



**Holmer Green Junior School**  
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# **HOLMER GREEN JUNIOR SCHOOL**

## **HEALTH AND SAFETY POLICY**

Written	Adopted by Governors	Review date	Responsibility
SEPTEMBER 2025	JANUARY 2026	JANUARY 2027	COG/Head

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This is the health and safety policy of Holmer Green Junior School, and it should be read in conjunction with the Buckinghamshire Council Health and Safety Policy. The School's Governing Body aims to apply high standards in the management and control of all our operations, to include matters of health, safety, and welfare to ensure that employees, pupils, and those who visit the school remain safe.

## **PART 1: GOVERNING BODY STATEMENT OF INTENT**

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a school. We are committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet our responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order 2005. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.

We will achieve this by:

- Providing a safe and healthy working environment for our staff, pupils and others working in, or visiting the school.
- Providing an organisational structure that defines the responsibilities for health and safety.
- Ensuring we have access to one or more competent persons (persons with sufficient knowledge, training, and experience) to assist us in complying with our health and safety obligations.
- Complying fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels.
- Promoting a sensible and proportionate approach to health and safety, making use of competent health and safety advice when required.
- Working in close partnership with the Headteacher and senior management team to support sensible health and safety management and to challenge as appropriate.
- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance.
- Providing information, instruction, training, and supervision to employees in regard to health and safety in the workplace
- Encouraging staff to identify and report hazards so that we can all contribute towards improving safety
- Carrying out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- Ensuring that emergency procedures are in place at all locations for dealing with health and safety issues
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards.

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral

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responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the school activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

## **PART 2: RESPONSIBILITIES AND ORGANISATION**

### **2.1 INTRODUCTION**

The overall responsibility for health and safety rests at the highest management level of Holmer Green Junior School however, it is the responsibility of every employee to co-operate and contribute to providing and maintaining a safe place of work.

This part of the policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury, or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

### **2.2 THE GOVERNING BODY**

The Governing Body recognises its responsibilities for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the school and will endeavour to ensure that the local authority's policy is implemented with regard to its responsibility. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people, and those people are informed of these responsibilities.
- A lead governor for health and safety is nominated.
- People have sufficient experience, knowledge, and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Health and safety performance is monitored and targets for improvement are set
- The site and premises are maintained in a safe condition and that sufficient funding is allocated.
- Specialist advice on health and safety is sought for any matter which the establishment may not feel competent to deal with.
- The school's health and safety policy is reviewed regularly (at least once annually) and implementing new arrangements where necessary;

## 2.3 THE HEADTEACHER

Leadership of health and safety is about managing risk sensibly, not trying to eliminate it altogether. The Headteacher will provide visible leadership to the whole school so that staff feel motivated, supported, and empowered to focus on the things that really matter.

The Headteacher is responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will:

- Ensure that the school is following Buckinghamshire Council's Health and Safety Policy and has effective arrangements for managing the real health and safety risks at the school.
- Be fully committed to the Governing Body's Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.
- Act as the "Responsible Person" under the Fire Safety Order within the School.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Nominate themselves or a senior manager as the Health and Safety Co-ordinator.
- Undertake all relevant training appropriate to their role and ensure staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health and safety risks to staff and any other people who may be affected by the school's activities.
- Ensure that risk assessments are undertaken in relation to directly managed staff, for example, job-based risk assessments, stress risk assessments, return to work risk assessments, personal emergency evacuation plans.
- Ensure safe systems of work and procedures are developed and are implemented.
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people.
- Ensure that they seek timely assistance and advice where expert help is required from Health and Safety Consultancy team.
- Ensure that all plant and work equipment provided is used in accordance with a risk assessment, properly maintained and subject to all necessary tests and examinations.
- Ensure that accidents and incidents (including near misses and violence and aggression) are recorded and reported to Council and the HSE where appropriate and investigated and the findings acted upon without delay.
- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them.
- Ensure information that may assist any safety representatives in their role is provided to

them.

- Participate and make recommendations to the Governing Body in relation to external independent audits carried out by the Council or other bodies.
- Report to the Governing Body any health and safety issues which cannot be resolved.
- Ensure the requirements of the Occupier's Liability Acts 1957/1984 are complied with to reduce risk to lawful and unlawful visitors.
- Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews.
- Ensure that all staff they manage are familiar with the relevant health and safety Codes of Practice, for their area of work.
- Monitor and review health and safety performance through:
  - termly health and safety inspections of work areas/practices.
  - setting health and safety targets and objectives through appraisals and other supervisory reviews.
  - reviewing incidents and accidents.
  - monitoring commissioned and contracted work for compliance.
  - ensuring that the management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act.
  - ensuring audit action plans are implemented.
  - reporting to the Governing Body at least annually on the school's health and safety performance

## **2.4 RESPONSIBILITIES OF THE SENIOR LEADERSHIP TEAM (SLT)**

The SLT will support the Headteacher with the overall management of health and safety in the school. This will include:

- Providing leadership by ensuring health and safety is considered as part of every decision.
- Considering the health and safety impact of any new initiatives.
- Informing the Headteacher of any health and safety issues that affect the school.
- Agreeing strategic health and safety initiatives.
- Monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing the annual health and safety report.
- Deputising for the Headteacher in their absence on urgent health and safety matters

## **2.5 HEALTH AND SAFETY COORDINATOR**

At Holmer Green Junior School, the School Business Manager, takes the lead for health and safety on site, providing the focal point for the school's health and safety management arrangements. Their role may include:

- Attending appropriate health and safety training courses including IOSH Managing Safely and Managing Fire Safety Training to enable them to discharge their duties effectively.
- Managing and monitoring of purchasing and contracting procedures to ensure risks are

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effectively managed.

- Advising contractors of site-specific risks and overseeing their activities on site.
- Ensuring staff and visitors are aware of the on-site procedures and the precautions to follow.
- Recording of accidents and incidents.
- Implementation, monitoring and review of training procedures.
- Preparation of reports and returns for the school leadership team and Governing Body
- Ensure that a fire risk assessment is completed by a competent contractor for the school and that it is implemented and reviewed at least annually.
- Promote health and safety matters throughout the school and assisting the Headteacher in the implementation of the Council's and School's Health and Safety procedures.
- Ensure the Fire Log, Asbestos Log and Legionella Log are kept up to date.
- Ensure that the Health and Safety Notice Board is kept up to date.
- Arrange termly health and safety inspections and ensuring follow up action is completed, and records kept available for audits.
- Ensure appropriate procedures for school trips are followed.
- Participate in any Health and Safety Audits arranged by the Council.
- Provide health and safety induction training for all staff.
- Provide basic fire awareness training for all staff at least annually.
- Maintain a record of staff health and safety training.
- Resolve health, safety, and welfare issues that staff refer to them, or refer to the Headteacher any matters for which they cannot achieve a satisfactory solution within the resources available.
- Ensure that all statutory inspections are completed, and records kept.
- Make provision for the inspection and maintenance of work equipment.
- Ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept.
- Coordinate and manage the annual risk assessment process for the school.
- Manage records of all health and safety activities including management of building fabric and building services in liaison with the Council and other contractors.
- Advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils, and visitors.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety.

## **2.6 SPECIALIST SUBJECT CO-ORDINATORS FOR ART, DT, SCIENCE, FOOD TECH and PE.**

Subject co-ordinators have expertise in their topic areas and are in the best position to advise or lead on the arrangements for assessing and managing risk in the area. Responsibilities will include

- The day-to-day management of health and safety within their subject area (the location, the equipment, the activities) in accordance with the health and safety policy.

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- Drawing up and reviewing policies, procedures, and risk assessments regularly (at least annually).
- Carrying out regular health and safety monitoring inspections of the specialist facilities and lessons and making reports to the H&S Co-ordinator and Headteacher where appropriate.
- Ensuring follow up and remedial action is taken following health and safety inspections.
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department.
- Passing on health and safety information received to the appropriate people.
- Acting on health and safety reports from above and below in the school hierarchy.
- Report all accidents, defects, and dangerous occurrences to the Headteacher and/or Health and Safety Coordinator.
- Investigate any accidents that occur within their area of responsibility.

## **2.7 CLASS TEACHERS**

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures as provided by the subject leads, H&S Co-ordinator or Headteacher.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Health & Safety Co-ordinator regarding repair and improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process.
- Report all accidents, defects, and dangerous occurrences to the Health & Safety Co-ordinator

## **2.8 CARETAKERS/SITE MANAGERS**

The manager of the site will ensure that:

- School buildings and plant are maintained in accordance with the Health and Safety Policy.
- Records of servicing and maintenance are passed to the Health & Safety Co-ordinator for retention
- Safe systems of work are developed and implemented
- Any safety issues that cannot be dealt with are referred to the Health & Safety Co-ordinator and Headteacher for action
- Agreed safety standards are maintained particularly those relating to housekeeping.
- Welfare facilities provided are maintained in a satisfactory state
- Risk assessments for areas of responsibility are completed, recorded, and regularly reviewed
- They communicate with staff on health and safety issues relating to building maintenance and the work of contractors

- Access to site and operation of contractors undertaking works on behalf of the school is managed and ensuring appropriate risk assessments, method statements and safeguards are in place to mitigate risks to themselves and to others on the site.
- Personal protective equipment is provided, staff instructed in its use and that records are kept
- Hazardous substances are stored, transported, handled, and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- Regular, (not less than monthly) fire safety site inspections, are undertaken, recording
  - Effective operation and repair of fire doors and escape doors
  - Unobstructed access to and opening of means of escape.
  - Unobstructed positioning and integrity of fire extinguishers
  - Unobstructed positioning and integrity of fire detection and call points
  - Unobstructed corridors on protected means of escape
  - Accumulations of waste, redundant items, or other accumulations as well as levels of combustible off-cuts and scrap in DT classrooms.
  - Condition and flammability of wall displays on escape routes.

## **2.9 SAFETY REPRESENTATIVES**

Safety representatives, if elected/nominated, do not have responsibilities under this policy; however, they do have functions as laid down in the Safety Representatives and Safety Committees Regulations 1977.

## **2.10 STAFF**

All staff play an important part in health and safety management in schools. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces and helps develop sensible rather than over cautious approaches.

When developing learning opportunities, staff should focus on controlling the real risks, not eliminating all risks. Health and safety is about doing things safely, not finding reasons not to do them.

In particular staff must:

- 
- comply with the school's health and safety policy and procedures at all times.
- dress sensibly and safely for their particular working environment or occupation conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- take reasonable care for the health and safety of themselves and others when undertaking their work, for example.
  - check classrooms/work areas are safe.
  - check equipment is safe before use.
  - ensure safe working procedures are followed.
- co-operate with managers in complying with relevant health and safety safe systems of work and procedures.

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- use all work equipment and substances in accordance with instruction, training, and information received.
- wear, use, store, maintain and replace personal protective equipment as appropriate.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.
- take part in and contribute to health and safety inspections, risk assessments etc. as appropriate.
- undertake all allocated training
- ensure that a risk assessment is undertaken, written and recorded prior to the introduction of any new working practice, use of any new machinery or chemical or any new student-based activity.
- report
  - accidents, incidents of violence and aggression and near misses.
  - ill health caused by work activities.
  - defective equipment or premises, hazardous situations and other health and safety concerns.
  - report immediately to their Headteacher/Line Manager any serious or immediate danger.

### **2.11 PUPILS**

Although not bound by the Health and Safety at Work etc. Act 1974, pupils, allowing for their age and aptitude, are expected to:

- take personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety

### **2.12 LEAD GOVERNOR FOR HEALTH AND SAFETY**

Although not bound by the Health and Safety at Work etc. Act 1974, the Lead Governor has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- To scrutinise and review health and safety performance.
- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their health and safety responsibilities.
- To ensure that risk assessments of the premises and working practices are carried out and documented.
- To arrange a termly inspection of the school by either themselves or another Governor and to provide a report to the Governing Body.

## **2.13 CONTRACTORS**

All contractors must:

- sign in on arrival at the school and advise when they are leaving site.
- take reasonable care of their own safety
- take reasonable care of the safety of students, staff and others affected by their actions
- observe the school's safety rules
- when requested, submit their health and safety policy and relevant risk assessments to the health & safety co-ordinator for approval
- dress appropriately, sensibly, and safely when on school premises and for the task being undertaken
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as required by the school and as indicated in the risk assessment for the task
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to the health & safety co-ordinator whether an injury is sustained or not
- ensure that their employees only use equipment for which they have been trained
- attend as requested any health and safety training course
- observe all agreed procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes or inhibit fire alarm sensors or devices without prior agreement of the health & safety co-ordinator and headteacher
- provide adequate first aid arrangements unless otherwise agreed with the school.

## **2.14 VISITORS**

- All visitors are required to sign in at the reception using the InVentry recording system.
- Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.
- Whilst on site, all visitors and contractors must wear a visitor's badge and sign out when they are leaving site.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors' badge, they should, if they do not feel threatened, enquire if the person needs assistance and accompany them either to the reception or off the site, as appropriate.
- If an intruder is uncooperative about going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

## **2.15 PRIVATE HIRE**

Hirers of the school premises must

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- take reasonable care for their own health and safety and that of others at the school.
- only access agreed areas of the site and at the times prescribed in their booking
- use plant, equipment, and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.
- follow the instructions of employees in the event of an emergency.
- observe standards of dress consistent with safety and / or hygiene.
- maintain suitable public and employee liability insurance appropriate to their activity.

### **PART 3: PROCEDURES AND ARRANGEMENTS**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

#### **3.1 ASBESTOS MANAGEMENT**

The asbestos register and asbestos management plan are held in the school office. The Health and Safety Co-ordinator is responsible for

- making arrangements for dealing with asbestos in compliance with the Council's policy.
- ensuring that contractors who may be working in areas where asbestos has been identified consult and sign the register.
- ensuring that any changes to the register are notified to Building Services, Property Consultancy.
- Monitoring the condition of any asbestos known to be present
- Informing Property Consultancy immediately on 01296 383238 if any asbestos containing materials are damaged releasing asbestos fibres or may have been released.

#### **3.2 AUDIT, REVIEW, PERFORMANCE MEASUREMENT AND ACTION PLAN**

The Head teacher is responsible for reviewing the School's Health and Safety Policy and ensuring all staff have signed to acknowledge that they have read, understood, and will comply with the policy.

The Headteacher is responsible for ensuring the implementation of recommendations of any health and safety audit reports carried out by the Council or by the Lead Governor for Health and Safety.

#### **3.3 CATERING**

The Health and Safety Co-ordinator is responsible for registering the food premises with Buckinghamshire Council

The Headteacher is responsible for appointing / nominating suitably trained staff responsible for

- monitoring the preparation of food and the nutritional standards of meals.
- the maintenance of satisfactory hygiene standards.

- ensuring that temperature of the refrigerator and freezer are monitored and logged.
- ensuring an adequate schedule of deep cleaning is undertaken.

### **3.4 CONSULTATION WITH EMPLOYEES**

The employer has a legal obligation to consult employees on specified health and safety matters. Consultation is carried out through recognised Trade Unions, and/or elected employee representatives although there may be instances where it is necessary for managers to consult directly with employees on specific matters.

Any employee appointed as a safety representative by their Association or trade union will be offered suitable facilities to undertake their work.

There are currently no designated Safety Representatives at HGJS

Schools may have one or more elected employee representatives and part of their role is to represent employees of the service on health and safety matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. The role and entitlements of employee representatives are similar to those of the Trade Union-appointed safety representative.

There are currently no employee representatives

In the absence of representatives, the school will:

- establish effective lines of communication
- involve and consult with staff through:
  - individual conversations
  - notice boards
  - internal publications
  - staff briefings
- display the 'Health and Safety Law – What You Need To Know' poster
- consult with staff when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

### **3.5 CONTRACTORS - SELECTION AND MANAGEMENT**

The Headteacher on behalf of the school is responsible for the activities of its contractors, whatever type of work is being undertaken even if the contractor is at fault. Therefore, a system of selecting and monitoring competent contractors must exist to ensure that contractors fulfil their responsibilities for health and safety and that appropriate action is taken when hazards are identified.

### **3.6 EDUCATIONAL VISITS**

The Headteacher is responsible for ensuring that educational visits, including residential visits and

any school-led adventure activities, will be risk assessed and organised following guidance produced by the Councils Education Visits Co-ordinator.

### **3.7 EMERGENCY PROCEDURES**

The Headteacher is responsible for producing emergency plans and procedures covering a range of foreseeable hazardous situations which may arise at the school or in its vicinity. These will be communicated to staff and tested regularly.

### **3.8 ENFORCING AUTHORITY VISITS**

The Headteacher is responsible for implementing any recommendations following a visit by the Enforcing Authorities and reporting matters requiring authorisation/action to the Governing Body or LA.

### **3.9 FIRE AND OTHER EMERGENCY ARRANGEMENTS**

The Health and Safety Co-ordinator is responsible for

- ensuring fire risk assessment is undertaken by a competent contractor and regularly reviewed.
- developing local fire safety procedures to ensure
  - personal emergency evacuation plans (PEEPS) are carried out for people with disabilities, i.e. staff, pupils, visitors;
  - fire evacuation drills are carried out at least termly.
  - a roll call is taken at the Assembly Point.
  - that no-one attempts to re-enter the building until the all-clear is given by the emergency services;
  - firefighting and fire detection equipment is serviced and maintained annually.
  - regular reminders to staff on fire safety.

The Caretaker is responsible for

- maintaining the Fire Log.
- checking weekly that evacuation routes remain clear and that final exit doors are openable.
- checking firefighting equipment monthly, ensuring it is accessible and remains in a useable condition, e.g. fire extinguishers, fire blankets;
- testing the alarms every week from different call points and recording the tests in the Fire Log.
- testing the emergency lighting at appropriate intervals

### **3.10 FIRST AID**

First aid boxes and first aid record books are kept in the First Aid Room and Travelling First Aid boxes for school visits are also available. The Health and Safety Co-ordinator will ensure that a suitable trained member of staff is designated as

responsible for making a termly check of the contents of all first aid boxes.

Details of the nearest medical centre/NHS GP Practice and hospital with accident and emergency facilities will be displayed on the Health and Safety Noticeboard and within the First Aid Room and main office.

The Headteacher is responsible for ensuring that sufficient staff are trained in First Aid at Work, First Aid for Schools, Paediatric First Aid to cover all activities within the school and on authorised trips and visits.

The Health and Safety Co-ordinator is responsible for ensuring qualifications remain current and are renewed before expiry and for maintaining an accurate list of trained staff which will be displayed on the Health and Safety noticeboard and within the First Aid room and main office.

### **3.11 HAZARDOUS SUBSTANCES**

The Caretaker and subject leaders for Science, DT, Art, PE, and Food Tech. are responsible for

- Ensuring an inventory is kept of hazardous substances used within their specific areas
- that COSHH data sheets are available and risk assessments are produced and regularly reviewed by appropriate persons
- and for ensuring that the assessments have been communicated to staff and ensuring the actions required including provision of training are implemented.

The Health and Safety Co-ordinator is responsible for ensuring that local exhaust ventilation (LEV) (fume cupboards, dust extraction equipment on woodworking machines etc) is examined annually and tested by a competent contractor

### **3.12 HEALTH AND WELL-BEING**

The Health and Safety Co-ordinator is responsible for monitoring absence owing to stress related illness and promoting wellbeing

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly demanding work colleagues. The Headteacher will endeavour to ensure a pleasant working environment and that employees are as free from stress as possible.

The school will adhere to the Management Standards for stress as developed by the Health and Safety Executive and will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with employees on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices.

### **3.13 INCIDENT REPORTING AND INVESTIGATION**

The Health and Safety Co-ordinator is responsible for recording accidents, incidents and near misses, as soon after the event, as possible using the Assessnet on-line recording system. The Headteacher is responsible for contacting the Health and Safety Team immediately to report a serious incident (accident, incident (physical assault, threat, verbal abuse) or near miss). Where appropriate/practicable a Health and Safety Adviser will visit the school the same day to provide support and investigate the incident.

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported

on Meditracker, the schools electronic First Aid Recording system. This can be accessed on any PC, laptop, iPad or mobile device. Staff members will have their own unique login.

The Health and Safety Co-ordinator will investigate all incidents and make recommendations to the Headteacher to prevent a reoccurrence or similar accident/incident. Where accidents are found to be caused by faulty plant, equipment, premises, or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

Termly reports will advise Governors of the number of recorded incidents, their nature and severity to highlight where further action is required to reduce future incidents. Personal identifying data will not be included in such reports.

### **3.14 INSPECTIONS**

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by the Health and Safety Co-ordinator. Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff. Formal health and safety inspections will be carried out termly with the Health and Safety Governor.

### **3.15 LEAD GOVERNOR FOR HEALTH AND SAFETY**

The Governing Body is responsible for appointing a lead governor with responsibility for scrutiny of health and safety performance and the name of the nominated governor will be displayed on the Health and Safety Noticeboard

### **3.16 LETTINGS**

The Health and Safety Co-ordinator is responsible for co-ordinating lettings of the premises and for giving health and safety including emergency information to hirers.

### **3.17 NOISE**

Any employee concerned about the noise levels at work should report the matter to the Health and Safety Co-ordinator who will arrange for remedial action or for an assessment to be made by the Health and Safety Team or a specialist contractor.

### **3.18 OCCUPATIONAL HEALTH AND EMPLOYEES' ASSISTANCE PROGRAMME**

Details of Occupational Health and how to access the Employee Assistance Programme will be displayed on the Health and Safety Noticeboard

### **3.19 OUTDOOR PLAY EQUIPMENT**

The Health and Safety Co-ordinator is responsible for ensuring outdoor play equipment and safety surfaces are

- regularly inspected by person who has attended Safe Playground Inspection course.
- inspected and maintained annually by a competent contractor.
- repaired or taken out of use, as required.

The Caretaker is responsible for inspecting the equipment and safety surfacing weekly. The Headteacher is responsible for ensuring outdoor play equipment is adequately supervised when in use.

### **3.20 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Suitable Personal Protective Equipment (PPE) goggles, gloves, hearing protection etc will be provided free of charge, where identified as necessary by a risk assessment.

All employees are responsible for informing the Health and Safety Co-ordinator and their manager when they become aware of a need to repair or replace PPE, which they use. The Health and Safety Co-ordinator is responsible for making arrangements for laundering soiled PPE, e.g. overall, lab coats, aprons, etc.

### **3.21 PORTABLE ELECTRICAL APPLIANCES**

The Health and Safety Co-ordinator is responsible for ensuring that portable electrical appliance testing is carried out at the frequencies in section 10.3 health and safety policies and procedures Staff should not bring electrical equipment onto the school site unless they have authorisation and the appliances have been portable appliance tested.

### **3.22 RISK ASSESSMENTS**

A risk assessment is a systematic examination of what within a school can cause harm to people and when completed can determine whether enough safeguards are in place or further actions are required to reduce the likelihood of injury or ill health. There is a legal requirement to complete a risk assessment of all known and reasonably foreseeable health and safety hazards covering the premises, people, equipment, and activities in order to control risks and to plan and prioritise the implementation of the identified control measures.

Before being expected to undertake a risk assessment staff will be offered training to ensure that the process is comprehensive and worthwhile.

#### **3.22.1 GENERAL RISK ASSESSMENT**

General risk assessment will be coordinated by the Headteacher following guidance from the Health and Safety Co-ordinator and documentation in section 2.1 health and safety policies and procedures

The Headteacher will be responsible for ensuring risk assessment relating to jobs, locations, work

equipment, chemicals and activities are produced by appropriate persons and appropriately communicated to staff and ensuring the actions required are implemented.

### **3.22.2 FIRE RISK ASSESSMENT**

The Headteacher is the Responsible Person under the Fire Safety Reform Order, and the Health and Safety Co-ordinator is the Competent Person (must hold a IOSH Managing Safely Certificate (or equivalent) and attended Fire Safety training) who is responsible for:

- ensuring a fire risk assessment is carried at regular intervals by a competent Fire Risk Assessor contractor.
- regularly reviewing the fire risk assessment.

### **3.22.3 LEGIONELLA RISK ASSESSMENT**

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The Health and Safety Co-ordinator will ensure the completion of a Legionellosis Risk Assessment by an approved specialist contractor. Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Caretaker.

### **3.22.4 LONE WORKING RISK ASSESSMENT**

Lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident. Lone working increases the health and safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay may in receiving attention may increase the consequences of any injury.

People falling into this category may include:

- anyone working outside normal hours on their own
- cleaners who normally work outside school hours
- caretakers or maintenance staff
- employees who open up or close the building on their own.

No employee should work alone unless the school has completed a risk assessment and any measures deemed necessary have been put into place. Staff working alone in a classroom or office in the main building when the school is open are not classified as lone workers.

Some activities should not be carried out by people working alone and the Headteacher must identify those that are relevant, typically this may include:

- working at height on ladders or tower scaffolds
- use of high-risk chemicals
- use of high-risk machinery
- electrical work
- entry to areas of restricted or limited access or exit.

### **3.22.5 MANUAL HANDLING RISK ASSESSMENTS (LOADS)**

Manual handling risk assessments will be carried out by the Health and Safety Co-ordinator they will be responsible for ensuring any actions required are implemented, including training needs.

### **3.22.6 MOVING AND HANDLING RISK ASSESSMENTS (PEOPLE)**

Moving and handling risk assessments will be carried out by the Headteacher following guidance and advice from the SEN lead and the Health and Safety Co-ordinator

They will be responsible for ensuring:

- assessments are regularly reviewed by an appropriate person and actions required are implemented.
- appropriate people attend
  - Paediatric Moving and Handling training/refresher training annually:
  - Load Risk Assessor training/refresher training annually

### **3.22.7 COMPUTERS AND WORKSTATION ASSESSMENTS**

The Health and Safety Co-ordinator is responsible for identifying 'users' and ensuring workstation assessments are undertaken (Using HSE Guidelines) and any corrective action required implemented.

### **3.22.8 CURRICULUM ACTIVITIES**

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty using guidance from Bucks Grid for Learning, CLEAPSS, Association for Science Education (ASE), and Association for Physical Education (afPE), Buckinghamshire Councils Health and Safety Policies and other recognised sources of competent advice

## **3.23 SAFE PLANT AND WORK EQUIPMENT**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Governing Body /Council. Any problems or defects regarding plant and equipment should be reported to the Health and Safety Co-ordinator

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to employees who have been appropriately trained

### **3.23.1 CARETAKING AND CLEANING EQUIPMENT**

The caretaker is responsible for ensuring that

- caretaking and cleaning equipment is regularly inspected and maintained; this includes powered cleaning equipment, power and hand tools
- users/operators are trained and supervised.

### **3.23.2 CATERING EQUIPMENT**

The Health and Safety Co-ordinator will ensure that suitably trained staff are nominated to be responsible for ensuring that

- catering equipment is regularly inspected and maintained.
- users/operators are trained and supervised.

### **3.23.3 GAS EQUIPMENT**

The Health and Safety Co-ordinator is responsible for ensuring that

- gas equipment is serviced and maintained annually.

### **3.23.4 GROUNDS MAINTENANCE EQUIPMENT**

The Caretaker is responsible for ensuring that any

- Grounds maintenance equipment held onsite is regularly inspected and maintained and stored safely.
- users/operators are trained and supervised.

### **3.23.5 LIFTS**

The Health and Safety Co-ordinator is responsible for ensuring that

- the stair lift is inspected and serviced every six months.
- the Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs) for passenger lifts are in place

### **3.23.6 MANUAL HANDLING EQUIPMENT (LOADS)**

This includes equipment used for the manual handling of loads

The Caretaker is responsible for ensuring that manual handling equipment such as sack barrows; flat-bed, trolleys, pallet trucks etc. are maintained in a safe condition

### **3.23.7 MOVING AND HANDLING EQUIPMENT (PEOPLE)**

The Health and Safety Co-ordinator is responsible for ensuring that:

- evacuation chairs are serviced regularly.
- all slings, hoists, both ceiling mounted, and mobile are inspected and serviced every six months by a competent contractor.
- slings are laundered regularly and kept in a hygienic condition.
- all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition.
- other special needs equipment is kept in a hygienic condition and good working order.

### **3.23.8 WORKING AT HEIGHT - ACCESS EQUIPMENT**

The Health and Safety Co-ordinator is responsible for ensuring appropriate training is provided, employees are appropriately supervised and that suitable risk assessments are carried out should any working at heights be required.

The Caretaker is responsible for inspecting access equipment and maintaining the Access Equipment Log (Ladder and Step Ladder Log)

### **3.23.9 EQUIPMENT AND MACHINERY IN CURRICULUM AREAS**

The Health and Safety Co-ordinator is responsible for ensuring that

- DT, PE, Science, Art and Drama equipment is regularly inspected, maintained and serviced annually.
- local exhaust ventilation systems are serviced and maintained annually.
- faulty equipment is taken out of use and repaired or removed.
- users/operators of equipment are trained and supervised.

### **3.24 SEVERE WEATHER**

The Headteacher is responsible for determining whether the site is safe for operation during or after periods of severe weather and the Caretaker is responsible for making arrangements to ensure safe access and egress during adverse weather, e.g. snow and ice and gritting appropriate pedestrian and vehicle routes on the site.

## **3.25 TRAINING**

### **3.25.1 HEALTH AND SAFETY INDUCTION TRAINING**

Training in health and safety is a legal requirement and also helps create competent staff at all levels within the school to enable them to make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the School.

All staff will need to know about:

- the health and safety policy
- the structure and system for delivering this policy outlined in subordinate documents such as
  - Health & Safety Arrangements
  - Premise Plan
  - Safeguarding, Child Protection and Accessibility Policies.

Staff will need to know which parts of the system are relevant to them, to understand the major risks and how they are controlled. All employees will be provided with the School Health and Safety Policy and guide to safety arrangements and further copies, will be available electronically and displayed on the H&S Noticeboard

All new staff will receive comprehensive Induction Training specific to their role and health & safety training courses will be allocated to staff in accordance with the H&S Training Plan

Health and safety induction training will be provided for all new employees by the Headteacher which covers the following guidance and documentation that is available from [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

<i>Buckinghamshire Council Health and Safety Policy</i>	<i>School Health and Safety Policy</i>
<i>Codes of Safe Practice and Guidance</i>	<i>Education Visits Policy Document</i>
<i>Premises Asbestos Log</i>	<i>Premises Legionella Log</i>
<i>Job Based Risk Assessment and other appropriate assessments</i>	<i>Fire and other Emergency Arrangements</i>
<i>Accident Reporting Arrangements</i>	<i>First Aid Arrangements</i>
<i>Safe Use of Work Equipment</i>	<i>Procedures for Hazardous Substances</i>
<i>Good Housekeeping, Waste Disposal and Cleaning Arrangements</i>	<i>Hazard Reporting and Maintenance Procedures</i>
<i>Special Hazards/Responsibilities Associated with their Work Activity</i>	<i>Special Needs of Young Employees (e.g. Work Experience Placements)</i>
<i>Safe Practice in School Swimming</i>	

### 3.25.2 TRAINING RECORDS AND TRAINING NEEDS IDENTIFICATION

The Health and Safety Co-ordinator is responsible for identifying training and refresher training needs and

keeping health and safety training records. A list of staff and governors who have received or will receive health and safety training will be displayed on the Health and Safety Noticeboard

### **3.26 VIOLENCE AND AGGRESSION TO STAFF**

The school does not tolerate any violent behaviour towards staff and therefore will take all reasonable measures to protect staff from violence and aggression.

Violence and aggression is defined as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

To achieve this objective, the Headteacher will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- provide training to any staff who may be exposed to violence or challenging behaviour situations
- support any staff member involved in an incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

### **3.27 SITE SAFETY, HOUSE KEEPING AND WASTE MANAGEMENT**

#### **3.27.1 SITE SAFETY**

All staff and governors must report any hazards to the Health and Safety Co-ordinator who will arrange for repairs or action to remove hazard.

#### **3.27.2 LOCATIONS OF MAIN SERVICE ISOLATION POINTS**

The locations of the positions of all main service isolation points will be displayed on the Health and Safety noticeboard, in the main office and in the caretaker's room.

#### **3.27.3 HOUSEKEEPING**

All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art areas and related storage areas.

### **3.27.4 CLEANING ARRANGEMENTS**

All members of staff are responsible for clearing up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Caretaker or the Health and Safety Co-ordinator who will arrange for them to be cleared.

The school will be contract cleaned every day at the end of the school day. Staff should avoid areas where floors have been mopped and may remain wet, such areas will display appropriate signage.

### **3.27.5 WASTE MANAGEMENT**

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The Health and Safety Co-ordinator is responsible for arranging safe disposal of hazardous, special and/or clinical waste.

The Caretaker is responsible for ensuring

- waste is collected daily and stored in appropriately sited secure containers.
- waste containers are secured in either a compound or by being chained

### **3.27.6 SITE SECURITY AND VISITORS**

All visitors must report to the main office where they will be asked to sign into the InVentry system and wear a visitors' badge.

The Caretaker is responsible for unlocking and locking the building, arming and disarming security alarms etc.

## **3.28 SMOKING**

All persons coming onto the school site must understand that smoking is prohibited anywhere including the grounds and in school vehicles. No smoking signs are displayed at the entrance to the school and information on the no smoking policy is included in the lettings policy.

## **3.29 SUPPORTING PUPILS WITH MEDICAL CONDITIONS**

The Headteacher is responsible for writing or adopting the Council Model Policy for Supporting Pupils with Medical Conditions following the statutory guidance issued by the DfE.

The Headteacher is the accountable person for implementing the school's policy on Supporting Pupils with Medical Conditions.

The Health and Safety Co-ordinator will ensure that a suitably qualified staff member is responsible for

- keeping a log of pupil's medication.
- ensuring medication remains in date.
- ensuring consent forms are completed.
- is responsible for undertaking and reviewing Individual Health Care Plans.
- is responsible for compiling an inventory of pupils who have been diagnosed with asthma or have been prescribed a salbutamol inhaler.
- is responsible for management of controlled drugs following guidance and documentation.

### **3.30SWIMMING**

The Health and Safety Co-ordinator is responsible for school swimming and ensuring staff are Appropriately trained

### **3.31TEAM TEACH**

The Headteacher is responsible for arranging Team Teach training and monitoring its effectiveness.

### **3.32VEHICLES**

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the Council policy contained in *"Regulations for the Use of Vehicles 2016"*

The Health and Safety Co-ordinator responsible for ensuring that all employees who drive for work have a valid licence and business insurance.

### **3.33WORK EXPERIENCE**

The Headteacher is responsible for

- co-ordinating work experience placements.
- ensuring risk assessments are completed by the employer.
- ensuring students are visited in their placements.