



Respect, Resilience, Excellence

Basildon CE Primary School

Health & Safety Policy

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Date of next review	September 2024
Policy Holder	Melissa Cliffe
Version	2
Monitoring and Evaluation	To be reviewed and monitored by FGB
Status	Statutory

Forward

Safety plays an important role in schools, ensuring pupil safety has been part of the ethical framework for decades. Schools also have a responsibility for safety and it is an integral part of the Ofsted framework.

Like other public services, schools are adapting to a period of considerable change as well as continuing to meet existing challenges. There are new structures and accountabilities, additional parental, public and political overview, alongside worries about excessive risk aversion.

There is a new understanding of the benefits of risk-taking as part of young people's development. Safety education and integrating 'risk' within the curriculum is key to this. Meanwhile, schools have a primary duty to safeguard the staff and young people in their care while at the same time creating the 'risk aware, but not risk averse' citizens of tomorrow.

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises. Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions are required to take, for example the Management of Health and Safety at Work Regulations 1999.

Ofsted state that 'teaching safety' and 'teaching safely' are integral - 'health, safety and well-being are greatly enhanced by the vigilant and consistent implementation of robust policies and procedures'. Inspectors assess whether pupils feel safe and their ability to assess and manage risk appropriately and to keep themselves safe.

Aiming for high standards of health and safety is the right thing to do and is not just about legal compliance. Achieving and providing excellence in the way health and safety risks are managed have massive benefits not least in preventing accidents and injuries.

1: Health and Safety Policy Statement

Basildon C.E. Primary School and its Governing Board recognise and accept its responsibilities to provide a safe and healthy environment for all its staff, pupils, parents, contractors and members of the public.

Basildon C.E. Primary School and its Governing Board will comply with its duties under the Health and Safety at Work etc Act and all associated regulations.

We will have a responsible approach to health and safety, striving to provide a safe environment where staff and pupils enjoy working and learning and we all have the opportunity to develop and play a part in the continued improvement of our school and the community.

We will ensure that our decisions reflect our intention that good health and safety management is integrated into everything we do by having a pupil centred approach that puts our pupils at the heart of everything we do.

We recognise that our staff and pupils are our greatest asset and we are confident that together through involvement, support, communication, co-operation and the continual development of a positive safety culture within our school that we can achieve excellence and be proud of our achievements.

We believe that real progress can only be achieved by having a continual commitment to improving health and safety standards in the day-to-day running of the school for the benefit of our staff, pupils, parents, contractors and members of the public.

We encourage everyone to safeguard their own and others health and safety by evaluating the risks that are encountered and adopt sensible precautions to minimise risks to both yourself and others.

As Headteacher and Chair of the Governing Body we are committed to ensuring the health, safety and welfare of staff, pupils and stakeholders. We understand the legal, financial and moral obligations but the greatest of these is our moral obligation, as we truly believe that we should all be able to work, live and learn in an environment that is safe but allows for sensible and controlled risks and activities to further develop learning.

Other sources of information:

Schools Health and Safety Team Schoolshealthandsafety@westberks.gov.uk

Schools Health and Safety elec-pages – <http://www.westberks.gov.uk/index.aspx?articleid=21749>

Evolve Team (Hampshire County Council) <http://www.westberks.gov.uk/index.aspx?articleid=8113>

Property Services PropertyHelpdesk@westberks.gov.uk

CYP Education Assets Team educationassets@westberks.gov.uk

Insurance Team - Insurance@westberks.gov.uk

2: ORGANISATION

2.1 Responsibilities for Health & Safety Management in Schools

The legal responsibility and thus accountability for health and safety lies with the employer. While this seems straightforward, who the employer is depends on the type of school.

Table 1*

England and Wales	
School type	Employer
Community schools	The local authority
Community special schools	
Voluntary controlled schools	
Maintained nursery schools	
Pupil referral units	
Foundation schools	
Foundation special schools	
Voluntary aided schools	
Independent schools	The governing body or proprietor

*Table 1 from HSE <http://www.hse.gov.uk/services/education/fags.htm>

Although overall accountability lies with the school employer, the school Governing Board, the Headteacher and other school staff involved in the day to day running of the school also have some responsibilities for the health and safety of staff and pupils.

2.2 The Governing Body will ensure that:

- a) A supportive and practical framework exists for the continual improvement of the management of health and safety.
- b) They measure the performance and effectiveness of school safety management systems.
- c) They assist the school to meet their statutory duties for health and safety.
- d) The Headteacher produces a school Health and Safety Policy.
- e) Suitable and sufficient risk assessments of work activities and other non-routine tasks are undertaken and a written record of the assessments are kept.
- f) Sufficient resources are allocated for Health and Safety e.g. in respect of training, personal protective equipment etc.
- g) Regular safety inspections are undertaken. It is advised by the Health and Safety Team for Schools that this is completed termly as a minimum with the Headteacher.
- h) A positive health and safety culture is established and maintained.

2.3 The Governor appointed to oversee health & safety

- a) The Governor appointed for health and safety in schools should be a critical friend and help the school to identify the significant health and safety issues and ensure appropriate management is in place through the implementation of effective policies, procedures and safe systems of work.
- b) The Governor should seek to do this through a process of asking questions, seeing evidence and suggesting relevant and practical improvements.
- c) The Governor may wish to meet regularly (3–6 times a year - as agreed) with designated staff to discuss relevant issues and complete site inspections and ensure that the school is managing the significant risks.
- d) To complete regular site inspections or walkabouts using the checklists provided to identify hazards and check they are appropriately managed.
- e) To ensure the school is managing health and safety issues in a planned and sensible manner.
- f) To report to the Governing Body through the academic year on issues such as:
 - Results from West Berkshire Council, Health & Safety Team Needs Assessments.
 - Visits from enforcing authorities such as the Health & Safety Executive or the Royal Berkshire Fire & Rescue Services.
 - Accidents and incidents at the school.
 - Progress on recommendations from any of the above.
 - Significant risks or issues.
 - School safety inspections etc.
- g) To assist schools and West Berkshire Council to meet their respective statutory duties to ensure health and safety is well managed for the benefit of children and all other stakeholders.

2.4 Responsibilities of Headteacher and the Schools Leadership Team

The Headteacher and school leadership team have considerable autonomy in the day-to-day running of their schools. It is important that Headteachers exercise this autonomy in line with their employer's policies, procedures and standards.

The Headteacher will:

- a) Ensure that the school develops and effectively implements its health and safety policy and has effective arrangements for managing health and safety at the school.
- b) Maintain effective communications with employers, governors and the school workforce and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- c) Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- d) Consult and work with recognised Trade Union safety representatives/employee representatives and safety committees.
- e) Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- f) That suitable and sufficient risk assessments of work activities and other non-routine tasks are undertaken, understood by relevant persons and a written record kept.
- g) Ensure that regular safety inspections of the school are completed.
- h) Co-operate with the Employer in meeting its legal requirements

Getting health and safety leadership right is about managing risk sensibly – not trying to eliminate it altogether. Headteachers should provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

The Headteacher reserves the right to delegate specific tasks to competent, nominated persons.

2.5 Responsibilities of the Senior Leadership Team

All senior leaders employed by the school will ensure that:

- a) They take reasonable care for their health and safety and that of other persons who might be affected by their acts or omissions at work and during off-site activities.
- b) They cooperate with the employer, school governors and Headteacher on all matters relating to health and safety.
- c) They report to the Headteacher or their nominated person any serious or immediate danger or any defects noted with plant, equipment, machinery or the workplace generally.
- d) They only use equipment or machinery which they are competent to use in-line with instruction, training and information provided and do not misuse anything that has been provided for health and safety purposes.

2.6 Responsibilities of all Employees

All staff employed by the school will ensure that:

- a) They take reasonable care for their health and safety and that of other persons who might be affected by their acts or omissions at work and during off-site activities.
- b) They cooperate with the employer, school governors and Headteacher on all matters relating to health and safety.
- c) They report to the Headteacher or Line Manager any serious or immediate danger or any defects noted with plant, equipment, machinery or the workplace generally.
- d) They only use equipment or machinery which they are competent to use in-line with instruction, training and information provided and do not misuse anything that has been provided for health and safety purposes.

2.7 Responsibilities of Volunteer Helpers

Volunteers have the same duties as those indicated for employees and should be treated as employees when volunteers are used by schools.

Note: Staff and volunteers are advised to ensure that their own vehicle insurance covers them for use of the vehicles for work purposes, including the transport of pupils if applicable. The School does not hold insurance to cover use of private vehicles.

2.8 Competent health & safety assistance

The Management of Health and Safety at Work Regulations 1999 state that “Every employer shall appoint one or more competent persons to assist in undertaking the measures needed to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

West Berkshire Council has a professional and dedicated Schools Health and Safety Team who provide support and advice to schools on all aspects of health and safety including policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete range of health and safety training, a regularly updated website, SLA online, safety alerts and health and safety newsletters. There are two levels of service offered - see separate document.

2.8 Health & Safety Team Responsibilities (Subject to level of service purchased/provided above)

West Berkshire Council Schools Health and Safety Team responsibilities are:

- Developing health and safety policies, procedures and guidance.
- Providing health and safety advice.
- Safety inspections / needs assessments of schools and other premises where staff work.
- Provide technical input and support to health and safety committees.
- Facilitate the Education Health and Safety Panel.
- Receive and record accident and incident reports.
- Assists Head Teachers in investigating accidents and incidents.
- Report to relevant persons on health and safety incidents and issues.
- Provide health & safety update reports to senior management.
- Develop and deliver training.
- Liaise with partners and external agencies including other Council's, Health and Safety Executive, Fire Brigade, Police etc.

3: ARRANGEMENTS

3.1 Induction

The school recognises that it is essential that any new member of staff is made familiar with the health and safety provisions in their workplace and in particular the emergency and first aid arrangements. They should also be aware of the risk assessments and hazards that have been identified and resulting control measures, which have been introduced to minimise the risk. During such induction, the manager should identify whether the person has received appropriate training and is familiar with any equipment provided.

We will ensure our induction process for new staff and new pupils is robust and ensure that they are aware of the essential health and safety issues.

3.2 First Aid Arrangements

The school recognises and accepts the requirements to have suitable and sufficient first aid provisions in place. All schools are required to complete a suitable and sufficient First Aid Risk Assessment in accordance with The Health and Safety (First-Aid) Regulations 1981.

The Headteacher and Governing Body will ensure the following arrangements are in place:

- Names and location of first aiders and first aid kits are displayed and communicated.
- Adequate provision for first aid including lunch times and breaks etc.
- Adequate provision for leave and in case of absence.
- First aid provision for off-site activities e.g. educational visits.
- Adequate provision for practical areas such as science, technology, home-economics and physical education departments.
- Provision for out-of-school-hours activities, e.g. sports and clubs.
- Agreements with contractors working on site such as caterers or cleaners for joint provision for their employees.
- Provision for trainees working on-site.
- Agreed procedures for isolated areas e.g. playing field.
- Ensure that training is provided to maintain competence of first aiders.
- Ensure first aid provision is maintained.

- The First Aid Risk Assessment will be reviewed regularly or upon change in circumstances such as new staff, change of use of building and change of pupil numbers.

These arrangements will be recorded in a First Aid Risk Assessment.

BPS prominently displays the names and location of First Aiders and First Aid facilities in the front office area.

The person responsible for completing a suitable and sufficient First Aid Risk Assessment is:	<i>School Business Manager</i>
The First Aid Risk Assessment is located:	<i>Health & Safety folders in SBM Office Shared Drive: Policies</i>

3.3 Administration of Medicines

The school recognises the need to provide support for children who may require medicines at school. Schools are advised to refer to DfE Guidance Managing Medicine in Schools and Early Years settings.

<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFES-1448-2005>

- Short term administration of medicine for a specific ailment is usually acceptable providing that parental guidance is backed up with instructions on the medicine itself and the guidance is followed; otherwise, a health professional should be consulted for guidance.
- Where a care plan is required because a child has longer term health issues, this must be fully adhered to. The care plan must be written by a health professional in consultation with other interested parties, the parents cannot themselves produce one in isolation as they lack the medical knowledge to do so.
- Staff training BEFORE the child starts in the setting is mandatory and the school must ensure that there is adequate cover available for staff absence/school day trips etc. Training must be refreshed at regular intervals and both the Insurance section and the school nurses should be made aware of the child's medical needs.
- The use of Epi-pens by trained staff following a care plan is acceptable. Insurers are more concerned where there is a calculation of dosage required and would request schools confirmation of the arrangements in place in order to confirm Insurance cover applies.
- Most highly invasive procedures would not be covered by School Insurance at all and we do not currently purchase medical malpractice Insurance.

If in doubt please contact: Insurance@westberks.gov.uk

The persons responsible for ensuring staff training is in place in the event of the implementation of a care plan is:	<i>School Business Manager</i>
The person responsible for ensuring there is cover to support a child with a care plan in the event of staff absence is:	<i>SEnCo</i>

3.4 Accident, Danger Occurrence, Violent Incident and Near Miss reporting

The school recognises and accepts the need to have robust systems in place to report and record all accidents and incidents at school to ensure that parents and carers of pupils who are involved in accidents or incidents at school are provided with appropriate information.

Accident Investigation - In accordance with **(RIDDOR)** Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. DfE Guidance regarding reporting requirements for schools can be found: <http://www.hse.gov.uk/pubns/edis1.pdf>

CREST is the Schools information system used to record all accidents/incidents and property damage or claim incidents.

Any employee who witnesses an accident, dangerous occurrence, verbal abuse, actual or threatened violence and any near miss incidents should report incidents to the Responsible Person for CREST entry. Accident reports should be drawn to the attention of the Headteacher and/or School Business Manager.

CREST entries are entered on behalf of the Responsible Person by:	<i>School Administrator</i>
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Less serious accidents requiring minor first aid or attention can be reported in an Accident Book or via CREST.

The Accident Book(s) is/are kept by the following at the locations specified:	
Location of Accident Book	<i>Shelving opposite SBM office</i>
Person in Charge of Accident Book	<i>School Business Manager</i>

Where accidents are found to have been caused by faulty plant, equipment, premises or unsafe systems of work actions must be taken to remove or isolate the hazard and warn people until the necessary modification or repairs can be made.

Incidents should be investigated, appropriate to their nature and scale, to see whether recurrence can be prevented. If an incident is potentially serious or represents a trend in accident types, steps, including the review of previous risk assessments, should be initiated to prevent a recurrence.

It is particularly important to report all near-miss incidents in which harm or damage to property may have occurred but did not on this occasion. Accurate reporting of near-miss incidents can help to prevent harm to persons or damage to property in future.

3.5 Health and Safety Representatives and Committees

Health & Safety Representatives:	
Health & Safety Representative	<i>N/A</i>

3.6 Health & Safety Consultation and Committees

The school recognises and accepts the need to have suitable arrangements in place to support effective communication on health and safety issues. There are two sets of regulations regarding the effective consultation and communication with employees through a health and safety committee.

In workplaces where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply.

In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

By law, we must consult all employees on health and safety matters. Some workers, who are self-employed, are still classed as employees under health and safety law.

We must consult with employees or their representatives about the following:

- The introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work, such as the speed of a process line or shift-work arrangements;
- Arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law);
- The information we must give our employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training; and
- The health and safety consequences of introducing new technology.

If at least two health and safety representatives request, in writing, that a safety committee be formed within the workplace, we must establish such a committee within three months of the request.

Consultation does not remove our right to manage. We will still make the final decision, but talking to your employees is an important part of successfully managing health and safety.

Where we already have existing consultation arrangements that satisfy health and safety law, there is no requirement to change them. However, we may review arrangements on a regular basis to make sure that they continue to work for the school.

3.7 Critical Incident and Emergency Plans (including Fire Arrangements)

The school recognises and accepts the need to have suitable arrangements in place to deal with emergency situations and to return the school to normality as soon as possible afterwards. A critical incident is one that is likely (or has potential) to cause an occurrence that is beyond the capacity of the school operating under normal conditions to respond to independently such as:

- Threat to safety and welfare of pupils and/or staff
- Immediate or delayed emotional reactions in large numbers of staff, pupils or parents, surpassing their normal coping mechanisms
- Serious disruption to the running of the school
- Significant public/news media attention on the school

Emergency planning will include situations such as:

- Accidents off site
- Attacks on students and members of staff
- Bomb threats
- Chemical/toxic/hazardous material spill

- Death
- Earthquake
- Flooding – building and environment
- Fire
- Gas leak
- Heatwave
- Hostage situation in school
- Industrial emergency nearby
- Severe storms and adverse weather
- Missing child/abduction/runaway
- Sexual assault or child abuse
- Shooting
- Sickness and infectious disease
- Threatening person in the school building
- Threatening person outside the building or school grounds
- Unsafe structure
- Utility failure
- School trips and incidents

Further information can be obtained via <http://www.westberks.gov.uk/index.aspx?articleid=22905>

The Critical Incident Plan is held:

Health & Safety folders in SBM Office & Shared Drive> Policies

and will be reviewed ***annually***.

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, School Business Manager or in their absence, a member of the senior leadership team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The priorities are as follows:

1. To ensure the safeguarding and safety of all persons, their protection from danger, their care and the application of first aid and medical treatment, where appropriate;
2. To call the emergency services when appropriate;
3. To safeguard the premises and equipment, if this is possible without putting persons at risk.

- The persons responsible for ensuring and supervising (where appropriate) are;

<i>Headteacher</i>

<i>School Business Manager</i>

- The persons responsible for the controlled evacuation of people from the school or the school grounds to a place of safety are;

<i>Headteacher</i>

<i>School Business Manager</i>

- The persons responsible for summoning the emergency services are;

<i>Headteacher</i>

<i>School Business Manager</i>

- The persons responsible that a roll call is taken at the assembly point are;

Class teachers then Headteacher to check all carried out

School Administrator

- The persons responsible for ensuring that no-one attempts to re-enter the building until the all clear is given by the emergency services *are the Headteacher, School Business Manager and the School Administrator.*

- The person responsible for arranging, recording and monitoring fire drills at least once per term is;

School Business Manager

Headteacher

- Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:

In the Health & Safety folders in the SBM office

In the kitchen manuals in the kitchen office

In the locked cleaners cupboard

- The location of the Hot works folder and procedure is;

In the main reception, under the counter

- The person/s responsible for issuing Hot Works Permit to work is;

School Business Manager

3.8 Fire Prevention and Detection Equipment, Arrangements and Training

(Refer to Fire Logbook provided to schools by West Berkshire Council).

The school recognises and accepts the need to have suitable arrangements in place to ensure that fire safety is appropriately managed, that staff and pupils are aware of what to do in the event of emergency and that fire systems and procedures are in place, practised and maintained or serviced in line with best practice.

It is a requirement of the Regulatory Reform (Fire Safety) Order 2005 to carry out a suitable and sufficient Fire Risk Assessment. Fire risk assessments will require regular review (usually annual) or in the event of changes such as buildings works, improvements, remedial work, alterations to buildings, a fire incident, a change of Responsible Persons (Headteacher), changes to arrangements, changes in the use of rooms or it is considered that the fire risk assessment may no longer be valid. Failure to keep your fire risk assessment up to date and under review could result in enforcement action from the Fire Brigade.

Note: a new fire risk assessment would not normally be required provided that the fire risk assessment carried out remains suitable and sufficient. You need to ensure it remains suitable and sufficient through your regular reviews and none of the changes set above has taken place.

- The person/s responsible for maintaining the Fire Logbook is;

School Business Manager

School Maintenance Contractor (BCM Reading)

- The person/s responsible for reviewing and updating the Fire Risk Assessment is;

School Business Manager

3.9 Smoking

The school operates a *STRICT* no smoking policy and smoking is not permitted on the entire footprint of the school internally and externally. This policy applies to lettings, contractors and PTA events.

3.10 Severe Weather Plan

The school recognises and accepts the need to have suitable arrangements in place to ensure the safety of staff, pupils and visitors in the event of severe weather.

- The person responsible for completing the Severe Weather Plan is;

<i>School Business Manager</i>

3.11 Locations of Main Service Isolation Points

Service	Location
Electricity	<p><i>Secured in main meter cupboard in Admin circulation area</i></p> <p><i>Additional switches and fuse boxes are situated in:</i></p> <ul style="list-style-type: none">➤ <i>the Medical Intervention Room, behind secured panels</i>➤ <i>room 4 (presently Panda class)</i>➤ <i>the kitchen</i>➤ <i>the security and server cupboard in Lemur circulation area</i>➤ <i>the secured cupboard in the Headteacher's office</i>➤ <i>the small square cloakroom adjacent to room 6</i>
Gas	<i>None on site</i>
Oil	<p><i>Secured tank in the fully enclosed courtyard</i></p> <p><i>Stop valve for oil boiler in secured boiler room, adjacent to oil tank (keys held in the SBM office)</i></p>
Water	<p><i>Master stopcock in courtyard in front of neighbours fence by the Headteacher's office.</i></p> <p><i>Mains feed isolation in the disabled toilet adjacent to the staffroom.</i></p>

3.12 Risk Assessment

The school recognises and accepts the need to have robust arrangements in place to ensure that risks are identified, assessed and appropriate controls are put in place. We recognise the need to communicate the significant findings of risk assessments with relevant persons and keep risk assessments under review to ensure they remain valid.

"Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork." DfE 2012

Further information regarding the 5 Steps to Risk Assessment can be obtained from HSE website: www.hse.gov.uk/pubns/indg163.pdf

Risk Assessments should be completed by competent staff. Schools need to make sure that the risk assessment process is robust and that the significant risks identified are effectively communicated to and understood by those persons who may be affected.

- The competent person(s) responsible for assessing significant risk is;

School Business Manager

- The person responsible for ensuring a suitable and sufficient risk assessment is in place for New and Expectant mothers is;

School Business Manager

- The person responsible for ensuring a suitable and sufficient risk assessment is in place for work experience students under 18 and new workers is;

School Business Manager

Risk Assessments should be regularly reviewed (usually annually) or in the event of change of circumstances such as a new staff or in the event of an incident or accident investigation.

3.13 Manual Handling of Loads in accordance with The Manual Handling Operations Regulations 1992.

The school recognises that many staff will from time to time have to do manual handling tasks and accepts the need to have suitable arrangements in place to ensure that manual handling risks are identified, assessed and appropriate controls are put in place.

Staff who are required to manually handle loads as part of their role, will receive appropriate training which is available from the Health and Safety Team. Where a manual handling activity cannot be eliminated then it needs to be assessed and any further controls such as mechanical aids or team lifting be recommended. A manual handling risk assessment can in many cases be completed as a dynamic assessment by the individuals carrying out the manual handling tasks. A simple manual handling is normally based on **TILE** and will consider the following:

- Task
- Individual
- Load
- Environment

NB: If the activity presents significant risk to vulnerable individuals such as new and expectant mothers or people with pre-existing back injuries then those people may need to be prohibited from carrying out the activity.

- The person responsible for completing manual handling risk assessments is;

School Business Manager

- The person/s responsible for organising and maintaining training records for relevant staff is;

School Business Manager

For further information please see Health & Safety Guidance Card HSGC14 <https://secure2.sla-online.co.uk/Default.aspx?logo=23>

3.14 Manual Handling of People

The school recognises that the manual handling of people, including children, is a specialised skill and specific training should be provided in these circumstances to any staff who may need to regularly assist or manually handle people.

- The person/s responsible for completing manual handling of people risk assessments is;

School Business Manager

- The person responsible for ensuring manual handling training for appropriate staff and maintenance of records is;

School Business Manager

3.15 Maintenance of Manual Handling Equipment

Mechanical lifting aids reduce the need for manual handling but can pose their own hazards. All types of lifting equipment, including lifting gear, and lifting operations must comply with The Lifting Operations and Lifting Equipment Regulations 1998, its Approved Code of Practice and the Provision of Work Equipment Regulations 1998. Lifting equipment covers cranes, lifts and hoists, and components, i.e. chains, ropes, slings, hooks, shackles and eyebolts.

A checklist for mechanical lifting

- All lifting equipment must be suitable for the activity it is to be used for. Consider the environment it will be used in, the load to be lifted and additional risks posed by its operation.
- Lifting equipment must have adequate strength and stability (consider mobile equipment).
- Provide operators with a suitable position and a safe place of work.
- Train operators, ensure they have relevant experience and are competent to operate lifting equipment safely. Pay particular regard to the maturity and judgement of young persons.
- Ensure a competent person thoroughly examines and inspects all lifting equipment as necessary (this is usually done by an insurance company). Keep copies of the report of examination.
- Clearly mark machinery and accessories with their safe working load.
- Ensure a competent person plans and supervises all lifting operations to ensure that it is carried out safely. Minimise risks identified in the initial risk assessment.

3.16 Lifting Equipment (including that provided for pupils with special educational needs)

- *There is no Lifting Equipment at BPS*

3.17 Working at Height (in accordance with the Work at Height Regulations 2005)

The school recognises that falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. The purpose of Work at Height Regulations is to prevent death and injury from a fall from height.

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:

- Are working on a ladder or a flat roof;
- Could fall through a fragile surface;

- Could fall into an opening in a floor or a hole in the ground.

At BPS we always take a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense tells you no particular precautions are necessary and the law recognises this.

There is a common misconception that ladders and stepladders are banned, but this is not the case. There are many situations where a ladder or a stepladder is the most suitable equipment for working at height.

Before working at height, all staff must work through these simple steps:

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The right type of equipment for working at height **does not** include chairs, tables or desks.

“Each school should assess their risks from working at height and make plans to either avoid the work at height, or to do the work more safely. School staff will normally carry out the risk assessment but the responsibility for ensuring that it is done is shared between the employer and the Headteacher.” Further HSE Guidance can be found at Website address: <http://www.hse.gov.uk/falls/casestudies/schools.htm>

The BPS Work at height policy incorporates the following points:

- No work at height should take place whilst children are present, unless the work area can be adequately segregated.
- Ladders and stepladders should be held in a secure location, only accessible to authorised persons.
- Teachers and others should sign out the ladder or stepladder for use.
- Assistance should be provided to those working at height, where required.
- Ladders and stepladders should be subject to periodic inspection by a competent person to ensure the ladders remain in good condition.
- Users should be required to carry out a pre-use check.
- Risk assessments covering work height tasks should be completed, reviewed regularly and communicated to relevant persons.

Ladders and stepladders

The school will take a responsible approach to managing work at height and as such have designated some staff with particular responsibilities and tasks below.

- The person responsible for the selection, inspection, maintenance, training, supervision, safe use and risk assessment are;

School Business Manager
School Maintenance Contractor (BCM Reading)

- The person(s) authorised to use are;

School Maintenance Contractor (BCM Reading)
Headteacher
School Business Manager

All staff who have completed 'Working at height' training

- The person responsible for ensuring training records are recorded and maintained for Working at Height is;

School Business Manager

- The person responsible for completing a suitable and sufficient risk assessment for Working at Height is;

School Business Manager

3.18 Health and Safety Training

The school recognises the need to provide health and safety training, to have a training plan and to ensure training is refreshed regularly. "The Health and Safety at Work etc. Act 1974 requires schools to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees." HSE

- The person responsible for organising Health and Safety Training is;

School Business Manager

- The person responsible for maintaining Health and Safety Training Records is ;

School Business Manager

Induction for new members of staff

- The person responsible for ensuring new staff receive an induction on their first day in essential safety matters such as emergency procedures for raising alarm and evacuation procedures, first aid and welfare facilities is;

School Business Manager

Health and safety training for schools staff may include but is not limited to the following:

- Health and Safety Policies: West Berkshire, Education, and School.
- Off-site Activities Procedure (Evolve)
- Premises Asbestos Survey and instruction
- Risk Assessments
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)
- Work at height
- Manual handling (objects and/or people)
- Stress management
- Managing contractors

Schools should keep a register of all relevant training, including health and safety, that all school staff attend. This will assist the school in ensuring that training is up to date and refreshed accordingly. West Berkshire Council carry out refresher courses for mandatory or recommended training on a three yearly basis or sooner, where relevant.

- The persons responsible for ensuring relevant staff receive training and that this is updated are;

<i>Headteacher</i>
<i>School Business Manager</i>

3.19 Offsite Activities

The school recognises the need to have robust procedures in place to assess and manage risk to provide safe and enjoyable school trips and off-site activities.

HSE's statement makes clear:

- That the focus should be on how the real risks arising from such visits are managed and not on paperwork;
- The need for a proportionate and sensible approach for planning and organising off-site activities;
- That those organising visits should simplify the planning process and authorisation arrangements for visits that involve everyday risks;
- That HSE's primary interest is real risks arising from serious breaches of the law. Any HSE accident investigation will be targeted at these issues.

To ensure that sensible and proportionate steps have been taken by a school and its staff, offsite activities will be arranged in accordance with the Offsite Activities Manual provided by West Berkshire Council and the Evolve Team at Hampshire County Council.

Activities carried out on behalf of West Berkshire Council operate within a legal framework and the off-site activities manual outlines this framework for West Berkshire schools.

- The person responsible for co-ordinating offsite activities is;

<i>Educational Visits Coordinator</i>

- The person(s) responsible for completion of risk assessments in relation to off-site activities is/are:

<i>Offsite Visit Lead</i>
<i>Educational Visits Coordinator</i>

- The person responsible for signing completed offsite activity risk assessments and confirming approval on the Evolve system is'

<i>Headteacher</i>

3.20 Caretaker and Cleaning Equipment

The school recognises the need to have safe equipment. This includes moving and handling equipment; powered cleaning equipment, power tools, and hand tools.

- The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is;

<i>School Cleaning Contractor (BCM)</i>
<i>School Catering Contractor (Dolce)</i>
<i>School Maintenance Contractor (BCM Reading)</i>

- The person responsible for ensuring instruction, training and supervision is in place for use of equipment is;

<i>School Cleaning Contractor (Rapid Clean)</i>
<i>School Catering Contractor (Dolce)</i>
<i>School Maintenance Contractor (BCM Reading)</i>
<i>School Business Manager</i>

;

- The persons authorised to operate and use are;

<i>School Cleaning Contractor Operatives (Rapid Clean)</i>
<i>School Catering Contractor Operatives (Dolce)</i>
<i>School Maintenance Contractor (BCM Reading)</i>
<i>Owner/user</i>

3.21 Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

- The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are

<i>School Grounds Contractor (Continental Landscapes)</i>
<i>School Business Manager</i>

- The person responsible for ensuring instruction, training and supervision is in place for use of equipment is;

<i>School Grounds Contractor (Continental Landscapes)</i>
<i>School Business Manager</i>

- The persons authorised to operate and use are;

<i>School Grounds Contractor (Continental Landscapes)</i>
<i>Owner/user</i>

3.22 Grounds Maintenance Equipment (Machinery and Tools)

- The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are;

<i>School Grounds Contractor (Continental Landscapes)</i>
<i>School Business Manager</i>

- The person responsible for ensuring instruction, training and supervision is in place for use of equipment is;

<i>School Grounds Contractor (Continental Landscapes)</i>
<i>School Business Manager</i>

- The persons authorised to operate and use are;

<i>School Grounds Contractor (Continental Landscapes)</i>
<i>Owner/user</i>

3.23 School Kitchen Catering Equipment (Dough mixers, Slicing machines, Potato peelers).

Schools are responsible for the kitchens and the kitchen equipment. Schools Kitchens must be included as part of a Health and Safety walkthrough by Governors.

- The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are;

<i>School Catering Contractor (Dolce)</i>
<i>School Business Manager</i>

- The person responsible for ensuring instruction, training and supervision is in place for use of equipment is;

<i>School Catering Contractor (Dolce)</i>
<i>School Business Manager</i>

- The person authorised to operate and use is;

<i>School Catering Contractor (Dolce)</i>
<i>School Business Manager</i>

- If Contractors are in place contract monitoring is completed by;

<i>School Business Manager</i>

3.24 Statutory Checks and Maintenance of Curriculum related Equipment

The school recognises the need to ensure that statutory inspections, testing and maintenance is completed for relevant equipment.

a) Laboratory Apparatus and Equipment curriculum based

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are;

<i>Curriculum Subject Lead</i>
<i>School Business Manager</i>

- The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are;

<i>Curriculum Subject Lead</i>
<i>School Business Manager</i>

- The persons authorised to operate and use are;

<i>Curriculum Subject Lead</i>
<i>Class based staff when trained</i>

- The persons responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly are;

<i>Curriculum Subject Lead</i>
<i>Class based staff when trained</i>

b) Design and Technology Equipment (Resistant and Compliant Materials such as wood and metal).

- The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are;

<i>Curriculum Subject Lead</i>
<i>School Business Manager</i>

- The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are

<i>Curriculum Subject Lead</i>
<i>School Business Manager</i>

- The persons responsible for ensuring that all machinery is adequately guarded where appropriate, and that the guards are in position when the equipment is in use are

<i>Curriculum Subject Lead</i>
<i>School Business Manager</i>

- The persons responsible for taking out of use and labelling any equipment which is inadequately guarded are

<i>Curriculum Subject Lead</i>
<i>School Business Manager</i>

- The persons authorised to operate and use are

<i>Curriculum Subject Lead</i>
<i>Class based staff when trained</i>

- The persons responsible for instructing pupils in the safe use of equipment prior to use and checking for correct use are

<i>Curriculum Subject Lead</i>
<i>Class based staff when trained</i>

c) Design and Technology Equipment (Food Technology and Textiles)

- The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are

<i>Curriculum Subject Lead</i>
<i>School Business Manager</i>

- The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are

<i>Curriculum Subject Lead</i>
<i>School Business Manager</i>

- The persons authorised to operate and use are

<i>Curriculum Subject Lead</i>
<i>Class based staff when trained</i>

- The persons responsible for instructing pupils in the safe use of equipment prior to use and checking for correct use are

<i>Curriculum Subject Lead</i>

<i>Class based staff when trained</i>

d) Art and Design Equipment (Fine Arts)

- The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are

<i>Curriculum Subject Lead</i>

<i>School Business Manager</i>

- The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are

<i>Curriculum Subject Lead</i>

<i>School Business Manager</i>

- The persons authorised to operate and use are

<i>Curriculum Subject Lead</i>

<i>Class based staff when trained</i>

- The persons responsible for instructing pupils in the safe use of equipment prior to use and checking for correct use are

<i>Curriculum Subject Lead</i>

<i>Class based staff when trained</i>

e) PE Equipment

- The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are

<i>Curriculum Subject Lead</i>

<i>Third Party Sports Coaches (Sports Partnership)</i>
--

<i>Third Party Sports Coaches (Get Active)</i>
--

<i>Third Party Sports Coaches (MNR Coaching)</i>
--

<i>School Business Manager</i>

- The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are

<i>Curriculum Subject Lead</i>

<i>Third Party Sports Coaches (Sports Partnership)</i>
--

<i>Third Party Sports Coaches (Get Active)</i>
--

<i>Third Party Sports Coaches (MNR Coaching)</i>
--

<i>School Business Manager</i>

- The persons authorised to operate and use are

<i>Curriculum Subject Lead</i>

<i>Third Party Sports Coaches (Sports Partnership)</i>
--

<i>Third Party Sports Coaches (Get Active)</i>
--

<i>Third Party Sports Coaches (MNR Coaching)</i>
--

<i>Class based staff when trained</i>

- Contractor responsible for annual full inspection and report is

<i>Universal Services</i>

- The persons responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly are

<i>Curriculum Subject Lead</i>

<i>Third Party Sports Coaches (Sports Partnership)</i>
--

<i>Third Party Sports Coaches (Get Active)</i>
--

<i>Third Party Sports Coaches (MNR Coaching)</i>
--

<i>Class based staff when trained</i>

Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

f) Stage Lighting Equipment

See also Working at Height Policy provided by West Berkshire Council

- The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are

<i>Curriculum Subject Lead</i>

<i>School Business Manager</i>

- The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are

<i>Curriculum Subject Lead</i>

<i>School Business Manager</i>

The persons authorised to operate and use are

<i>Curriculum Subject Lead</i>

<i>Class based staff when trained</i>

- Contractors responsible for annual full inspection and report are

<i>WMS (PAT testing)</i>

<i>BCM Reading (Cleaning)</i>

- The persons responsible for instructing pupils in the safe use of equipment if part of curriculum subject before they use it and checking they use it correctly are

<i>Curriculum Subject Lead</i>

<i>Class based staff when trained</i>

g) Mobile Staging and Seating

- The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are

<i>Curriculum Subject Lead</i>

<i>School Business Manager</i>

- The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are

<i>Curriculum Subject Lead</i>

<i>School Business Manager</i>

- The persons authorised to operate and use are

<i>Curriculum Subject Lead</i>
<i>Class based staff when trained</i>

- Contractor responsible for annual full inspection and report is

<i>BCM Reading (Visual Inspection)</i>
--

- The persons responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly are

<i>Curriculum Subject Lead</i>
<i>Class based staff when trained</i>

3.25 Premises

The school recognises the need to provide safe and secure premises and as such a range of issues needs to be considered and managed. We have therefore appointed responsibilities and tasks to designated staff.

a) Management of Asbestos

- The person responsible for making arrangements for dealing with asbestos in compliance with **West Berkshire Policy** and **SPAR** process is

<i>School Business Manager</i>

- The persons responsible for ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons are

<i>School Administrators</i>
<i>School Business Manager</i>

- The Asbestos Register including the inspection log is kept

<i>In the main reception, under the counter</i>

- The persons responsible for carrying out asbestos materials condition checks are

<i>BCM Reading (Visual Inspection)</i>
--

b) Health and Safety - The Gas Safety (Installation and Use) Regulations 1998 & The Pressure Systems Safety Regulations 2000

NO GAS ON SITE

For further information please see Health & Safety Guidance Cards HSGC maintenance schedule for schools or <http://www.hse.gov.uk/pubns/indg261.pdf>

c) Security

- The persons responsible for unlocking and locking the building, arming and disarming security alarms are

<i>Basildon Extra Playleader</i>
<i>All teaching staff</i>
<i>School Cleaning Contractor Operative (Rapid Clean)</i>
<i>School Business Manager</i>

d) Repairs and Maintenance

- A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to *(insert detail)*

School Business Manager

- Defective furniture and equipment should be taken out of use immediately, labelled and reported to

School Business Manager

- The person responsible for ordering repairs which are the school's responsibility is

School Business Manager

- The person responsible for reporting repairs which are the responsibility of West Berkshire Council to the appropriate Service is

School Business Manager

- The name and telephone number of the school's attached maintenance surveyor is

Andi Blinco

01635 519538 / 07776 171760

e) Water Management

The school recognises the need to have robust procedures in place to ensure that water systems are appropriately managed to prevent legionella. Please refer to West Berkshire Council Legionella Risk Management Procedure.

All schools must ensure that Legionella Risk Assessment are completed and regularly reviewed in relation to water management and hot and cold water systems and measures have been introduced to manage the risk of legionnaires disease through the effective implementation of the written scheme.

- The person responsible for completing checks as identified in the Legionella Risk Assessment and associated written scheme is

School Maintenance Contractor (BCM)

- The persons responsible for ensuring the Legionella Risk Assessment is kept up to date are

School Maintenance Contractor (BCM)

School Business Manager

3.26 Housekeeping and Disposal of Waste

The school recognises the need to have adequate systems to ensure good housekeeping and safe storage and disposal of waste.

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, classrooms, offices, hall, corridors and related storage areas.

- Accumulation of rubbish and waste should be reported to ***the person detailed below who is responsible*** for the arrangement of disposal.

<i>School Business Manager</i>

- The person who should be contacted if circulation routes are obstructed by rubbish is

<i>School Business Manager</i>

- The person responsible for the safe disposal of any ***hazardous substances*** or ***special wastes*** is

<i>School Business Manager</i>

- The person responsible for ensuring the safe and appropriate disposal of any ***clinical waste*** is

<i>School Business Manager</i>

3.27 Outdoor Play Equipment and Outdoor Play areas including School Playing Field

The school recognises the need to provide play equipment that stimulates and challenges children at play but that play equipment also needs to be safe and age appropriate. The school recognises the need to have adequate systems to ensure play equipment is safe and in good condition and have appointed staff with responsibilities and tasks.

- The persons responsible for selection of play equipment are

<i>Headteacher</i>

<i>Curriculum Subject Lead</i>

- The persons responsible for inspection of play equipment and recording are

<i>All staff who lead break or lunchtime duties</i>
--

<i>School Business Manager</i>

- The persons responsible for ensuring routine maintenance of equipment is

<i>School Maintenance Contractor (BCM)</i>

- The person responsible for training staff to supervise use of play equipment is

<i>Headteacher</i>

<i>School Lunchtime Coordinator</i>
--

- The person responsible for ensuring there is a suitable and sufficient risk assessment is

<i>School Business Manager</i>

- The persons responsible for ensuring an annual safety inspection takes place by a Competent Person are

<i>Universal Services</i>

<i>Allianz (Insurance purposes)</i>
--

3.28 Electrical installation

The school recognises the need to ensure electrical systems in schools are safe. The fixed electrical installation is tested by a competent person every 5 years as required by the Electricity at Work Regulations 1989. Following this check a certificate is issued to confirm the electrical installation is safe.

- The person responsible for ensuring the 5 year hard wiring certificate is updated is

School Business Manager

- The person responsible for ensuring all deviations reported by Competent Person are corrected is

WMS

3.29 Portable Electrical Equipment

The school recognises the need to ensure portable electrical equipment in schools is safe. Portable electrical equipment is visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition, the portable electrical equipment is subject to regular checks in line with guidance www.hse.gov.uk/pubns/indg236.pdf

Staff must not bring onto the premises any portable electrical appliances without prior consent of the Headteacher. Such equipment must be PAT tested prior to use.

- The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is

School Business Manager

- Person responsible for carrying out formal visual inspection and testing is

WMS

3.30 Control of Substances Hazardous to Health (COSHH)

The school recognises the need to manage chemicals safely. The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dust, e.g. pottery, wood etc. and biological hazards.

Records of the risk assessments carried out are kept in COSHH assessment files and in the relevant standards such as CLEAPSS documentation.

A central record of all COSHH Assessments is maintained and located in close proximity to First Aid points. The person responsible for completing COSHH Register and Assessments is

School Business Manager

3.31 Display Screen Equipment (DSE)

The school recognises the need to have appropriate procedures in place to provide display screen equipment that is compliant to the regulations and safe for staff and pupils to use.

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers and equipment that requires good

ergonomics such as chairs and desks must complete a DSE Assessment. A 'user' is someone who is employed to work on a computer for a significant part of their working day. www.hse.gov.uk/msd/dse/guidance.htm

- The competent (trained) persons responsible for carrying out display screen equipment risk assessments is

<i>School Business Manager</i>
<i>Headteacher</i>

- The persons responsible for implementing the requirements of the risk assessment are

<i>School Business Manager</i>
<i>Headteacher</i>

3.32 Personal Protective Equipment (PPE)

The school recognises the need to provide suitable PPE, where necessary and that PPE should be considered a last resort in favour of removing or reducing risks or providing collective protection measures etc.

PPE examples include protective gloves, aprons, protective goggles, protective shoes or boots and high visibility jackets. Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

- The persons responsible for inspecting PPE and replacing personal protective equipment when it is worn out are as follows

<i>School Business Manager</i>
<i>Headteacher</i>

- The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is

<i>School Catering Contract Manager (Dolce)</i>
<i>School Cleaning Contract Manager (Rapid Clean)</i>
<i>Owner/user</i>

3.33 Visitors

The school recognises the need to keep visitors, staff and pupils safe when on the school premises.

On arrival all visitors should report to reception where they will be issued with:

- An identification badge
- Relevant health and safety information
- Relevant safeguarding information

In addition, all visitors will be required to provide

- DBS clearance
- Identification
- Proof of qualifications (where required)

Visitors should be asked to sign the visitors book upon entry and exit of the building and return identification badges. Reception should enquire whether visitors require any additional support.

3.34 Improvements to Building and Construction Work

The school recognises that improvement works will be required from time to time and will ensure that appropriate permissions are sought from all relevant parties.

- The person responsible for submitting proposals to West Berkshire Council Education Department via the School Premises Alteration Request **SPAR** process (if applicable) for approval is

<i>School Business Manager</i>

Schools undertaking Building Projects that fall within Construction (Design and Management) Regulations 2007 CDM must ensure they fulfil the legal requirements.

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

3.35 Management of Contractors on School Site

The school recognises the need to select and appoint competent contractors to carry out work on its behalf.

- The persons responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance, depending on the contract work value, are

<i>The Governing Body</i>

<i>Headteacher</i>

<i>School Business Manager</i>

- The person(s) supervising and monitoring Contractors is

<i>School Business Manager</i>

3.36 Vehicles

All staff who use their own vehicles for any purposes in relation to the school MUST carry business use insurance. This includes Teachers and Headteachers and some support staff. It is irrelevant as to whether this happens in the school day or after hours e.g. sports activities etc.

If staff transport children in their own vehicles, in addition to business insurance; Insurers may need to be made aware of the fact that children are being transported, as part of the business of working in a school, and given an indication of the frequency, duration and numbers transported.

They may well ask for an annual declaration and charge an additional premium in order to cover this. Withholding this material information from Insurers can lead to your Insurance being invalidated.

- Employees who are required to use their private vehicles for official business are responsible for gaining authorisation *prior to the first use of any vehicle* from

<i>Educational Visits Coordinator</i>

<i>School Business Manager</i>

- The authorising individual **who** will ensure that the driver has a valid licence, appropriate insurance, no known medical conditions that affect their ability to drive and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger is

<i>Educational Visits Coordinator</i>

<i>School Business Manager</i>

The school no longer has a school minibus.

3.37 Stress

The school recognises that schools can sometimes be a challenging place to work and are aware of the need to manage stress appropriately.

- The persons responsible for monitoring absence owing to stress related illness are

<i>Headteacher</i>

<i>School Business Manager</i>

- The person responsible for completing a stress risk assessment is

<i>School Business Manager</i>

3.38 Bullying/Harassment

Such Incidents should be recorded on CREST

- The school's policy on behaviour (including bullying) is kept

<i>Shared drive: Policies</i>

<i>School website</i>

<i>SBM Policy folder</i>

- Records of bullying incidents and action taken are reported by

<i>On CREST – School Administrator or School Business Manager</i>

<i>On CPOMS– Member of staff reporting incident internally or School Business Manager</i>

3.39 Lettings

- The person responsible for co-ordinating lettings of the premises in accordance with lettings procedure is

<i>School Business Manager</i>

- The person responsible for informing other users of the presence of any hazards which have not been rectified is

<i>School Business Manager</i>

- The persons responsible for checking that the premises are left in a reasonable condition by other users before locking up are

<i>Headteacher</i>

<i>School Business Manager</i>

3.40 Noise

Guidance regarding noise and workplace exposure limits can be obtained from the Health and Safety Team for schools.

- **Any employee** concerned about the noise levels at work should report the matter to

<i>Headteacher</i>

3.41 Lone Working

- The person responsible for ensuring risk assessments are prepared and implemented for lone working activities to include site staff and teaching staff is

<i>School Business Manager</i>

3.42 Audit, Review, Performance Measurement and Action Plan

- The persons responsible for carrying out the review of the Statement of Intent and its implementation in the school are

<i>Health and Safety Governor</i>

<i>Headteacher</i>

<i>School Business Manager</i>

- The person/s responsible for ensuring that relevant health and safety information is provided to the Governing Body is

<i>Health and Safety Governor</i>

<i>Headteacher</i>

<i>School Business Manager</i>

- The person/s responsible for compiling and implementing the school's health and safety action plan, including action for improvements in the appropriate development are

<i>Headteacher</i>

<i>School Business Manager</i>

- Employee absence statistics (i.e., non-confidential) for the purposes of performance measurement are kept by

<i>School Business Manager</i>

APPENDIX 1

Responsible staff

Job Title	Name	Contact
Headteacher	Melissa Cliffe	headteacher@basildonprimary.org.uk
School Business Manager	Pam Slingsby	finance@basildonprimary.org.uk
SENCo	Claire Ward	senco@basildonprimary.org.uk
School Administrator	Cat Hadrill	office@basildonprimary.org.uk
Educational Visits Activity Co-ordinator	Stephanie Simmonds	ssimmonds@basildonprimary.org.uk
First Aid Appointed Person	Pam Slingsby	finance@basildonprimary.org.uk
Health & Safety Governor	Ross Poulter	mailto:rpoulter@basildonprimary.org.uk
Site Catering Contractor	Geoff Owen, Dolce	via finance@basildonprimary.org.uk
Site Cleaning Contractor	Wendy Turner, BCM	via finance@basildonprimary.org.uk
Site Grounds Contractor	Derek Bell, Continental Landscapes	via finance@basildonprimary.org.uk
Site Maintenance Contractor	Gary Dunkerton & Wendy Turner, BCM	via finance@basildonprimary.org.uk
Curriculum Subject Lead	Various	via office@basildonprimary.org.uk
Offsite visit Lead	Various	via office@basildonprimary.org.uk