

# PARK HOUSE SCHOOL

## Health and Safety Policy

<b>Document Ref:</b>	F&R/H&S/052015	<b>Date Created:</b>	
<b>Version:</b>		<b>Date Modified:</b>	May 2015
<b>Review due:</b>	May 2016	<b>Reviewing Body:</b>	F&R
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<b>Review Body Chair:</b>	David Marson	<b>Sign &amp; Date:</b>	

### CHANGE HISTORY

Version	Date	Description
Issue 1		
Issue 2		
Issue 3		

### LINKED DOCUMENTS

## **Health and Safety Policy**

### **1. General Statement of Intent**

The Governing Body of Park House School will meet its responsibilities under the Health and Safety at Work Act etc. 1974, the Management of Health and Safety Regulations 1999 and other health and safety legislation to provide a safe and healthy working environment for employees and to ensure that their work does not adversely affect the health and safety of other people such as students, students, visitors and contractors. Details of how this will be achieved are given in the Arrangements section of this policy.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before delegating particular health and safety responsibilities to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

All employees must ensure the maintenance of high standards of health and safety in all the schools activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the arrangements section.

Signed .....

(Chairman of Governors)

Signed .....

(Headteacher)

Date ..... Date .....

## **ORGANISATION**

### **2.1 Responsibilities of the Governing Body**

**The Governing Body will ensure that:**

- a) The Headteacher produces a school Health and Safety Policy.

- b) Suitable and sufficient risk assessments of work activities are undertaken and written records of the assessments are kept.
- c) Sufficient funding is allocated for Health and Safety e.g. in respect of training, personal protective equipment etc.
- d) Regular safety inspections are undertaken.
- e) A positive Health and Safety Culture is established and maintained.

## **2.2 Responsibilities of the Headteacher**

### **The Headteacher will ensure that:**

- a) School Health and Safety Policy is produced for the approval by the Governing Body and that the Policy is regularly reviewed and revised as necessary; a minimum of every two years.
- b) Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances and are removed if no longer valid.
- c) For high risk activities, safe systems of work are identified via a risk assessment. These risk assessments will comply with national standards and guidance; are monitored to ensure they are followed and effective.
- d) Information and advice on Health and Safety is acted upon and circulated to staff and governors.
- e) A regular safety inspection is to be undertaken by Governor and member of Senior Leadership Team
- f) An annual report is provided to Governing Body
- h) Staff are competent to undertake the tasks required of them and that they have been provided with the necessary training by competent persons.
- i) Staff will be provided with equipment or other resources to enable the task to be undertaken safely.
- j) Those who receive delegated responsibilities are competent; their responsibilities are clearly defined; they have received necessary training and; they are provided with equipment or other resources in order to ensure they can fulfil such duties.
- k) There is co-operation, with, and provision of necessary facilities for trade union and safety representatives.
- l) That all statutory inspections are completed and records are kept.

## **2.3 Responsibilities of Senior Managers and Department Heads**

### **Senior Managers and Department Heads will ensure that:**

- a) The school's Health and Safety policies and practices are followed

- b) Where appropriate, undertake suitable and sufficient risk assessments of work activities; ensure that a written record of the assessments is kept and; that the assessments are reviewed annually or upon change in circumstances and are removed if no longer valid.
- c) For high risk activities, work with the Community Manager to ensure safe systems of work are identified via a risk assessment; monitor to ensure they are followed and effective.
- d) Ensure information and advice on Health and Safety is acted upon and circulated to relevant staff members.

## **2.4 Responsibilities of all Employees**

### **All staff employed by the school will ensure that:**

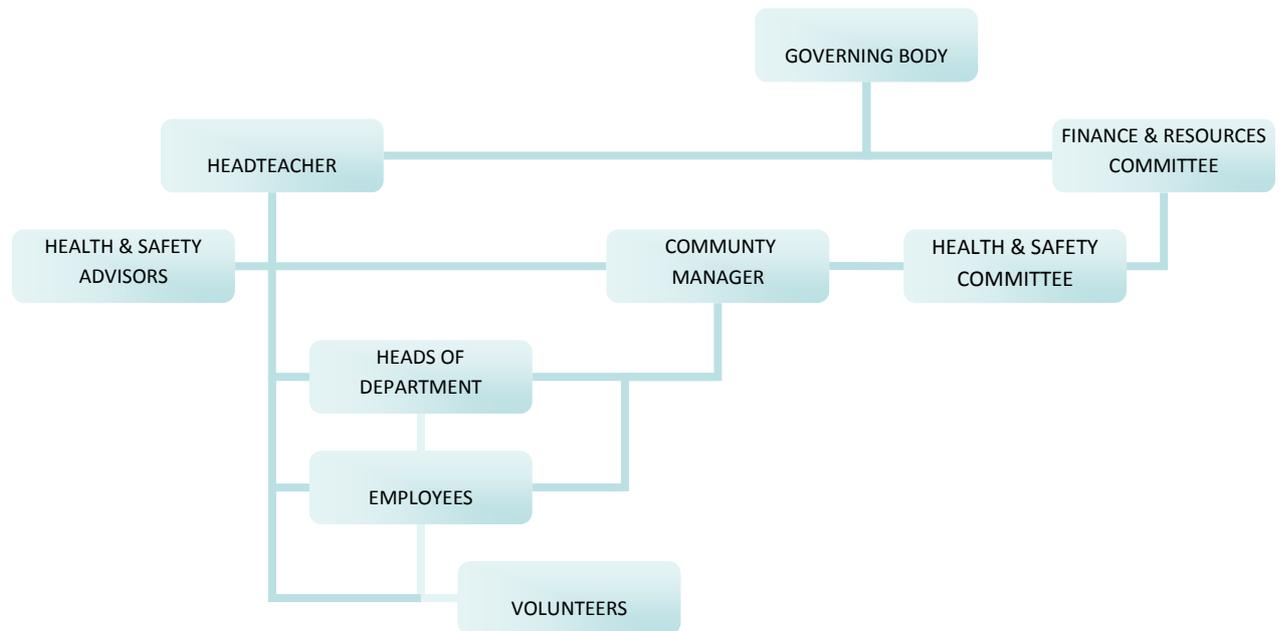
- a) There is co-operation with the school governors and Headteacher on all matters relating to Health and Safety by complying with the Health and Safety Policy.
- b) Reasonable care is taken for their Health and Safety at work and that of other persons who might be affected by their acts or omissions at work and during off-site activities.
- c) Report immediately, to the Headteacher or Line Manager any serious or immediate danger.
- d) Report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to their line manager or other designated person.
- e) Use of equipment or machinery which they are competent to use or have been trained to use.
- f) There is no misuse anything that has been provided for Health and Safety purposes.

## **2.5 Responsibilities of Volunteer Helpers**

All volunteers have the same duties as those indicated for employees.

**NB** Park House School does not hold insurance to cover use of private vehicles. Staff and volunteers are not allowed to transport students in their own vehicle unless they have appropriate insurance that covers them for use of the vehicle for work purposes, including the transport of students if applicable.

**ORGANISATION FLOW CHART TO INDICATE THE HEALTH AND SAFETY RESPONSIBILITY  
WITHIN Park House School**



## **ARRANGEMENTS**

### **3.1 Health and Safety Representatives and Committees**

Under the Safety Representatives and Safety Committee Regulations 1977 a recognised independent Trade Union has the right to appoint Safety Representatives. Ideally such representatives should have two years relevant experience. Unions are required to inform the school in writing, when this is in place schools must consult with representatives on safety matters.

### **3.2 Health and Safety Committee**

The minutes of the Health & Safety Committee are kept by ***Chair of the Committee and School Business Manager***

### **3.3 Critical Incident and Emergency Planning (including Fire Arrangements)**

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 students and/or staff
- Immediate or delayed emotional reactions in large numbers of staff, students 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 Threat
- Chemical/Toxic/Hazardous material spill
- Death
- Earthquake
- Fights between students
- Flooding – building and environment
- Fire
- Gas leak
- Heatwave
- Hostage situation in school
- Industrial emergency nearby
- Lightning storm
- 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

**The Critical Incident Plan** is held on the Health & Safety section of the school's network and will be reviewed *annually*.

**A dedicated emergency contact line is available should the main school telephone number be unavailable. (Tel: 01635 573948).**

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management 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 safety of all persons people, their removal 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 the **Headteacher/Deputy Headteacher**.

The persons responsible for the controlled evacuation of people from the school or the school grounds to a place of safety are the **Community Manager / Caretaker**

The persons responsible for summoning the emergency services are the **Headteacher / Deputy Headteacher**

The persons responsible for taking a roll call at the assembly point are **Form Tutors**

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 **Senior Leadership Team**.

The person responsible for arranging, recording and monitoring fire drills at least once per term is the **Community Manager**

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

- First Copy – **Reception Fire Pack**
- Second Copy – **Community Manager's office**

*Additional copies are also stored off site.*

The location of the Hot Works folder and procedure is in **the Community Office**. The person responsible for issuing Hot Works Permit to work is **the Community Manager**.

The location of the Fire Log book is in ***the Community Office***. The person responsible for updating the fire log book is ***the Community Manager***

### **3.4 Fire Prevention and Detection Equipment, Arrangements and Training**

The person responsible for maintaining the Fire Logbook is ***the Community Manager***

The person responsible for updating and maintaining the Fire Risk Assessment is ***the Community Manager***

#### **3.4a Smoking**

In accordance with Park House School Policy smoking is not permitted on the entire footprint of the school internally and externally. This policy applies to lettings, contractors and PTA events.

#### **3.4b Adverse Weather Plan**

The person responsible for completing the Adverse Weather Plan is ***the Headteacher***.

### **3.5 Locations of Main Service Isolation Points**

The locations of the positions of all main service isolation points are as follows:

#### **Service Location**

Water - ***Front gate***

Electricity - ***Stable Block and Paint store***

Gas – ***Wooden shed just inside the school gate***

### **3.6 Accident, Danger Occurrence, Violent Incident and Near Miss reporting**

Any employee who witnesses an accident, near miss or dangerous occurrence will report the incident to ***the Community Manager***. Accident reports are drawn to the attention of the Headteacher or Deputy Headteacher. Less serious accidents requiring minor first aid or attention are reported in an Accident Book and on Sims. The Accident Book is held in the Medical Room and is updated ***the School Nurse***.

Any employee who witnesses verbal abuse or actual or threatened violence will report the incident to ***the Deputy Headteacher***.

The person responsible for monitoring accidents and incidents and identifying trends is ***the Headteacher*** who will report accordingly to the Health and Safety and/or Equalities Committee as appropriate.

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

### **3.7 First Aid**

In accordance with the Health and Safety (First-Aid) Regulations 1981, the Headteacher and Governing Body will ensure the following arrangements are in place:

- Adequate provision for lunch times and breaks.
- 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, food technology 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 by an HSE approved provider

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

The persons responsible for completing a suitable and sufficient First Aid Risk Assessment are the

***Community Manager / School Nurse***

The First Aid Risk Assessment is located in the ***Medical Room and Community Office***

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

The person responsible for recording and maintaining first-aid training records is the ***Community Manager***

The person responsible for ensuring that training is renewed every 3 years or according to details on certificate is the ***Community Manager***

### **3.8 Administration of Medication**

#### **Short Term Medication**

Short term administration of prescribed medicine for a specific ailment e.g. antibiotics is acceptable providing that parental Guidance is backed up with instructions on the medicine itself and the guidance is followed by the school nurse

The administering of Paracetamol is permitted following the dosage instructions on the packet and **only after** consultation and agreement of the parent/guardian

## **Long Term Medication**

The use of Epi Pens/ Jext Pens by trained staff following consent from a parent/guardian and sometimes a care plan is acceptable.

Where a care plan is required because a student has longer term health issues, this will be fully adhered to. The care plan must be written by a health professional in consultation with other interested parties, the parent/guardians cannot themselves produce one in isolation.

## **Access to Medication**

Emergency medication can be accessed at all times via name medical room key holders

## **Storage of Medication**

- All medicines are stored in a locked cabinet for use by named individuals only
- All medication is named and stored alphabetically
- Expiry dates are checked regularly, parents/guardians are asked to replace accordingly

## **Disposal of Out of Date Medication and Sharps**

Out of date medication is either returned to the parent/guardian or is disposed of by the School Nurse at a pharmacy.

The sharps bin is disposed of / swapped by the School Nurse at the local GP surgery (in agreement with them).

## **Record Keeping**

Student records are update on every occasion when medication is given using SIMS

## **3.9 Risk Assessment**

The competent persons responsible for assessing significant risk are the **Headteacher /Community Manager**.

The person responsible for ensuring a suitable and sufficient risk assessment is in place for New and Expectant mothers is the **Community Manager**.

The person responsible for ensuring a suitable and sufficient risk assessment is in place for work experience students under 18 and new workers are the **Heads of Departments**.

Risk Assessments will be reviewed annually or in the event of change of circumstances such as a new Headteacher or in the event of an incident or accident investigation.

### **3.10a Manual Handling of Loads** in accordance with **The Manual Handling Operations Regulations 1992.**

Staff, who are required to manually handle loads as part of their role, will receive training.

Where a manual handling activity cannot be completely eliminated then it must be assessed. The risk assessment will identify the:

**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 will have to be prohibited from carrying out the activity.

The persons responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is the **Community Manager**

The person responsible for monitoring the safety of manual handling activities is the **Community Manager**

The person responsible for organising and maintaining training records for relevant staff is the **Community Manager**

### **Manual Handling of People**

The person responsible for identifying hazardous manual handling activities involving people and arranging for their risk assessment is the **Community Manager / Caretaker / School Nurse**

The load assessors for the moving and handling of people are the **Community Manager / Caretaker / School Nurse**

The person responsible for ensuring manual handling training for appropriate staff and maintenance of records is the **Community Manager**

### **3.10b Maintenance of Manual Handling Equipment**

Maintenance includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat-bed trolleys and all other equipment provided to aid manual handling are maintained in a safe condition is the **Caretaker**

### **3.11 Working at Height in accordance with the Work at Height Regulations 2005**

The school will assess 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 lies with the **Community Manager/Headteacher**.

#### **Ladders**

The persons responsible for the selection, inspection, maintenance, training, supervision, safe use and risk assessment are the **Community Manager / Caretaker**

The persons authorised to use are the **Community Manager / Caretakers and those trained in their safe use**

#### **Stepladders**

The persons responsible for the selection, inspection, maintenance, training, supervision, safe use and risk assessment are the **Community Manager / Caretaker**

The persons authorised to use are the **Community Manager / Caretakers and those trained in their safe use**

The person responsible for ensuring training records are recorded and maintained for Working at Height is the **Community Manager**

The persons responsible for completing a suitable and sufficient risk assessment for Working at Height are the **Caretaker / Community Manager**

### **3.12 Health and Safety Training**

The person responsible for organising Health and Safety Training is the **Community Manager**

The person responsible for maintaining Health and Safety Training Records is the **Community 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 the **Community Manager**

#### **Further induction/ongoing training for new staff will include:**

- Health and Safety Policy
- Off-site Activities Procedure (Evolve)
- 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

### **3.13 Offsite Activities**

Offsite Activities will be arranged in accordance with the Offsite Activities Manual provided by **the Evolve Team at Hampshire County Council**.

The person responsible for co-ordinating offsite activities is the ***Community Manager***

The persons responsible for ensuring relevant staff receive training and that this is updated are the ***Headteacher/Community Manager***

The persons responsible for completion of risk assessments in relation to off-site activities are **the member of staff leading the activity**

The person responsible for signing completed offsite activity risk assessments and confirming approval on the Evolve system is the ***EVC / Headteacher***

### **Provision and Maintenance of Equipment**

The Provision and Use of Work Equipment Regulations 1998 (PUWER) places duties on people and schools who own, operate or have control over work equipment. PUWER also places responsibilities on schools and organisations whose employees use work equipment, whether owned by them or not." HSE.

#### **3.14a Caretaker and Cleaning 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 are the ***Caretaker / Community Manager***

The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are the ***Caretaker / Community Manager***

The persons authorised to operate and use are the ***Caretaker and those trained in its safe operation and use***

#### **3.14b 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 the ***Groundkeeper / Community Manager***

The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are the ***Groundskeeper / Community Manager***

The persons authorised to operate and use are the ***Groundskeeper and those trained in its safe operation and use***

#### **3.14c 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 is the **Groundskeeper / Community Manager**

The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are the **Groundskeeper / Community Manager**

The persons authorised to operate and use are the **Groundskeeper and those trained in its safe operation and use**

#### **3.14d School Kitchen Catering Equipment (Dough mixers, Slicing machines, Potato peelers)**

The person responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is **ISS**

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

The persons authorised to operate and use are **Kitchen staff trained to do so**

If Contractors are in place contract monitoring is completed by the **Community Manager**

#### **Statutory Checks and Maintenance of Curriculum related Equipment**

##### **3.14e Laboratory Apparatus and Equipment curriculum based**

The person responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the **Head of Department**

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the **Head of Department**

The persons responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly are **Class Teachers**

##### **3.14f Design and Technology Equipment (Resistant and Compliant Materials such as wood and metal)**

The person responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the **Head of Department**

The person responsible for ensuring **Local Exhaust Ventilation (LEV) Equipment** is Inspected and Maintained is the **Head of Department**. Details of arrangements should be recorded in the COSHH Register.

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the **Head of Department**

The persons responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use are the **Class Teachers**.

The person responsible for taking out of use and labelling any equipment which is inadequately guarded is the **Head of Department**

The persons authorised to operate and use are **Department Staff**.

The persons responsible for instructing students in the safe use of equipment prior to use and checking for correct use are **Class Teachers**

### **3.14g Design and Technology Equipment (Food Technology and Textiles)**

The person responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the **Head of Department**

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the **Head of Department**

The persons authorised to operate and use are the **Department Staff**

The persons responsible for instructing students in the safe use of equipment prior to use and checking for correct use are the **Class Teacher**

### **3.14h Art and Design Equipment (Fine Arts)**

The person responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the **Head of Department**

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the **Head of Department**

The persons authorised to operate and use are the **Department Staff**.

The persons responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly are **Class Teachers**.

**Use of Kiln** – The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment including COSHH requirements is the **Head of Department**

### **3.14i PE Equipment**

The person responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the **Head of Department**

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the **Head of Department**

The persons authorised to operate and use is are **Class Teachers**.

The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly are **Class Teachers**.

### **3.14j Stage Lighting Equipment**

**See also Working at Height Policy**

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the **Head of Department**

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the **Head of Department**

The persons authorised to operate and use are the **Head of Department / Drama Technician**

The persons responsible for instructing students in the safe use of equipment if part of curriculum subject before they use it and checking they use it correctly are the **Class Teachers**.

### **3.14k 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 the **Hired Contractor / Community Manager**

### **3.14l Pianos, Organs and other Musical Instruments**

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the **Head of Department**

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the **Head of Department**

The persons authorised to operate and use is/are **Department staff and those trained to do so**

The persons responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly are **Class Teachers**

### **3.15 Premises**

#### **Management of Asbestos**

The person responsible for making arrangements for dealing with asbestos in compliance with Park House School Policy is the **Community Manager**

The person responsible for ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is the **Community Manager**

The Asbestos Register and log is kept in **the Community Office**

#### **Health and Safety - The Pressure Systems Safety Regulations 2000.**

The person responsible to arranging an annual inspection by a Gas Safe Registered Competent Person to boiler/s under a written scheme of work is the **Community Manager**

The person responsible for arranging maintenance of boiler/s by a Gas Safe Registered Competent Person under a written scheme of work is the **Community Manager**

### **3.15b Security**

The person responsible for unlocking and locking the building, arming and disarming security alarms is the **security contractor**

### **3.15c Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to the **Community Manager**

Defective furniture and equipment should be taken out of use immediately, labelled and reported to the **Community Manager**

The persons responsible for ordering repairs which are the school's responsibility are the **Community Manager / Business Manager/ Headteacher**

### **3.15d Water Management**

A Risk Assessment has been completed in relation to water management and an assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

The person responsible for completing checks as identified in the Management of Water risk assessment is the **Community Manager / water management contractor**

The person responsible for ensuring the Management of Water Risk Assessment is updated is **Community Manager / water management contractor**

### **3.16 House Keeping 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 house keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

Accumulation of rubbish and waste should be reported to the **Community Manager** who is responsible for the arrangement of disposal.

The person who should be contacted if circulation routes are obstructed by rubbish is the **Community Manager**

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

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

### **3.17 Electrical installation**

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 **Community Manager / School Business Manager**

The person responsible for ensuring all deviations reported by Competent Person are corrected is **Community Manager**

### **3.18 Portable Electrical Equipment**

Portable electrical equipment is to be 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 a regular check in line with guidance [www.hse.gov.uk/pubns/indg236.pdf](http://www.hse.gov.uk/pubns/indg236.pdf)

Staff must not bring onto the premises any portable electrical appliances without prior consent of 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 the **Caretaker – qualified in PAT**

Person(s) responsible for carrying out formal visual inspection and testing is/are **Caretaker – qualified in PAT**

### **3.19 Control of Substances Hazardous to Health (COSHH)**

**Hazardous substances** - 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 dusts, e.g. pottery, wood etc. and biological hazards.

Records of the risk assessments carried out are kept in COSHH assessment files in the relevant Areas/Departments and in the relevant standards such as CLEAPSS documentation for both **Science and DT**

**(See section 3.14f for essential LEV information).** A central record of all COSHH Assessments is maintained and located in close proximity to First Aid points.

The persons responsible for completing COSHH Register and Assessments is the **Community Manager**

### **3.20 Display Screen Equipment (DSE) in accordance with The Health and Safety (Display Screen Equipment) Regulations**

The competent (trained) person responsible for carrying out display screen equipment risk assessments is the **Network Co-Ordinator**

The persons responsible for implementing the requirements of the risk assessment are the **Network Co-Ordinator / School Business Manager**

### **3.21 Personal Protective Equipment (PPE)**

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 the **Heads of Department**

The persons responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) are the **Heads of Department**

### **3.22 Visitors**

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

- An identification badge
- Relevant health and safety information

Visitors will be asked to sign the visitors' book upon entry and exit of the building and return identification badge.

### **3.23 Management of Contractors on School Site**

The person responsible for selecting contractors and vetting contractors' health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is **School Business Manager / Community Manager**

The person(s) supervising and monitoring Contractors is **Community Manager**

### **3.24 Vehicles**

All staff that undertake training courses or use their own vehicles for any purposes in relation to the school MUST carry business use Class 1 insurance. This would include all teachers and Head teachers and some support staff. It is irrelevant as to whether this happens in the school day or after hours (sports activities etc).

If staff transport children in their own vehicles, in addition to carrying the above class of Insurance; Insurers 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 additional premium in order to cover this. Withholding this material information from Insurers can lead to your Insurance being invalidated. Prosecution may also result.

**The Headteacher** is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the school are operated in accordance with the law. School owned, hired or leased minibuses or coaches are only to be used for approved journeys and must always display the Section 19 permit on the bus.

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

The authorising individual (**EVC**) 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.

The person responsible for arranging insurance and maintenance of vehicles is the **Community Manager**

The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, that drivers have passed the minibus test and no known medical conditions that affect their ability to drive etc is **EVC / Community Manager**

The person responsible for maintaining a list of authorised drivers of school vehicles who have Section 19 permit is **EVC / Community Manager**

### **3.25 Stress**

The person responsible for monitoring absence owing to stress related illness is **the Headteacher**.

The person responsible for completing a stress risk assessment is **the Headteacher/Community Manager**.

### **3.26 Bullying/Harassment**

**Such Incidents should be recorded on LogAnIncident**

The school's policy on behaviour (including bullying) is stored on the school's network.

Records of bullying incidents and action taken are reported by **Student Managers**.

### **3.27 Lettings**

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

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

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

### 3.28 Noise

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

### 3.29 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 **Headteacher / Community Manager**

### 3.30 Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for carrying out an annual review of the Statement of Intent (page 2) and its implementation in the school is **the Headteacher**.

The person responsible for completing and returning the Annual Health and Safety Report to the Governing Body is **the Community Manager**.

The person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan is the **Health and Safety Committee**

Signed ..... Headteacher

Date .....

Signed ..... Chair of Governors

Date .....