

HEALTH AND SAFETY POLICY ARRANGEMENTS

FOR

Wrington C of E Primary School

This is not an exhaustive list and will need to be reviewed, amended or added to as required. In addition the school may have activities that give rise to specific risks and will need to produce their own arrangements for managing these risks.

Where there is reference to a Policy you should ensure that the policy reflects the school's procedures.

Detailed below are the arrangements for ensuring that the aims and objectives of the school's Health and Safety Policy are implemented, to secure a safe and healthy working environment. Additional detailed guidance on arrangements can be found in the PCS Health and Safety Manual (<http://pcs-enterprises.org.uk>)*. However, the following are the schools specific arrangements that have been identified.

It is important to remember that the PCS guidance of arrangements in the Health and safety Manual is 'guidance'. The school needs to ensure the guidance fits the school's policies, procedures if it is to be appropriately used.

Law Poster

The Health and Safety Information for Employees Regulations requires the school to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in the school office

1. Accident Reporting, Recording and Investigation

- All accidents must be reported to the Head Teacher.
- All accidents should be recorded in an accident book. The pupils' accident book is located in the School Office. The staff accident book is located in the Staff Room.
- The accident forms are located on the PCS website.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by Sarah Joskey, Headteacher .
- Fatal or major injuries must be reported immediately by telephone to Local Authority 01934 888888 and PCS Enterprises Health & Safety Department (01934 529355) and an accident form completed. When necessary, parents / carers or other persons should be notified of the pupil's accident.
- Details of all accidents are brought to the attention of the school's health and safety committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.
- Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately by telephone to PCS Enterprises Health & Safety Department (01934 529355) (AND to the Local Authority if you are a Community/VC School) 01934 888888

Please refer to the Health and Safety Manual for further information and guidance

2. Asbestos

- The asbestos survey is located in the School Office
- Key staff (Sarah Joskey, Sarah Whitehouse, Corinne Clarke) have attended Asbestos Awareness Training, and have / will undertake regular refresher training.
- All contractors are required to sign and confirm they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking. The contractors signing in sheet located in the red signing in file in the School Office
- An asbestos management plan is located with the asbestos survey in the asbestos survey report file.
- Staff responsible for monitoring and inspecting asbestos containing material are caretaker and head teacher
- Staff will report any damage to identified areas immediately to North Somerset Council Finance and resources, Property and Asset Management department
- If asbestos is damaged the area will be sealed off immediately and locked to prevent access – Emergency procedures as outlined in the Asbestos Policy will be complemented.
- Location maps of asbestos containing material is located in the asbestos survey report file
- A Refurbishment / Demolition (R & D) asbestos survey will, when required, be used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas including those that may be difficult to reach.

Please refer to the Asbestos Policy for further advice and guidance

3. Contractors and Visitors

All visitors and contractors must report to the main office. They will be signed in and be given an identity / visitors badge and a health and safety leaflet. A model leaflet is available on the PCS website). On leaving the site they will be required to sign out and inform the school office of the work / actions that have been carried out and any further work that is required.

Before contractors are selected by the school, the school will make sure that they not only have a good work record, but also a good health and safety record. The school has a contractors pack to satisfy themselves that contractors are competent to carry out the job safely and without risk to the school or themselves. The school should formally ask the contractor:

- What experience they have in this type of work and seek recommendations, if appropriate
- What are the contractor's health and safety policies and practices.
- Have they had any recent accidents
- What are their emergency procedures and first aid arrangements
- What accreditations, membership of trade body, qualifications the contractor has achieved
- Has an independent organisation made an assessment of their safety arrangements e.g. Exor or Contractor Health and Safety Assessment Scheme (CHAS)
- Have in date DBS checks been undertaken for employees working within the school
- What is their selection process for sub-contracting work, if appropriate
- Do they have in date Public Liability Insurance and Employers Liability Insurance and what are the limits of the cover.
- Do they have safety method statements for the work activities.

- Do they have safety policies and safety record systems.
- Has the contractor any references from other school projects.

Essential safety matters must be agreed in writing, and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations / discussions based on the work, such as asbestos surveys, ground surveys, etc.

In addition, when contractors arrive on site to commence work the school will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
- Any changes to the work activities will be discussed with the headteacher, or school representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub contractors or self-employed persons must be provided with and be familiar with any local safety rules, as well as the school's Health and Safety Policy.
- A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.
- Specifically hazardous works e.g 'hot work' are governed and monitored via a 'Hot Work Permit' between the school and contractor.

4. COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site is compiled and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- The arrangements for the delivery of hazardous substances to the school are managed by Hayley Smith. Deliveries of hazardous substances are planned for outside the school academic hours and are temporarily stored in the office or immediately moved to caretaker's store or shed.
- Any new products that are brought into the school that have a hazard warning symbol and where there is a 'significant' risk of harm from the product in its use, misuse, quantities or storage will require a risk assessments to be undertaken.
- COSHH risk assessment forms are available on the PCS website.
- Details of products used by the caretaker / site staff are kept by Hayley Smith with a copy provided in each cleaning cupboard / site staff area.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- If applicable, cleaning contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the schools arrangements.
- If applicable, the Science, D & T and Art departments will have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art Health and Safety Policies

Radioactive Sources NA

Please refer to the Health and Safety Manual for further information and guidance

5. Defect Reporting Procedures

- All staff have a responsibility for their own and others' health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of the caretaker so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of either the School Office or the caretaker, so it can be logged, actioned and monitored.

6. Display Screen Equipment (DSE)

- The school has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff, bursars.
- For 'users' a DSE assessment should be carried out by their line manager or as a self assessment.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the school (and corrective lenses if required specifically for DSE use).

Please refer to the Health and Safety Manual for further advice and guidance

7. E-Safety

E-Safety is recognised as an essential aspect of strategic leadership in the school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school. The Head Teacher ensures that the Policy is implemented and compliance with the Policy monitored.

Please refer to the E-Safety Policy and Health and Safety Manual for further information and guidance

8. Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the school office, caretaker, site manager, or through the hazard reporting procedures. Any faulty fittings (e.g. cracked sockets etc) should be isolated and labelled for repair.
- Portable appliance testing is carried out by qualified electricians or competent staff.
- Portable appliance testing is carried out *annually* See Health and Safety Manual.
- Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.
- The PAT register is kept in the School Office. During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.

- The fixed electrical installations are inspected every five years.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use extension lead this must be only as a temporary measure. Extension leads should be fully unwound.
- Hirers of the school's facilities / rooms, contractors and visitors must ensure that any electrical equipment they bring in to the school must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

9. Fire and Emergency Procedures

- The school has a separate Fire Policy.
- The responsible person is Sarah Joskey
- The assembly point is the front playground if in KS1 area or top playground if in KS2 area
- Fire wardens are teaching staff and any support staff in charge if a group of pupils / students.
The roles and responsibilities of fire wardens are provided in a separate document and have been provided to relevant staff (Sarah Joskey and Jo Hart).
Fire warden training has been provided by North Somerset Council
- Each week the alarm will be tested by the school caretaker or nominated person to ensure that it is effective. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the fire log book.
- Fire drills are carried out three times a year to enable everyone to become familiar with the evacuation procedure. Details are recorded in the fire log book.
- The fire extinguishers and emergency lighting are formally inspected annually by Waterhouse (subcontracted). Weekly and monthly checks should be undertaken by the site staff / caretaker. Details should be recorded in the fire log book.
- The fire log book is kept in the School Office. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, fire fighting equipment checks etc.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes should be free from obstructions.
- Final exit doors must be unlocked whilst there are people in the building.
- The use of display materials or pupils school work along emergency exit routes should be controlled.
- Decorations, display materials or pupils school work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors spending any length of time in the school should be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable substances should be known and recorded.
- Should the emergency fire services attend the school in the event of a fire, the Senior Fire Officer must be informed of all relevant information. If there is any person still in the building, location of asbestos containing materials, chemical store rooms, gas and electricity supply.

If you discover a fire:-

- Activate the nearest fire alarm call point. On sounding the alarm the fire brigade will be summoned, if necessary by the headteacher OR
- Go to the nearest telephone and dial 999. State your name, location, nature of emergency, contact telephone number, and any relevant information. Do not hang up until all information has been confirmed.
- All staff, pupils and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- Nominated persons (Fire Wardens) carry out any previously arranged duties, such as sweeping a particular area while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

Action on Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit
- Proceed to assembly point in the front playground if in KS1 area or top playground if in KS2 area
- Walk quickly – Do not run
- Keep calm
- Do not stop to collect any personal belongings
- Registers will be taken to the assembly points by School Office staff members and distributed to teachers for roll call
- If the fire brigade have been called there must be clear access to the site by emergency services

Please refer to the Fire Policy and Fire Procedures for further advice and guidance

10. First Aid

- The details of the appointed person(s) who holds the nationally recognised qualifications are displayed in the school office. These named persons are qualified to administer first aid to casualties.
- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites. The First Aid room is the Old Y3 classroom/PAWS room
- First aid boxes are located in the following points:
 - School Office
 - Old Y3 classroom/PAWS room
 - Y1/2 wet area
- Jo Hart ensures that there are sufficiently stocked first-aid boxes and they (or another nominated person) ensure that the contents of the first-aid boxes are replenished as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.
- If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
- The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)

Please refer to the First Aid Policy for further advice and guidance

11. Glass and Glazing

It is the responsibility of the Governor Premises & Facilities committee to arrange or carry out a glazing survey of glass in 'critical locations' around the school. Action any findings.

Please refer to the Health and Safety Manual for further advice and guidance

12. Infectious Diseases

- The Health Protection Agency poster on guidance on infection control in schools and other childcare setting is located in the school office

Please refer to the Infectious Disease Policy and the Health and Safety Manual for further information and guidance

13. Kiln – N/A this has been decommissioned and is currently not in use

14. Lettings

- All lettings must be approved by the Headteacher/Governing Body.
- Conditions for lettings are set out on the Letting Form which must be completed accordingly.
- Details of the school's emergency contact details are provided to the hirer.
- Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers' risk assessments may be requested.
- Adequate insurance is required from any hirer.
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.

Please refer to the Lettings Policy for further advice and guidance

15. Lone Working

Please refer to the Health and Safety Manual for further advice and guidance

16. Manual Handling

Staff must :-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must undertake manual handling activities in a safe manner.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any unsafe manual handling activities.
- Staff are required to assess any unsafe / hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and training.
- Staff must ensure they are physically capable of safely completing a manual handling task.

- A manual handling risk assessment should be carried out and recorded on all those handling activities that may pose a risk of injury to school staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.
- When staff are required to handle goods (stock, furniture) that may be hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible and undertake team manual handling when required.

Please refer to the Health and Safety Manual for further advice and guidance

17. Medication

Please refer to the Medications Policy for further advice and guidance

18. Play Equipment

Gym Equipment

- All staff should check the PE apparatus before use.
- The PE equipment is inspected annually and a record of the inspection is kept in the Office

Outdoor play equipment

- External play equipment will only be used when supervised.
- Such equipment will be checked daily, weekly or monthly by the caretaker for any apparent defects and particularly for contamination by animals
- The outdoor play equipment is inspected annually by an external provider and a record of the inspection is kept in office
- The school has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to pupils and reinforced when appropriate.

Please refer to the Health and Safety Manual for further advice and guidance

19. Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charged where is it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

20. Risk Assessments

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located in the Headteacher's office. They are also emailed to all staff
- Blank risk assessment forms can be found on the PCS website.
- Each department should have a copy of the risk assessments relevant to them.
- Staff are involved in the adoption, review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessment applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed annually as a minimum.
- A specific risk assessment for expectant mothers will be undertaken.
- All school trips or learning outside the classroom activities will have recorded risk assessments. (See school trips section).
- Every off site visit taking place after school hours, of a medium/high risk or for residential will be assessed.

21. Safeguarding

- The Governing Body fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- The school has a Safeguarding Policy that is reviewed annually.
- The Safeguarding Officers are Sarah Joskey, Sarah Whitehouse, Tracey Jones, May Allen, Corinne Clarke and Sheila Bowker
- All staff have received safeguarding training

Please refer to the Safeguarding Policy for further advice and guidance

22. School Trips/off site activities

The school has a School Trips Policy that was last reviewed Sept 2014

The named competent person nominated as Educational Visits Coordinator (EVC) is Rebecca Matthews

- Activities will be led by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary risk assessments before departing.
- The school uses the EVOLVE on-line system for school trips. Category A, B and C trips will be completed via the EVOLVE system. The EVC will be provided with all relevant information and risk assessments for school trips or off site visits.
- For Category C trips the Head Teacher / Principal will 'sign off' the trip. (Reference to the Schools Trip Policy should be made.)
- Category C trips are sent to the Health and Safety Advisors for spot check review.
- Pupils will be briefed about the off site visit, together with expected behaviour rules.
- Staff will be fully briefed about the off site visit.

- Adequate staff to pupil ratios will be assessed.
- Parents will receive relevant information about the off site visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the SENCO is sought if applicable for individual pupils.
- Volunteers on any off site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All volunteers and staff will be DBS vetted.

Please refer to the School Trips Policy for further advice and guidance

23. School Transport / Minibus

Where staff and authorised volunteers are required to drive as part of their job, they must ensure that they have read and adhere to the school's policy. Any significant findings must be reported to the Head Teacher who must ensure that remedial action is taken.

Checks are carried out on an annual basis by North Somerset Council that drivers hold a current and valid driver's licence, have undertaken MIDAS training, hold appropriate business insurance and an MOT where relevant.

Please refer to the School Transport Policy for further advice and guidance

24. Smoking

The school is a non smoking site

25. Staff Consultation

The Governing Body, through the Head teacher, will make arrangements for full and proper consultation with employees on health and safety matters.

There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the proceeding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

26. Wellbeing

- Governors will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, Governors, in consultation with the Head teacher, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The schools will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.
- The HR Department, Occupational Health, and if applicable an Employee Assistance Programme are available to staff and should be contacted when required.

Please refer to the Stress Policy or Absence Management Policy for further advice and guidance

27. Violence to Staff

- The Head Teacher and Governors are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Head Teacher.
- Staff are asked to keep a record of such episodes.
- An accident report form should be completed. A form is available on the PCS website.
- Appropriate steps will be taken by the Head Teacher to deal with such a situation.
- The school may refer to their legal department for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the school's position and any arrangements for sanctions or exclusions.

Please refer to the Health and Safety Manual for further advice and guidance

28. Water Hygiene

- A copy of the Legionella risk assessment is located in the School Office
- Waterhouse is employed to carry out many of the requirements of water testing under L8 guidance
- The caretaker carries out weekly flushing and temperature recording.

29. Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to be as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the individual working at height (checked by head) to ensure this takes place.
- All staff within areas of the school have access to kick stools, small steps or ladders.
- The caretaker carries out regular inspections of the ladders and records these checks.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear.
- Information, instruction and supervision will be provided to specific pupils who may use some equipment for school related activities e.g. drama production, as appropriate.
- Contractors are expected to provide their own equipment and will not be permitted to use the school's equipment.

30. Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Staff, technicians and caretakers are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded.
- Employees must not provide their own equipment.

- Class and subject lead teachers must ensure that any such equipment within the department is used appropriately and training or refresher training should be provided if required by the user.
- Class and subject lead teachers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.
- Personal Protective Equipment must be provided free of charge if required.

31. Work Experience Pupils

A nominated person in conjunction with an external organisation will provide guidance on student work experience placement. The nominated person and or external organisation will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

For work experience placements at the school the students will be monitored / supervised by the class teacher, support staff they are assigned to and liaise if necessary with the nominated person.

32. Pond

- The pond is in an enclosed area
- The pond is fenced and access is restricted
- Gates to the pond will be locked during school hours and access gained by authorised persons
- Children will only be allowed access with an adult to supervise
- Warning signs are displayed
- Children and adults who have worked in/near the pond are required to wash their hands on leaving the pond

33. Workplace Inspections and Premises Risks

The Head teacher and a Governor representing the Governing Body will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The Head teacher will ensure that hazards associated with premises are monitored and controlled.

A named Governor will be involved / undertake inspections on a termly basis (three times per year) and report back to the Governing Body Committee with a written report.

34. Health and Safety Committees

The Premises and Facilities Committee acts as the health and safety committee. The committee focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful management of this area.

The Committee may include: -

Chair of Governors (or member responsible for health and safety matters)
 Head Teacher
 Bursar (as necessary)

Other Governor Representative(s)

Other staff/governors with particular interests/expertise may be included as necessary

The standard agenda items for school health and safety committee meetings include:-

1. Any accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Are there any building works/modifications planned and what are the Health and Safety implications of this project?
3. For small jobs being carried out by the caretaker, has the caretaker completed a risk assessment?
4. For large jobs, is NSC carrying out the work or is the work being carried out by a reputable contractor?
5. Feedback from high risk activities
6. Risk assessment progress and review
7. Training needs
8. First Aid provision / qualifications etc
9. Any school trips taking place and has this been assessed and authorised
10. Inspection findings and required actions.
11. Findings of any compliance issues to feed into the school improvement plan

35. Compliance

The school's compliance arrangements are managed by the Bursar in conjunction with the Site Manager / Caretaker. A compliance contract has been awarded to Waterhouse. All files are stored in the office. A regular programme of inspection is part of this.

Health and Safety Training

Health and safety training is managed, recorded and assessed by the Head Teacher and the school recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and Governors. Recording when staff and Governors have completed relevant training, assists the school to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.

A training matrix is available on the PCS Enterprises Health and Safety manual.

***Please note, from Sept 2017, all Health and Safety contractual advice and services were transferred by PCS Enterprises to Delegated Services CIC**