



The Rivers
C.of E. Academy Trust

MAT Health and Safety Policy

Burlish Park Primary School

Committee:	Audit Risk and Compliance
Approved on:	November 2023
Next review date:	November 2024

Associated documentation	
DfE Guidance document	First Aid in Schools
Rivers CofE Academy Trust	Corporate Health and Safety Policy
School	First Aid Principles and Procedures

POLICY STATEMENT

This policy should be read in conjunction with the Corporate Health & Safety Policy issued by Rivers CofE Academy Trust and the school's First Aid Principles and Procedures.

1. THE STATEMENT

General Requirements

The Trust and Heads recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Agreed/Ratified by:	Signature	Date
CEO/DoO		
Headteacher / Head of School		

Next review date:

ORGANISATION

2.1 Who

- The Trustees
- The Head Kerry Postans
- The internal School Safety Officer (if appointed)
- Other Teaching, Teaching Assistant and Technician Staff
- The Sites and Buildings Manager / Site Manager / Caretaker / Cleaner in Charge
- The First Aider / Appointed Person
- Any other persons who may have been given specific responsibilities for any aspects of health and safety, e.g. the Minibus Manager or Lunchtime Supervisors.

2.2 Employer's Responsibilities

The Board of Trustees has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Burlish Park Primary School (under sections 2 and 3 of the Health and Safety at Work Act 1974).

The trustees are responsible for:

- a) Ensuring that the school's safety policy is implemented monitored and regularly reviewed and revised as necessary.
- b) Monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- c) Monitoring of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- d) Ensuring the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- e) Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- f) Has responsibility for appointing competent principal contractors where building or plant maintenance work is done.
- g) Has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007.
- h) Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment.
- i) Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- j) The adoption of safe working practices by staff and pupils, and by contractors on site.

Operationally, the trustees' responsibilities will be discharged by the MAT central team who will issue a compliance report to be considered by each meeting of the Board.

2.3 Head's Responsibilities

The head is responsible for:

- a) The implementation of the school safety policy.
- b) The day to day responsibility for health and safety in the school.
- c) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- d) Ensuring that staff receive appropriate health and safety training.
- e) Carrying out an annual safety audit.
- f) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying either the HSE or the LA Health and Safety Advisor (if you have bought the Academy health and safety sold service) of any serious accidents to pupils, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Emergency procedures, including evacuation in case of fire or bomb threats.
- j) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all legislative updates or new requirements, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.
- o) Ensuring that appropriate provisions are in place where lone working is unavoidable. See the HSE's guidance 'Working alone, health and safety guidance on the risks on lone working'.
- p) Ensuring that the school safety policy and any relevant risk assessments are made available to the caterers, who should also supply the school with a copy of their safety policy and risk assessments.

2.4 Subject Co-ordinators are responsible for:

- a) All matters of health and safety in their subject area.
- b) Bringing to the notice of the head (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) Where required, producing a subject safety policy and revising it as necessary.
- e) Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) Ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- g) Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.5 Other Teaching, Teaching Assistant and Technician Staff are responsible for:

- a) Ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- b) Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Subject Co-ordinator to the head (or School Safety Officer).
- c) Co-operating with their employer (The Board of Trustees) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.6 The Sites and Buildings Manager / Site Manager / Caretaker / Cleaner in Charge is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- c) Ensuring that any staff under his/her direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- d) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- e) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction. (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the head (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, etc.).
- k) Lone working should be avoided wherever possible however when this is required (e.g. emergency call outs, maintenance during school holidays, securing premises after lettings, etc.) risk assessments should be followed.

2.7 The First Aider / Appointed Person is responsible for:

- a) Recording accident/incidents requiring first aid treatment
- b) Maintaining the First Aid box(es)
- c) Controlling and maintaining any other First Aid supplies as may be kept separately
- d) Ensuring that an ambulance or other professional medical help is called when necessary.

Useful guidance: [D:\Policies\guidance on first aid for schools.pdf](#) and the school's First Aid Principles and Procedures.

2.8 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the head.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the head (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

2.9 Catering / Kitchen Manager (if employed by the school) is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- d) Bringing to the attention of the head (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

3. THE ARRANGEMENTS

3.1 Aims and Objectives

- To be an exemplar of H&S and achieve a level of health and safety performance equal to that of comparable schools;
- To develop a positive health and safety culture, involving and engaging the workforce at all times;
- To prevent injury and ill health;
- To comply with statutory requirements as far as is reasonably practicable;
- Ensure that H&S is considered in relation to all strategic decisions;
- To allocating resources to ensure that H&S priorities are met;
- To manage the effective identification, measurement and control of risk and ensure this is at the centre of the management of health and safety issues;
- To comply with statutory requirements set by existing H&S legislation, so far as is reasonably practicable, and to plan for future change;
- To provide and maintain a safe working environment for staff, pupils and others;
- To monitor, evaluate and continuously improve performance in health and safety.

For each H&S aim and objective the school should determine:

- What has to be done and how it will be integrated into business as usual;
- The resources required to make it happen;
- The responsible trust officer;
- The timescale for completion; and,
- How progress towards the objective is to be monitored and evaluated.

3.2 Leadership

All members of the school workforce have responsibility for health and safety however leadership is set out in 2.1.

3.3 H&S Management System

This policy establishes an effective health and safety management system that is proportionate to the risks faced by the school. The management system will:

- Ensure legal compliance;
- Identify hazards and control measures;
- Estimate and evaluate risks;
- Measure performance and non-compliance;
- Identify corrective and preventative actions;
- Sustain positive health and safety attitudes and behaviours;
- React to changing demands; and,
- Link to how other functions within the school are managed.

The PDCA approach to managing H&S is as follows.

3.3.1 Plan

The school will identify the nature of the H&S hazards and risks associated with the activities performed, services delivered and workplaces used. The relevant legal and other requirements will then be determined so that the extent of the school's statutory duties and management requirements is understood.

Policies, procedures, instructions, guidance and any derived information such as accident / incident reports and risk assessments will be developed from the identification of hazards, risks and legal requirements. The document control system prescribed by the trust (ie. Every) will be used to manage the information including unique identification of records, an electronic database and an on-line management system.

3.3.2 Do

Evaluation of the assessed risks will provide the information needed to eliminate or reduce the risks to an acceptable level. Staff competencies to manage the risks and the resources needed to implement preventative and protective measures will be determined at the same time. The risks and the measures required to reduce risk will be communicated to employees through well-defined pathways. Feedback and participation from employees will be encouraged to refine risk assessments and procedures for managing H&S.

3.3.3 Check

A blend of proactive and reactive systems will be used to monitor OH&S performance:

- Audits
- Sampling (horizontal or vertical audits)
- Inspections
- Surveys (especially those designed to measure OH&S culture)
- Health surveillance and environmental monitoring
- Event reporting

- Event investigation
- Claims monitoring
- Sickness absence data
- Occupational health statistics.

A system of audits shall be maintained to ensure compliance with legislation and Trust policy and promote continuous improvement. The audits will be designed to establish that:

- Appropriate management systems exist
- Adequate systems are in place to assess, evaluate and control risks
- The results of risk assessments are implemented
- Any residual risk is within the resources of the Trust to mitigate.

3.3.4 Act

3.4 Specific Arrangements

3.4.1 Hazard identification, risk assessment and controls

Staff will ensure that regular inspections of classrooms, laboratories, workshops and other places under their control are conducted. The inspections will include general housekeeping (to ensure workplaces are clean, tidy and compliant), work equipment and work practices. Buildings, services and welfare facilities will be maintained properly.

All hazards will be risk assessed. Procedures, guidance and methods for performing risk assessments will be developed. Records will be kept of all risk assessments. Risks will be ranked and prioritised. Staff will identify risks that can be eliminated, risks that can be reduced and risks that can be tolerated (accepted) and managed.

3.4.2 Legal requirements

Policies, procedures and work instructions shall be followed to ensure compliance with legislation. Best practice shall be followed where no legislation or procedure exists.

3.4.3 Objectives and programme

The Trust will set annual health, safety and welfare aims and objectives. The aims and objectives will be determined according to targets set by external agencies such as the Health and Safety Executive and internally proportionate to the level of risk. Progress against objectives and targets will be monitored and reported biannually.

3.4.4 Competence, training and awareness

All staff shall be competent to undertake their duties. Information, instruction and training shall be provided for staff where a need or deficiency is identified.

3.4.5 Communication, participation and consultation

Formal methods of communication will exist to disseminate H&S information throughout the school:

- The school intranet (SharePoint, Every, internal paper and electronic magazines)
- Staff email
- 'Priority' mailings
- Staff reviews
- Line management and supervision
- Staff meetings and other staff discussion forums
- Training courses to disseminate specific information on the implementation of policy, policy statements and procedures.

The School will use the established methods of consultation with unions / employee representatives to distribute information and receive feedback on H&S and wellbeing issues (e.g. a H&S Committee).

3.4.6 Documents and document control

Under this policy the school will develop procedures, work instructions and guidance on H&S issues that conform to current legislation and follow best practice.

3.4.7 Operational control

H&S shall be managed with equal priority to other business functions.

3.4.7.1 People

Risks to employee health shall be managed. In practice this means:

- Recruiting people that have the fitness and health required to perform the job role
- Monitoring employee health during their working life, e.g. health surveillance where appropriate
- Intervening early when ill health affects fitness for work or work performance
- Providing clean and safe workplaces
- Flexible working arrangements for a good work-life balance
- Reasonable job demands
- Reasonable control over how work is planned and carried out
- Support to help employees do their job and fulfil their role within the Trust
- Promoting physical activity in the workplace
- Ensuring that employees have access to healthier foods via restaurants and vending machines
- Information, instruction and training.

The school will promote employee health, wellbeing and a healthy work-life balance. The school is committed to ensure that, on a daily basis, staff return home at least as fit and healthy as when they came to work.

3.4.7.2 Work activities

All work activities shall be assessed for the level of risk. Control measures will be applied to eliminate or minimise the risk. Records shall be kept of all risk assessments.

3.4.7.3 Equipment and hazardous substances

Equipment shall be purchased and used in accordance with the Provision of Work Equipment Regulations 1998. Employees using equipment shall be competent having been

given suitable and sufficient information, instruction and training. No portable electrical equipment shall be used without being visually and electrically tested and passed as safe. Hazardous substances (chemical and biological) will be assessed for their impact on employee health.

3.4.7.4 Work environments

The school premises will be managed to ensure a safe and healthy working environment is provided for staff and pupils.

3.4.8 Emergency preparedness and response

All work related injuries, violence, damage and near misses will be reported and may be subject to investigation. The causes and corrective actions will be determined to prevent a reoccurrence.

A building fire risk assessment shall be prepared for all buildings that will specify the systems, either in place or to be put in place, to deal with fire detection, fire alarms, fire extinguishing and for evacuation of staff and pupils present in the school. These systems will be maintained on a regular basis to ensure they are operational at all times and in all circumstances. Suitable and sufficient numbers of fire wardens will be appointed to regularly inspect fire provisions, organise fire drills and assist with evacuations.

A risk assessment shall be undertaken for each premise to determine the resources needed to provide first aid cover for that locality. Suitable and sufficient numbers of trained Appointed Persons and First-aiders will be available at all times in all Trust properties.

4. MONITORING AND REVIEW

A formal system will be established to review the policy and H&S performance, e.g.:

- An assessment of compliance with H&S legislation and trust policies and procedures
- Identification of areas where H&S performance is weak, failing or absent
- The assessment of achievement against specific objectives, targets or plans
- An analysis of H&S data that identifies trends and common features.

This policy will be reviewed every year or whenever there is a significant change in legislation or the organisational structure.

5. VERSION CONTROL

Date	Version	Approved by	Title	Changes
28/09/18	Template 1.0			

School Specific Arrangements

Access and Egress, Housekeeping, Cleaning & Waste disposal

Accident reporting, recording and investigation

Asbestos

Contractors (Management of)

Contractors and visitors on site

COSHH

Defect reporting procedures

Display screen equipment (DSE)

Electricity at work

Fire precautions and Emergency Plans

First aid and Medication

Health and Safety Advice

Information dissemination procedure

Lettings/shared use of premises

Lifting equipment

Lone Working and Personal Safety

Maintenance/Inspection of Equipment, include fume cupboards

Manual handling

Monitoring arrangements

Noise at Work

Offsite and Educational Visits

Outdoor play equipment

PE Equipment

Personal Protective Equipment (PPE)

Risk assessments

Sports pitches / playing fields

Smoking on site

Staff Consultation / Trade Unions

Swimming lessons
Swimming pools
Training and Development Health and Safety Related
Vehicles on site
Violence to staff /School Security
Water Hygiene
Work experience pupils
Working at height

Access and Egress, Housekeeping, Cleaning & Waste disposal

The Caretaker is responsible for:

- Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish.
- Wet floors are clearly marked with a “wet floor sign” after cleaning to minimise risks of slips.
- Glass and other sharp objects are disposed of by the caretaker and are taken straight to bins.
- Making the premises safe in snow shifting and icy conditions
- Clearing leaves off pathways.
- External waste bins are the responsibility of the caretaker and are in a brick built building.

Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the office who will record the information via the WCC County Council accident/incident reporting system – MyCority.

All minor accidents should be recorded in the schools own minor accident book. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 6 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 25.

Asbestos

There is no asbestos on site.

Contractors (Management of)

The Office Manager should manage the contractors and their relevant qualification or competency. This could be through an Every online course.

The Business Manager will be the primary contact for contractors and will check all insurances before work commences.

Contractors are responsible for their own COSHH and risk assessments. They should provide these for the school as needed.

Contractors and Visitors on Site

Arrival on site

- All contractors and visitors must sign in using the digital system. If contractors are to be left unaccompanied on site they must show a current DBS check. This will be entered into the Single Central Record.
- Fire procedures are detailed on the back of the visitor badge. All other incidents must be reported, in the first instance, to a member of office staff or the Office Manager. This may be referred onto the Headteacher or Caretakers.

Control of substances hazardous to health (COSHH)

- The caretaker is trained in COSHH and assists the office manager to maintain the COSHH file.
- The COSHH file is kept in the caretaker's store cupboard, with copies in the cleaner cupboard.
- The caretaker purchases COSHH products.
- All COSHH materials have got a safety data sheet.
- *Selected risk assessments are carried out for tasks using the most hazardous substances as per the WCC COSHH Policy.*
- The caretaker is responsible for safe storage of the COSHH products.
- All decanted substances are labelled.
- Burlish Park Primary will try and use less hazardous alternative substances are purchased and used wherever possible.

Defect reporting procedures

'Every' is used for reporting defects. The Caretaker monitors the online log book.

All defective items are taken out of use immediately if they are deemed unsafe.

Display screen equipment (DSE)

- All staff who use screens regularly are classed as DSE "Users".
- All staff are given an electronic copy of "Working with DSE equipment".

- The Office Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.
- DSE workplace assessments are completed annually.

Electricity at work

- All hardwired equipment checked at least every 5 years through Fixed Wire Testing.
- The Headteacher is responsible for ensuring the hardwiring checks are carried out.
- Portable appliances are tested (PAT) including stage lighting by the caretaker every 1-3 years.
- When hiring out the premises it is the responsibility of the hirer to check electrical equipment.
- Donated equipment is tested before use.
- PAT registers are kept manually.
- All defective items are removed or repaired.

Fire Precautions and Emergency Plans

- The Headteacher is responsible for undertaking and reviewing the fire risk assessment, emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground.
- Please refer to the Critical Incident Plan for procedures for dealing with the worst foreseeable contingency.
- There are termly fire drills which are recorded by the School Business Manager.
- The Office Manager is responsible for inspection and maintenance of fire exits/escape routes.
- The office staff are responsible for checking and updating the Fire Evacuation Notices.
- A&E are responsible for regular inspections and maintenance of fire extinguishers.
- Class teachers take their own register. All visitors and lunchtime supervisors should report to office staff.
- The caretaker is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) Records are kept in the fire book in the Office Manager's office.

First Aid and Medication

First Aid

- First Aider details can be found in the Main Office, the BMA room and other points around school.
- QA Level 3 First Aid at work qualification is held by Cathy Wright and first aid trained classroom assistants. Lunchtime first aiders have completed a one-day First Aid at work course. refresher training is undertaken every three years or as required.
- Members of staff are responsible for checking their own refresher training.
- There is a first aid kit kept in the main office and also in the BMA room.

- Mrs Wright is responsible for checking and restocking the first aid kits.
- A member of the office staff summons ambulance and a member of staff accompanies children to hospital (if parent or legal guardian is not available).
- PPE is available for staff.

Medication

- All first aiders can administer medicine.
- Online allergy training is available to all staff periodically. EpiPen training is part of this online training.
- Medication is kept in a locked cabinet in the main office.
- All medication given should be documented.
- Two members of staff should sign to say they have given dose.
- A full administration of medicine policy is available on Every.

Health and Safety Advice

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement.

Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils and visitors as follows:

Employees

Staff are informed about all of the existing information held on the site through 'Every', display information and through induction. Documents should be read and confirmation made through 'Every'.

Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This is done through lessons and assemblies.

Visitors / contractors

The Business Manager shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit. The information be disseminated verbally or if long-term work is going ahead, signs will be displayed.

Trustees

Trustees receive a compliance report.

Lettings/Shared use of premises/Extended Services

The School is responsible for health and safety arrangements.

- A written lettings agreement, signed by the hirer and the school is in place. The School Office Manager to hold a copy.

- Restrictions on use of equipment are detailed in the hirer's personal licence.
- Staffing requirements should be presented to the School Office Manager.
- First aid provision should be presented to the School Office Manager.
- Hirers are given a copy of the school's fire and emergency arrangements and should follow these.
- Hirers should follow the school's standard operating procedures.
- The Headteacher is responsible for agreeing to and overseeing school fetes and other fund raising events.
- Emergency lighting is in the school.
- The event organiser is responsible for applying for a Premises License, or ensuring compliance with any relevant legislation or licensing requirements, in particular the Licensing Act 2003. The School Business Manager should have a copy of this.
- Risk assessments should be completed by the hirer. A copy should be given to the clerk to the governors.
- The caretaker or a relief caretaker will be in charge of opening and closing the school.
- Lettings should hold their own Insurance cover.

Lifting equipment (including lifts and hoists)

- There is a lift that goes between the two floors.
- The equipment will be serviced every quarter.
- The equipment have an insurance inspection every year.

Lone working and Personal Safety

Burlish Park Primary School has a separate procedure and risk assessment for lone working.

Maintenance/Inspection of equipment

- PE equipment is checked by an accredited contractor annually.
- Fire equipment is checked by A&E every year/twice a year – advised by A&E.
- Records are kept on Every.

Manual handling

- Staff will carry out their own risk assessments. Training is available on 'Every'.

Minibuses

- Section 19 permits on show in the front window of the minibuses.
- Burlish Park Primary follow the Local Authority Minibus Guidelines
- J Lindley, H Lindley, A Roberts, C Morson can drive the bus.
- The drivers require County training every three years.
- If the driver does not have D1 on their licence they must have the appropriate training and pass the PCV licence test
- They must have a licence to drive a minibus.

- Drivers follow the following emergency procedure should the bus break down or if there is an accident. Stop if safe to do so. If staff are in a dangerous position they should get the children out safely. A reflective jacket should be worn by the driver who should ring the school office and ring for assistance.
- There is a first aid and fire extinguisher provision on both minibuses.
- The buses will have a MOT each year.
- Driver pre visual checks and procedure records are kept on a clip board in the front of the minibus
- The driver is responsible for undertaking checks on the minibuses.
- If EYFS or KS1 are travelling then an adult will sit in back with children, where possible..
- Do not block emergency exits and exits are unlocked.

Monitoring Arrangements

The Management Team will monitor the health and safety on an ongoing basis.

The Trust will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The Trust recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The Trust will call for annual/termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher /Site Manager

To help this process, the Trust and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

Offsite and Educational Visits

- The school's trained Educational Visits Co-ordinator (EVC) are Joseph Lindley and Rebecca Fairbrother.
- There is a Service level agreement with B&S Educational Visit Services.
- Joe Lindley monitors all Educational Visits.
- The Head teacher will sanction all visits once EVC Visit leader and EVC have completed the necessary arrangements and checks.
- If it is a hazardous, residential, adventure or over 50 miles and F2 form will be sent to B&S who will record it.
- There is a requirement when planning school trips for pre-site visits where necessary.
- The designated visit leader will carry out risk assessments.
- Risk assessments are recorded before an activity and send to Joseph Lindley.

- Kery Postans, Joseph Lindley and Fyonna Lammas are MOVE trained, to deal with emergencies.
- A crib card carried by staff when leaving building. First aid provision always prepared.
- There is always a 'plan B' if the activity cannot be carried out.
- RPA insure Burlish Park Primary for offsite visits.

Outdoor Play Equipment

Outdoor play equipment is visually inspected daily and half termly. Yearly checks are carried out by a qualified company.

PE equipment

- PE equipment is inspected annually by an accredited contractor.
- Annual risk assessments are carried out by Joe Lindley.
- Adults that set out the PE equipment have received in-house training.
- The Association for Physical Education (afPE) guidance on safe use of the equipment is followed/adopted published 2012.
- The School PE Policy can be found as part of the Personal, Social and Emotional Well-Being Policy.

Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The member of the staff responsible for the activity will select the equipment.

Risk Assessments

- There is a need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The Headteacher is responsible for ensuring risk assessments are undertaken.
- We follow WCC Policy & Risk Assessment Guidance. Arrangements for New and Expectant Mothers.
- Class teachers carry out the risk assessments and the risk assessor to sign and date it as well as the responsible person – these are stored on Teams or Every.
- Class risk assessments are completed when staff move classrooms or there is a noticeable change.
- Staff to sign and date they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.(See 3.20)

Smoking

- The site is a 'NO SMOKING SITE'.
- Vaping is not allowed.
- Signage is displayed on all main external doors used by the public/staff.

Sports pitches / playing fields

- Burlish Park Primary School playing fields are maintained under contract. Joe Lindley is responsible for liaising with the contractor to let them know any changes in the contracted work.
- The teacher or coach who are using the area will carry out daily visual inspections.
- Gates preventing entry to the area are locked to prevent animals fouling.

Staff Consultation / Trade Unions

- The Trustees have a regular Health and Safety agenda item.
- If staff have health and safety concerns they should refer to the Health and Safety representative, R Gilbert.
- There is a health and safety law poster in the staff room and in the multipurpose room.

Stress and Staff Wellbeing

- Burlish Park promotes a supportive working atmosphere. We have our own pastoral care team and Mental Health First Aiders.
- Management will help staff on an individual basis.
- SLT can refer individuals to the Occupation Health Service.
- Expectant mothers are encouraged to report as soon as possible. This will remain confidential until the individual wishes.
- General staff facilities include a well equipped staff room with a fully fitted kitchen and toilets.

Swimming lessons (Public Pool)

- Swimming lessons take place at Wyre Forest Leisure Centre.
- All lessons are supervised by two lifeguards and a minimum of three swimming teachers.
- A trained PE teacher oversees the lessons and provides in-house training.
- Life saving equipment is provided and the responsibility of Wyre Forest Leisure Centre.
- Normal operating and emergency operating procedures are in place.
- There is a separate risk assessment for swimming.

Training and Development related to Health and Safety

- The School Office Manager is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)
- The School Office Manager is responsible for new staff inductions and briefings.
- A database is kept of staff training through Every.

Vehicles on Site/car park arrangements

- The school site is gated and vehicle entry is controlled by authorised fob passes and the office staff.

- The school car park is for staff and deliveries only. All drivers are asked to park and drive carefully on the school site.
- There are no special arrangements for deliveries.
- Reversing vehicles are to remain vigilant. School minibuses are watched by a member of staff when reversing.

Violence to Staff / School Security

- Site security is controlled by key fob entry. There is also a high perimeter fence.
- All staff should report all incidents of verbal & physical violence to the Headteacher.
- Risk assessments are carried out for hazardous circumstances.
- It remains the right of the Headteacher to ban adults from the school premises.

Water Hygiene

- The water log book kept in the Office Manager's office.
- The external risk assessment does not specify that the school needs water sampling.

Work experience pupils

- An induction is carried out by R Gilbert.
- Work experience placements are mentored by the class teacher and Deputy Headteacher.

Working at Height

- The highest ladders that are provided in school are three tier. Ceiling lights guaranteed to last 15 years which will minimize the need to work at height.
- The health and safety officer will carry out risk assessments and will ensure staff are aware of these.
- Pupils should not work at height.
- When using contractors, their risk assessments are seen by the office staff.
- The caretaker is trained on working at height.
- Ladders are inspected yearly by Zurich.