceptable and will not be tolerated.
	2.	Section 547 of the Education Act 1996 and its updates make it a criminal offence to commit nuisance and trespass on school sites. The following posts and DS are authorised to act on our behalf in taking proportionate action, in accordance with natural justice, in exercising those powers on our behalf.
	3.	Schools are not public places and Governors can decide who is welcome, or not, using their rights as Landlord of the site.
	4.	If necessary, Delegated Services are authorised by the headteacher and Governors to act on our behalf in taking proportionate action, in accordance with natural justice, to warn and if necessary, ban an individual or individuals from our site
	5.	Parents/Carers will be given a Home/School Agreement to explain expectations of their behaviour and procedures if these expectations are not met.
61.		Water Hygiene/Legionella Management

	1.	There is a specific requirement to manage the risk of Legionnaire's Disease due to Legionella bacteria in water supplies. This is described in the Health and Safety Executive publication at: http://www.hse.gov.uk/pubns/books/l8.htm
	2.	Water Hygiene/Legionella will be managed in accordance with the report/risk assessment held in the premises log book in the main school office.
	3.	For further information see: The Office Administration Team
62.		Wellbeing
	1.	<p>The Governors recognise the benefits of a Well-Being programme which identify the links between improved staff Wellbeing and improved school performance. These are:</p> <ul style="list-style-type: none"> • Increased staff morale, helping to encourage staff retention and recruitment; • Lower supply costs and greater stability as a result of fewer staff absences; • Improved emotional wellbeing, which has contributed to a reduction in staff members absence; • Improved standards through increased stability and motivation; • A contribution to self-evaluation processes through an online self-review of the organisation; • Improved communication and school effectiveness; • Strengthened relationships and mutual understanding, and • A framework in which to monitor change.
	2.	A commitment is made to invest in the programme or take equivalent or better steps to, at minimum, meet the requirements of the HSE Management Standards addressing Stress.
63.		Working at Height
	1.	The main legal requirements are set out in the Work at Height Regulations 2005.
	2.	The Health and Safety Executive guidance based on the legal requirements will be followed. Risk assessments will be done and the control measures put in place.
64.		Work Experience
	1.	<p>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:</p> <ul style="list-style-type: none"> • Language issues; • Adaptations for accessibility; • Other personal requirements
	2.	For teaching/related trainees/secondary age pupils from other schools, Lead Staff will be responsible for internal work experience placements in their areas of activity and will ensure that appropriate personal protective equipment (PPE), induction and training is provided. This will be done in advance of the placement in conjunction with the trainee's supervisor.
65.		Wrap-up of other issues relating to Occupational Health and Safety
		This policy is intended to be a demonstration of the serious commitment to Health, Safety and Well-Being by the School. There are many detailed issues that are not specifically mentioned which however are covered by the general processes mentioned such as risk assessment.

Part 4: Other health and safety or wellbeing linked issues

1.		Coronavirus- COVID 19- see above in the A to Z arrangements
2.		Environmental
	1.	The Environment Agency and local authorities enforce legislation regarding waste and pollution and a range of other issues. The school will comply with all requirements.
3.		Food Safety
	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.
	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.
	3.	All activity using food including catering, curriculum activities and PTA events are controlled using the same standards.
4.		Health- see above in the A to Z arrangements
5.		Road transport and highway issues
	1.	Most issues are included under the occupational health and safety sections above. Vehicles, driver authorisation and highway behaviour are controlled by additional legislation with the Police being the first enforcement agency in most cases.

Section 5: References

Please remember that some documents are updated annually.

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

Key useful documents include:

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

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

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

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

INDG 417 Leading health and safety at work

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

Department for Education Governors' Handbook

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

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

Early Years

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

NHS

<http://www.nhs.uk/pages/home.aspx>

Food Standards Agency

<https://www.food.gov.uk/>

Produced by the Risk, Property and Facilities Director, Delegated Services,
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Delegated Services is a not for profit, community interest company providing affordable, expert and comprehensive support services, in partnership with schools and community organisations.

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Appendix 1: Role of Office Administrator Team: Working with personnel in the school, who have a lead role in HS&W

Item	Output
Requesting inspections	Actively checking premises and functions
Coordinating inspection reports	Identifying issues including good practice that should be promoted
Reporting issues arising from the inspections to the Headteacher and Governors	Senior Management are informed of the current situation and staff are informed and consulted
Requesting risk assessments	Ensuring significant risks are considered
Maintaining the risk assessment action plan	Risk assessments are regularly reviewed (i.e. updated for changes in circumstances)
Reporting issues arising from risk assessment to Headteacher and Governors.	Senior Management are informed of the issues and staff are informed and consulted
Holding the main risk assessment file in a suitable format that is accessible to users (e.g. A-Z in a folder or 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 and Governors	Refresher and renewal, induction, development training is done when needed; statutory and recommended competencies and qualifications are achieved
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 and Governors potential breaches of legislation and/or school 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 school'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.

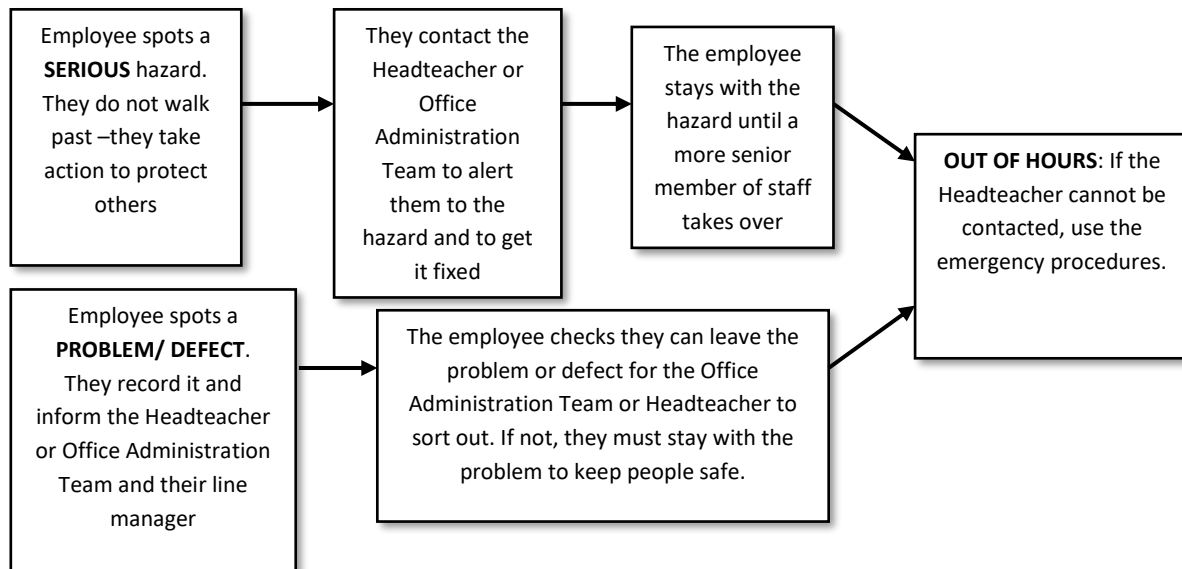
Appendix 2: Role of The Senior Teachers. Supporting staff working primarily with teaching personnel in school who have a lead role in managing higher risk activities

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

Appendix 3: Role of Senior Teachers. Areas of their work and output related to that area.

Item	Output
Stand in for the Headteacher in meetings about Health, Safety, Well-Being, Food Safety, Safeguarding and the 3C's.	The issues are dealt with effectively.
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.	The Governors 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.
Work with the Office Administration Team and other colleagues on the School Risk Register, the school's A-Z risk assessment list and the curriculum related risk assessments list.	Risk assessments are "suitable and sufficient" as required for Section 3(1) of the Management of Health and Safety at Work Regulations 1999
Ensure that risk assessments are 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 programme of review.	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
Encourage and monitor professional and personal development of staff members, arrange instruction and training and maintain training and development records.	Staff members are the best they can be in terms of knowledge, practice, skills, experience and confidence.
Support and manage the staff members under their supervision.	Staff members have personal and professional support, which may include health and safety, safeguarding questions, online bullying and stress.

Appendix 4: Role of Employees: Illustration of how to report problems



Appendix 5: Health and Safety Representatives Trade Union and Staff: Illustration

courtesy of Health and Safety Executive:

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

