

WESTBURY JUNIOR SCHOOL HEALTH AND SAFETY MANUAL.



Westbury C.E. Junior School

Health and Safety Policy

1.0 STATEMENT OF INTENT

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and Learning environment for staff, pupils and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored or related activities.
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities. Everyone is responsible for Health and Safety.

Set out on the following pages are details of responsibilities and arrangements to implement this policy.

Signed:

(Chair of Governors)

Date:

2.0 THE DUTIES OF THE GOVERNING BODY

2.1 In the discharge of its duty the Governing Body have:

- (i) Make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.10 - Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the LA; and incorporated it into this Health and Safety policy.
- (ii) Take account of that policy and scheme within budget and other policy considerations;
- (iii) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- (iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- (v) Establish an effective health and safety management structure within the school and monitor and evaluate the Head teacher's performance on health and safety matters;
- (vi) Bring to the attention of the Service Director, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

2.2 So far as is reasonably practicable the Governing Body, through the Head teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) this policy;
- (ii) all other relevant health and safety matters;
- (iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE HEADTEACHER

3.1 As well as the duties which all members of staff have (see 5.0), the Head teacher has the general and specific responsibilities as set out in Section 4.11 of the LA's policy statement on health, safety and welfare. These are;

- (i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- (ii) To comply with LA policy and duties under the Local Management of Schools Scheme;

- (iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Service Director (Resources, Improvements & Young People);

And specifically –

- (iv) To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- (v) To develop and distribute school-specific policies on local health and safety issues;
- (vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- (vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;
- (viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- (ix) To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;
- (x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- (xi) To investigate and record all accidents, near misses and episodes of work-related ill-health;
- (xii) To monitor and evaluate the health and safety performance of staff;
- (xiii) To have and practise emergency and contingency plans;
- (xiv) To provide the means for consultation with staff on health and safety matters;
- (xv) To supply an annual health and safety performance report of standard indicators to the Service Director (Resources, Improvements & Young People).

3.2 The Head teacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 THE DUTIES OF SUPERVISORY STAFF

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Head teacher, or the member of staff nominated by the Head teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff, accept the responsibilities set out in Section 4.12 of the LA's policy statement on health, safety and welfare.

4.2 As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given instruction in safe working practices;
- (v) risk assessments are conducted in their area of responsibility as required by the Head teacher or as necessary;
- (vi) regular safety inspections are made of their area of responsibility as required by the Head teacher or as necessary;
- (vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- (xii) all health and safety information is communicated to the relevant persons;
- (xiii) they report any health and safety concerns to the Head teacher

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

- 5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.
- 5.2 All staff have a responsibility to:
- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
 - (ii) follow agreed working practices and safety procedures;
 - (iii) report and document any accident, near miss, incidents of violence, including verbal abuse or any hazard;
 - (iv) ensure health and safety equipment is not misused or interfered with.

6.0 HIRERS, CONTRACTORS AND OTHERS

- 6.1 The Head teacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.2 When the premises are used for purposes not under the direction of the Head teacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

6.4 When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- (i) introduce equipment for use on the school premises;
- (ii) alter fixed installations;
- (iii) remove fire and safety notices or equipment;
- (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head teacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

7.1 The Governing Body, through the Head teacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 EMERGENCY PLANS

8.1 The Head teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) save life;
- (ii) prevent injury;
- (iii) minimise loss.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.

9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

9.1 Whenever required, the Governing Body, Head teacher and other staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

10.0 REVIEW

10.1 The Governing Body and Head teacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

11.1 The Governing Body and the Head teacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

Written Procedures

- 1. Accidents and incidents- reporting and investigation**
- 2. Administration of medication**
- 3. Asbestos Management.**
- 4. Cash Handling.**
- 5. Contractors and Visitors.**
- 6. Curriculum Activities – Drama**
- 7. Curriculum Activities - DT.**
- 8. Curriculum Activities - Food Technology.**
- 9. Curriculum Activities - PE.**
- 10. Curriculum Activities – Science.**
- 11. Display Screen Equipment - ergonomic set-up and use of desktop computers and laptops.**
- 12. Doors capable of trapping fingers**
- 13. Accidents and incidents - reporting and investigation**
- 14. Employee Wellbeing**
- 15. First Aid.**
- 16. Hazardous substances - use and storage.**
- 17. Infection Control including exposure to blood, vomit, faeces, urine etc.**
- 18. Lettings - Hiring out of school building or school minibus.**
- 19. Lone working (out of hours or in isolated areas).**
- 20. Manual handling (significant) - by staff or pupils.**
- 21. New or expectant mothers - risks to them arising out of their work.**
- 22. Offsite Activities and Outdoor Education.**
- 23. Other high risk activities associated with the curriculum or school sponsored events (fetes, firework displays etc).**
- 24. Outdoor Fixed Play Equipment - safe use.**
- 25. Public Performances and other high volume occupancy events**
- 26. School managed building/refurbishment/demolition projects.**
- 27. Site security and visitor access arrangements.**
- 28. Smoking**
- 29. Unexpected temporary loss of utilities (electricity, heating, water).**
- 30. . Use of dangerous tools or equipment.**
- 31. Vehicles - driving the school minibus.**
- 32. Vehicles - traffic movements on site.**
- 33. Vehicles - use of private vehicles for transport of staff & pupils.**
- 34. Violence & Aggression to staff.**
- 35. Waste - Storage and collection.**
- 36. Work experience - pupils and placements.**
- 37. Safe use of Teaching Rooms (Form RA2 from the health and safety manual for schools).**
- 38. Safe use of Teaching Rooms (Form RA2 from the health and safety manual for schools).**
- 39. Circulation & Common areas (Form RA3 from the health and safety manual for schools).**
- 40. Safe use of toilets/showers/cloakrooms/changing (Form RA4 from the health and safety manual for schools).**

41. Safe use of Offices & General Rooms (Form RA5 from the health and safety manual for schools).
42. Safe use of Kitchens (Form RA6 from the health and safety manual for schools).
43. Safe use of Playgrounds, Playing Fields & Car Parks (Form RA7 from the health and safety manual for schools).
44. Glazing.
45. Hot Melt Glue Guns.
46. . Kiln - Operation.
47. Ponds.
48. Trees on site.
49. Visiting Farms.
50. Work at Height - Use of Access Equipment.
51. Working on ladders up to 1st floor level.
52. Access Equipment - disabled hoist, lifts etc. - 6 monthly.
53. Access Equipment - ladders, tower scaffolds etc. – Annual.
54. Asbestos - Register & poster in place & annual re-inspection.
55. Boilers – Annual.
56. Electrical - Fixed Wiring - 5 Yearly.
57. Electrical - PAT - Various 1-4 years.
58. Emergency Lighting – Annual.
59. Fire Alarm System/Smoke Detectors – Biannual.
60. Fire Extinguishers – Annual.
61. Fume Cupboards – Annual.
62. Gas Pipe work soundness - 3 yearly/annual (kitchens).
63. Gym Equipment – Annual.
64. Intruder Alarms/Security Systems – Annual.
65. Kilns – Annual.
66. Kitchen Equipment - Deep Clean – Annual.
67. . Kitchen Equipment - Gas & Electric - Annual
68. Local Exhaust Ventilation – Annual.
69. LPG Bulk Storage Tanks – Annual
70. Minibus - Maintenance Inspection - Every 13 weeks and before each use.
71. Minibus - MOT – annual
72. Outdoor Fixed Play Equipment – Annual.
73. Trees - Biannual Inspections & Report.
74. Water Hygiene - Cleaning/Disinfection (Where required by results of annual water sampling or RA).
75. Water Hygiene - Legionella Risk Assessment (Review every 2 years).
76. Water Hygiene - Temp Checks (If significant potential monthly checks are required)
77. Water Hygiene - Water sampling (if significant potential then annual water samples are required).
78. Welding Equipment – Annual.
79. Workshop Machinery – Annual.
80. Fire Risk Assessment - 3 yearly by competent provider
81. Fire Risk Assessment Review - Annually at start of years 2 and 3 (In-house).
82. . Fire Risk Assessment Action Plan completed/in progress

83. Fire Drills - 3 times per year (In-house).
84. Fire Alarm audibility and call Points - Weekly (In-house).
85. Emergency Lighting - Monthly Test (In-house).
86. Fire Safety Check - Weekly (In-house).
87. Administration of medication.
88. Education Visits Co-ordinator
89. Education visits group leader role.
90. Fire Safety – Awareness
91. Fire Safety - Use of fire extinguishers.
92. First Aid, including paediatric first aid where applicable.
93. Food Hygiene
94. H&S for Site Managers.
95. H&S Management –Head teacher and Senior Managers
96. Hazardous substances - use and control.
97. Mounting of abrasive wheels in workshops
98. Manual Handling - general activities presenting significant risk and of mobility impaired children.
99. Manual Handling - general activities presenting significant risk and of mobility impaired children.
100. Minibus Driving.
101. Operating kilns.
102. Operating workshop machinery - woodworking, metal working, welding
103. Portable appliance testing - if PAT testing is done in-house (City & Guilds 2377-120).
104. Radiation Protection Supervisor (secondary schools).
105. Risk Assessment
106. Swimming Pool – Lifeguard
107. Swimming Pool - Pool Plant Operator.
108. Ergonomic set up of display screen equipment and computer workstations.
109. Violence & Aggression - Use of force to control or restrain children.
110. Violence & Aggression - Dealing with aggressive behaviour.
111. Work at Height - Erecting, dismantling and use of scaffold towers (PASMA).
112. Work at Height - Use of other access equipment.

1. Accidents and incidents - reporting and investigation

The accident book should be completed and a copy given to the pupil to take home as information. Follow the First Aid Duties as in the Staff Handbook.

2. Administration of medication.

The administration of medication be it long term or short will require a precise written instruction from the pupils parents. If long term the medication will be stored correctly and a log kept of when the medication has been given to the pupil.

3. Asbestos Management.

Information kept from a survey showing areas where Asbestos is located in the school. Regular checks are made.

4. Cash Handling.

Guidelines are given in the School finance manual and are updated by the local authority.

5. Contractors and Visitors.

Contractors and visitors on site should only do so when agreed by the Head Teacher or the responsible officer. They will need to sign in and wear a visitor's badge.

6. Curriculum Activities – Drama.

Lesson that include Drama activities are bound by classroom H&S. Drama productions need checks carried out on staging, lighting, and scenery to ensure they are electrically safe, secure for safety of children and adults. H.T. to check

7. Curriculum Activities - DT.

Clear guidance to children, on the use of tools. Checking by teachers of the quality of equipment. Particularly glue guns. Reporting any damaged equipment to D&T subject leader.

8. Curriculum Activities - Food Technology.

Before embarking on cooking/ food preparation with children checks must be made on food allergies. Health and Hygiene must be adhered to before activity. Adults must manage any cookers/stoves at all times. Before children take food home it must be judged fully cooked by member of staff.

9. Curriculum Activities - PE.

All P.E activities need to have risk assessments carried out on equipment used. School will ensure that equipment is to be regularly serviced and maintained.

10. Curriculum Activities – Science.

There is no used laboratory equipment in the school which would be seen as a health and safety risk.

11. Display Screen Equipment - ergonomic set-up and use of desktop computers and laptops.

Full risk assessments will be required where the primary function is using computer equipment, such as administration.

12. Doors capable of trapping fingers.

New build have doors where fingers can-not be trapped as doors are replaced in building they will be fitted.

13. Employee Wellbeing.

As a school, to ensure that the needs of the Staff and environment they work in is maintained at a level to enable them to work to the best of their ability. The Head Teacher and the Governing body need to at all times maintain their duty of care.

14. First Aid.

The First aid book is held in the First Aid Room. This must be kept up to date. There are one fully trained first aider and 15 appointed persons. Every three years refresher courses are required for the appointed persons.

15. Food Safety.

Currently the school completes the Safer Food and Better Business guide line as recommended by the local authority.

16. Hazardous substances - use and storage.

Relevant information is kept in the school office along with the COSHH guidelines.

17. Infection Control, including exposure to blood, vomit, faeces, urine etc.

In the event of any of the above refer immediately senior cleaner who will advise of how to deal with the situation. All materials are kept locked away in the cleaning cupboard.

18. Lettings - Hiring out of school building or school minibus.

The schools policy is that the buildings and grounds are hired out on a charging policy but the user needs to provide and disclose their own insurance. The site will be opened and checked by a key holder and checked again when closing.

19. Lone working (out of hours or in isolated areas).

Any person lone working would need to notify the Head Teacher before doing so.

20. Manual handling (significant) - by staff or pupils.

Not applicable.

21. New or expectant mothers - risks to them arising out of their work.

Refer to the Employee Wellbeing (item no 13)

22. Offsite Activities and Outdoor Education.

Risk assessments are completed and signed off by the relevant people, then checked by the Head Teacher and signed off by the Chair of Governors and kept in the school office. Individual children may be subject to risk assessment as to their suitability for school trip.

23. Other high risk activities associated with the curriculum or school sponsored events (fetes, firework displays etc).

Risk assessments are completed and signed off by the relevant people, then checked by the Head Teacher and signed off and kept in the school office.

24. Outdoor Fixed Play Equipment - safe use.

An annual inspection is carried out by outside provider as recommended by the local authority and recorded and actions are carried out. The information is then kept in the School office.

25. Public Performances and other high volume occupancy events.

Risk assessments are completed and signed off by Head teacher to ensure the public's safety and that maximum capacities are adhered to.

26. School managed building/refurbishment/demolition projects.

Guide lines from the local authority to be completed before any work can be carried out.

27. Site security and visitor access arrangements.

Procedures are in place to ensure the site security and minimise risk and carry out act agreed actions thereafter.

28. Smoking.

This is a non-smoking school and grounds.

29. Unexpected temporary loss of utilities (electricity, heating, water).

Guidance is given by the local authority.

30. Use of dangerous tools or equipment.

Not applicable.

31. Vehicles - driving the school minibus.

Not applicable.

32. Vehicles - traffic movements on site.

Vehicles on site are managed by the Head Teacher and access will be granted when arranged.

33. Vehicles - use of private vehicles for transport of staff & pupils.

For this to happen Business insurance and the authorisation from the pupil's parents is needed.

34. Violence & Aggression to staff.

Guide lines are followed and a number of staff are trained in dealing with pupils when the need arises. A process is to be put in place to deal with any external situations that may arise.

35. Volunteer helpers - duties, responsibilities and restrictions.

A guide for volunteers and helpers is in place and given out before starting activity.

36. Waste - Storage and collection.

The school operates within the local authority guide lines.

37. Work experience - pupils and placements.

A risk assessment is carried out to match the student and activity. Ensuring supervision is available at all times; the Head Teacher is responsible for this activity.

38. Safe use of Teaching Rooms (Form RA2 from the health and safety manual for schools).

Teaching staff are to ensure that the teaching rooms are a safe environment.

39. Circulation & Common areas (Form RA3 from the health and safety manual for schools).

Key people are appointed to maintain the safety of these areas.

40. Safe use of toilets/showers/cloakrooms/changing (Form RA4 from the health and safety manual for schools).

Not applicable.

41. Safe use of Offices & General Rooms (Form RA5 from the health and safety manual for schools).

All staff are responsible for this area.

42. Safe use of Kitchens (Form RA6 from the health and safety manual for schools).

Kitchen staff are responsible for this area.

43. Safe use of Playgrounds, Playing Fields & Car Parks (Form RA7 from the health and safety manual for schools).

Assigned staff are responsible for these areas except for the car park. The Head Teacher is responsible for this area.

44. Glazing.

Glazing is maintained by school handy person.

45. Hot Melt Glue Guns.

Teacher responsibility and DT subject leader will give guidance.

46. Kiln - Operation.

Not applicable.

47. Ponds.

This is in a restricted access area and is the responsibility of the Head Teacher.

48. Trees on site.

The local authority will review annually the trees at the school.

49. Visiting Farms.

Risk assessments are completed and signed off by the relevant people, then checked by the Head Teacher and signed off by the Chair of Governors and kept in the Head Teachers office.

50. Work at Height - Use of Access Equipment.

Not applicable.

51. Working on ladders up to 1st floor level*.

Metal ladders used by the school handy person, are to be checked by that person before each use.

52. Access Equipment - disabled hoist, lifts etc. - 6 monthly statutory inspection.

Not applicable

53. Access Equipment - ladders, tower scaffolds etc. – Annual statutory inspection.

Not applicable.

54. Asbestos - Register & poster in place & annual re-inspection.

Asbestos is to be inspected annually by an outside source and the records to be kept in the school office.

55. Boilers – Annual.

The boilers are to be inspected annually by an outside source and the records kept in the school office.

56. Electrical - Fixed Wiring - 5 Yearly.

The fixed wiring in the schools is to be inspected 5 yearly by an outside source and the records kept in the school office.

57. Electrical - PAT - Various 1-4 years.

All relevant appliances are to be inspected annually by an outside source and labelled and the records kept in the school office.

58. Emergency Lighting – Annual.

Emergency lighting should be inspected annually by an outside source and checked periodically and the records kept in the school office.

59. Fire Alarm System/Smoke Detectors – Biannual.

A new Automatic fire alarm system has been fitted in the new part of the school, which is linked to the old. This is to be inspected biannually by an outside source. Regular tests should be carried out and a log kept in the school office.

60. Fire Extinguishers – Annual.

Fire extinguishers need to be installed in the correct area and fixed to the wall or on a stand with the correct signage present. These need to be inspected annually by an outside source. Some staff need to be trained in the use of these as a last resort.

61. Fume Cupboards – Annual.

Not applicable.

62. Gas Pipe work soundness - 3 yearly/annual (kitchens).

To be inspected annually for the kitchen areas and 3 yearly for all other areas. This is to be carried out by an outside source and the records kept in the school office.

63. Gym Equipment – Annual.

An annual inspection is carried out as recommended by the local authority and recorded and actions are carried out. The information is then kept in the School office.

64. Intruder Alarms/Security Systems – Annual.

The intruder alarm to be annually inspected and checked regularly and the log kept in the school office.

65. Kilns – Annual.

Not applicable.

66. Kitchen Equipment - Deep Clean – Annual.

Currently the school completes the Safer Food and Better Business guide line as recommended by the local authority.

67. Kitchen Equipment - Gas & Electric - Annual .

Currently the school completes the Safer Food and Better Business guide line as recommended by the local authority.

68. Local Exhaust Ventilation – Annual.

Not applicable.

69. LPG Bulk Storage Tanks – Annual.

Not applicable.

70. Minibus - Maintenance Inspection - Every 13 weeks and before each use.

Not applicable.

71. Minibus - MOT – annual.

Not applicable.

72. Outdoor Fixed Play Equipment – Annual.

An annual inspection is carried out by outside provider as recommended by the local authority and recorded and actions are carried out. The information is then kept in the School office.

73. PE/Gym Equipment – Annual.

An annual inspection is carried out by outside provider as recommended by the local authority and recorded and actions are carried out. The information is then kept in the School office.

74. Trees - Biannual Inspections & Report.

The local authority to review annually.

75. Water Hygiene - Cleaning/Disinfection (Where required by results of annual water sampling or RA).

An outside provider is being sourced.

76. Water Hygiene - Legionella Risk Assessment (Review every 2 years).

An outside provider is being sourced.

77. Water Hygiene - Temp Checks (If significant potential monthly checks are required)

An outside provider is being sourced.

78. Water Hygiene - Water sampling (if significant potential then annual water samples are required).

An outside provider is being sourced.

79. Welding Equipment – Annual.

Not applicable.

80. Workshop Machinery – Annual.

Not applicable.

81. Fire Risk Assessment - 3 yearly by competent provider.

An external company is to be sourced.

82. Fire Risk Assessment Review - Annually at start of years 2 and 3 (In-house).

An external company is to be sourced.

83. Fire Risk Assessment Action Plan completed/in progress.

An external company is to be sourced. A copy of the last inspection is with this document.

84. Fire Drills - 3 times per year (In-house).

Fire drills are to be carried out 3 times a year for the whole school and the records of these are to be kept in the school office.

85. Fire Alarm audibility and call Points - Weekly (In-house).

There are regular checks made in all parts of the school.

86. Emergency Lighting - Monthly Test (In-house).

Daily checks by staff and then regular in home checks.

87. Fire Safety Check - Weekly (In-house).

To be carried out as per the Fire Drills.

88. Administration of medication.

The administration of Medication be it long term or short will require a precise written instruction from the Pupils Parents. If long term the medication will be stored correctly and a log kept of when the medication has been given to the Pupil.

89. Education Visits Co-ordinator.

This is the responsibility of the Head Teacher.

90. Education visits group leader role.

The group leader carries out the risk assessments for these visits and the Head teacher will have to sign these off.

91. Fire Safety – Awareness.

Training to be completed and the relevant information to be put in a prominent places for all to see.

92. Fire Safety - Use of fire extinguishers.

Training is to be given to all relevant staff as a last resort.

93. First Aid, including paediatric first aid where applicable.

The First aid book is held in the First Aid Room. This must be kept up to date. There are one fully trained first aider and 15 appointed persons. Regular refresher courses are required for the appointed persons.

94. Food Hygiene.

Currently the school completes the Safer Food and Better Business guide line as recommended by the local authority.

95. H&S for Site Managers.

Not applicable.

96. H&S Management –Head teachers and Senior Managers.

Courses attended by assigned people regularly.

97. Hazardous substances - use and control.

Relevant information is kept in the school office along with the COSHH guidelines.

98. Mounting of abrasive wheels in workshops.

Not applicable.

99. Manual handling - general activities presenting significant risk and of mobility impaired children.

Not applicable.

100. Minibus Driving.

Not applicable.

101. Operating kilns.

Not applicable.

102. Operating workshop machinery - woodworking, metal working, welding.

Not applicable.

103. Portable appliance testing - if PAT testing is done in-house (City & Guilds 2377-120).

If required this will be done by an outside source.

104. Radiation Protection Supervisor (secondary schools).

Not applicable.

105. Risk Assessment.

Risk assessments are to be carried out by the originator and given to the Head teacher to be completed and the records are to be kept in the school office.

106. Swimming Pool - Lifeguard .

Not applicable.

107. Swimming Pool - Pool Plant Operator.

Not applicable.

108. Ergonomic set up of display screen equipment and computer workstations.

Full risk assessments will be required where the primary function is using computer equipment, such as administration.

109. Violence & Aggression - Use of force to control or restrain children.

Guide lines are followed and a number of staff are trained in dealing with pupils when the need arises. See School Behaviour Policy

110. Violence & Aggression - Dealing with aggressive behaviour.

Guide lines are followed and a number of staff are trained in dealing with pupils when the need arises. See School Behaviour Policy

111. Work at Height - Erecting, dismantling and use of scaffold towers (PASMA).

Not applicable.

112. Work at Height - Use of other access equipment.

Not applicable.

This Health & Safety Policy was approved by the Westbury CE Junior School Governing Body on the 28th September 2015.

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Ian Cunningham

Chair