

CROPTHORNE WITH CHARLTON C E FIRST SCHOOL

HEALTH AND SAFETY POLICY

PERSON RESPONSIBLE: Headteacher

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy, which have been written by Worcestershire County Council and by the Education Department. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Cropthorne with Charlton C E First School.

OUTLINE

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
- Maintain all areas under the control of the Governors and Head Teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk.
- Formulate effective procedures for use in case of fire and for evacuating the school premises.
- Lay down and monitor procedures to be followed in case of accident or hazardous incident.
- Teach safety as part of pupils' duties where appropriate.
- Provide and maintain adequate welfare facilities and to make recommendations to the Worcestershire LEA as appropriate.

STATEMENT

General Requirements

The Governors of Cropthorne with Charlton C E First School recognise their responsibility under the Health and Safety at Work etc Act (1974 and amendments), so far as is reasonably practicable, to:

- provide safe systems of work, plant and equipment
- provide for the safe use, handling, storage and transport of articles and substances
- provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely

- provide a safe place of work, with safe means of access and egress for all persons using the premises
- provide a healthy and safe working environment with adequate welfare facilities
- provide for the health and safety of persons not employed by the school, but who may be affected by its activities
- encourage all staff, whilst at work, to take reasonable care for their own health and safety and the health and safety of others
- encourage all staff to co-operate with the Governors and management of the school in carrying out their statutory duty under the Act
- 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
- provide written job instructions, warning notices and signs as appropriate
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- provide the opportunity for discussion of health and safety arrangements
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training.

Staff Rights

The governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. School Safety Officer) without having first been consulted.

The Role of the LEA

The Governors recognise the Statement of General Policy of Worcestershire County Council Directorate of Educational Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-Ordinator of Worcestershire County Council Directorate of Educational Services or such other persons as may be necessary.

Local Management of Schools

The Governors recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed (as required under the Management of Health and Safety at Work Regulations 1992, the Control of Substances Hazardous to Health (COSHH) Regulations 1988, the Manual Handling Regulations 1992 and the Display Screen Equipment Regulations 1992).

ORGANISATION

This section describes the roles of anyone who has responsibilities for any aspects of Health and Safety within Cropthorne With Charlton C E First School. Whilst job titles only are referred to in this section, it is important that it be read in conjunction with Appendix A, which names the individuals who currently hold those posts.

Worcestershire Local Education Authority

- has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this school (under sections 2 and 3 of the Health and Safety at Work, etc. Act 1974)
- has responsibility for appointing competent principal contractors where building or plant maintenance work is undertaken which is the financial responsibility of the LEA under arrangements for the Local Management of Schools
- (or the school if it initiates building work) has responsibility for appointing a competent person to act as Planning Supervisor in those works, which fall within the scope of the Construction (Design and Management) Regulations 1994.

The Governors, through the Head Teacher, are responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary
- b) 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 for which they have financial responsibility under the arrangements for the Local Management of Schools
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary
- d) advising the Director of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons
- e) 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
- f) 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

- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced
- h) the adoption of safe working practices by staff and pupils, and by contractors when on site
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations

Head Teacher's Responsibilities

The following areas are the responsibility of the Head Teacher, though the **duties** in areas (d) to (n) below, **(not the responsibilities)**, can be delegated to other staff e.g. the School Safety Officer, if a separate person has been appointed in this capacity. If this has been done, it should be noted in this section of the policy.

- a) The implementation of the school safety policy.
- b) Advising the Governing body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1992, in all areas of significant risk.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LEA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Emergency procedures, including evacuation in case of fire or bomb threats.
- i) Ensuring that adequate provision is made for the administration of First Aid.
- j) Notifying the LEA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- k) Notifying the LEA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

(NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance.)

- l) Ensuring that all new material on health and safety matters, supplied by the LEA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on any 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 (in accordance with procedures laid down in the Handbook of Safety Information).

Subject Co-ordinators Responsibilities

- a) all matters of health and safety in their subject area
- b) bringing to the notice of the Head Teacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas
- d) producing a subject safety policy and revising it as necessary.

(Exemplar material is produced by subject associations, CLEAPSS (for Science) and various commercial organisations.)

- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (notably 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. COSHH assessment for use of hazardous substances)
- h) ensuring that relevant safety signs and, where required by law, regulations or notices are displayed (e.g. signs requiring use of eye protection or restricting use of teacher only machines to named individuals, abrasive wheel regulations, positions of gas, water or electrical isolators etc.).

Other Teaching and Technician Staff Responsibilities

- a) ensuring that they are familiar with and comply with the school and, where applicable, departmental or subject safety policy.

[Staff working in Art, Ceramics, Design and Technology (including Food and Textiles), Environmental Education, Physical Education or Science should be familiar with the LEA's policies in these areas.]

- 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 Teacher (or School Safety Officer).
- c) co-operating with their employer (LEA or Governing Body) to enable him to comply with the requirements of the Health and Safety at Work etc. Act 1974.
- d) promoting awareness of Health and Safety issues with the pupils and encouraging them to report any concerns to staff.

The First Aider/Appointed Person Responsibilities

Maintaining the First Aid box(es) in line with the guidance given in the LEA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

Safety Representatives (Appointed by Trade Unions/Professional Associations)

Safety representatives have the right to:

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

Cleaner in Charge Responsibilities

- a) Ensuring that he/she is familiar with and complies with the school safety policy. He/she should also be familiar with the LEA's Group Safety Policy "Safety of Buildings" (published in the LEA's "Handbook of Safety Information").
- b) Bringing to the attention of the Head Teacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) 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).
- d) 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.
- e) Ensuring that all equipment and materials received have adequate health and safety information (e.g. manufacturer's data sheets for COSHH assessments to be carried out).
- f) 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. signs to warn of slippery floors, uncleared ice or snow etc.).
- h) Informing the Head Teacher (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, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, swimming pool chemicals etc.).

ARRANGEMENTS

This section describes the procedures and measures to be taken to ensure the health, safety and welfare of employees and other persons affected by the employer's work.

Access and Egress

The clearance of leaves will be carried out by the Grounds Contractor in October and December. On a day to day basis the clearance of leaves, snow and ice will be carried out by the Cleaner in Charge. Should it prove not possible to clear ice and snow to such a degree required to maintain

safe premises, then the Cleaner in Charge will consult with the Head Teacher in order that a decision may be made as to whether the premises should be closed until safe.

The Cleaner in Charge will ensure that all Fire Exits and routes are free from obstruction. It is also the responsibility of all employees to ensure that such areas are kept free from obstruction.

Accident Reporting

It is the responsibility of all employers to report accidents in accordance with the procedures laid down in the "Handbook of Safety Information":

Staff: All accidents to staff should be reported to the employer. This is normally done by the employee or his superior by an entry in the accident book. The staff accident book is kept in the School office. In addition, a report form RIDDOR 3, should be completed, signed by the Head Teacher and a copy sent to the County Education Safety Co-Ordinator. A copy of this form is kept in the School Office. This should also include 'near miss' incidents, i.e. incidents that could have resulted in injury and incidents of physical violence or verbal abuse.

Pupils: All accidents to pupils must be recorded in the pupils' accident book, which is kept in the Office. **All treatments/attentions must be recorded.** Certain specified accident categories must be reported to the County Education Office on Form A/S Rev. within 5 days of the accident occurring. These categories are as follows: -

- Fractures
- Other Hospital/Medical Treatment
- Head injuries, i.e. concussion, giving rise to concern
- Premise/furnishing defects.

First Aid qualifications are held by the following persons: -

Mrs Jane Evans First Aid at Work Certificate.

Mrs Karen Mason Smythe First Aid at Work Certificate.

Mrs Sheila Castle First Aid at Work Certificate.

Blood Borne Diseases

All employees should be familiar with and follow the Guidelines, "Infection Control Guidelines for Dealing with Body Fluids", in the WCC booklet "Control of Infection in the Workplace".

Protective gloves should always be worn, should any member of staff, pupil or visitor be in danger of coming into contact with another's body spillage. A supply of gloves is located in the School office.

Building Repairs and Contractors

The Cleaner in Charge or Head Teacher will be responsible for:

- a) ensuring that guidelines laid down in the Handbook of Safety Information are followed.
- b) ensuring that adequate day-to-day communication between the School and contractors takes place.
- c) ensuring that there is adequate segregation between workmen and pupils.
- d) ensuring that adequate facilities are provided by the contractors for their workmen.

Cleaning

Cleaning staff engaged by the School will be advised of the necessity to place adequate warning with regards to wet and slippery floors as a result of cleaning being undertaken by them. The Cleaner in Charge will:

- a. ensure that adequate signs are placed to warn of wet or slippery floors when cleaning has been undertaken by himself/herself or cleaners directly employed by the school;
- b. ensure that procedures as laid down in the Handbook of Safety Information page 220 and pages 222 - 223 are followed by himself/herself and cleaners directly employed by the school;
- c. report any problems concerning safety and faulty equipment to the Head Teacher for attention. A lockable cupboard is provided for the cleaner's equipment. This is kept locked during the School day.

Communications

Subject specific problems should be discussed with the Subject Co-Ordinator initially, who may deal with the matter or discuss further with the Head Teacher before action is taken.

Matters relating to premises or general resources should be discussed with the Head Teacher.

A record should be kept concerning any discussions or requests for action and kept for reference by the individuals involved.

In addition, risk assessment forms are available from the school office.

Consultation (Safety Representatives)

The Head Teacher will ensure that there is full consultation on matters of health and safety with all employees.

Contractors

Most major works, at our school, are carried out by contractors on the LEA's Approved List. When we use other contractors, we ask them to provide evidence that they have public liability and employer's liability of £2,000,000. Copies of these certificates will be kept in the school office. We also require them to adhere to our own Health and Safety policy by signing the form in Appendix D. A copy of our policy will be issued to them.

Display Screen Equipment

Where VDU's are in use, advice as laid down in the HoSI page 2.21, WCC booklet "Display Screen Equipment - Code of Guiding Principles" and WCC leaflet "Display Screen Equipment - Information for Users", will be followed.

Office staff who regularly use Display Screen Equipment have been issued with these leaflets.

NOTE: Computers for use by pupils in classrooms need not conform.

Fire Alarms

The School Secretary tests the fire alarm every month and maintains a record of each test. She also gives the fire-fighting appliances a visual examination every month and co-ordinates their maintenance. An annual inspection of all fire appliances is carried out by the County Fire Brigade.

Fire Drills and Emergency Evacuation Procedures

Fire practice will be held at least once a term. Fire Practices will be arranged by the School Secretary, in consultation with the Head Teacher.

We aim to evacuate the building swiftly, quietly and in a well-organised manner. All staff are familiar with the procedures for evacuation during lesson time as well as at break-times and lunchtimes.

Notices detailing what to do in the event of a fire are displayed in every classroom. The Head Teacher will ensure that these are maintained.

At least one fire drill per year will take place at play-time when the majority of staff are likely to be indoors.

Fire Prevention

All employees should be aware of and follow the guidelines laid down in the HoSI, pages 2.41 - 2.42, concerning the prevention of fire.

First Aid

First aid is available in the Pupil Support Room. An additional portable first aid box is available for use outside and on Educational Visits.

The names of the first aiders are Jane Evans, Karen Mason Smythe & Shelia Castle, who hold First Aid At Work Certificates. (They carry out the duties assigned to the position of named first aiders.)

Gloves must be worn and adequate precautions taken when blood or other body fluids are involved. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

Flammable Substances

Such substances will be stored as recommended in the HoSI, page 2.51. It will be the responsibility of the Caretaker and Subject Co-Ordinators in whose areas such substances are used to ensure that they are correctly and safely stored. It is also the responsibility of individuals who use such substances to ensure that they are aware of regulations and that they comply with them.

Good Housekeeping

Clutter is a major cause of accidents, but relatively simple to prevent. It is the responsibility of all managers, employees and contractors who operate in the school to ensure that all areas of the school environment are kept tidy and safe at all times. Particular attention will be given to maintaining clear access to routes of access and egress.

Hazardous Chemicals

Where chemicals are used in the school, it is the responsibility of the person or persons using them to carry out risk assessment and to be aware of all safety aspects as laid down by COSHH assessment, and, to follow all safety procedures necessary when using such chemicals. Managers, employees and contractors must also be familiar with procedures and treatments to carry out should there be an accident whilst working with such chemicals. Subject Co-Ordinators and managers are responsible for ensuring that such information is made available and that correct procedures are followed.

HoSI pages 2.17 - 2.20; 4(52) - 4(56).

Information/Publications

A copy of the Handbook of Safety Information will be kept along with the school's Safety Policy in the school office. The HoSI will be kept up-to-date by the Health and Safety Officer for the school who will also inform staff in writing of any amendments or alterations that are made.

Each department will keep available a copy of the specific Group Policies for their subject (this may be centrally held or issued to individuals within the department) together with any other Health and Safety publications/information specific to their subject area. Any amendments or new information will be notified to department staff and such information will be circulated at the earliest possible opportunity after its receipt.

Any other pertinent documents, information or directions (e.g. DfEE publications, etc.) will be distributed to appropriate departments or persons if of a specific nature by the Head Teacher.

Leaflets, etc., relevant to the Health and Safety Policy will be filed alongside.

Journeys and Visits

All journeys and visits made from the school will comply with the directions laid down in the HoSI pages 2.28 - 2.33; 2.94 – 2.96; p5.6, and the publication "Off Site Visits, Field Studies and Outdoor Education Guidelines 2005 except for coach transport see 'vehicles' section below.

In each situation, the Head Teacher will carry out a Safety Assessment, calling upon the Governors or County Officers for guidance where necessary.

It is school policy that all trips organised off the school site should include insurance for pupils and staff.

Please also refer to policy on Educational Visits.

Lettings

The Governors and Head Teacher will ensure that:

- the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Head Teacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness
- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed
- hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

HWCC booklet "Local management of Schools and Health and Safety - a Guide for Governors" refers.

Machinery and Plant

All machinery and plant will be guarded, inspected and kept in good repair as laid down in the

HoSI (pages 4(18) - 4(30), p221) or any future legislation, which may supersede this.

It is the responsibility of the appropriate Subject Co-ordinator, Cleaner in Charge or Head Teacher, to ensure that such maintenance is carried out.

Medicines

Where pupils are required to take medication whilst at school the teacher responsible should refer to the Policy on the Administration of Medicines at School.

Monitoring

The Head Teacher will analyse records of safety performance and trends on a regular basis and use this information to improve the safety record of the school.

The Safety Policy will be reviewed annually in March in consultation with Subject Co-ordinators and any representatives of professional associations.

Near Misses (Dangerous Occurrences)

All dangerous occurrences/near misses, as defined in the HoSI pages 2.1 - 2.3, will be recorded as laid down in the HoSI pages 2.1 - 2.3 and will be investigated by the Head Teacher. Such instances will be reported, as required and necessary action will be taken to prevent the same occurrence.

New Appointments

It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.

Off-Site Visits

Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards. Please refer to Policy on Educational Visits.

Playground Safety and Supervision

Regular checks for safety will be made of all play equipment and areas. Visual checks will be carried out on an informal basis by staff on duty at break and lunch times. Formal checks will be completed as part of the twice yearly Safety Audit. A full inspection is carried out annually by LEA representatives.

Portable Electrical Appliance Testing

Electrical equipment is dispersed throughout the school. It is the responsibility of each individual member of staff to check each item before use. This check need only be a visual check.

It will be the responsibility of the Head Teacher to ensure that all portable electrical items held or used in the school are tested annually by a competent and qualified person. This annual testing will be carried out in accordance with the leaflet "Electrical Inspection of Schools (HWCC, Nov. 1994)".

Protective Clothing

Where protective clothing (goggles, gloves, overalls and other specialised protection) is required, it is the responsibility of the individual to ensure that they comply with current regulations. Where such clothing is required to be worn by pupils during a lesson or practical session, it is the responsibility of the member of staff responsible for that activity to ensure that pupils comply. All departments should have a statement in their departmental policy, which makes clear the requirements in this area for their department.

It is the responsibility of contractors working in the school to ensure that their employees are provided with and use the correct protective clothing where required.

HoSI pages 4(8), 4.5, 206, 220, and 224.

Gloves, goggles and overalls will be used when circumstances dictate these precautions are necessary. The school will provide gloves and goggles and advise parents when overalls (old clothes) are advisable.

Record Keeping

The Pupil Accident Book is kept in the office. The Staff Accident Book is also kept in the office. This book should be used for reporting accidents and near misses for all teaching staff, non-teaching staff and adult visitors to the school.

The School Secretary will keep a record of all inspections and repairs to the boilers.

The School Secretary will also keep a record of all checks on the Fire Appliances and the Fire Alarms.

The School Secretary will keep a record of portable appliance testing carried out.

Subject Co-ordinators will keep records of any inspections and repairs carried out on machinery or other equipment in their departments.

Reporting

The Head Teacher will submit an annual report on health and safety to the Governors and will make other reports at termly Governors meetings. These reports will include notable incidents that have occurred during the year including serious accidents or hazardous incidents and the actions taken to minimise future risk. The conclusions of LEA Safety Audits will also be included.

The Governors will make a summary report on health and safety to parents, which will be included in their annual report.

Risk Assessment

Risk assessment is carried out by all staff as laid down in the separate document "Whole School Risk Assessment".

All risk assessments should be reviewed annually by those with specific responsibility for carrying them out.

Safety Inspections

The Head Teacher will carry out six-monthly Safety Audits, using the LEA proforma as a guide and produce a report. The Governors will discuss and implement, with the co-operation of the Head Teacher and staff of the school, the findings and recommendations of the Audit.

The School is entitled to two Safety Representatives appointed by the professional associations. Such representatives should be registered in accordance with the procedure as laid down in the HoSI. Union Safety Representatives are entitled to inspect the school premises in accordance with the current practice agreed with the Local Education Authority. Such representatives are required

to give reasonable notice to the School of any inspection of the School premises they intend to carry out.

School Safety Committee

The membership of the School Safety Committee is listed in appendix B. It will meet following each six monthly Safety Audit. A representative will be asked to present their findings and recommendations at regular Governors meetings where time is always to be allocated to discuss Health and Safety matters.

Security Arrangements

Visitors to the school are only allowed into the building once their business has been ascertained. If the visitor has occasion to move around the school, then a Visitor badge will be issued accordingly. All staff should politely ascertain the business of any strangers who are on the school premises without such identification and direct them to the office or the Head Teacher.

All fire exits which open from the inside by means of a push bar should normally be kept closed.

Please also refer to the school policy on 'Visitors'.

Training

Specific

Training in health and safety matters is arranged through the Head Teacher. Training needs are often first identified by Subject Co-ordinators. Where necessary, employees who have attended a particular course in health and safety, may be required to pass on such training to other members of staff (Cascade Training).

Induction

New members of staff will receive some training in health and safety as part of their induction to the school. This will include a copy of the school Safety Policy and a general explanation. Subject Co-ordinators will give specific information and training as applicable to their subject areas.

Work Experience

Occasionally students undertaking Work Experience will be present in the school. They will be given instruction in the school's Safety Policy and will at all times work under such supervision as is appropriate to their level of experience.

Vehicles

Hiring coaches and buses

"The Visit Leader should ensure that coaches and buses are hired from a reputable company according to LA policy. Such a company will be able to offer assurances supporting their claim to provide that which you have contracted for and will be able to direct you to other, similar users that are able to confirm this.

Professional operators of buses and coaches are legally required to be licensed. Establishments using operators to transport young people should seek assurances that the operators have the appropriate Public Service Vehicle (PSV) Operators' License and that operators have adequate procedures in place to deal with emergencies such as vehicle breakdown.

When booking transport, the visit leader should ensure that seat belts are available for young people. Whilst seat belts must be fitted on coaches that carry groups of children, they are not legally required on buses. It follows that buses where seat belts are not fitted are not appropriate for visits involving long journeys.

If a group member requires a wheelchair, the Visit Leader should ensure that the transport has appropriate access and securing facilities."

Where coaches are used for conveyance of School Pupils and Staff they will be sourced from LA approved operators.

Additional advice from the LA (Alison Cartwright, Service Development Manager – Schools Systems) received on 27th May 2009 regarding booking coach transport

The Local Authority has a responsibility to arrange home to school transport some of which is arranged by contracting with coach companies. The Authority has clear expectations on coach companies when entering a contract all of which are covered in the guidance notes published by Bill Taylor.

Therefore, a school using a coach company contracted by the Local Authority can be assured the necessary checks have been made.

However, in addition it is recommended the member of staff responsible for arranging the visit:

1. Checks the 'private hire' agreement to be sure that they fully understand the contractual arrangement the school is entering into and the responsibilities placed on both parties. This is not something the LA can do on a school's behalf as this is an individual agreement between the contractor and the school.

2. Request a copy of the up to date license. The LA will have requested one at the time of entering the contract and the requirement is that the contractor keeps this up to date but the one on the LAs files may not be the most recent.

3. That the needs of the children in the party are made clear to ensure the correct vehicle is provided, again this is not something the LA can do on a school's behalf.

The school can contact the Travel Team for a list of current contracted companies. The list is unlikely to change during an academic year and therefore this does not need to be done prior to each visit in the same academic year.

Car Drivers

Voluntary Drivers will be required to have Comprehensive Insurance and suitable vehicles with seatbelts for each passenger.

This policy was approved by the full governing body

This policy will be reviewed in December 2011

Governor Responsible: Martin Smith

Appendices

Appendix A Named Responsible Individuals

Appendix B School Safety Committee

Appendix C Sources of Further Information

Appendix D Form for Non-Approved Contractors

Appendix A

Named Responsible Individuals

LEA Health & Safety Coordinator	Chris Birch
Chair of Governors	Mr Paul Taylor
Governor Responsible for Health & Safety	Mr Martin Smith
Head Teacher	Mrs Sally Martin
Subject Co-ordinators	Science – Mrs Francis Jones Art & Design/Design & Technology –Miss Paul PE – Mrs Sharon Hunt
School Secretary	Mrs Jane Evans
Teaching Assistants	Mrs Sheila Castle Mrs Michelle Annis Mrs Wendy Harrington Mrs Nora Leonard Mrs Karen Mason Smythe Mrs Sue Brown
Cleaner in Charge	Mrs Rose Groom
Cleaner	Miss Lesley Baylis
Named First Aiders	Mrs Jane Evans Mrs Karen Mason Smythe Mrs Sheila Castle Mrs Dawn Dean Mrs Michelle Annis

Appendix B

School Health and Safety Committee

Sally Martin	Head Teacher
Jane Evans	School Secretary
Martin Smith	Governor
Graham Pharo	Foundation Governor

Appendix C

SOURCES OF FURTHER INFORMATION

From the Health and Safety Executive:

All HSE books are obtainable from: HSE Books, PO Box 1999, Sudbury, Suffolk. CO10 6FS or from Dillons Bookstores. Free leaflets are available from HSE Books only.

1. Safety Policies in the Education Sector, 1994.
ISBN 0 7176 0723 2 £5.00.
2. Managing Health and Safety in Schools, 1995.
ISBN 0 7176 0770 4 £5.95.
3. The Responsibilities of School Governors for Health and Safety, 1992.
ISBN 0 7176 0436 6 £3.50 (or £41.25 for 15 copies).
4. Management of Health and Safety at Work - Regulations and Approved code of Practice L21, 1992.
ISBN 0 7176 0412 8 £5.00.
- 5.* Five Steps to Risk Assessment IND(G)163L, 1994 (free leaflet).
(Which presents a slightly different method for risk assessment).
6. Building Contracts undertaken on Education Premises: Strategies for the Health and Safety on Staff and Pupils, 1989.
ISBN 0 11 885947 1 £2.25.
- 7.* Getting to Grips with Manual Handling - IND(G)143I, 1993 (free leaflet). (A simple guide to safe lifting and carrying).

From Worcestershire County Council:

1. Handbook of Safety Information, 1998.
- 2.* Booklet: Control of Infection in the Workplace, 1993.
- 3.* Booklet: Display Screen Equipment - Code of Guiding Principles, 1992.
- 4.* Leaflet: Display Screen Equipment - Information for Users, 1992.
- 5.* Booklet: Local Management of Schools and Health and Safety - A guide for Governors, 1993.
6. Booklet: Off-site Visits, Field Studies and Outdoor Education Guidelines, 2005.

* The Health and Safety Co-Ordinator has limited supplies of these leaflets.

From the Department for Education and Employment:

School Governors - A Guide to the Law - current edition 1994. SBN 0 85522 453 3.
(Separate versions for Aided Schools and County/Controlled/Special Agreement Schools).

Appendix D

Form for Non-LEA Approved Contractors

I, _____ of _____ agree to adhere to the Health and Safety policy of Crophorne with Charlton CE First School whilst carrying out works at this school. I have received a copy of this policy.

Signed

Date