



ST PAUL'S

Church of England Primary School

We are a Christian School
and we value being:
Encouraging and
challenging; Brave and
kind;
Thankful and thoughtful.



Our school vision:

Matthew 19:14a Jesus said, 'Let the little children come to me'. We are all equally important, listened to and loved by God

Health and Safety Policy

Date created: September 2024
Review date: September 2025

Introduction

All school's employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how St. Paul's Church of England Primary School will manage occupational health and safety.

1. Statement of Intent

St. Paul's Church of England Primary recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is prevent occupational accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable St. Paul's Church of England Primary to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees;
- Having an occupational health and safety management system which sets clear health and safety standards, roles and responsibilities;
- Identifying significant risks to health, safety and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks;
- Promoting the principles of sensible and proportionate risk management;
- Having a competent workforce through the provision of information, instruction, training and supervision;
- Effectively communicating, consulting and cooperating with employees on all relevant health and safety matters;
- Providing a safe and healthy place to work;
- Providing access to competent health and safety advice, guidance and support;
- Requiring our contractors to cooperate with us;
- Ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes or operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed C. Newell

Name Caroline Newell

Headteacher

Date: 01/11/2022

Signed

Name Jan Pringle

Chair of Governors

Date: 17.10.23

2. Organisation

This Policy formulates our school occupational health and safety management system. It outlines how we will plan, organise/arrange, implement, monitor/review and audit for health and safety. Whereby, legal compliance is the minimum standard St. Paul's Church of England Primary wishes to achieve. Our health and safety management framework will strive for higher standards (good practice) where possible so that continuous improvement can be achieved.

2.1 Health & Safety Roles and Responsibilities

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Governing Body and Headteacher with support from all staff.

2.2 Chair of Governors and Governing Body

The Chair of Governors and Governing Body has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensuring the school has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.
- Personally respond to any legal notice received by the HSE or other enforcing body.
- Applying health and safety legislation and making decisions that conform to legislation and this policy.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be considered and accounted for when making organisational decisions.

The Governing Body will delegate much of the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Headteacher.

2.3 Headteacher

The Headteacher has been appointed by the Governing Body as the '**Responsible Person**' for health and safety within the school.

The Headteacher has overall accountability and responsibility for ensuring effective health and safety within the school, and must ensure that all employees are aware of, and are held accountable for, the specific application of their health and safety duties to employees and any other person.

The Headteacher may choose to delegate responsibilities to specific employees; however, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. The Headteacher will remain accountable for those activities.

Where the Headteacher has chosen to delegate their operational responsibilities to other members of senior management/leadership; the Headteacher must ensure that those nominated are competent and understand and accept their delegated responsibilities.

The Headteacher will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Promote the adequate and proper consideration of health and safety to all employees within the school.
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- Present a report to the Governing Body, termly, on the health and safety performance of the school, which will include:
 - Accident statistics
 - Setting performance related targets and objectives
 - Measuring health and safety performance
 - Provision of an effective Health and Safety Committee process
 - Monitoring of Health and Safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training
- Be aware and maintain attention on the significant risks within their school and ensure they are being properly risk assessed, controlled and managed through effective and sensible risk management.
- Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;
- Ensure that adequate health and safety communication channels exist within their area of control;
- Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;

- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;
- Ensure that their senior managers and all employees (including agency staff) under their control are made aware of, understand and accept their individual and specific responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
- In conjunction with all staff, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis;
- Ensure that the competent health and safety person is consulted, along with employees' representatives, prior to changes in working practices;
- Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement; and, where the Governing Body has assigned responsibility to the Head Teacher, respond to any legal notice received by the HSE or other enforcing body.
- Ensure that a formalised health and safety workplace inspections and audits are undertaken and appropriate action implemented;
- Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Management (i.e. Deputy Headteachers, Associate Heads, Department Heads)

All senior managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by departmental to ensure legal compliance and best practice.

In general, all senior management must:

- Comply with the school's health and safety policy;
- Ensure that risk assessments are undertaken and recorded for work activities, processes and operations. They must identify significant risk(s) and controls that will eliminate the risk or reduce it to the lowest possible level through sensible and proportionate risk management. They must involve employees as part of this process, and implement controls as necessary in compliance with legislative or school policy requirements;
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place;
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment;
- As necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers (as the host employer) and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for volunteers.
- Ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees.

- Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated where necessary, so that appropriate action can be taken to prevent a recurrence.
- Ensure that contractors' and other peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner.
- Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.
- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document that the work environment is safe or requires appropriate action.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- Consult and seek competent advice where necessary.

2.5 Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy, 'employees' will include work placement/experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, for example Head of Department, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or other person (line manager, senior management) in respect of their health and safety duties and follow all relevant arrangements, instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety; and consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (such as safety equipment and/or protective clothing provided).
- Check that any equipment, plant or substances used at work are in a safe condition prior to use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager via the defect reporting system.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems in the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Behave appropriately at all times in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.

- Report all work related accidents, incidents (including incidents of violence, diseases and dangerous occurrence) and near misses.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).
- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health and wellbeing, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflect St. Paul's Church of England Primary 'Recognising and Supporting Behaviour Policy' and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

2.7 Shared site users

Where two or more employers share a workplace, each employer shall cooperate with the other employer(s) concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of site must agree to:

- Cooperate, communicate and coordinate with the school on health and safety matters.
- Provide information relating to any additional risks or procedures, which will be new or unusual to those of the school, which may arise from their work activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards maintained by the school so as to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.
- Meet the insurance requirements stated by the school and its insurer.
- Familiarise themselves with and communicate, to their employees and service users, the school's health and safety arrangements.

The school will ensure that, where not forming part of the shared site users hire contract or lease:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Shared site users are consulted, cooperated and communicated with on health and safety matters.

- The school's health and safety arrangements are made available for dissemination.

3. Arrangements

The following arrangements have been adopted to ensure St. Paul's Church of England Primary fulfils its responsibilities and provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site.

Topic	Action/Arrangements	Responsibility of:
Setting health and safety objectives	The Governing Body will specifically review progress of health and safety at the termly Resources/H&S meeting; this may be included as part of the Headteacher's report to Governors. Where necessary, health and safety improvements will be identified and included within a school action plan.	<i>Governing Body Headteacher</i>
Consultation: Provision of an effective joint consultative process with employees	The school's Site Health and Safety Committee meet once per term and report back termly to the Governing Body or Headteacher. The Site Health and Safety Committee consists of a member of senior management, Caretaker/Site Manager, a member of admin staff, a member of teaching staff and a member of the Governing Body and reports and consults with all employees, and the Governing Body to ensure that all concerns are considered and addressed with a clear action plan, identified/delegated responsibilities and target completion dates.	<i>Governing Body Headteacher Caretaker</i>
Consultation: Employees	Staff meet once a week with health and safety as an agenda item. Employees are consulted through emails. HSE law poster is located in the staffroom ensuring it is visible to all staff and volunteers. HSE Involving your workplace in health and safety: Guidance for all workplaces (HSG263) HSE Consulting employees on health and safety: A brief guide to the law (INDG232)	<i>Governing Body Headteacher</i>

Topic	Action/Arrangements	Responsibility of:
Consultation: Trade Unions – do not currently have any in school	Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces HSE Consulting employees on health and safety: A brief guide to the law	<i>Governing Body Headteacher</i>
Consultation: Involvement of pupils	The School Council take part in looking at the safety and security of the school in their half termly meetings. As school representatives, they are responsible for cascading the information to all of their classmates.	<i>Headteacher</i>
Communication: Establishing adequate channels	Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include: • Governing Body Meetings • Site Health and Safety Committee Meetings • Senior management, Departmental and/or staff meetings • Provision of information relating to safe systems of work and risk assessments • Staff briefings • Staff training days • Health and safety noticeboard • School Council • Communication of health and safety bulletins/press releases from WES Health and Safety Service HSE, Fire Service, etc. • Communications with other relevant specialist advisors	<i>Governing Body Headteacher Caretaker</i>

Topic	Action/Arrangements	Responsibility of:
Competencies: Provision of effective health and safety training	The Governing Body & Headteacher will consider health and safety training on an annual basis in line with the school's health and training matrix focusing on mandatory training as a priority. The Headteacher, with the Senior Leadership Team work closely with the Caretaker on ensuring all those that come on site and new to site are made aware of the school protocols and procedures through an induction.	<i>Governing Body Headteacher Caretaker</i>
Competencies: Risk assessment	Team Leaders, Curriculum Subject Coordinators, EVC, and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings are recorded and control measures are implemented. The school has 2 EVCs who work with the staff to ensure all offsite risk assessments are completed appropriately and meet statutory guidance.	<i>Governing Body Headteacher Caretaker EVC Leaders – Mr Hawkins and Miss Green</i>
Competencies: Specialist advice and support	Specialist competent advice and support will be obtained from WES Health and Safety Service or the Diocese Board of Education, as required.	<i>Governing Body Headteacher</i>
Monitoring, Measuring and Reviewing Performance and Auditing: Measuring and monitoring performance	To determine whether health and safety requirements are being achieved it is necessary to measure performance against predetermined plans and objectives. This will be achieved by implementing the following: • Risk assessments updated annually or sooner if required • Management plans reviewed and actioned annually or sooner if required • Asbestos audit to take place and folder for contractors updated. • COSHH documentation audited annually or sooner if required. • A 3 yearly health and safety inspection by WES. • Termly updates on the progress of audit and other action plans, i.e. water hygiene assessment, fire risk assessment, fire service audit Reference links:	<i>Governing Body Headteacher Caretaker</i>

Topic	Action/Arrangements	Responsibility of:
	DfE Governance handbook and competency framework HSE	
Monitoring, Measuring and Reviewing Performance and Auditing: Auditing	Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. St. Paul's Church of England Primary recognises that auditing needs to take place at a local level. The auditing process will review and establish whether: • Appropriate management arrangements are in place. • Adequate risk control systems/strategies are in place for the associated risks. • Those control strategies are being implemented. Other auditing regimes from other agencies may be undertaken, with or without notice, as appropriate.	<i>Governing Body</i> <i>Headteacher</i> <i>Caretaker</i>
Monitoring, Measuring and Reviewing Performance and Auditing: Reviewing performance	To review performance, all of the information gathered from monitoring and auditing activities needs to be examined. This enables the Governing Body to ensure that our health and safety management system is working effectively, and that our policy objectives are being achieved. St. Paul's Church of England Primary will continually review and update our policies when there are: • Changes to legislation, British Standards, Approved Codes of Practice, or relevant industry guidance • Changes in organisational structure, process, activities and/or equipment. • Lessons learnt/actions resulting from the findings of an incident investigation or audit. • Lessons learnt from a national or regional incident.	<i>Governing Body</i> <i>Headteacher</i>

Topic	Action/Arrangements	Responsibility of:
Accidents, incident and near misses: involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	- Minor accidents, incidents and near misses recorded are recorded in logs in school. - Major or more serious accidents recorded in the termly Headteachers report to governors. - HSE, Warwickshire County Council and or The Diocese Board of Education are notified of serious incidents. - The Headteacher, with the support of the Caretaker, is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) - The Headteacher, with the support of Governors, is responsible for completing investigations following minor incidents or near misses. - The Headteacher, with the support of Governors, is responsible for completing investigations following major and serious accidents/incident. - Parents / guardians or other persons are notified of accidents involving pupils via phone calls or meetings. - Relevant notifications are made to parents/carers – telephone / accident slip form - All staff are responsible for taking any appropriate action necessary to prevent recurrences Reference links: HSE RIDDOR DfE Guidance on first aid for schools	<i>Governing Body</i> <i>Headteacher</i> <i>All staff</i>
Asbestos management	The up to date information regarding asbestos is held on the LA AtlasWeb IT system – Asbestos Management Plan can be found in the Asbestos file held in the office. Asbestos is marked clearly on the plans available on Atlas, this is made available to contractors when entering the school site.	<i>Head Teacher</i> <i>Caretaker</i>

Topic	Action/Arrangements	Responsibility of:
	If asbestos is disturbed, in the absence of the caretaker, the Head Teacher or Finance Officer will contact the LA / Diocese for advice and support – refer information to the Asbestos Management Plan. The Asbestos Register is referred to prior to any intrusive work being carried out by a contractor, member of staff or other. St Paul's School purchases asbestos surveys through WES Property Risk Services. As work is done through Boons, they will have undertaken demolition surveys as well as the management surveys done through WCC and these are updated on AtlasWeb. How are staff informed of the location of any asbestos on site and the correct procedures for managing it safely? –The Caretaker is fully aware of any areas of asbestos and informs contractors when entering the school site. Staff are to be given the plans on where the asbestos is and how to avoid disturbing the located areas and are fully informed on what to do should an issue arise e.g. it's suspected in some textured coatings in accessible areas of the school – see Asbestos Risk Assessment. Contractors are asked to sign to say they have seen the relevant asbestos information for the site – see Asbestos folder. Management staff responsible for Health and Safety are required to attend the following training: - Caretaker training - Slips, Trips and Falls at Work, - Accident Reporting - Asbestos Management - Infection, Prevention and Control - COSHH Hazardous Materials - DSE - Fire Safety - Working at Height - Manual Handling	

Topic	Action/Arrangements	Responsibility of:
	Lone Working Legionella Awareness Risk Assessment First Aid Training This training is carried out through the National College and WCC HSE Managing asbestos in buildings HSE L143 - Managing and working with asbestos - Approved Code of Practice DfE Asbestos Management in Schools	
Contractors, selection and management of	The Caretaker and Head Teacher, in the absence of the Head Teacher, is the Responsible Person for managing contractors on site including relevant qualification or competency Headteacher, Governing Body or Diocese (boons) are responsible for employing the Principal Contractor/Contractor and Principal Designer/Designer The arrangements for induction of contractors, exchange of health and safety information, agreeing safe working arrangements before work starts etc. is the responsibility of the Head Teacher, Caretaker, School Business Manager and Boons (diocese) and/or LA. Staff should report any concerns about safe working practices of contractors to the Head Teacher and Caretaker – this is to be subsequently reported to Boons if they are project managing. Reference links: HSE Need building work done?: A short guide for Clients on the Construction (Design and Management) Regulations 2015 HSE Managing health and safety in construction: Guidance on Regulations	<i>Governing Body Headteacher</i>
Control of Substances Hazardous to Health (COSHH)	The Head Teacher and Caretaker manage the COSHH file which is kept in the HeadTeacher's office.	<i>Caretaker Head Teacher</i>

Topic	Action/Arrangements	Responsibility of:
	The Head Teacher and Caretaker are responsible for obtaining material safety data sheets and carrying out risk assessments for hazardous substances. COSHH products are purchased by the Caretaker and stored in a secure area of the school. Staff training consists of: Caretaker seminars, Health and Safety Awareness courses, Fire Marshal Training, Paediatric First Aid Training and Emergency First Aid Training. All containers with decanted substances are clearly labelled with product information and dilution rates An emergency evacuation procedure plan and folder is kept on the Head Teacher and a second copy in the Head Teacher's office. Reference links: HSE Working with substances hazardous to health: A brief guide to COSHH HSE Control of substances hazardous to health: Approved Code of Practice and Guidance	
Defect Reporting	All staff are responsible for taking unsafe equipment out of use Defects are reported to the Caretaker or Senior Management If items cannot be removed, defect "out of use" labels or signs are used The Caretaker and Head Teacher monitor defects to ensure they have been resolved Defect reporting records are kept for 5 years.	<i>Head Teacher</i> <i>Caretaker</i>
Design and Technology	As a Primary school, we refer to "Be Safe – SchoolScience.co.uk' book. This is a hard copy book and the additional online guidance to use if works are not covered by the book is from CLEAPSS. Our D&T lead is Fiona Clarke. Reference links: CLEAPSS DT Site CLEAPSS Primary Site Design and Technology Association (DATA)	<i>Headteacher</i> <i>D&T lead</i>

Topic	Action/Arrangements	Responsibility of:
Display screen equipment (DSE)	Identify DSE user, provide with information and instruction to carry out risk assessment. Staff who use display screen equipment (DSE) for extended periods of time have individual risk assessments completed. DSE “users” are identified by those that use DSE equipment for extended periods of time (eg those who perform mostly administration tasks). Through risk assessments and training DSE users are informed of their entitlements to eye sight tests and help towards glasses for DSE work. The Head Teacher is responsible for DSE self-assessment forms e.g. ensuring they are completed, actioned and reviewed. HSE Work with display screen equipment: Guidance on regulations HSE Working with DSE: A brief guide	<i>Head Teacher</i>
Driving at work: use of personal cars, minibuses and transporting children etc.	The school does not have a mini bus but does, on occasions, use personal cars for transporting pupils. Staff can only transport pupils if they have a valid driving licence and the necessary insurance. Staff can only transport pupils if a minimum of 2 adults are in the car also. Staff abide by all legal requirements for transporting children. Such as the use of car seats. Those members of staff who travel to destinations to support work activities have checks carried out to ensure documentation is valid and have seen the relevant driving activity risk assessment. Reference links: HSE Driving at work: Managing work-related road safety DfE Driving school minibuses – advice for schools and local authorities.	<i>Head Teacher</i>
Electricity	<i>St Paul's hardwiring checks are carried out through Warwickshire, WCC Electrical Surveyor.</i> we employ an outside provider to conduct portable appliance tests (PAT) School Business Officer keeps the PAT register.	<i>Head Teacher Caretaker</i>

Topic	Action/Arrangements	Responsibility of:
	All staff are expected to conduct pre-use visual checks on electrical items to identify defects and any issues are to be reported to the Caretaker or Head Teacher in their absence. Reference links: HSE Electricity at work: Safe working practices HSE Electrical safety and you: A brief guide	
Emergency Planning: dealing with health and safety emergencies – procedures and contacts	The Head Teacher is responsible for undertaking and reviewing emergency plans e.g. bomb threats, explosion, floods, intruders etc. The school should use the CWS (Coventry Warwickshire and Solihull) Resilience Team documentation and the DfE templates to write a school specific plan. Head Teacher has attended training on this. Reference links: CWS (Coventry, Warwickshire and Solihull) Resilience Team, Emergency Advice and Support for Educational Establishments	
Externally provided services/activities, lettings and hirers	The Head Teacher, supported by the caretaker and PE co-ordinator, is responsible for discussing and agreeing health and safety arrangements before the premises are used. The school does provide specific information for organisations that includes accident reporting and defect reporting procedures; restrictions on use of equipment; fire precautions and procedures e.g. assembly point information, procedures for contacting emergency services, etc. The school does not do lettings, just after school activities.	<i>Head Teacher</i> <i>Caretaker</i> <i>PE co-ordinator.</i>
Fire safety	Staff have undertaken Fire Safety Training and Fire Marshall training. Who is responsible for the following:- - Keeping fire precaution manual up to date? Caretaker. Documentation kept in the front office	<i>Headteacher</i> <i>Premises officer</i>

Topic	Action/Arrangements	Responsibility of:
	- Inspection and maintenance of fire exits/escape routes to ensure they are kept clear at all times? – Caretaker, teachers and Head Teacher. - Checking and updating the Fire Evacuation Notices around the school site? – Caretaker and Head Teacher - Weekly testing of fire alarms and visual checks of fire extinguishers? – Caretaker - Monthly testing of emergency lighting and fire door closures? – Caretaker - Yearly inspection and maintenance of fire extinguishers?- Chubb Fire Services. - Six monthly inspections and maintenance of the fire alarm and emergency lighting systems? – City Fire The school does not have any specific liaison arrangements in place with other parties on site e.g. shared occupancy etc. The Caretaker and Head Teacher is responsible for undertaking and reviewing the fire risk assessment which is kept in the front office. The last fire risk assessment review was undertaken in May 2021 by Turner and Townsend. The Head Teacher is responsible for updating the Building Emergency Evacuation Plan. The Head Teacher (Deputy in their absence) is responsible for co-ordinating evacuations. There is a 'Fire Evacuation Plan' in place. • Who calls the emergency services? – whoever identifies the emergency • Who takes registers to assembly point? – office staff • Who meets fire service on arrival? – a member of the SLT • Frequency of drills- a minimum, of once a term The school has a fire evacuation plan. The school is split into 3 main areas for assembly points, mostly in the playgrounds. If it is not safe to assemble there we will use the large school playing field. Please see the fire evacuation plan for more information. Reference links: DfLG&C Fire Safety Risk Assessment Educational Premises	

Topic	Action/Arrangements	Responsibility of:
	Coventry Solihull and Warwickshire Resilience Team	

First aid, medication and supporting pupils at school with medical conditions	The school has a First Aid policy and a separate policy for ‘supporting pupils with medical conditions’ The SENCO keeps a record of any first Aid / medical conditions and circulates this to all staff. This is updated annually or when there are new arrivals. First Aider details are displayed in the staff room and school office. The Head Teacher is responsible for identifying and organising refresher training. All classes have their own first aid kits; we also have a number spread around the school in locked cabinets. All staff are responsible for maintaining them but the Head Teacher organises regular inspections of these. If, due to the frequency, it is necessary to administer medication during the school day, a form is completed by the parent/carer. This allows school staff to administer medication, or the parent/carer is welcome to come into school to do it themselves. Staff receive epipen training annually and staff working with children with specific medical conditions receive appropriate training. Medicine is stored in locked cabinets or the fridge in the staff room (which children are not allowed to enter). Parents who want the school to administer medication are required to complete a signed consent from parent / carer as outlined above. All medicines are marked with pupil details. Two members of staff sign to witness what dose has been given to pupils. <u>Reference links:</u> <u>HSE First aid at work: Your questions answered</u> <u>DfE Guidance on first aid for schools</u> <u>DfE Supporting pupils at school with medical conditions: Statutory guidance</u>	
Glass and glazing	• <i>Has a glazing survey / risk assessment been carried out? - yes</i>	Head Teacher

Topic	Action/Arrangements	Responsibility of:
	• <i>Where is the glazing survey and subsequent risk assessments kept? – This is done through Boons (diocese), and is kept with them.</i> • <i>Where assessment identifies the risk of falling against or through glazing, what precautions have been taken? This may include provision of suitable safety film, replacement with safety glass or provision of barriers. – safety film is used on the glazing in school.</i> • <i>Who is responsible for ensuring remedial actions from the survey are undertaken? – The headteacher with the support of Boons (diocese).</i>	Boons (diocese)
Housekeeping, cleaning and waste disposal	The Caretaker ensures the premises are kept clean to minimise accumulation of rubbish External waste bins are chained up. Stones collect old ICT equipment.	Caretaker
Infection control	Compass (Warwickshire School Health & Wellbeing Service - Connect for Health - Warwickshire school nursing service Compass (compass-uk.org)) Local Public Health Team (local infection control advice/support for schools) Public Health – Warwickshire County Council HM Gov Guide Health protection in education and childcare settings (general guidance) Health protection in children and young people settings, including education - GOV.UK (www.gov.uk)	Head Teacher Governors Caretaker All staff
Lifting Equipment - including lifts and hoists	We have a lift and a rising bed for a child with physical disabilities – staff using this equipment are trained ‘Moving and Handling’ training. This equipment is inspected twice a year by an external company employed directly from the school. Reference links: HSE Safe use of lifting equipment: Approved Code of Practice and guidance HSE Thorough examination of lifting equipment: A simple guide for employers HSE Lifting equipment at work: A brief guide	Headteacher Premises officer

Topic	Action/Arrangements	Responsibility of:
	http://www.hse.gov.uk/pubns/hsis3.pdf	
Lone Working/ Personal Safety	Lone working is discouraged wherever possible due to potential risks involved – see risk assessment. The school has a lone working risk assessment in place. National College training has been completed by the Head Teacher and Caretaker re lone working and personal safety policy. Reference links: HSE Working alone: Health and safety guidance on the risks of lone working Suzy Lamplugh Trust	Head Teacher
Maintenance/Inspection of Equipment	Maintenance and inspection of equipment is carried out through a range of providers. The Business Manager holds these records. Reference links: HSE Safe use of work equipment: Approved Code of Practice and guidance HSE Using work equipment safely	Head Teacher Caretaker (supported by the school business manager).
Manual Handling – loads and people	Where we have identified manual handling is required there are individual risk assessments in place. Training for individual staff is undertaken. Annual audits are carried out with management plans in place. Reference links: HSE Manual Handling Operations Regulations Guidance HSE Manual handling at work: A brief guide HSE Manual handling assessment charts (the MAC tool)	Head Teacher
New and expectant mothers	The Head Teacher should be informed regarding new and expectant members of staff. Reference links: Protecting pregnant workers and new mothers - Overview - HSE	Head Teacher

Topic	Action/Arrangements	Responsibility of:
Offsite and Educational Visits including residential visits and any school-led adventure activities	St. Paul's Church of England Primary School will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate that they are taking reasonable steps to manage risks. • Who is the school's Educational Visits Co-ordinator? - Mr Hawkins and Miss Green. • Who is the school's Educational Visits Advisor? Juniper Education • What are the requirements for staff when planning school trips? Pre-visit when possible, complete risk assessment, get this agreed with the schools EVC, online signing off by Head Teacher, then send to Evolve for agreement. • Who is responsible for carrying out risk assessments before visits? Teachers, supported by the EVC. • What are the arrangements for emergencies, parental authorisation, supervision, first aid? Comprehensive permission forms are completed prior to the visits by parents / carers. Reference links: Outdoor Education Advisors Panel (OEAP)	Head Teacher EVC's
Outdoor Play Equipment	School Business Manager and Head Teacher hold the inspection records, equipment specifications etc. WES carry out formal inspections of equipment. The Caretaker officer carries out pre-use/daily visual inspections on outdoor play equipment. All relevant staff are made aware of Risk Assessments.	Caretaker All staff
Personal Protective Equipment	Personal Protective Equipment (PPE) is provided free of charge for employees where it has been identified through risk assessment. The Head Teacher, supported by the school business manager, is responsible for selecting equipment. The Business Manager is responsible for ensuring arrangements are in place for periodic checking and maintenance of the equipment.	Head Teacher School Business Manager

Topic	Action/Arrangements	Responsibility of:
	The Head Teacher in liaison with staff, is responsible for ensuring its proper use, supervision and correct fit. Reference links: HSE Personal protective equipment (PPE) at work: A brief guide	
Physical Education	The School Business Manager and Head Teacher keep electronic copies of inspection records and equipment specifications. Sports and Playground Services carry out formal inspections of equipment. Pre-use visual checks are carried out by staff on PE equipment. All relevant staff are made aware of Risk Assessments. The office staff check staff qualifications (where necessary). Reference links: Association for Physical Education	Head Teacher PE Leader Premises officer School Business Manager All staff
Physical intervention	The school does follow Department for Education's guidance on the use of reasonable force to restrain pupils. Staff receive Team Teach training annually. Reference links: DfE Use of reasonable force: Advice for head teachers, staff and governing bodies	Head Teacher SENCO
Pond	The school does follow CLEAPSS and RoSPA guidance on pond safety. Supervision for this area is groups of up to 5 children with 2 staff members. The area is fenced, with a gate that has a padlock. There are warning signs clearly displayed and a risk assessment is in place. The Forest School Leader maintains this area. Reference links: RoSPA Water Safety CLEAPSS Primary Site CLEAPSS Secondary Site	Head Teacher

Topic	Action/Arrangements	Responsibility of:
Public Events	Any public events, such as school fetes, including where organised by PTA, are organised by a committee in which at least one member of the schools SLT are part of. Risk assessments are completed where appropriate and staff support the event on the day. Reference links: HSE Event safety microsite	Head Teacher
Risk Assessments	The Head Teacher has overall responsibility for ensuring risk assessments are carried out for all work activities, processes, and operations at the school. The Head Teacher is responsible for making staff aware of any risk assessments relating to the activities they undertake. The Head Teacher is responsible for reviewing risk assessments when significant changes occur or yearly as a minimum. Risk assessments are kept on the school server. Reference links: HSE Risk assessment: A brief guide to controlling risks in the workplace	Head Teacher
Science	For all science related activities we will follow guidance produced by CLEAPSS. We will follow guidance set out in the current 'Be safe – Health and Safety in Primary School Science and Technology' – published by The Association for Science Education (ASE). Reference links: CLEAPSS – Primary Site CLEAPSS – Secondary Site Association for Science Education (ASE)	Science co-ordinator
Security	Signpost to school's Security Policy. The school has a Security Policy, based on WES's model policy. This can be found on the school's website.	Head Teacher Caretaker

Topic	Action/Arrangements	Responsibility of:
Smoking	Smoking is strictly prohibited in or around the school building and grounds. Reference links: Smokefree England HSE Smoking at work	Head Teacher Caretaker All staff
Work-related stress and mental wellbeing	Staff should speak to a member of the Senior Leadership Team if they are experiencing any problem. We work closely with WES HR, Occupational Health and sign up to WES's Wellbeing service for all employees in order to obtain health advice, counselling etc. Posters are displayed in staff areas offering this service. The Head Teacher signposts staff to this service when appropriate. Reference links: HSE Work related stress microsite HSE Tackling work-related stress using the Management Standards approach (workbook) HSE How to tackle work-related stress: A guide for employers on making the Management Standards work	Head Teacher Governors
Swimming Lessons (Public pool)	Swimming lessons take place at Newbold Comyn Leisure Centre. The school follows health and safety standards for all swimming and aquatic activities contained within the current edition of AfPE Safe practice in physical education and sport. What are the site specific management and monitoring arrangements which include supervision levels? – This is through 'Everyone Active', following their risk assessments and agreed procedures. Reference links: Association for Physical Education	PE Coordinator
Trees	<i>The trees on site are monitored by the Forest School Leader. Visual checks and condition of trees are checked, especially after adverse or severe weather.</i>	Forest School Leader Head Teacher

Topic	Action/Arrangements	Responsibility of:
	We use the services of WES forestry department for formal surveys.	
Traffic management On-site vehicle movements	Who is responsible for the management of vehicles on site – Caretaker Who is responsible for locking/unlocking access gates – Caretaker	Caretaker
Violence and aggression, Prevention of work-related...	The school's policy on behaviour includes information in relation to staff and their protection. All staff at the school have the right to be treated with dignity and respect. The school therefore will not tolerate any acts of violent or aggression towards its staff. • Do staff receive any specific personal safety training – Positive handling training. • Are staff encouraged to report all incidents of verbal and physical violence and aggression and how is this done? Yes, this is done through the Head Teacher. • Does the school have any specific procedures e.g. warnings letters to aggressive parents? Yes, in the school's behaviour policy it addresses parent's behaviour and the steps we will take if necessary which includes warnings and potential bans for coming on site. <i>Reference links:</i> HSE Preventing workplace harassment and violence HSE Violence at work	Headteacher Governors
Visitors	Before entering the building, visitors sign in using the Inventory system. They are then issued with a sticker which is to be worn at all times whilst in the building. Visitors are informed about health and safety information for the site verbally by office staff or member of staff greeting them. Any productions or events in which the school building is open to parents / carers, a member of the SLT is positioned at the entrance to monitor those coming in and those leaving.	Office Staff

Topic	Action/Arrangements	Responsibility of:
Water Hygiene (Legionella) and Water Systems	The water hygiene (legionella) risk assessment and log book is kept in the school office. The school Business Manager takes responsibility for this documentation. WES is responsible for carrying out monthly water hygiene testing. The Caretaker is responsible for weekly flushing of infrequently used outlets. The school purchase water hygiene surveys through WES Property Risk Services. The school has a service contract agreement with the company that installed the air conditioning units. WES are responsible for cleaning and flushing of the system. WES are responsible for cleaning and flushing of the showers. Reference links: HSE Legionella and Legionnaires' Disease microsite HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations HSE Legionnaires' Disease: A brief guide for duty holders	Caretaker
Welfare facilities and wellbeing of staff and pupils	In order to comply with welfare regulations, the school will provide for employee and pupil wellbeing: • toilets and hand basins, with soap and towels or a hand-dryer; • drinking water; • somewhere to rest and eat meals. • To ensure a healthy working environment, will we ensure there is: ○ good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system; ○ a reasonable working temperature; ○ lighting suitable for the work being carried out; ○ enough room space and suitable workstations and seating Reference links: HSE Welfare at work: Guidance for employers on welfare provision DfE Advice on standards for school premises: For local authorities, proprietors, school leaders, school staff and governing bodies	Head Teacher Governors

Topic	Action/Arrangements	Responsibility of:
Work Experience	- Who is responsible for carrying out inductions and risk assessments? We have a work experience / student coordinator. - How are work experience pupils monitored / supervised whilst on site? Class teachers with whom they work, phase leaders in the phase they are in, work experience co-ordinator and Head Teacher. - How are pupils undertaking work experience monitored whilst off site?- They do not go off site. - What information is obtained to ensure a safe environment will be provided, prior to the placement commencing? Liaison between school and college/university. Risk assessments in place and an Induction Folder with all documentation to be read before work experience commences. Reference links: HSE Work experience microsite	<i>work experience / student coordinator.</i>
Work at Height	- What equipment is available and where it is kept? – Ladders are available and kept in a secure container. - What training do staff receive? – Caretaker trained and support and advises staff on this. - Are staff expected to only use access equipment provided by the school and not stand on tables and chairs? Yes - Are staff expected to carry out pre-use visual checks on equipment and report any defects? Yes - Are there any restrictions on the use of access equipment? Yes, only staff use in suitable footwear and not when lone working. Reference links: HSE Working at height: A brief guide HSE Safe use of ladders and stepladders: A brief guide HSE WAIT Toolkit	Head Teacher Caretaker