



St. James' Blackburn  
CE Primary School

### Vision Statement

Guided by our Christian Values we endeavour to inspire, cherish and serve our school community. We strive to be exceptional in all we do. We will nurture a love of all God's children. We seek to build respect for all faiths and beliefs.

*'Serve one another in love' (Galatians 5.13)*

### Mission Statement

Together we value, inspire and develop each other within a happy, safe community based on Christian values and respect for other faiths.

*'Show respect to everyone'*

*(Peter 1 2.17)*

## LOVE

*'Serve one another in love'*

*(Galatians 5.13)*

## RESPECT

*'Show respect to everyone'*

*(Peter 1 2.17)*

## COURAGE

*'Be strong and courageous; do not be frightened or dismayed, for the Lord your God is with you wherever you go.'*

*(Joshua 1.9)*

# Health and Safety Policy

School review date: February 2024

Next Review Date: March 2025

# HEALTH AND SAFETY POLICY - SCHOOLS

## 1. Aim of Policy

The aim of this policy is to describe how your school's health and safety will be managed and let your employees and others know about your commitment to health and safety. The *Health and Safety Management Arrangements* document sits alongside the policy and must be completed to reflect the individual school.

## 2. Scope

This policy applies to all employees in Community and Voluntary Controlled schools where the Local Authority is the employer. It is also commended to all other schools in the Borough.

## 3. Definitions

**LA** – Local Authority

**Employer** – the legal responsibility and thus accountability for health and safety lies with the employer (Health and Safety Executive – see Annex 1). This will depend on the category of school. The Local Authority is the employer in:

- community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units.

The Governing Body / Trust is the employer in:

- foundation schools, foundation special schools, voluntary aided schools, academies and free schools.

**Health and Safety Management Arrangements** – this is how you organise the various arrangements in your school to support the policy. For example – what to do in an emergency, fire procedures, first aid arrangements, reporting accidents or carrying out risk assessments. It should clearly say who does what, when and how.

## 4. Statement of General Policy

The Governing Body recognises its responsibilities under the Health and Safety at Work etc, Act 1974 and associated legislation to ensure that effective management arrangements are in place to ensure, as far as is reasonably practicable the health, safety and welfare of pupils, employees and others using or visiting the premises or participating in school sponsored activities. The school governors will actively work with the Headteacher and employees to identify hazards, assess the risks and, where these cannot be removed, ensure that they are adequately controlled.

The school is committed to ensuring effective management of health and safety in order to reduce injuries and ill health at work and reduce unnecessary losses and liabilities which will contribute to business performance.

In order to meet both our legal and moral obligations our general health and safety policy statement is that we will:

- a) provide adequate control of the health and safety risks arising from work/school activities;
- b) consult employees on matters affecting their health and safety;
- c) provide and maintain safe equipment, plant and machinery;
- d) provide information, instruction, training and supervision for all employees;
- e) investigate, record and report all accident or incidents and cases of work-related ill-health;
- f) maintain safe and healthy working conditions;
- g) develop, implement and maintain effective safety arrangements.

The School Governing Body has statutory responsibility for health and safety. In view of this it is particularly important that the governing body and all employees work together on health and safety matters, with the aim of minimising all risks to health and safety within the school.

## **5. Health and Safety Responsibilities**

### **5.1 The Employer**

The employer has overall responsibility for the management of health and safety activities in the school and must ensure that:

- a) the health, safety and welfare of employees, pupils and visitors on school premises / activities is maintained;
- b) competent health and safety advice is available;
- c) health and safety guidance / support is provided;
- d) effective arrangements are in place to implement the policy;
- e) employees are trained in line with their responsibilities;
- f) monitoring takes place and is evidenced.

### **5.2 The School Governing Body**

The School Governing Body is the employer, holding legal responsibility and thus accountability for health and safety.

**The School Governing Body** will ensure that:

- a) a governor is appointed to monitor health and safety;
- b) the implementation and effectiveness of the health and safety policy is monitored and, if necessary, actions are taken to address issues identified;
- c) reports are regularly provided to it by the Headteacher to evaluate health and safety performance in the school (e.g. accident reports, inspections, audits and performance statistics), these are considered and appropriate action taken where required;
- d) consultation with employees takes place through a Health and Safety Committee or alternatively, by identifying health and safety as a standing item in all school committee meetings e.g. Premises / Finance / Curriculum;

- e) the School co-operates with the Local Authority and external enforcing authorities e.g. Health and Safety Executive (HSE), Lancashire Fire and Rescue Service (LFRS).

### 5.3 The Headteacher

The Headteacher may wish to delegate some functions listed below to other employees or to re-allocate duties to match the staffing structure of the school. These will be detailed in the *Health and Safety Management Arrangements* document although this will not affect the Headteacher's overall responsibility for health, safety and welfare within the school. The Management Arrangements Document includes the relevant steps to ensure legal compliance and procedures for dealing with emergency situations. It should involve relevant people throughout the organisation. In certain circumstances some of the management arrangements may be fulfilled by or in conjunction with the facilities management company responsible for operating the site.

The Headteacher will ensure that:

- a) the Health and Safety Policy is implemented effectively through appropriate management arrangements;
- b) the contents of the Health and Safety Policy and the management arrangements are communicated to and understood by all employees;
- c) competent advice is sought on health and safety matters;
- d) any health and safety matters raised by the school Health and Safety Committee or otherwise, are brought to the attention of the School Governing Body;
- e) accident reports, inspections, audits and performance statistics are submitted to the Governing Body for consideration on a regular basis;
- f) new employees receive health and safety induction training on appointment;
- g) all employees have the necessary health and safety skills and qualifications on appointment, or are able to be provided with the necessary training and certification, after appointment or on change of responsibilities or work methods;
- h) regular health and safety inspections are carried out and reviews of the safety performance of all areas of the school take place on a regular basis and actions are taken to resolve any issues identified when necessary;
- i) employees are competent to carry out risk assessments for school premises and activities, both on and off site;
- j) controls from risk assessments are implemented effectively and monitored;
- k) accidents, incidents and near misses are recorded, investigated and reported to the Local Authority or to your health and safety service provider in line with the guidance where necessary;
- l) safety representatives can carry out their statutory role effectively and that consideration is given to inspection reports etc. carried out by safety representatives;
- m) premises, plant and equipment are regularly inspected and maintained in a safe condition;
- n) goods purchased comply with relevant safety standards;
- o) an Educational Visits Coordinator (EVC) is appointed from school employees, to help fulfil health and safety obligations for off-site visits and adventurous activities;
- p) arrangements are in place for the selection and management of contractors on site;
- q) arrangements are in place for lettings / hiring of premises;

- r) the school cooperates with inspections from enforcing authorities.

**5.4 Key personnel identified in the Health and Safety Management Arrangements** are responsible to the Headteacher for the implementation of the Health and Safety Policy within their own department or area of work, and will ensure that:

- a) they assist with the implementation of the policy;
- b) safety arrangements are being implemented and maintained;
- c) they assess the risks associated with their area of work and, where necessary, safe systems of work are developed, implemented and maintained;
- d) relevant employees are informed of any hazards that they are likely to encounter in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety;
- e) employees and students are aware of the emergency procedures;
- f) where necessary, they use adequate personal protective clothing and provide facilities for storage and maintenance and ensure it is provided for and used by employees and pupils;
- g) appropriate supervision is carried out;
- h) adequate arrangements for the testing and maintenance of equipment and plant are in place and are being completed;
- i) safety concerns are reported to the Headteacher.

**5.5 Class Teachers** will ensure that:

- a) the safety of pupils is monitored whilst in their charge;
- b) safe working procedures within their own teaching areas are being followed;
- c) pupils in their charge have received adequate safety instructions;
- d) protective equipment / clothing provided is correctly used;
- e) any piece of defective or unsafe equipment is removed from use or made safe;
- f) all accidents or incidents are recorded and reported;
- g) they are aware of emergency procedures.

**5.6 The Site Supervisor** will ensure that:

- a) they take a lead role in day to day security of the premises;
- b) any structural defects, premises, plant or equipment faults or breakdowns of which they are aware, are reported to the Headteacher / Site Manager, School's Building Liaison Officer, or Service Contractor as appropriate;
- c) housekeeping standards are monitored and, where necessary, report concerns to the Headteacher / Site Manager;
- d) routine in house inspections, tests and maintenance are completed, keeping relevant records and report any concerns to the Headteacher / Site Manager;
- e) they act as a key contact and monitor for contractors;
- f) they complete their activities in line with specific safety procedures and in line with their training, reporting any concerns to the Headteacher.

**5.7 The Educational Visits Coordinator (EVC) will ensure that:**

- a) the Headteacher is supported on the organisation of off-site visits and adventurous activities;
- b) they ensure that competent employees are assigned to lead and accompany visits;
- c) they or a nominated person manage the EVOLVE website for the school. It is recommended that all employees leading or accompanying visits have their own EVOLVE account;
- d) employees leading or accompanying visits receive appropriate training and support.

**5.8 All Employees must:**

- a) be familiar with and observe all safety policies and procedures at all times;
- b) follow the training provided when using any work items provided by the employer;
- c) take reasonable care of their own and other people's health and safety;
- d) use any item / equipment provided in the interest of health and safety correctly;
- e) cooperate with the employer on health and safety;
- f) report any concerns (e.g. inadequate precautions, defective equipment or unsafe conditions) which may be putting anyone's health and safety at serious risk;
- g) report any accident, incident or near miss at the earliest possible opportunity.

**5.9 School pupils shall:**

- a) take reasonable care of themselves and others;
- b) follow school policy and procedures;
- c) follow instructions in line with school practice / activities.

**6.0 Safety representatives**

Appropriate facilities and information will be provided for Safety Representatives to enable them to carry out their safety roles effectively.

**7.0 Policy review**

The employer will review this health and safety policy at least every 2 years, or if there is any significant change and update, modify or amend it as it considers necessary, to ensure the health, safety and welfare of employees and pupils. The Headteacher will draw this policy to the attention of all employees.

## Annex 1

### Who is accountable for health and safety within a school?

The legal responsibility and thus accountability for health and safety lies with the employer. While this seems straightforward, who the employer is depends on the type of school.

England and Wales	
School type	Employer
Community schools	The local authority
Community special schools	
Voluntary controlled schools	
Maintained nursery schools	
Pupil referral units	
Foundation schools	The governing body
Foundation special schools	
Voluntary aided schools	
Independent schools	The governing body or proprietor
England	
Academies and free schools	The Academy Trust

Although overall accountability lies with the school employer, other school managers involved in the day to day running of the school also have some responsibilities for the health and safety of staff and pupils.

Some schools operate as part of a Public Private Partnership (PPP), Private Finance Initiative (PFI) or Non-Profit Distribution (NPD) arrangement. In these cases, teachers, class room assistants and administrative staff are typically employed by the local authority. However, some staff in ancillary services, for example catering or cleaning staff, may be employed by the organisation contracted to provide these ancillary services.

**Source: <http://www.hse.gov.uk/services/education/faqs.htm> (01.10.14)**

## Annex 2

Blackburn with Darwen Schools' Health and Safety Guidance available via Blackburn with Darwen Borough Council Intranet

<b>Accident Reporting</b>	<b>Managing Equipment</b>
<b>Asbestos</b>	<b>Manual Handling</b>
<b>Asthma</b>	<b>Medical and Health Related Issues</b>
<b>Bullying</b>	<b>Off-site Visits and Adventurous Activities (EVOLVE)</b>
<b>Control of Substances Hazardous to Health</b>	<b>Personal Protective Equipment</b>
<b>Crisis Management</b>	<b>Premises Issues</b>
<b>Diabetes Policy</b>	<b>Risk Assessment</b>
<b>Equipment and Maintenance</b>	<b>Safety and Security</b>
<b>Fire Emergency Procedures</b>	<b>Safety Checklists</b>
<b>Fire Safety in Schools</b>	<b>Smoking</b>
<b>First Aid</b>	<b>Violence &amp; Aggression</b>
<b>Legionella</b>	<b>Working at Height</b>
<b>Lone Working</b>	<b>Workstation Safety &amp; Health</b>
<b>Managing Contractors</b>	

**Blackburn with Darwen Borough Council**  
**HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS**  
**St. James' CE Primary School, Blackburn**

This *Health and Safety Management Arrangements* document sits alongside the Schools' Health and Safety Policy and should be tailored to your individual school. It supports the policy by identifying who does what, when and how.

**The sections cover most health and safety management arrangements for schools. However, there may be additional sections you will need to add because of differing circumstances in your own school. This may also require further operational procedures to be developed. You should seek competent health and safety advice if this is the case.**

### 1. Roles & Responsibilities

The Senior member of staff in the school with responsibility for the management of health, safety and wellbeing is:	Headteacher
The Governor appointed to monitor health and safety is:	Health and Safety Governor

### 2. Consultation

Consultation with staff, regarding health and safety is provided via:	Emails / Staff meetings / briefings / INSET days / board messages
Members of the Health & Safety Committee are:	See Governor handbook
The person responsible for ensuring the Health and Safety Law Poster is displayed:	Facilities Manager

### 3. Emergency & Fire Arrangements

The school must identify and nominate a (responsible) competent person to ensure the schools fire and emergency provisions and arrangements comply with the Regulatory Reform (Fire Safety) Order 2005.

The responsible person(s) must carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as disabled people, those who you know have special needs, and children, and must consider any dangerous substance liable to be on the premises. For more information see the Home Office Guide "Fire Risk Assessments - Educational Premises" which can be downloaded free of charge at: <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

Action	Name/Position
The competent person responsible for reviewing and updating the fire risk assessment is:	Facilities Manager
The person(s) responsible for ensuring that emergency procedures are in place and these are clearly communicated is:	Facilities Manager
Fire drills will be carried out by:	Facilities Manager
Fire drills will organised on a <b>termly</b> basis by:	Facilities Manager
Fire alarm call points will be tested on a weekly basis by:	Site supervisor
Fire alarm system serviced annually by:	Facilities Manager
Emergency lighting will be tested on a monthly basis by:	Facilities Manager
Emergency lighting system serviced by:	Facilities Manager
Means of escape (internal and external) will be checked on a weekly basis by:	Site supervisor

Firefighting equipment will be checked on a weekly basis by:	Site supervisor
Firefighting equipment serviced annually by:	Facilities Manager
Records of tests, checks, training and practice fire drills will be held in/by:	Facilities Manager
<b>All members of staff must undertake fire training upon appointment and on an annual basis. This will be arranged by:</b>	Facilities Manager

<b>4. First Aid Arrangements</b>	
The person responsible for ensuring that a first aid needs assessment is in place:	School Business Manager
The person(s) responsible for ensuring that first aid procedures are in place and these are clearly communicated is:	School Business Manager
First aid boxes are kept in the following points in the school / department:	School Business Manager
The person responsible for ensuring first aid qualifications are maintained is:	Assistant headteachers
The person responsible for ensuring first aid signage and notices are kept up to date is:	School Business Manager
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	SLT
Travelling first aid boxes are located:	Main school office
The location and contents of all first aid boxes will be checked <b>Monthly</b> by:	Main school office
The person(s) responsible for ensuring first aid kits are kept stocked / deficiencies of first aid materials should be reported to	Main school office
The address and telephone number of the nearest medical centre/NHS GP is:	Barbara Castle Way Health Centre 01254 617100
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Blackburn Royal Hospital 01254 263555
The name, address and telephone number of the School's Occupational Health provider is:	People Asset Management 01254 311300

<b>5. Accidents, incidents and near miss reporting and investigation</b>	
All accidents, incidents, near misses or dangerous occurrences involving both employees and non-employees (including pupils, visitors etc) must be reported and investigated. This includes verbal abuse, violence or threatened violence, and those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Where necessary steps should be taken to reduce the likelihood of it happening again. <b>Guidance on reporting school accidents is contained in SPG03</b>	
All school accidents, incidents or near misses should be reported to:	School Business Manager
The person responsible for reporting these to BwD Health and Safety team is:	School Business Manager
Person responsible for carrying out accident investigations is:	School Business Manager
<i>Accident forms must be completed and sent by e-mail to <a href="mailto:health.safety@blackburn.gov.uk">health.safety@blackburn.gov.uk</a> within 5 days of the incident</i>	
The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Health and Safety Governor
Any structural or property safety concerns must reported immediately to:	Facilities Manager
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. <b>These must be reported immediately to:</b>	Facilities Manager

<b>6. Health and safety training</b>	
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Headteacher
Induction training should cover:	

<p>1) School Health and Safety Policy</p> <p>2) Health and Safety Procedures</p> <p>Including:</p> <ul style="list-style-type: none"> <li>• Fire Safety Procedures</li> <li>• First Aid Arrangements</li> <li>• Accident / Incident / Near miss reporting</li> <li>• Importance of good housekeeping</li> <li>• Risk Assessment</li> <li>• Education Visits</li> <li>• Safe use of equipment</li> <li>• Procedures for Hazardous Substances</li> <li>• Hazard Reporting and Maintenance Procedures</li> <li>• Special Hazards/Responsibilities Associated with their Work Activity</li> <li>• Special Needs of Young Employees (e.g. Work Experience Placements)</li> <li>• Security</li> <li>• Working at height</li> <li>• Manual handling and restraint</li> <li>• Bullying Policy</li> <li>• Smoking Policy</li> </ul> <p>This list is not exhaustive and will need to be adapted dependent on the individual school</p>	
The person responsible for organising and maintaining records of health and safety training is:	School Business Manager
The person(s) responsible for identifying relevant health and safety training is/are?	School Business Manager

<b>7. Risk assessment</b>	
The person responsible for ensuring risk assessments are carried out and then reviewed annually or if there is a significant accident, incident or near miss is:	Headteacher
Copies of risk assessments are located and accessible to staff at:	O drive
Staff who have undergone training and are competent to carry out risk assessments are:	Headteacher/School business leader/Facilities Manager
Any hazards noted within the establishment/ departmental environment must be reported to:	Facilities Manager
The person responsible for initiating risk assessments where hazards are identified and for ensuring that control measures are implemented is:	Facilities Manager

<b>8. Educational Visits</b>	
The school Educational Visits Co-ordinator (EVC) is:	Headteacher
Educational visits risk assessments and paperwork are located and accessible to staff at:	Evolve online system

<b>9. Pupils with medical/ special needs</b>	
The person(s) responsible for ensuring that procedures are in place and these are clearly communicated is:	SENCO
The person responsible for ensuring pupil specific risk assessments are in place is :	SENCO
The person responsible for the supervision and storage of pupil medication is:	SENCO

<b>10. Premises maintenance</b>	
<i>The Workplace (Health, Safety and Welfare) Regulations 1992 contain specific requirements in relation to maintenance of the general workplace and its equipment in an efficient state.</i>	
All hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, wet or slippery floors is reported immediately, to:	Facilities Manager
The person(s) responsible for inspecting and maintaining the general condition of the school building(s) including brickwork, windows, doors, roofs and drainage etc. is:	Site supervisor
The person responsible for inspecting and maintaining internal features such as doors, windows, light fittings, heating components and facilities is:	Site supervisor
The person responsible for arranging repairs to defective facilities, doors, windows, heating components or light fittings etc. is:	Facilities Manager
The person responsible for inspecting and maintaining the grounds of the school including play areas, walkways, car parks, waste container area and fencing etc. is::	Facilities Manager
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	Daily unlocking and locking Your Castle Caretakers Ltd
	24 hour callouts Top Marks for Security Services Ltd

<b>11. Work equipment</b>	
<i>Provision and Use of Work Equipment Regulations 1998 (PUWER), place duties on people and companies who own, operate or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.</i>	
The person(s) responsible for ensuring that work is properly planned, risk assessed and procedures are in place for any work equipment and these are clearly communicated is:	Facilities Manager
The responsible person for ensuring that equipment provided is suitable for its intended use, safe for use, used only by people that have received adequate information, instruction and training and accompanied by suitable health and safety measures, such as devices or controls is:	Facilities Manager

<b>12. Portable Electrical Appliances</b>	
<i>Under the Electricity at Work Regulations, the employer is responsible for the safety of all electrical appliances.</i>	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Facilities Manager
Person(s) responsible for carrying out formal visual inspection and testing prior to pupil use is/are:	All users
Any appliance which fails to meet the requirements of the test should immediately be taken out of service and reported to:	Facilities Manager

<b>13. Personal Protective Equipment (PPE)</b>	
<i>Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. Control risks by other means so far as reasonably practicable. All employees and pupils are responsible for informing their Manager or Teacher as soon as they become aware of a need to repair or replace PPE, which they use.</i>	
The persons responsible for providing, inspecting and replacing PPE when Necessary for :- <ul style="list-style-type: none"> <li>- Science</li> <li>- Design Technology</li> <li>- Art and Design</li> </ul>	Science coordinator DT coordinator Art coordinator

<ul style="list-style-type: none"> <li>- Caretaking and cleaning</li> <li>- Catering</li> <li>- Gardening</li> </ul>	Facilities Manager LCC Facilities Manager
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<b>14. Hazardous Substances</b>	
The person(s) responsible for identifying and developing procedures to reduce the risk of hazards associated with hazardous substances is/are:	Facilities Manager
COSHH risk assessments for hazardous substances are located at:	Site supervisor / cleaner room
The person responsible for undertaking and updating the COSHH risk assessments is:	Facilities Manager
The person responsible for ensuring that local exhaust ventilation – local exhaust ventilation (LEV) (fume cupboards, dust extraction equipment on woodworking machines etc.) will be examined at least every 14 months is:	N/A
Records of periodic thorough examination and test of the LEV (which must be kept for at least 5 years) are stored in:	N/A
Information on the installed LEV system to confirm it provides adequate protection should be kept for the life of the equipment. These records are stored in:	N/A

<b>15. Ionising Radiation</b>	
<i>The HSE has confirmed that the type of work carried out with radioactive substances in school science means that the employer must <b>consult</b> and then, in nearly all cases, <b>appoint</b> (in writing) an RPA.</i>	
The person(s) responsible for identifying and developing procedures to reduce the risk of hazards associated with Ionising Radiation is/are:	N/A
The Radiation Protection Supervisor is:	N/A
The Radiation Protection Adviser is:	N/A

<b>16. Asbestos</b>	
<i>The Control of Asbestos Regulations 2012 includes the ‘duty to manage asbestos’ in non-domestic premises. The responsibility falls to the dutyholder. In school premises, the Headteacher assumes the responsibilities of the dutyholder and the asbestos co-ordinator. The Headteacher is responsible for ensuring that no work is undertaken unless a competent person has surveyed the building / area that will be affected by the proposed works and confirmed that asbestos is not present. This includes minor works that have the potential to disturbing asbestos containing material, e.g. such as drilling holes and changing light fittings.</i>	
<i>Unless confirmed otherwise by a competent person, or identified in the Asbestos Management Plan it must be assumed that asbestos is present in a building. Any work which is likely to disturb the fabric of a building shall be undertaken as though it contains asbestos.</i>	
The Asbestos Co-ordinator for the school is:	Facilities Manager
The person(s) responsible for carrying out a suitable and sufficient risk assessment and produce an Asbestos Management Plan that is regularly updated is/are:	Facilities Manager
The person responsible for updating and making staff, contractors etc aware of the Asbestos Register prior to any work being undertaken is:	Facilities Manager
The person responsible for ensuring that the Asbestos Management Plan is updated annually and as appropriate following work on the fabric of the building is:	Facilities Manager
The person responsible for ensuring that the Asbestos Management Plan is shared with all employees who may be at risk of disturbing asbestos containing materials during the course of their work is:	Facilities Manager
The person responsible for ensuring any employees who may come into	Facilities Manager

contact with or disturb asbestos during the course of their work (e.g. site supervisors or handypersons) are properly trained is:	
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## 17. Legionella

*Duties under the Health and Safety at Work etc Act 1974 (HSWA) extend to risks from legionella bacteria, which may arise from work activities. The Management of Health and Safety at Work Regulations (MHSWR) provide a broad framework for controlling health and safety at work. More specifically, the Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of actions designed to assess, prevent or control the risk from bacteria like Legionella and take suitable precautions.*

The person(s) responsible for ensuring a current risk assessment is and procedures are in place to manage the risks associated with Legionella is/are:	Facilities Manager
The person(s) responsible for carrying out periodic checks and recording those checks is/are:	Facilities Manager

## 18. Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited and adequately supervised is:	Assistant headteachers
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## 19. Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> <li>• an identification badge</li> <li>• relevant health and safety information</li> <li>• and will sign the visitors book</li> </ul>	Main school office via main school entrance on Earl Street
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## 20. Contractor Management

*The Construction (Design and Management) Regulations must be applied where 'construction work' is undertaken. The definition of such work includes the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure.*

*It also includes the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.*

*The Construction (Design and Management) Regulations 2015 places legal duties on virtually everyone involved in construction work including the client.*

The person responsible for selecting and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Facilities Manager
The person responsible for planning and co-ordinating the contractors work is:	Facilities Manager
The person responsible for providing the selected contractor with the schools health and safety information including: <ul style="list-style-type: none"> <li>• Existing plans or records relating to the building (such as Health &amp; Safety Files)</li> <li>• Location of services (gas, water, electric, telecommunications)</li> <li>• Location of hazardous materials inside premises or that contaminate land (e.g. asbestos)</li> <li>• Information in relation to the existing structure via a structural</li> </ul>	Facilities Manager

survey (e.g. fragile surfaces) <ul style="list-style-type: none"> <li>• Underground structures, ground conditions or neighboring buildings that could create risks</li> </ul>	
To ensure the security of the site and any emergency arrangements are complied with is:	Facilities Manager
The person responsible for the monitoring and supervising of contractors whilst on site is:	Facilities Manager

## 21. Workstation Safety & Health

*The Health and Safety (Display Screen Equipment) Regulations 1992 require the Council to reduce the risks associated with working with display screen equipment, provide suitable training, eyesight tests and undertake workstation assessments. Users are any employees and others who habitually use a workstation for a significant part of their normal work. The reasons for this definition relates to the risks associated with prolonged display screen use which are:*

- Physical problems - musculoskeletal disorders
- Visual fatigue
- Mental stress

*While the Regulations do not apply to school pupils, there are elements of good practice which can be shared with pupils e.g. good posture and correct set up of computer equipment.*

The person responsible for ensuring the identification of a workstation user is:	School Business Manager
A workstation self-risk assessment must be carried out once a user has been identified. They must also receive appropriate training. The person responsible for ensuring these are carried out is:	School Business Manager
The person responsible for the procurement of equipment identified within the assessment is:	Headteacher
The responsible person for authorizing a contributory payment of an eye test/spectacles is:	Headteacher

## 22. Vehicle Movement and Parking

The person(s) responsible for ensuring a traffic management plan is in place and regularly reviewed is/are:	N/A
The person responsible for maintaining and the monitoring of any area designated for parking or manoeuvring vehicles on site is:	N/A
The person responsible for notifying visitors, contractors, parents etc. either prior to their visit or upon entry to the site of any safety instructions is:	Facilities Manager

## 23. Welfare

The hygiene and cleanliness of the school is the responsibility of:	Facilities Manager
The person(s) responsible for monitoring the hygiene and cleanliness of the school is/are:	Facilities Manager
Cleaning supplies and equipment are the responsibility of:	Your Castle Caretakers Ltd

## 24. School Temperature

Minimum temperatures <u>Areas</u>	Minimum temperature
Areas where there is a lower than normal level of physical activity because of sickness or physical disability including sick rooms and isolation rooms but no other sleeping accommodation	21 °C

Areas where there is the normal level of physical activity associated with teaching, private study or examinations	18 °C
Areas where there is a higher than normal level of physical activity (for example arising out of physical education) and washrooms, sleeping accommodation and circulation spaces.	15 °C
<b>Maximum temperature</b> There are no legally-prescribed maximum temperatures for school premises or other workplaces. The Workplace Regulations and accompanying Approved Code of Practice require, however, that all reasonable steps are taken to achieve a reasonably comfortable temperature by, where necessary, special ventilation measures including provision for fans. DfEE Guidance 0029/2000, Standards for School Premises, includes specific standards for ventilation in school buildings.	
The person(s) responsible for ensuring that minimum temperatures are maintained within the school is/are:	Headteacher
The person(s) responsible for the supply and maintenance of any equipment designed to aid in monitoring or achieving a reasonable temperature within the school is/are:	Facilities Manager

## 25. Manual Handling

Manual Handling Operations Regulations 1992 requires an employer to carry out a risk assessment on all manual handling tasks that pose an injury risk. The employer's duty is to avoid manual handling as far as reasonably practicable if there is a possibility of injury. If this cannot be done then there must be steps taken to reduce the risk of injury as far as reasonably practicable.

The person responsible for ensuring a suitable and sufficient manual handling risk assessment is in place and reviewed annually is:	Facilities Manager
The Person(s) responsible for ensuring that equipment including personal protective equipment (PPE) is available and suitable for the purpose required is/are:	Facilities Manager

## 26. Personal Safety and Lone Working

*The Health and Safety Executive (HSE) defines lone workers as those who work by themselves without close or direct supervision.*

The person(s) responsible for identifying and developing procedures to reduce the risk of hazards associated with lone working is/are:	Facilities Manager
The person(s) responsible for carrying out a risk assessment that includes reasonably practicable measures to reduce the risk to employees is/are:	Facilities Manager

## 27. Security

The person(s) responsible for carrying out a risk assessment on the security of the school site is/are?	Facilities Manager
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	Your Castle Caretakers Ltd / Top Marks for Security Services Ltd
The person responsible for ensuring that any staff medication is stored securely away from children is:	School Business Leader
The person(s) responsible for carrying out and recording inspections is/are?	SLT
Actions arising out of inspections are followed up by:	Headteacher
Inspection records are retained by:	SLT
The person(s) responsible for the liaising with external bodies and agencies, including property services, Fire and Police Services and wider community, as appropriate is/are?	Facilities Manager

## 28. Smoking

*A smoking ban in England, making it illegal to smoke in all enclosed work places in England, came into force on 1 July 2007 as a consequence of the Health Act 2006.*

The person responsible for the implementation of the smoke free policy in school is:

Headteacher

## 29. Insurance

Employers and Public liability insurance is arranged by:

School Business Manager

The person responsible for ensuring that employers liability insurance certificate is displayed is:

School Business Manager

## 30. Disclosure and Barring Service (DBS) Checks

*It is a legal requirement in the UK for regulated activity employers to refer safeguarding concerns to the DBS. It is illegal for anyone barred by the DBS to work, or apply to work with the sector (children or adults) from which they are barred. It is also illegal for an employer to knowingly employ a barred person in the sector from which they are barred.*

The person responsible ensuring that DBS checks are made for all personnel, including visitors, Contractors, Governors, work experience, Volunteers, Trainee Teachers and Supply Teachers is:

School Business Manager

**STATUTORY INSPECTION OF EQUIPMENT AND PREMISES:  
CHECKLIST**

TYPE OF EQUIPMENT	INSPECTION NATURE & FREQUENCY	RESPONSIBLE PERSON / CONTRACTOR
<b>GENERAL PREMISES</b>		
General physical condition of premises and equipment	Each term (or every four months) in accordance with school inspection checklist	Facilities Manager
<b>MACHINERY PLANT AND EQUIPMENT</b>		
Gas systems (including boilers, catering equipment, kilns and associated pipework)	Annually	Facilities Manager
Powered pedestrian doors	Six month servicing	Facilities Manager
	Annual inspection	
General work equipment	Visual inspection at least once per term (or every 4 months)	Facilities Manager
Kitchen extraction systems	As per an appropriate risk assessment	Facilities Manager
Ladders	Pre-use checks before every use	All users
	Detailed visual inspection once a term annually	Facilities Manager
<b>ELECTRICAL EQUIPMENT</b>		
Fixed electrical wiring	5 yearly test and inspection	Facilities Manager
Portable electrical appliance	Annual or two yearly inspection or test depending on risk assessment	Facilities Manager
Microwave equipment	Two yearly inspection and test	Facilities Manager
<b>FIRE PRECAUTIONS</b>		
Portable firefighting equipment	Annual inspection	Facilities Manager
Fire detection and alarm systems	Weekly test	Your Castle Caretakers Ltd
	Three monthly test	Facilities Manager
	Annual test	Facilities Manager
	5 yearly test and thorough examination	Facilities Manager
Emergency lighting	Monthly luminaire and battery test	Facilities Manager
	Annual test of system	Facilities Manager
	Three yearly test and thorough examination	Facilities Manager
<b>HEALTH</b>		
Water supply quality	Annual test	Facilities Manager
Water storage and distribution (legionella)	In accordance with risk assessment by competent person	Facilities Manager
<b>PE AND OUTDOOR PLAY EQUIPMENT</b>		
PE equipment	Visual inspection once a term	PE Coordinator
	Annual thorough inspection	Facilities Manager
Outdoor play equipment	Visual inspection once a term	Site Supervisor
	Annual thorough inspection	RPII Qualified Inspector