



# HEALTH AND SAFETY POLICY DOCUMENT

## PART ONE

### STATEMENT OF INTENT

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular, the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;

- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the school's activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Signed:	Signed:
Headteacher's name:	Chair of Governors' name:
Date:	Proposed review date:

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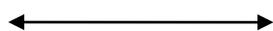
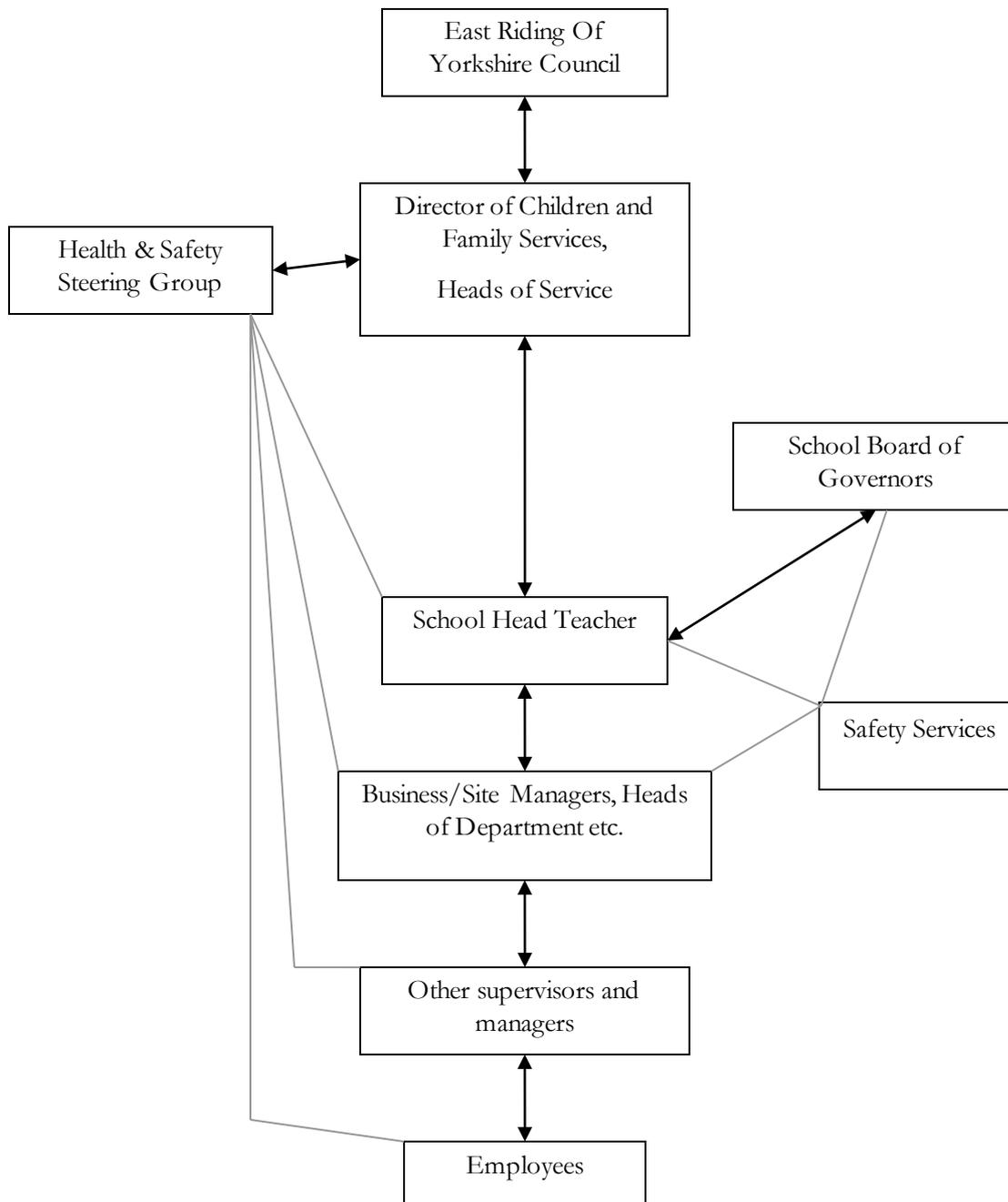
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## PART TWO – ORGANISATION

Lines of Responsibility.



Lines of authority/accountability



Available lines of guidance & support

In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.

### **The Duties of the Governing Body**

The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Governing Body will ensure:

- A health & safety policy has been produced reflecting the health and safety management arrangements specific to Boothferry Primary School
- A health and safety management plan is agreed and implemented in line with East Riding of Yorkshire Council policy
- Risk Assessments are carried out
- All health and safety matters within the school are effectively managed
- Well-being of the Headteacher and all members of staff remains a high priority and that a well-being policy is implemented and managed effectively at all levels

### **The Duties of the Headteacher**

#### **(in the absence of the Heateacher, the Deputy Headteacher will have the responsibility)**

The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

To achieve this, Headteachers must:

- Produce, monitor, review and report progress on the school's health and safety plan to the board of governors
- Arrange for appropriate consultation with employees in the workplace
- Ensure all new employees receive a suitable and sufficient safety induction
- Ensure the wellbeing of all staff remains a high priority and that wellbeing policy is implemented and managed effectively at all levels
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff
- Ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely. Maintain it and where necessary to ensure safety, inspect it appropriately with records of inspections maintained
- Ensure relevant statutory inspections take place within Boothferry Primary School
- Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedures
- As the Educational Visits Co-ordinator ensure that visits are managed safely

- Ensure that formal health & safety inspections are carried out at least once each term and remedial action taken when necessary
- Ensure termly health and safety meetings, as well as being a standard agenda item on appropriate staff meetings

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

Managers are responsible and will be held accountable for achieving compliance with this policy within their area of service delivery. They are responsible for the duties delegated to them by the Headteacher.

### **The Duties of the School Business Manager**

- will create a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved
- will initiate and maintain positive measures to raise the level of safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc,)
- will ensure that leads and plugs are regularly checked. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular, they should check electrical leads for evidence of fraying and plugs to ensure they are tightly fitting. Any defects should be notified to the Headteacher –as soon as possible and a note made on the PASS system for subsequent repair by a competent person.
- will liaise with outside Safety Advisers (ERYC, HSE)
- will ensure that they are conversant with current legislation affecting Health, Safety and Welfare of staff, pupils and others.
- will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues

### **The Duties of the Caretaker**

The Caretaker has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the School Business Manager any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.

- will identify health and safety repairs and put into operation as necessary emergency work required to ensure the Health and Safety of staff, pupils and others
- will liaise with Property Services/outside bodies on matters of health and safety relating to electricity, gas, water supplies
- waste disposal, safe access of pedestrians and vehicles, building regulations and planning
- will be able to manage asbestos in the building and be familiar with the Asbestos Register
- will promote an interest in, and enthusiasm for Health and Safety throughout the school
- shall make every effort to resolve any health & safety problem any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them

- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable safety and absence of risks to health in connection with the use, handling storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines)

## **The Duties of Employees**

Every employee is expected to co-operate with the Council, Board of Governors and the Headteacher on all aspects of health and safety and in accordance with section 7 of the Health and Safety at Work Act take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee: -

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager;
- Through the Employee Development Review process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training;
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe,
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy;
- Report all accidents and any unsafe practices or conditions to the School Business Manager

## **Teachers**

- No class of primary age children should be left for any reason except in an emergency and even then a colleague or the Headteacher should be made aware of the situation and asked to keep an eye on them
- Scissors or sharp craft tools must be stored out of reach of children and when in use constant supervision must be exercised
- A particular high level of supervision must be exercised when children are assisting in the movement of equipment
- Computer screens will be sited so as to comply with the County Policy
- Hot glue guns must not be used by any child in Key Stage 1 and only be used under close teacher supervision by children in Key Stage 2
- No child must be allowed out of school during school hours unless there is clear evidence of a request from the parent or guardian. The Headteacher must be notified and any letter making such a request should be kept until after the pupil's return
- In all but exceptional circumstances, agreed by the headteacher and the parents all children leaving during school hours must be collected by an adult and not sent unaccompanied. The adult must use the signing out system (Inventory) and must be aged 16 or over.
- All classrooms should be well organised and tidy

## **Cleaners**

These members of staff are employed as part of a Service Level Agreement with East Riding of Yorkshire Council. The following requirements are expected:

- They will have a general responsibility for the application of the Authority's safety to their own area of work and are directly responsible to the head of the cleaning service for the application of existing safety measures and procedures within that area of work. Advice or instructions given by the Authority and the Headteacher, including the relevant parts of this statement, shall be observed
- The cleaners shall ensure that all cleaning materials are locked away in special stores when not in use

## **Pupils**

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health & 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 anything provided for their health & safety

## **School Health & Safety Representatives**

The Governing Body and Headteacher recognise the role of Health & Safety Representatives.

Staff Safety Training

East Riding of Yorkshire Council/Governing Body

Safety Inspections

Occupational Health & Safety Section County Hall, Beverley

Health & Safety Executive (HSE)

Governing Body Representative

Health & Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

## **Volunteer and Parent Helpers**

Volunteer and parent helpers are provided with information and guidance which includes health & safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

<p><b>PART THREE - ARRANGEMENTS</b></p> <p><b>Arrangements</b></p> <p>The following procedures and arrangements have been established within the school to minimise health &amp; safety risks to an acceptable level.</p>	<p><b>Responsibility of:</b></p> <p><b>Name/Title</b></p>	<p><b>Action/Arrangements</b></p>
<p><b>Communication</b></p> <p>The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc</p>	<p>Induction:</p> <p>Head (Mike Sibley) or delegated officer – Teaching Staff</p> <p>SBM (Karen Lee) – support staff</p> <p>Head/SBM – Staff Meetings</p>	<p>School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.</p> <p>These arrangements should be read in conjunction with those contained in the Directorate and Corporate Health and Safety Policies.</p> <p>Health &amp; Safety is discussed at the annual September staff meeting.</p> <p>Updates are brought to the attention of staff at the weekly Monday staff meeting.</p>

<p><b>Consultation with Employees</b></p> <p>The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>SBM – Karen Lee</p>	<p>Health &amp; Safety Committee meetings - once per term</p> <p>Full staff meeting – September annually</p> <p>Staff Meeting updates – as and when required</p> <p>Advice is available from the council’s safety services section and in addition to visits, e mail and telephone advice, has a range of guidance documents and resources available on their Insight Intranet pages.</p>
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## Section 1 – RISK ASSESSMENT

<p><b>Risk Assessment</b> The school uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPs/AfPE etc. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p>	<p>The following staff are responsible for completion of risk assessments within the following areas: SBM (KL)/Head(MS) – School Site Foundation Unit – Assistant Headteacher (Caroline Burden) PE – Amy Bullock Activities/Planned events – Lead Person</p>	<p>Resources available on the ERYC insight Intranet pages Risk assessments are held as paper copy in the SBM office or Risk Assessment folder held on the shared area of the server</p>
<p><b>School Trips/Offsite Visits</b> The school complies with the DFE Guidance on offsite visits and school journeys. A separate school trips procedure has been produced.</p>	<p>Educational Visits Co-ordinator – Head (Mike Sibley) Residential Visit – Deputy Head (Steven Capewell)</p>	<p>Educational Visits to be completed and approved by the head. Residential Trip approved by Governors/Head Risk Assessments and guidance available via ERYC/Educational Visits – Taff Bowles</p>
<p><b>Working at Height</b> The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use</p>	<p>Caretaker – Tracey Pritchard (Ladder Checks, usage and storage) SBM/Caretaker – Safe working</p>	<p>Tracey has received training regarding working at heights. Contractors are employed for work above the recommend height.</p>

<p>access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health &amp; safety and assist in the operation of any systems designed to provide for their safety.</p>		
<p><b>Security Arrangements including Dealing with Intruders</b> Risks to security of the premises and property are assessed through the risk assessment process</p>	<p>Alarm School Key Holders, in order of priority: Tracey Pritchard – Caretaker Karen Lee – SBM Mike Sibley – Head Steven Capewell - Deputy</p>	<p>Security policies/procedures including emergency procedures are regularly reviewed. Emergency procedures – Fire Alarm – Evacuate the building to designated assembly points Continuous buzzer – full site evacuation Three long buzzes – keep all pupils in school building  Inventory signing in/out – all visitors/contractors to sign in using the electronic system and wear the printed visitors badge</p>
<p><b>Personal Security/Lone Working</b> The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>	<p>Lone Working: Caretaker – Tracey Pritchard, after school/holidays SBM – Karen Lee, after school, holidays</p>	<p>Mobile phones used to contact a member of the SLT/Caretaker Key members of staff have access to a radio Lone Working policy/risk assessment</p>

<p><b>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</b></p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>	<p>SBM (KL)  Cleaning – Anne Housden  Catering – Cook, Sharron Marwood</p>	<p>Each September unit leaders will inform the SBM of materials used. Data sheets are available for these items in the school office.</p> <p>CoSHH is applied for any hazardous materials. In the school kitchen this is monitored as part of the Catering SLA.</p> <p>Cleaners are applied as part of the Cleaning SLA, they complete and monitor their own CoSHH, available in the cleaning cupboard.</p>
<p><b>Personal Protective Equipment</b></p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>Grounds Maintenance – Contractor (Countrywide)  Science –  Kitchen – Cook, Sharron Marwood</p>	<p>Kitchen PPE</p> <ul style="list-style-type: none"> <li>• Rubber Gloves</li> <li>• Safety Goggles</li> <li>• Face Shield</li> <li>• Silicone Gloves</li> <li>• Oven Gloves</li> </ul> <p>Stored in kitchen, maintenance and replacement monitored by the cook/catering team ERYC</p>

<p><b>Manual Handling (typical loads and handling pupils)</b></p> <p>Risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers and the School Business Manager are responsible for assessing the appropriate approach to handling tasks.</p>	<p>SBM – Source/update training for Caretaker SEN (Jan Jackson/Rebecca Emerson) – handling children</p>	<p>Risk Assessment held in school office/shared area</p>
<p><b>Curriculum Safety (including extended school's activity/study support)</b></p> <p>Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>Subject Leaders CLEAPSS– Science (SC)</p>	<p>Risk Assessments reviewed and approved by Head (MS) Deputy (SC) Assistant Head (CB)</p>
<p><b>Work Experience Placements</b></p> <p>Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.</p>	<p>SBM – Work Experience Co-ordinator</p>	<p>Induction procedures followed – Policies and guidance brought to the attention of all work experience placements.</p>

<p><b>Display Screen Equipment</b></p> <p>The majority of staff within the school are not considered to be DSE users. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>SBM KL – DSE assessments issued each September</p>	<p>Assessments given to new staff who use Display Screen Equipment as part of induction procedures.</p>
<p><b>Friend’s Association</b></p> <p>The school offers support to the Parent Teacher Association (PTA) and provides a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p>	<p>Emma Brant Jo Yates Clare Norton</p>	<p>The friend’s association is part of the PTA which provides insurance. Risk assessments are held with the PTA staff members.</p>
<p><b>Playground Supervision/Play Equipment and Maintenance</b></p> <p>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>	<p>Risk Assessments Playground equipment Foundation Unit – Assistant Headteacher (CB) PE Equipment – Amy Bullock Main Playground – SBM (KL)</p> <p>Visual playground checks – Caretaker (TP) Any defects reported immediately to SBM</p>	<p>ERYC complete quarterly checks, annual check by Insurance company Risk Assessments held for playground equipment</p> <p>Members of staff on playground duty supervise the use of playtime equipment</p>

<p><b>Section 2 – PREMISES</b></p> <p><b>Mechanical and Electrical (fixed and portable)</b></p> <p>The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded on the PASS system.</p>	<p>Caretaker – Tracey Pritchard SBM – Karen Lee</p>	<p>PASS is web based, this can be accessed by all staff. The following staff have managerial rights:</p> <p>Head – MS Deputy – SC SBM – KL Caretaker – TP</p> <p>ERYC maintenance documents/risk assessments are held in the school office</p>
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<p><b>Asbestos</b></p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> <li>• complying with all regulations concerning the control of asbestos;</li> <li>• removing asbestos containing materials where the risk to building users is unacceptable;</li> <li>• having a named officer who has responsibility for implementing the Asbestos Management Plan.</li> <li>• where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.</li> </ul>	<p>The following have received training: SBM – Karen Lee Caretaker – Tracey Pritchard</p>	<p>Asbestos Survey/Management Plan held in the school office.</p>
<p><b>Contractors and Self Help Maintenance or Construction</b></p> <p>Visiting contractors must be managed whilst on the school site.</p> <p>Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged.</p> <p>School staff must raise any concerns about contractor safe working practices immediately, if it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.</p> <p>Any proposal to engage contractors to carry out construction activities must follow all permissive protocols (internal, planning, building control, etc) before activity commences. Such projects must comply with the Construction, Design and Management Regulations which</p>	<p>SBM - KL</p>	<p>All visitors to sign into school using Inventory System</p>

<p>places duties on Clients (the school), designers, contractors etc. The 'Schools Self Help Contract Monitoring Form' must be submitted to Safety Services. Further guidance can be obtained from Safety Services (<a href="http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/construction-design-management/">http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/construction-design-management/</a>) or Infrastructure &amp; Facilities</p>		
<p><b>Lettings</b> The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	<p>SBM - KL</p>	<p>Lettings booked through Direct Community Use, ERYC Completed forms with Risk Assessment/Public Liability held in school office Fire and emergency procedures discussed and security discussed</p>
<p><b>Snow and Ice Gritting</b> Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>	<p>Caretaker - TP</p>	<p>Adverse weather conditions the Head (MS) will text all staff/parents. Manual Handling training provided to Tracey</p>

<p><b>Section 3 – MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</b></p> <p><b>Infectious Diseases</b></p> <p>The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>	<p>SBM –KL Office –Clare Norton</p>	<p>Poster held in School Office</p>
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<p><b>Dealing with Medical Conditions</b></p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>	<p>Office – Clare Norton</p>	<p>Medical Policy in School Office PEEP for those children with medical issues Recorded on SIMS</p>
<p><b>Drug Administration</b></p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>Office – Clare Norton</p>	<p>Medical Policy Locked First Aid cabinet in office Administration signature/time Medical form to be completed by parent</p>

<p><b>First Aid</b></p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff.</p>	<p>SBM – Training arrangements Caroline Ward – Monitors supplies</p>	<p>First aid box in Office, kitchen, each Unit</p> <p>First Aid at Work:</p> <ul style="list-style-type: none"> <li>• Julie Broadhead – Sept 2018</li> <li>• Nadine Maini – Mar 2018</li> <li>• Angela Trickett – Sept 2018</li> <li>• Caroline Ward – Sept 2018</li> <li>• Jo Yates – Nov 2018</li> <li>• Cheryl Gibbins – May 2019</li> <li>• Tracey Pritchard – Sept 2019</li> </ul> <p>EYFS Paediatric Training:</p> <ul style="list-style-type: none"> <li>• Lysette Cooper – June 2019</li> <li>• Julie Maundrill – Feb 2018</li> <li>• Mandy Hewson – May 2020</li> <li>• Harriet Pulleyn – Jan 2018</li> <li>• Claire Brannan – June 2019</li> <li>• Jenna Bulmer – March 2019</li> <li>• Caroline Burden – March 2020</li> <li>• Alice Robson – March 2020</li> <li>• Laura Hinchliffe – Feb 2020</li> <li>• Angela Trickett – Feb 2020</li> <li>• Nadine Maini – April 2020</li> <li>• Aija Lescinska – April 2020</li> </ul>
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<p><b>Reporting of Accidents, Hazards, Near Misses</b></p> <p>All staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p> <p>The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE). It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately, Further guidance and documents are available:</p> <p><a href="http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/accidents/">http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/accidents/</a></p>	<p>SBM – KL Head - MS</p>	<p>Minor accident books completed in each unit Major accidents complete AIF and submit to ERYC. Complete investigation if necessary</p>
<p><b>Fire Safety and Emergency Evacuation</b></p> <p>A risk assessment has been carried out and a safety management plan is in place</p>	<p>Caretaker – TP SBM – KL Head - MS</p>	<p>Fire Risk Assessment reviewed annually or when there are changes Fire Drills termly Fire testing weekly Fire emergency evacuation plan held</p>

<p><b>Crisis and Emergency Management</b></p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>	<p>Crisis Management Team:  Head – MS  Deputy – SC  Assistant Headteacher – CB  SBM -KL</p>	<p>Full Evacuation annually</p> <p>Arrangements are reviewed regularly to ensure that safety systems are maintained and tested</p>
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<p><b>Section 4 – MONITORING AND REVIEW</b></p> <p><b>Monitoring</b></p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors</p>	<p>SBM – KL Head - MS</p>	<p>H&amp;S Policy and its contents reviewed at the H&amp;S committee meeting. H&amp;S is also a Governor Meeting agenda</p>
<p><b>Inspections</b></p> <p>Regular safety inspections are carried out by the nominated person/s All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>SBM – KL Caretaker - TP</p>	<p>Periodic health and safety inspections (including fire safety) will be carried out by the School Business Manager and the Caretaker. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.</p> <p>General health and safety inspections of the premises and site will be carried out at least once, but preferably twice, per term.</p> <p>Results of inspections, including any remedial actions, will be recorded.</p>

<p><b>Review</b></p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.</p>	<p>SBM – KL  Head – MS  H&amp;S Governor  Caretaker – TP  H&amp;S Committee</p>	<p>Boothferry Primary has arrangements in place to check all health and safety documentation including risk assessments, policies and procedures etc.</p> <ul style="list-style-type: none"> <li>● an annual Health and Safety Report is presented to Governors each year which includes a statistical breakdown of accidents and a review of risk assessments etc.</li> <li>● The Health and Safety Policy Document will be reviewed annually and approved by the Governors.</li> <li>● Accident trends reviewed</li> </ul>
<p><b>Auditing</b></p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>	<p>Head/SBM – termly inspection  H&amp;S Governor - annually</p>	<p>Copies of audits held on the PASS system  In-house audits  External audit – every 3 years, Safety Services ERYC</p>

<p><b>Section 5 - TRAINING</b></p> <p><b>Staff Health and Safety Training/Competence</b></p> <p>The school is committed to ensuring that staff are competent to undertake the roles expected of them. The Headteacher/SBM undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.</p>	<p>Head – MS SBM - KL</p>	<p>Training booked by Claire Whiteley in school office</p> <p>Records kept in school office</p> <p>Induction process for new staff:</p> <ul style="list-style-type: none"> <li>• Emergency procedures</li> <li>• First Aid arrangements</li> <li>• Accident Reporting</li> <li>• Hazard/Safety issue reporting</li> <li>• Location of Policy, guidelines and other relevant documents</li> <li>• Relevant risk assessments and safe systems of work</li> <li>• Smoking restrictions</li> <li>• A tour of the premises/site</li> <li>• Other relevant information</li> </ul> <p>Competency based training – relevant to the individual’s role and development needs will be identified by managers and headteachers and delivered by the most efficient means, e.g. specialist courses or local in house team discussions.</p>
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<p><b>Section 6 – HEALTH AND WELLBEING</b></p> <p><b>Pregnant Members of Staff</b> Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.</p>	<p>Head- MS SBM - KL</p>	<p>SBM to complete a risk assessment with expectant mother</p>
<p><b>Health and Well Being Including Absence Management</b> The school has carried out a risk assessment based on the Health and Safety Executive’s Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>	<p>Head – MS SBM -KL</p>	<p>SLT meetings Occupational Health HR guidance</p>
<p><b>Smoking on Site</b></p>		<p>No Smoking on Site</p>

<p><b>Section 7 - ENVIRONMENTAL MANAGEMENT</b></p> <p><b>Environmental Compliance</b></p> <p>The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.</p>	<p>SBM - KL</p>	<p>ERYC Waste Management</p>
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<p><b>Section 8 - CATERING AND FOOD HYGIENE</b></p> <p><b>Catering and Food Hygiene</b></p> <p>Catering has in place a food hygiene management system and competent health and safety advice. Health &amp; safety support and guidance is provided by ERYC Catering Team.</p>	<p>SBM – KL Cook – Sharon Marwood</p>	<p>ERYC Catering Team</p>
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<p><b>Section 9 – HEALTH AND SAFETY ADVICE</b></p> <p><b>Information</b></p>	<p>SBM – KL Head – MS SLT</p>	<p>Support and guidance is available from ERYC Safety Services. SBM – Received IOSH Training Health &amp; Safety Committee within school Health &amp; Safety information/guidance available on the H&amp;S notice board in the staff room</p>
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