



The Governors and Head Teacher acknowledge that:

Suffolk County Council has the prime responsibility for safety, health and well-being, and that the Governing Body and Head Teacher have specific responsibilities this at school level. These responsibilities must be laid out in the scheme of delegation for the school, and are covered in general terms in the County Council's scheme of delegation.

They have responsibilities to fulfill the duties contained in the scheme of delegation and shall

- support the published policies and aims of the County Council, and
- promote continuous improvement in the health and safety performance, and
- learn from the experiences of others with the overall aim of updating procedures and arrangements to meet the high standards of health and safety management and risk control.

The Head Teacher, as Local Health and Safety Coordinator, will ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented.

The governing body will ensure that the Head Teacher is supported and assisted in implementing the policy, advice and guidance of Suffolk County Council and will fulfil its own responsibilities for safety, health and well-being of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- **working conditions and environment**
- **substances used**
- **equipment provided, and**
- **working methods adopted**

do not impair the well-being of any employee, or any other person including pupils, clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the school.

This policy document has been adopted by the Governing Body and is signed by the Chair on its behalf.

_____ (Chair of Governors)

The Head Teacher, as the Local Health and Safety Coordinator for the workplace, also signs the policy.

_____ (Head Teacher)

EDITION NUMBER 2022/ 1

DATE THAT THE POLICY WAS ADOPTED
BY THE GOVERNING BODY

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Organisation of SHaW Responsibilities at Barningham CEVC Primary School

The Head Teacher has **responsibility** for day-to-day management of health and safety issues and is known as the **Local Health and Safety Coordinator**.

All staff should have regard to their own **H & S** and that of others including pupils, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly.

Individual members of staff are responsible for the particular areas as follows:

Task	Name of person responsible	Job title of person responsible
SHaW System Policy review	S Hunter	Head Teacher
Health and safety committee and/or governor committees	S Gallagher	Foundation Governor
Communication and information management	S Hunter	Head Teacher
Critical Incident Management	S Hunter	Head Teacher
H&S Induction Training, induction and refreshers	S Hunter	Head Teacher
Personal safety – to include challenging behaviour and lone working	D Pipe	Office Manager
Planned checks/ procedures on premises/ equipment	S Gallagher	Foundation Governor
Risk assessments for managed moves, EOTAS and excluded pupils	S Hunter	Head Teacher
Infection Control	S Gallagher	Foundation Governor
Incident reporting/investigation	S Hunter	Head Teacher
Coordination of risk assessment work	S Hunter	Head Teacher
Fire procedures including personal emergency evacuation plans	S Hunter	Head Teacher
Locally organised premises maintenance, repair and improvement	D Pipe	Office Manager
First Aid (training organisation and equipment)	D Pipe	Office Manager
Vehicle control and pedestrian safety on site	S Hunter	Head Teacher
Educational visits coordinator (EVC)	D Pipe	Head Teacher
Stress, Metal Health and Well-being	S Hunter	Head Teacher
School Minibus	N/ A	Head Teacher
Child Protection Co-ordinator	S Hunter	Office Manager
Supporting pupils with medical conditions in school	S Hunter	Head Teacher
Premises Security	S Hunter	Head Teacher
Contractors on site	D Pipe	Office Manager
Outside lettings		n/a

Health and Safety Induction Training

All staff must receive an appropriate induction training including training that is matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, will need a comprehensive induction.

A general checklist for use with employees:

- Overview of the school's health and safety policy and organisational structure;
- Tour of the premises;
- Current health and safety priorities for the school – safety policy targets;
- Communication and relationships with other departments, schools and Suffolk County Council;
- General health and safety advice, including the schools own guidance and that from the LA;
- The use of the Incident Reporting form for incidents, hazards, work-related injuries and illnesses and fires;
- Where appropriate, curriculum specific guidance and arrangements for working with the county subject advisers;
- For certain staff (Head Teacher, business manager, caretaker, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available;
- Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment;
- Smoking restrictions;
- Fire evacuation and emergency procedures;
- Employee problems and concerns - specific duties and responsibilities for the management of staff welfare;
- Grievance procedures (as they relate to Health & Safety);
- Information on hazards that are specific to the school, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles);
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant);
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets;
- Use and care of PPE (personal protective equipment);
- Housekeeping procedures for policy documents and local rules;
- Legal responsibilities and rights;
- Work permit systems (for example, arrangements for visits and trips);
- Physical examinations relating to statutory maintenance requirements eg. electrical equipment;
- Trained first aid personnel and first-aid facilities;
- Fire extinguishers and blankets – location and use – plus training for staff;
- Access to Well Being advice, counselling and other staff support schemes;
- Security;
- Restricted areas (boiler room) and equipment;
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students);
- Manual lifting and handling – general advice and risk assessments;
- Safety procedures for machines, including design technology equipment;
- What to do in an emergency, including fires which start in class.

Planned Safety Checks – Key questions

Procedures

- What arrangements have been made within the school for monitoring health and safety issues? For example, the progress towards completion of the school's objectives for the year, safety inspections, review of incident report forms? – *Safetyboss Inspections provide an outside review. HT & H & S governor review buildings termly.*
- What procedures have been established to ensure that a named person undertakes required, specific checks prior to certain activities? - *Head Teacher termly review*

Equipment

- Is **all** equipment (not otherwise covered under other headings) subjected to a **formal, appropriate, programmed and recorded** maintenance check? - *Yes.* For example:
 - All indoor and outdoor sports and play equipment;
 - The school's water system(s)- hygiene, temperature and legionnaires disease checks;
 - Mechanical equipment used in design technology;
 - Catering equipment;

- Ladders, stepladders and mobile scaffold/access equipment;
 - Door closers and catches;
 - Printing and reprographics machines.
- What are the arrangements for routine inspection and maintenance of electrical equipment? – *PAT testing.*
 - Are staff aware (and reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use. – *Yes. Staff briefings at the beginning of each term. To report to Office Manager.*
 - What routine, locally recorded checks are made of the condition of plugs, sockets and mains leads? – *Termly checks by Head Teacher.*

It is convenient to group electrical equipment on the basis of the risk, which then can lead to the development of a system in which the more vulnerable equipment is checked more often and more thoroughly.

Low risk equipment, such as that which is not often moved and safer by design (eg. double insulated) may not need to be tested more than once every few years.

Premises

- Is the whole school site inspected once a term by a person or team that reports to the school's management team, health and safety committee or the relevant sub-group of the Governing Body. Inspections involving Property Advisers (condition survey reviews and other 'walk-round' visits may form **part** of the school's arrangements for checking the school, but inspections should take activities into account as well the structure of the buildings, etc. – *Yes. Head Teacher and H & S Governor.*
- Are visual checks on certain items carried out daily? For instance, fire exits and routes, fire and/or security alarm systems. **Such checks are essential to ensure that safety critical facilities operate as planned every day.** – *Yes.*

Incident Reporting/Investigation

- Has a procedure been set up to ensure that the necessary details are recorded Does the Head Teacher, or a designated and competent member of staff, sign, check and every Incident Report form before it is sent to the Area Office? – *Yes.*
- Is every incident subject to investigation as appropriate with a view to preventing recurrence? Does the school review relevant risk assessments after any incident or near miss? – *Yes.*
- Does the school's health and safety committee periodically review the incident history for the school and plan actions to reduce the likelihood of future incidents? – *Yes. Reported to governors at Committee level.*

Coordination of Risk Assessment Work

This should be carried out by the Head Teacher and reviewed on an annual basis and shared with the Governor with Responsibility.

Fire Procedures

- Has a fire risk assessment been completed? – *Yes. In the Staff Handbook*
- Is the fire risk assessment reviewed whenever significant changes to the premises or the use of the premises are planned and carried out termly? – *As required.*
- Are notices detailing the evacuation procedure and assembly points placed around the school, with one in every classroom? – *Yes.*
- Is an evacuation practice carried out once per term? At least twice per year is the absolute minimum. – *Yes.*
- Is there a check to ensure all fire extinguishers have been examined during annual maintenance checks? – *Yes.*
- Are all staff trained in the use of fire fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire? – *Some staff have carried out the training, including the caretaker and school cook.*
- Are all staff adequately trained in fire extinguisher use to enable them to escape in an emergency? – *No.*
- Who conducts the weekly alarm test or other tests (such as the emergency lighting checks and any automated fire brigade notification systems? – *Caretaker.*
- Are the details of the alarm and other tests, evacuation drills and fire precautions training recorded in a suitable log book? – *Yes. Office Manager.*
- Are routine checks undertaken of all fire exits and doors? The frequency of checks depends on circumstances, but should not be less than twice a term and generally need not be more than weekly.

However, if public events are being held (plays, parents' evenings etc) fire exit route doors should be checked specifically for such events. Records **must** be kept in a fire precautions log book. – *Yes. Caretaker.*

- Are wheelie bins anchored and locked so that they cannot be used to set fires close to the school building(s)? – *Yes.*
- Are arrangements in place to ensure no 'hot work' is undertaken in the school without a permit? – *Yes.*
- Have the fire safety arrangements been checked with the fire service or other competent adviser within the last 5 years? – *Yes. Safetyboss September 2020.*

Locally Organised Premises Maintenance, Repair and Improvement

- Are procedures in place to ensure the Form 13 procedure is followed? – *Unknown.*
- Do the relevant staff (bursar, caretaker/custodian, site manager, etc) and governors know the asbestos procedures? Have they been advised about the asbestos survey report? – *Yes. Office Manager.*
- What arrangements are in place to ensure any necessary alterations to the asbestos survey report are notified to the County Council after discussion and assistance from your county council's Property Adviser? – *Sam Batt is SCC Property Advisor Provides updated survey checks of the site.*
- Schools that procure services (such as cleaning, catering and grounds maintenance) must ensure that service specifications are adequate and that contractors (or the school's own employees) work to appropriate standards. Risk assessments and safe systems of work must be comprehensive and subject to periodic specialist audit. Examples of less common risks that must be controlled are noise, vibration, hazardous substances and pesticides. – *In place.*

First Aid – Training and equipment

- Is the first aid equipment appropriately located? Are kits located close to sites likely to need it most frequently (eg. design technology, sports, play and science areas)? – *Yes. First Aid dedicated area.*
- Who monitors stock levels in first aid kits? – *Office Manager.*
- Who ensures maintenance and replenishment is managed? – *Office Manager.*
- Is the procedure for disposal of clinical waste, including incontinence and sanitary waste, satisfactory? – *Yes.*
- Are records kept of who is trained, and when their certificates expire? Is the whole school staff adequately briefed about the school's first aid provisions? Who maintains the list of trained staff – is the list displayed? *Yes. First Aid file and in the area.*
- What are the injury reporting procedures and how are they monitored (qv. Incident reporting/investigation)? – *Head Teacher monitors for common themes (eg individual child or place) to look for possible patterns.*
- Have first aid arrangements for visits and trips been thought through? – *Yes.*

Vehicle Control and Pedestrian Safety

- What vehicles are permitted to enter and/or park on site – are routine deliveries properly programmed and controlled? – *Yes. Car park for staff only. Deliveries through the main entrance area and gate.*
- What are the parking arrangements? – *Staff car park. Layby.*

Education Visits Coordinator (EVC)

- Has the school nominated a coordinator and ensured that the LEA training has been completed? – *Yes. Office Manager.*
- Has the school adopted a policy which follows the model provided by the county council? – *Yes.*

Stress and Well Being

- Has the school taken positive action to manage stress and well-being issues? – *Yes. EAL and SCC schemes signposted to all staff. Governors carry out annual Well-being checks to monitor.*
- If the school has bought into the well being scheme how effectively is it working? – *Good?*
- Are stress and workload management issues discussed and recorded during routine performance review/appraisal discussions? – *Yes. Performance Management, staff meetings, staff briefings and informally.*

Child Protection Procedures – including COVID-19 checks and Risk Assessments

- Is the current county council guidance followed and supported by a specific school policy? – *Yes.*

Supporting Pupils with Medical Needs

- Are the latest county council guidelines followed? – *Yes. SCC policy in place.*
- Has the school adopted a suitable policy documenting the arrangements for the administration of medicines and for the management of medicines within the school? – *Yes. SCC policy in place.*

Premises Security and Visitor Safety

- Is current county council guidance followed? -
- Are suitable arrangements in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site? *Yes.*

Contractors on Site

- What is the arrival procedure for contractors when they arrive on site? Is an instruction that they should always report to reception clearly displayed or otherwise given to contractors? – *Yes. All contractors made aware of COVID and asbestos too.*
- Has the school determined a process to ensure contractors are briefed about the school’s fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions etc.? - *Yes.*
- What restrictions on access to the site are imposed on contractors who make deliveries to the school? - *None.*
- How are **all** school staff (including cleaners etc who may be on site earlier or later than teaching, etc. staff) informed of areas to avoid for the duration of the work? - *Formal records of information given and when are recommended. Risk Assessment to be shared with all staff. Weekly briefing notes*
- Has a member of the school staff been given responsibility for monitoring the contractor’s safety performance in order to prevent danger to people other than the contractor’s staff? This includes checking the contractor’s site is adequately fenced; materials are stored reasonably safely, etc. This person needs to be aware of the need to ensure the contractor is behaving reasonably safely in respect of his/her own staff, ie. Following common sense safety precautions and avoiding reckless behaviour. – *Yes. Head Teacher or Office Manager.*

To be reviewed annually by the Finance and Premises Committee Annually

Head Teacher’s Termly Report to Governors

- **Reported through termly Head Teacher’s Report**

Topic	Subject	Number	Additional Comments
Incident reporting to the Schools’ Health and Safety Advisor	Number of incident report forms completed when a member of staff was the subject		
	Number of incident report forms completed when a student was the subject		
Local recording system for minor incidents relating to students	Number of incidents recorded		
Numbers of inspections and types	Carried out by/ for management (the Head Teacher, and senior manager with delegated responsibility and/ or governing body, health and safety committee)		
	Carried out by/ for trade union health and safety representatives		
Health and Safety Committee	Report on proceedings with update on items/ actions outstanding		
Health and safety training	Any induction and other health and safety related training undertaken by staff (including personal safety training/ positive behaviour management, first aid, manual handling, subject specific training which included a health and safety element)		
Information received from the Local Authority with SHaW relevance	Codes of practice, SCC policy matters, recommended good practice and commendation of national body advice (such as British Standards, Health and Safety Executive guidance), new preferred		

	suppliers and recommendations about health and safety management		
Updates from external consultants and advisors	Reports on audits, inspections and fire risk assessments		