



Health and Safety Policy

Author:	David Ellis
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Version Control

Version	Date	Changes
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1.01	April 2017	Review - no changes
2.0	April 2018	New policy version

2.01	April 2019	Review - Change of Chair of Governors
2.02	April 2020	Review - Updated staffing changes
2.03	April 2021	Review - no changes
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3.01	April 2023	Review - Updated staffing changes
3.02	April 2024	Review - Updated staff and governor changes

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1) Health and Safety Statement

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations both to employees and others who may be affected by our activities.

To meet these obligations, we will:

- Ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including a health & safety plan, are in place;
- ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health;
- consult our employees on matters affecting their health & safety;
- promote a positive health & safety culture where employees and their representatives are able to raise health & safety issues and are empowered to work safely;
- provide information, instruction and supervision for employees to enable them to do their work safely;
- ensure all employees are competent to do their tasks, and are given adequate training;
- provide and maintain safe plant & equipment and ensure that substances are handled and used safely;
- provide an environment in which staff can work without fear of violence, intimidation or threats; and
- regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and it is through the implementation of this policy that we aim to achieve this. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by:

- effective leadership by governors, the Head Teacher and senior staff;
- participation of all employees; and
- open and responsive communication.

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; a copy will be displayed on a staff room notice board and it will be available on the school's intranet. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

Signed: _____
Head Teacher

Date: _____

Signed: _____
Chair of Governors

Date: _____

2) Organisation - Responsibilities

This section of the health & safety policy sets out lines of communication and how duties are delegated, and tasks allocated. It includes an outline of the roles of the Governors, Headteacher, Senior Leadership Team, along with more specialist roles such as the Educational Visits Coordinator, Business Manager and Premises & Facilities Manager. It also details the role of our competent advisors - Sandwell MBC health & safety unit.

In addition, it outlines the Health & Safety Management system we have in place.

Responsibilities

Key roles within Old Park Primary School

Head Teacher	<i>Ms T Boddington</i>
Deputy Heads	<i>Mrs S Pearce & Mrs C Willaims</i>
Chair of Governors	<i>Mr M Asad</i>
H&S Governor (if different from above)	
Premise Manager (Insert name of Head Teacher)	<i>Ms T Boddington</i>
Deputy Premise Manager(s)	<i>Mr D Ellis</i>
Establishment Senior Management Team	<i>Ms T Boddington: Head Teacher Mrs S Pearce: Deputy Head Mrs C Williams: Deputy Head Miss M Batty: Assistant Head Miss H Fry: Assistant Head Mrs J Ellis: Strategic Business Director</i>
Education Visits Adviser	<i>Mr D Ellis</i>
Educational Visits Co-coordinator(s)	<i>Mr D Ellis / Mr G Jones</i>
Members of the Establishment Safety Committee	<i>Ms T Boddington Mrs J Ellis, Mr D Ellis, G Jones</i>
Establishment trade union health and safety point of contact	

Area health and safety representative	
Risk assessors <i>Individuals' name and area / activity for which they have responsibility for the completion of risk assessments</i>	<i>Mr D Ellis T Boddington G Jones</i>
Fire Risk Assessor(s)	<i>Mr A Evans (SIPS)</i>
Fire Marshalls	<i>Mr D Ellis / Mr G Jones / Ms T Boddington / Mrs S Pearce / Mrs C Williams / Mrs J Ellis / Mrs D Brannigan / Mrs A Shellis / Mrs E Douglas</i>
First Aiders (First Aid at Work 3-days)	<i>Mrs J Cartwright / Mr D Ellis / Mrs A Shellis / Mrs M Dunne / Mrs N Johnson / Mr G Jones</i>
<i>First Aider(s) Specialist - Level 3 Award In Outdoor First Aid</i>	<i>Mr D Ellis (First Aid Instructor) Mr D Ellis & Mr G Jones (Forest School Leaders)</i>
Portable electrical equipment (visual) testing	<i>Mr D Ellis / Mr G Jones / All staff</i>
PAT testing	<i>AGG Electrical Ltd</i>

Governing Body

The governing body will require paid officers within the school management structure to comply with the corporate/school's safety management system and be aware of their responsibilities.

Additionally, the governing body will:

- show a commitment to health & safety within the school by signing the Health & Safety Policy Statement
- carry out health & safety reviews (including scrutiny of policies, training records, risk assessments, etc) and walkabout inspections of the school
- monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents

Headteacher

The headteacher will ensure that those duties detailed within the relevant section of the corporate health & safety policy are carried out and will ensure that relevant staff are made aware of the schools Safety Management System as appropriate.

Additionally, the headteacher will:

- establish health & safety objectives and develop plans to achieve them.
- ensure that appropriate resources are available to meet health & safety objectives.
- ensure that detailed local arrangements and procedures to protect the health & safety of staff, pupils and others are in place.
- ensure that suitable risk assessments and controls are in place.
- promote a positive health & safety culture and lead by example.
- ensure that there is effective health & safety communication and consultation with staff.
- monitor and review health & safety performance.
- monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents.
- seek professional advice as necessary.

Deputy Headteachers / Senior Management Team

- The deputy headteachers and senior management team will support the headteacher and carry out the duties detailed in the school health & safety policy.

Additionally, the deputy headteachers/senior management team will:

- support the headteacher and carry out the duties detailed above in their absence.
- develop and implement local arrangements and procedures to protect the health & safety of staff, pupils and others.
- undertake risk assessments, as appropriate, and ensure that suitable controls are in place.
- put forward suggestions to improve health & safety controls to the headteacher

Educational Visits Coordinator (EVC)

Our trained Educational Visits Coordinators (EVC) will ensure that we follow the outdoor education advisors panel OEAP guidance. Their responsibilities include:

- supporting the headteacher and governing body with approval decisions for offsite visits.
- informing the headteacher and governing body of all non-routine visits.
- ensuring that staff involved in educational visits are aware of their responsibilities regarding the offsite visits policy and have ready access to it.
- ensuring the competence of staff to lead or otherwise supervise a visit are trained to OEAP standards.
- ensuring that emergency arrangements are in place and emergency contacts are known for each visit.
- ensuring that our local authority are informed of all residential or high-risk activities

Business Manager / Premise and Facilities Manager

The Business Manager will:

- Ensure that funds are available to carry out any actions identified in the school's health & safety action plan.

The Premises and Facilities Manager will:

- ensure that a control of contractors is in place and followed.
- ensure that all risk assessments are suitable and sufficient and up to date.
- assist the head teacher with emergency planning.
- ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons.
- ensure that the fire logbook is completed and kept up to date.
- carry out regular water temperature checks and other measures to control water safety as outlined in the written scheme for the water system.
- carry out regular visual checks of any asbestos containing materials.
- carry out daily site inspections.
- deal with contractors on a day to day basis.
- ensure the building is secured at night

All employees

All employees will ensure that they:

- take reasonable care of themselves - this includes having a tidy and safe working area.
- do not put their colleagues at risk.
- co-operate with their manager on health & safety matters - including attending any health & safety training appropriate to their role.
- follow/adhere to safe working procedures - including following risk assessments and using any safety equipment or personal protective equipment provided.
- follow all verbal and written instructions they are given regarding safe working.
- do not interfere with or misuse anything provided for health & safety purposes (guards on machines, signs on the wall, etc.); and
- inform their manager about any health & safety problems or loss/damage to safety equipment.

In addition, they should:

- report any accident, incident, or near miss to their manager immediately; and
- not carry out any work unless they are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals

3) Organisation - H & S Management System

This section of the policy explains our health & safety management system.

Policy development

We will keep our health & safety policy including organisation/responsibilities and local arrangements under regular review to ensure they remain current and effective.

All local policies and procedures, and revisions to them, will be authorised by the headteacher and governing body and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

Cooperation, consultation and communication

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health & safety systems, policies, procedures and risk assessments

Our policies, procedures and assessments will be made available to staff via the school's intranet and a printed copy available in the staffroom. Staff will be made aware of any policy/assessment appropriate to their post.

Guidance for schools is also available on the PPS website.

Competent advice

Key health & safety competencies required within the school will be determined by use of a training matrix, provided by Sandwell MBC health & safety unit and adopted by the school. Staff will be trained in accordance with the matrix as appropriate.

In addition to competent, trained, staff, we have access to expert guidance and advice from Sandwell's Corporate Health & Safety Unit (HSU).

Planning & prioritising

We will ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including a health & safety plan that covers health & safety activities, e.g. school improvement plan, are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.

Measuring health & safety performance

We will undertake a range of **active** and **reactive** monitoring of our health & safety performance.

Active monitoring – will include regular inspections of the workplace/reviews by the governors and senior management team to ensure our premises and systems of work are safe.

Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the governors and senior management team to ensure appropriate remedial action is taken to help prevent recurrence.

Auditing/inspecting health & safety performance

As part of our active monitoring, we will carry out regular health & safety inspections/reviews in accordance with our health and safety plan.

External audits of our health & safety management systems will also be carried out by Sandwell MBC health & safety unit or an external competent person every three years (or as agreed with the auditor).

Reviewing health & safety performance

Our health & safety performance, including progress on our health and safety plan, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated each term by our senior leadership team and Governing Body.

4) Local Arrangements

Accidents and aggressive incidents

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction.
- Any incident subject to RIDDOR (i.e. fatality, specified injury, over seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to HSE's Incident Contact Centre without delay. The Premises and Facilities Manager / Head Teacher is responsible for reporting all incidents subject to RIDDOR.
- Other, non-RIDDOR, incidents will also be recorded locally.
- All incidents will receive an appropriate level of investigation by line managers who have attended accident reporting and investigation training.
- Serious incidents will be investigated by the Premises and Facilities Manager and Head Teacher.
- The level of investigation and support input will be in accordance with the "Accident reporting, recording and investigation SMP" produced by Sandwell Council.
- Old Park Primary School follows Sandwell MBC health & safety unit's accidents/aggressive incidents school safety guidance (SSG) and sends copies of any incident forms (excluding "rough and tumble" incidents) to the health & safety unit at Sandwell MBC.
- Accident and aggressive incidents will be monitored and reported to the governing body each term in order to identify issues/trends and put in place measures to reduce the number of incidents.
- Additional advice and guidance regarding what is reportable under RIDDOR, along with support in investigating serious incidents is available from Sandwell MBC health & safety unit if required.

Asbestos management

- An asbestos management survey has been carried out by a competent asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACMs). Areas that were not surveyed are presumed to contain ACMs and managed accordingly.
- The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when additional surveys have been completed, ACMs have been removed).
- A risk assessment has been carried out and an asbestos management plan has been produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by suitably trained staff. All monitoring is recorded and copies sent to Corporate for their records.
- Any removal of, or work on, ACMs is carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions.

- When ACMs are removed, our asbestos register is updated, and evidence of air testing is kept showing that the area was safe for reoccupation.
- Our Premises and Facilities Manager has been nominated to manage any ACMs on site and has attended asbestos awareness training. Other staff who deal with ACMs or who may accidentally come into contact with them will also receive training.
- Before contractors are allowed to work on our buildings, they are made aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the Premises and Facilities Manager.
- A refurbishment/demolition survey will be carried out prior to any major work, e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.
- If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

Control of contractors

- We will ensure that any work done on our behalf by contractors is safe and does not put the health & safety of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety.
- Where work is commissioned via Sandwell's Property Services or companies arrangements for larger projects, they will undertake health & safety checks on the contractors and monitor their performance, including supervision arrangements, on site.
- Where we commission work ourselves, we will ensure that appropriate health & safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site.
- For projects that last more than 30 days or involve 500-person days of construction work, we will ensure that a CDM coordinator is appointed to advise on health & safety issues during the design and planning phases of construction work.
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The school will carry out its own risk assessment based on the information provided.
- A Contractor Work Registration Form describing the work; materials, equipment and services to be used; hazardous operations involved; hazards on site; and general arrangements will be completed for all works carried out by contractors.
- High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure.
- Contractors will be shown the Asbestos Register, if appropriate.
- Contractor must ensure that they share all relevant information with any subcontractors they use.
- Regular site meetings will be held for larger projects. **See appendix B**

Control of Substances Hazardous to Health (COSHH)

- Wherever possible, we will use non-hazardous products in Old Park Primary School.
- All hazardous substances used in the Old Park Primary School will have a COSHH assessment undertaken before they are brought into use.
- Assessments for Hazardous substances used in science and design & technology will be informed by model assessments and procedures provided by CLEAPSS
- An audit will be carried out and an inventory kept ensuring that all hazardous substances used in Old Park Primary School have appropriate assessments that are reviewed regularly.
- All hazardous substances will be stored appropriately and securely when not in use.
- Staff will be informed how to use products safely and will receive training if appropriate.
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.
- Hazardous substances used by the cleaners will have assessments undertaken by their employer, who will make the assessments available to the School.

Display screen equipment (DSE)

- A DSE assessment will be carried out for all staff who use DSE (such as desktop computers and laptops), using DSE Self-Assessment pro forma.
- The assessment will help determine if the person is classed as a 'user' as defined by the regulations; 'users' are entitled to assistance with eye and eyesight tests and with the purchase of any spectacles required for use with DSE.
- Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the user's line manager so that suitable control measures can be put in place.

Emergency Planning and Business Continuity

- The school has written Emergency and Business Continuity plans.
- Key management staff at the school have been trained in our emergency procedures. Key staff include: Head Teacher / Deputy Heads / Senior Leadership Team members / Premises and Facilities Manager / Business Manager
- Regular meetings will take place to ensure that details, including contact names and numbers, within the plans are kept up-to-date.

Fire & evacuation procedures

- The school will ensure that a fire risk assessment is carried out on our premises by a suitably trained competent person. We currently use Sips Education Ltd
- The assessment will be formally reviewed by a competent person every year by the school.
- Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.
- Personal emergency evacuation plans (PEEPs) will be carried out for any staff or pupils requiring one due to disability or ill health.
- Firefighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments.
- All checks identified by the fire risk assessment will be recorded in a Fire Log Book. In particular, there will be a weekly test of the fire alarm system and all firefighting equipment will be checked annually by a competent person.
- A Fire Evacuation Plan will be produced, and appropriate staff will be appointed and suitably briefed to act as fire marshals.
- Fire safety drills will take place at least once per term.
- All staff receive an annual fire safety briefing; new staff must be briefed as part of their induction process.
- Pupils will be briefed on the evacuation procedure at the start of the school year.
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise.

First Aid and supporting pupil's medical needs

- We will complete a needs assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident.
- In addition to first aiders, we will have an appropriate number of paediatric first aiders for early years provision.
- Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities.
- Sufficient funds will be allocated to fund first aid training and any equipment required.
- The headteacher will ensure that all first aiders are suitably trained and that their certification is up to date.
- First aiders will attend regulated (e.g. FAA) initial and refresher first aid at work, emergency first aid at work, and paediatric first aid training as required.
- First aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given.
- First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately.

- Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes.
- All staff will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.
- Forest School leader and accompanying staff have a specific First Aid kit located in the designated area. Forest School leaders hold Outdoor First Aid certificates which are refreshed every 3 years.

Glazing

- We will complete a survey of all high risk glazing and ensure that suitable measures (e.g. fitting of safety glazing and/or safety film) are implemented to minimise the risk of injury to staff, visitors and pupils.

Legionella (water safety)

- A Legionella risk assessment has been carried out by a competent (e.g. UKAS accredited), suitably qualified contractor and will be reviewed regularly.
- Any remedial work identified by the risk assessments will be addressed.
- We have a written scheme and risk assessment to manage the risk from Legionella and will ensure the controls outlined in any written scheme are implemented.
- Appropriate staff, e.g. Premises and Facilities Manager / Site Assistant and cleaners, will receive awareness training.

Lifts and Lifting Equipment

Our arrangements for the Lift are:

- All our lifting equipment will be subjected to 2x regular inspections each year and tests by a competent person as required under LOLER.
- All lifting equipment will be subject to an annual insurance inspection as per requirement from Sandwell Risk Management.
- Equipment will be taken out of use if any defects are identified.
- All staff who use the lifting equipment will be suitably trained.

Manual handling

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.
- Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury.
- Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.
- Handling equipment, such as trolleys and pallet/sack trucks, will be made available.
- All staff will receive manual handling awareness training.
- Staff who are required to undertake hazardous manual handling tasks will receive specialist training such as Manual Handling Principles & Practice training.
- Staff involved in moving and handling of pupils will receive specialist training from Crocketts Community Primary School.

Occupational health and work-related stress

- All staff have access to our in-house occupational health team and the Authorities Occupational Health Unit. Details of these services are available / can be found either from the team or from the staff room notice board.
- A confidential survey of staff will be carried out to identify any work-related stress issues. An action plan will be drawn up to address any issues highlighted by the survey.
- A number of initiatives are in place to address work related stress; the Headteacher / Deputy head / Family Liaison Officer has an open-door policy and workloads, etc., are discussed at regular staff "1:1" sessions.

Off-Site Visits

- Old Park primary School has adopted Sandwell MBC / OEAP off-site activities procedures and guidance and will follow the procedures that form part of it.
- The school has written a comprehensive policy in line with the guidance from OEAPng (Outdoor Education Advisers Panel National Guidance www.oeapng.info)
- Old Park Primary School has a trained Education Visits Adviser (EVA) who oversees all trips / visits and training.
- Old Park Primary School has 2x trained Educational Visits Coordinators (EVC's) who will check all trips are conforming to the guidance and standards.
- Pre-site visits will be carried out whenever possible.
- Old Park Primary School will ensure that our LA EVA's are informed of any high-risk visits, as they have to be authorised prior to the activity taking place.

Outdoor play equipment

- Our site team will carry out weekly visual inspections of the equipment and record the findings.
- Our outdoor play equipment will be subject to regular annual inspections by an independent competent person who is a member of the Register of Play Inspectors International (RPII).
- A risk assessment will be carried out to ensure that supervision levels are appropriate for the equipment and that it is only used by children of the age range it has been designed for.

Premises, plant and equipment – maintenance, servicing and inspection

- All our plant and equipment are inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.
- Any statutory or other testing required during the year is included in the school's health & safety action plan.
- Only competent persons/contractors (e.g. Gas Safe Registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment.
- All inspections/tests are recorded, and inspection certificates retained.
- We use the School Premise Log Book as a checklist/aide memoire to ensure that all necessary maintenance and formal inspections are taking place. The Headteacher checks the Log Book at regular intervals to ensure that appropriate testing is carried out. **See appendix C**
- We use the iAM Compliant system (Cloud Based) to ensure that accurate records are being kept and are readily available.
- Certificates / documents are either stored electronically or in the relevant folders in the Site Teams office.
- We have a formal defect reporting procedure for staff to report defects with premises, plant or equipment. All defects/faults should be reported to the Premises and Facilities Manager / Site Assistant by email and / or using the iAM Compliant System. The Premises and Facilities Manager / Site Assistant will ensure that the fault is rectified, using approved contractors if necessary.

Risk assessment

- Risk assessments will be carried out to identify hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk.
- Risk assessments will identify any groups who are particularly at risk (e.g. new & expectant mothers, young people, etc)
- Line managers will ensure that job and task specific risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Staff will be made aware of any assessments that affect them.
- Assessments will be reviewed regularly, especially following changes in methods of work; before introducing new equipment; and following any accidents or other serious incidents. As a minimum, assessments will be reviewed every year.

School security

- The school has palisade fencing, CCTV and aggressive planting around the perimeter to deter trespassers and unwanted visitors. A contractor will carry out regular grounds maintenance to control the risk from overhanging branches, etc., that may compromise security.
- All external doors are code/key/electronically controlled.
- All visitors arriving at the school must sign in via the (E-Receptionbook) signing in system and are issued with a visitors' badge which includes photo id.
- Enhanced DBS checks are carried out for all visitors/contractors who regularly come on to our premises and may have contact with pupils.

Slips & trips

- Risk assessments have been undertaken to help prevent slips and trips in the school, these include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors. They also include an assessment of floor surfacing in high risk areas such as kitchens.
- Staff will clean any spillages when they occur or use hazard warning cones until such time as the spillage can be cleaned up. No floors will be left in a wet condition (including after cleaning).
- Good housekeeping is practised by all staff and designated walkways are kept free of obstacles (e.g. trailing wires).

Training

- We will ensure that all staff, including temporary and agency staff, are competent and are given appropriate health & safety training to undertake their role safely and carry out duties assigned to them (e.g. risk assessments). **See appendix A**
- All staff will receive a health & safety induction when they first start working at Old Park Primary.
- Key health & safety competencies required will be determined by use of a training matrix, provided by Sandwell MBC health & safety unit and adopted by the school. Staff will be trained in accordance with the matrix as appropriate.

Vehicle movements on site

- We will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover school events and maintenance activities where vehicles may need to access vehicle restricted areas.
- Wherever practicable, there will be separate pedestrian and vehicle access on to site and all gates will be supervised during peak times (e.g. morning and close).
- Designated pathways will be provided with suitable barriers (e.g. fencing) where required to protect pedestrians from vehicle movements.
- Speed limit signs, limiting speed to 5 mph or less, are displayed on site. Speed restrictors (e.g. sleeping policemen/humps) will be installed, as appropriate, to slow down vehicles on site.
- Designated parking bays will be established on site.

Violence and aggression/lone working

- We will ensure that risk assessments and suitable controls are in place to cover lone working or any circumstances where staff may be subject to aggressive incidents.
- A copy of the school's violence and aggression poster will be prominently displayed in the main reception stating that we will not tolerate violence and aggression towards staff.
- New employees will be made aware of the school's lone working arrangements during their induction.
- Appropriate front line staff will receive personal safety/conflict resolution training if required.
- Where appropriate, staff will receive "Team Teach" intervention training or other physical intervention training used in school (CPI).
- We have a separate Policy on dealing with situations where intervention is required to prevent a child from hurting themselves, others or damaging property.
- All incidents of violence and aggression to staff will be reported (see Accidents and aggressive incidents, above) and investigated by managers so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police.

Work at heights

- A risk assessment will be carried out for any work at heights. Appropriate access equipment will be provided and properly maintained.
- Where appropriate, identified staff will be trained in safe work at height and safe use of access equipment.

Work experience

- When providing a young person with work experience opportunities we as an employer have the same responsibilities for that young person's health, safety and welfare as they do for their employees.
- The law also requires employers to ensure that young people at work are not exposed to risks due to their lack of experience, lack of awareness of risks and their potential immaturity, both physically and mentally.
- In legal terms a young person is anyone under 18 years of age.

Placement providers -

- We as an organisation offer work experience placements.
- In this context, placement providers have the primary (employers) responsibility for the health and safety of students on placement.
- We as an organisation providing placements ensures that our arrangements for health and safety, including our risk assessments cater for the risks to young people.

Young people at work -

The Management of Health and Safety at Work Regulations require employers to ensure that young people employed by them are not exposed to risk due to their: lack of experience; / being unaware of existing or potential risks; / lack of maturity.

In addressing these issues employers must consider the following factors: the layout of the workplace; / the physical, biological and chemical agents they will be exposed to; / how they will handle work equipment; / how the work and processes are organised; / the extent of health and safety training needed; / risks from particular agents, processes and work.

Refer to the Work experience placement Schools Safety Guide for further details

Record Keeping, Data and Document Control

We have identified the documentation and records that make up the establishments Health and Safety Management system. We ensure that we retain all our records and documents and make sure that obsolete documents are removed from current procedures and stored to the time scales as recommended by the retention policy.

Old obsolete documents will be disposed of by an on-site shredding service with a certificate of destruction being issued.

Record	Retention Times	Record Location
1. Health and Safety Policy Statement	3 years	Secure Container
2. Health and Safety Risk Assessment	3 years	Secure Container
3. Accident and incident records at work	12 years	Secure Container
4. Accident reporting	Adult 6 years Child 25 years	Secure Container
5. CoSHH	40 years	Secure Container
6. Asbestos (contact)	40 years	Secure Container
7. Fire log books	6 years	Secure Container
8. Inventories	6 years	Secure Container
9. Maintenance records	6 years	Secure Container
10. Offsite visits	14 years	Secure Container
11. Incidents on Offsite visits	25 years	Secure Container
12. Reports to Health and Safety Governors	6 years	Secure Container
13.		
14.		
15.		
16.		
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18.		
19.		
20.		

Health and Safety Training Requirements for School Based Staff

Once staff have been designated with responsibility, they must receive appropriate training to enable them to discharge their duties competently.

Induction

The following basic training should form part of the induction training for all new members of staff:

- The School's Health and safety Policy and its implementation
- Any statutory requirements with regards to health, safety and welfare
- The major hazards which exist within the school (the location of any asbestos for example)
- Risk Assessment procedures
- Safe working methods and accident prevention procedures
- Fire and Emergency procedures
- First Aid arrangements

The following table is indicative of the training requirements for different categories of employee within the establishment, and is not exhaustive. A suitable and sufficient risk assessment will also indicate the type and level of training required.

All training courses mentioned below are available through the Schools' Health and Safety Support Team within Commissioned Services and SIPS

Course Name	Category of Employee	Course Duration
IOSH Managing Safely in Schools	Mandatory for Head Teachers Recommended for other members of School Senior Management Teams and Governor with responsibility for health, safety and welfare	2 contact or 2 distance learning days
Asbestos Awareness	Mandatory for Head Teachers Recommended for Premise and Facilities Managers, Site Managers, Caretakers, other members of School Senior Management Teams and Governor(s) with responsibility for health, safety and welfare	Half day

Fire Safety Management	Mandatory for Head Teachers Recommended for other members of School Senior Management Teams and Governor with responsibility for health, safety and welfare	2 days
Safety awareness for Premise Managers	Head Teachers (Premise Managers), also Site Managers, H&S Governors and Representatives	1 day
Supervising H&S	Heads of Department, Site Managers	1 day
Stress and workplace violence awareness	Head Teachers and those with a responsibility for health, safety and welfare management	Half day
General Risk Assessment	All staff with responsibility for carrying out risk assessments in their place of work	1 day
Principles of Manual Handling	All staff who manually lift / move inanimate objects at work	Half day
COSHH Risk Assessment	Site Managers, Cleaning Supervisors, Design and Technology departmental staff	Half day
Visual Electrical Equipment Testing	Site Managers, Cleaning Supervisors	Half day
Display Screen Equipment	Staff tasked with carrying out DSE risk assessments and analysis; members of staff who are designated as 'users' under the regulations	Half day
Educational Visits Coordinator Training	Member of Staff with responsibility for "Off- Site" visits (Educational Visits Co-coordinator).	1 day
Group Leader Training	Mandatory for all staff who will act in the capacity of Group Leader in leading offsite activities.	1 day
Fire Awareness Training - 'In the Line of Fire' or equivalent	Mandatory for all school employees.	Approximately 30 minutes

<p>'Step' programme (HSE slips / trips e-learning package)</p>	<p>Recommended for all employees, in particular site and cleaning staff, and lunchtime supervisors: http://www.hse.gov.uk/slips/step/st art.htm</p>	<p>Approximately 30 minutes</p>
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Appendix B

Checklist for the Commissioning of Works in Premises

1.	Have you obtained the approval of Governors as Landlord for the works (or external landlord if the building is leased to the Council)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2.	Is the work covered by the CDM (Construction (Design and Management)) Regulations?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2a.	If Yes, has a Coordinator been appointed? (This is a mandatory requirement.)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3.	Does the work require planning permission?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4.	Does the work require building regulation approval?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5.	Does the work require listed building consent?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6.	Will the work affect the access for the building under the Disability Discrimination Act?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6a.	Contact the Council's Access Officer for assistance/guidance.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7.	Will the works affect the structural integrity of the premises? E.g. load bearing walls?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8.	Have the on-site asbestos records been checked?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<p>Note: The above duty, to ascertain whether asbestos is present or will be disturbed, cannot be delegated to a Contractor/Sandwell Homes.</p>					
9.	Has the nature of the work to be carried out been discussed with the Asbestos Team in the Corporate Property Division?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
10.	Do the works require the operation of a permit to work system? (hot work, higher risk asbestos area, confined spaces, isolation of services etc)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<p>Note: A permit to work system is mandatory in Sandwell MBC for any hot working and for any construction work in higher risk asbestos areas.</p>					

11. Will the works compromise existing fire safety control measures/require additional fire safety control measures? Yes No

Note: Alterations/improvements to a building will invariably require consideration of the Fire Risk Assessment already carried out at the premise and a review of this assessment.

12. Will the works require the legionella risk assessment and control measures to be reviewed? Yes No

Note: Alterations/improvements that introduce/alter hot and cold water pipework, tanks, fittings (provision of showers or shower fittings) will require a review of the assessment and control measures.

13. Will the works increase the electrical loading to unacceptable levels without appropriate action? Yes No

Note: Increasing the electrical loading (more socket outlets, ICT equipment, etc.) will increase the loading that can cause "tripping out" of the system but can also be a fire hazard.

14. Is the contractor registered with Constructionline and CHAS? Yes No

Note: See separate guidance document Contractors and Competence HSMS/PROC/014.

15. Has a competent contractor been appointed for the work? Yes No

Note: See Contractors and Competence HSMS/PROC/014.

16. Have risks been considered in the formulation of the specification for the works that are required? Yes No

Note: Proper consideration of the questions raised in this checklist is a part of the risk assessment process. However, the specifier/ commissioner of the works needs to consider risk and the designing out of risk in the works to be done. For example: a window is to be installed in a first floor room, the window position identified to the Contractor is above a glass conservatory on the ground floor, to design out the risk might be as simple as moving the proposed new window to a part of the wall that does not have the conservatory underneath.

17. Has the Contractor produced a written risk assessment, safe working procedures and/or method statement for the work? Yes No

Note: See Contractors and Competence (HSMS/PROC/014)

18. Have contractors been informed of site hazards in the area where they will be working e.g. fragile roof, vehicle movements, location of cables etc? Yes No

19. Has the contractor given adequate consideration to precautions for members of the public using the site, particularly the elderly, people with disabilities and children? Yes No

20. Will the works generate hazardous waste for which the premises will need to be registered under the Hazardous Waste Regulations 2005? Yes No

Appendix C

Contents of the Premise Log Book

Section 1	Basic Information; Contacts; Maintenance Diary
Section 2	Access Provisions for the disabled; Air Handling Units; Asbestos History; Asset Manager
Section 3	Building Surveyor; Building Descriptions
Section 4	Car Parking and Traffic Routes; Cleaning; Clinical Waste; Contractor Arrangements; CoSHH; Coordinator for Shared Premises; Curatorial Service; Cycle Shed
Section 5	Drainage; Drinking Water
Section 6	Electricity; Emergency Procedures; Entrance and Exit Barriers
Section 7	Facilities Management; Fire Provisions; First Aid Facilities; Flammable Liquids and Liquid Petroleum Gas (LPG)
Section 8	Gas Installation; Glass and Glazing; Gritting
Section 9	Hazardous and Restricted Areas; Heating; Hot Water
Section 10	Improvements; Incidents; Inventory
Section 11	Key holders; Kitchen Facilities
Section 12	Land Issues; Legionella Controls; Lift Information; Lighting; Listed Building; Local Exhaust Ventilation
Section 13	Meeting Rooms
Section 14	Occupants; Oil Delivery and Storage
Section 15	Photographic Suite; Plans; Post; Pressure Systems; Programmed Maintenance
Section 16	Recycling; Repairs and Maintenance; Repairs Log; Risk Assessments; Rubbish Disposal and Collection
Section 17	Section Managers' Responsibilities; Security Provisions; Service Isolation Points; Shower Room; Smoking
Section 18	Telephone System; Toilet Facilities
Section 19	Ventilation, Air Conditioning and Extractor Fans; Visitors
Section 20	Water Supply; Weak Rooves; Welfare Facilities; Wet and Dry Risers; Window Cleaning
Section 21	List of premises related information held by Building Services
Section 22	Tick box list to assist Premise Managers before contractors start work
Section 23	Premise Managers Guide
Section 24	Corporate Asbestos Policy
Section 25	Policy and Arrangements for the Management of Electrical Safety in the Workplace
Section 26	Policy for Gas Safety in the Workplace
Section 27	Policy and Arrangements for Legionellosis Management and Control
Section 28	Policy and Arrangements for the Management of Lift Safety in the Workplace

