Spurcroft Primary School & Nursery 2025-2026

Health & Safety Policy

This policy is based on the West Berkshire Model Health & Safety Policy for schools

Document Control	
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Abbreviations & Definitions

CREST: The online Health & Safety reporting tool used by West Berkshire Council	HSE: Health & Safety Executive
RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences	SLA Online: West Berks webpage accessible by the Senior Leadership Team
WBC: West Berkshire Council	

References

The Health & Safety At Work etc 1974
The School Inspection Handbook (May 2019) Ofsted
http://www.hse.gov.uk/services/education/faqs.htm
http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid
https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFES-1448-2005
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995)
http://www.hse.gov.uk/pubns/edis1.pdf
Work at Height Regulations 2005

Forward

Safety plays an important role in schools', ensuring pupil safety has been part of the ethical framework for decades. Schools also have a responsibility for safety and it is an integral part of the Ofsted framework.

Like other public services, schools are adapting to a period of considerable change as well as continuing to meet existing challenges. There are new structures and accountabilities, additional parental, public and political overview, alongside worries about excessive risk aversion.

There is a new understanding of the benefits of risk-taking as part of young people's development. Safety education and integrating 'risk' within the curriculum is key to this. Meanwhile, schools have a primary duty to safeguard the staff and young people in their care while at the same time creating the 'risk aware, but not risk averse' citizens of tomorrow.

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises. Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions are required to be taken, for example the Management of Health and Safety at Work Regulations 1999.

Ofsted released guidance in May 2019 'The School Inspection Handbook.' Inspectors are required to report on the quality of education provided in the school and must, in particular, cover the achievement of pupils, the behaviour and attitudes of pupils, their personal development, and the quality of leadership and management of the school.

The behaviour and attitudes judgement considers how leaders and staff create a safe, calm, orderly and positive environment in the school and the impact this has on the behaviour and attitudes of pupils.

The school inspectors also assess whether pupils are safe and whether they feel safe. They will be looking for evidence that we teach children to take managed risks and challenges as they play and learn, supporting them to be active and develop physically. Inspectors will always make a written judgement about the effectiveness of the arrangements for safeguarding pupils. The views of parents, pupils and staff provide important evidence for the inspection.

Aiming for high standards of health and safety is the right thing to do and is not just about legal compliance. Achieving and proving excellence in the way health and safety risks are managed have massive benefits not least in preventing accidents and injuries.

Responsible staff and governors

Job Title	Name	Contact
Head teacher	Kate Flowerdew	headteacher@spurcroft.w-berks.sch.uk
Deputy Head	Jo Griffiths	office@spurcroft.w-berks.sch.uk
Acting Deputy Head	Rhian Davey	office@spurcroft.w-berks.sch.uk
School Business CoordinatorSchool B Co-ordinator	Mel PollardMel Pollard	office@spurcroft.w-berks.sch.uk
School Secretary	Suzanne Rogers	office@spurcroft.w-berks.sch.uk
Site Manager	vacancy	office@spurcroft.w-berks.sch.uk
First Aid Appointed Person	Suzanne Rogers	office@spurcroft.w-berks.sch.uk
Offsite Activity Co-ordinator	Karen Jones	office@spurcroft.w-berks.sch.uk
Finance Officer	Grainne McQuaid	office@spurcroft.w-berks.sch.uk
SENCO Assistant	Ceri Harding	office@spurcroft.w-berks.sch.uk
Link Health and Safety Governor	Richard Jarjes-Pike	office@spurcroft.w-berks.sch.uk

Part 1: Health and Safety Policy Statement

Spurcroft Primary School & Nursery and its Governing Board recognise and accept its responsibilities to provide a safe and healthy environment for all its staff, pupils, parents, contractors and members of the public.

Spurcroft Primary School & Nursery and its Governing Board will comply with its duties under the Health and Safety at Work etc Act and all associated regulations.

We will have a responsible approach to health and safety, striving to provide a safe environment where staff and pupils enjoy working and learning and we all have the opportunity to develop and play a part in the continued improvement of our school and the community.

We will ensure that our decisions reflect our intention that good health and safety management is integrated into everything we do by having a pupil centred approach that puts our pupils at the heart of everything we do.

We recognise that our staff and pupils are our greatest asset and we are confident that together through involvement, support, communication, co-operation and the continual development of a positive safety culture within our school that we can achieve excellence and be proud of our achievements.

We believe that real progress can only be achieved by having a continual commitment to improving health and safety standards in the day-to-day running of the school for the benefit of our staff, pupils, parents, contractors and members of the public.

We encourage you to safeguard your own and others health and safety by evaluating the risks that you encounter and adopt sensible precautions to minimise risks to both yourself and others.

As Head Teacher and Chair of the Governing Board we are committed to ensuring the health, safety and welfare of staff, pupils and stakeholders. We understand the legal, financial and moral obligations but the greatest of these is our moral obligation, as we truly believe that we should all be able to work, live and learn in an environment that is safe but allows for sensible and controlled risks and activities to further develop learning.

Sign:		**Sign:**	
Mrs K Flowerdew		**Mr Phil Spray**	
Head Teacher		**Chair of Governors**	
Date:		**Date:**	

Other sources of information:
Schools Health and Safety Team *Schoolshealthandsafety@westberks.gov.uk*
Schools Health and Safety eec-pages – *http://www.westberks.gov.uk/index.aspx?articleid=21749*
Evolve Team (Hampshire County Council) *http://www.westberks.gov.uk/index.aspx?articleid=8113*
Property Services *PropertyHelpdesk@westberks.gov.uk*
CYP Education Assets Team *educationassets@westberks.gov.uk*
Insurance Team - *Insurance@westberks.gov.uk*

2.0 ORGANISATION

2.1 Responsibilities for Health & Safety Management in Schools

The legal responsibility and thus accountability for health and safety lies with the employer. While this seems straightforward, who the employer is depends on the type of school. There are also differences across England, Scotland and Wales. Spurcroft Primary School is a Community School and the local authority, West Berkshire Council (WBC), is therefore the employer. WBC retains legal responsibility as the employer, under health and safety law – and retains overall responsibility for the way any work activities are carried out.

Confusion about responsibilities between the local authority and a school can lead to a failure to manage risks. In its funding arrangements for its local schools, West Berkshire Council (WBC) makes clear which health and safety related functions are delegated to governing bodies and therefore require funding through the schools delegated budget and which functions it carries out centrally.

The WBC funding scheme defines the financial relationship between the authority and the schools in its area and sets out conditions which a school's governing body must meet in managing the funds delegated to them.

WBC ensures the arrangements for managing risks in its schools are sensibly implemented by setting authority wide health and safety policies and procedures. It retains resources to provide strategic input on risk management including:

- setting of consistent policies and standards,
- providing competence on strategic and technical issues, and
- monitoring schools to check policies and procedures are implemented and working.

This policy has been based on the West Berkshire Council Model Health & Safety Policy for schools.

WBC ensures that each of their schools has access to competent health and safety advice. Some local authorities provide this as part of their central function – but where funding is delegated governing bodies may select sources of advice and guidance from other providers - or purchase this as a service from the local authority. Obtaining health and safety advice in this way does not mean that schools can ignore their employer's health and safety policies. At Spurcroft, we have selected the West Berkshire Council Schools Health and Safety Team to act as our competent person and help ensure we meet our health and safety duties. See section 2.7.

Although overall accountability lies with the school employer, the school Governing Board, the Head Teacher and other school Teachers and/or Managers involved in the day to day running of the school also have some responsibilities for the health and safety of staff and pupils. In general, we all have a duty of care to one another and we must ensure that our behaviour does not adversely impact, the safety of those around us.

2.2 The Governing Board will ensure that:

a) A supportive and practical framework exists for the continual improvement of the management of health and safety.
b) They measure the performance and effectiveness of school safety management systems.
c) They assist the school to meet their statutory duties for health and safety.
d) The Headteacher produces a school Health and Safety Policy.
e) That suitable and sufficient risk assessments of work activities and other non-routine tasks are undertaken and a written record of the assessments are kept.
f) Sufficient resources are allocated for Health and Safety e.g. in respect of training, personal protective equipment etc.

g) Regular safety inspections are undertaken. It is advised by the Health and Safety Team for Schools that this is completed termly as a minimum with the Headteacher.
h) A positive health and safety culture is established and maintained.
i) The Health & Safety of pupils, staff and families is thoughtfully considered by the Headteacher.

2.3 Responsibilities of the link governor for health and safety

a) Make sure the health and safety policy is up-to-date, complies with legislation, meets best practice and reflects the school's circumstances
b) Make sure that staff know where to find the school's risk assessments and that these are up to date and carried out for all the relevant areas
c) Check the school's record of accidents and near misses to look for any patterns which could cause concern
d) Make sure accidents are investigated and steps are taken to avoid them happening again
e) Monitor how staff are managing health and safety by carrying out an audit of procedures once a year
f) Make sure the school has an emergency plan
g) Check that school staff receive relevant information from school management about health and safety and that there's a process to inform them of changes
h) Make sure that names and work locations of first aiders and first aid boxes are displayed through the school
i) Make sure all appropriate health and safety checks are carried out (for example, fire alarm tests)
j) Attend any relevant training for health and safety link governors
k) Report back to the governing board about health and safety issues and developments.

The governing board should agree the H&S audit schedule with the Senior Leadership Team and monitor its implementation in accordance with the agreed procedures. The H&S Link Governor is invited to Health & Safety walkthroughs and meetings as a participating observer which supports the Board's monitoring of H&S procedures. Governors do not conduct health and safety checks themselves.

2.4 Responsibilities of Head Teachers and the Schools Management Team

Head Teachers and the school leadership team have considerable autonomy in the day-to-day running of their schools. It is important that Head Teachers exercise this autonomy in line with their employer's policies, procedures and standards.

The Headteacher will:

a) Ensure that the school develops and effectively implements its health and safety policy and has effective arrangements for managing health and safety at the school.
b) Maintain effective communications with employers, governors and the school workforce and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
c) Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
d) Consult and work with recognised TU safety representatives/employee representatives and safety committees.
e) Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
f) That suitable and sufficient risk assessments of work activities and other non-routine tasks are undertaken, understood by relevant persons and a written record kept.
g) Ensure that regular safety inspections of the school are completed.
h) Co-operate with the Employer in meeting its legal requirements

Getting health and safety leadership right is about managing risk sensibly – not trying to eliminate it altogether. Head Teachers should provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

2.5 Responsibilities of all Employees

All staff employed by the school will ensure that:

a) They take reasonable care for their health and safety and that of other persons who might be affected by their acts or omissions at work and during off-site activities.
b) They cooperate with the employer, school governors and Head Teacher on all matters relating to health and safety.
c) They report to the Headteacher or Line Manager any serious or immediate danger or any defects noted with plant, equipment, machinery or the workplace generally.
d) They only use equipment or machinery which they are competent to use in-line with instruction, training and information provided and do not misuse anything that has been provided for health and safety purposes.

2.6 Responsibilities of Volunteer Helpers

Volunteers have the same duties as those indicated for employees and should be treated as employees when volunteers are used by schools.

Note: Staff and volunteers are advised to ensure that their own vehicle insurance covers them for use of the vehicles for work purposes, including the transport of pupils if applicable. The Council does not hold insurance to cover use of private vehicles. *Further information included in the Arrangements section*.

2.7 Competent health & safety assistance

The Management of Health and Safety at Work Regulations 1999 state that "Every employer shall appoint one or more competent persons to assist in undertaking the measures needed to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

At Spurcroft the West Berkshire Council Schools Health and Safety Team acts as our competent person and helps ensure we meet our health and safety duties.

2.8 Health & Safety Team Responsibilities

West Berkshire Council Schools Health and Safety Team responsibilities are:

- Developing health and safety policies, procedures and guidance.
- Providing health and safety advice.
- Safety inspections / needs assessments of schools and other premises where staff work.
- Provide technical input and support to health and safety committees.
- Facilitate the Education Health and Safety Panel.
- Receive and record accident and incident reports.
- Assists Head Teachers in investigating accidents and incidents.
- Report to relevant persons on health and safety incidents and issues.
- Provide health & safety update reports to senior management.
- Develop and deliver training.
- Liaise with partners and external agencies including other Council's, Health and Safety Executive, Fire Brigade, Police etc.

3.0 ARRANGEMENTS

3.1 Induction

The school recognises that it is essential that any new member of staff is made familiar with the health and safety provisions in their workplace and in particular the emergency and first aid arrangements. They should also be aware of the risk assessments and hazards that have been identified and resulting control measures, which have been introduced to minimise the risk. During such induction, the manager should identify whether the person has received appropriate training and is familiar with any equipment provided.

We will ensure our induction process for new staff and new pupils is robust and ensure that they are aware of the essential health and safety issues.

3.2 First Aid Arrangements

The school recognises and accepts the requirements to have suitable and sufficient first aid provisions in place. All schools are required to complete a suitable and sufficient First Aid Risk Assessment in accordance with The Health and Safety (First Aid) Regulations 1981.

The Headteacher and Governing Body will ensure the following arrangements are in place:

- Names and location of first aiders and first aid kits are displayed and communicated.
- Adequate provision for first aid including lunch times and breaks etc.
- Adequate provision for leave and in case of absence.
- First aid provision for off-site activities e.g. educational visits.
- Adequate provision for practical areas such as science, technology, home-economics and physical education departments.
- Provision for out-of-school-hours activates, e.g. sports and clubs.
- Agreements with contractors working on site such as caterers or cleaners for joint provision for their employees.
- Provision for trainees working on-site.
- Agreed procedures for isolated areas e.g. playing field.
- Ensure that training is provided to maintain competence of first aiders.
- Ensure first aid provision is maintained.
- The First Aid Risk Assessment, Policy and procedures will be reviewed regularly or upon change in circumstances such as new staff, change of use of building and change of pupil numbers.

These arrangements will be recorded in a First Aid Risk Assessment. The WBC pro-forma for schools can be found on SLA Online. An online first aid risk assessment tool can be found here: https://www.sja.org.uk/sja/training-courses/requirements-calculators/calculator.aspx

Specific advice for schools can be found at the following address:
http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid

The Leadership team can access further First Aid Guidance on SLA Online.

The person responsible for completing a suitable and sufficient First Aid Risk Assessment is:	**Mrs S Rogers**
The First Aid Risk Assessment is located:	**Front Office**

3.3 Administration of Medicines

The school recognises the need to provide support for children who may require medicines at school. Schools are advised to refer to DfE Guidance Managing Medicine in Schools and Early Years settings. https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFES-1448-2005

- Short term administration of medicine for a specific ailment is usually acceptable providing that parental guidance is backed up with instructions on the medicine itself and the guidance is followed; otherwise, a health professional should be consulted for guidance.

- Where a care plan is required because a child has longer term health issues, this must be fully adhered to. The care plan must be written by a health professional in consultation with other interested parties, the parents cannot themselves produce one in isolation as they lack the medical knowledge to do so.

- We have an asthma inhaler for general child use in case of emergencies. All other diagnosed asthma children to have their own inhalers and spacers named and locked in the medical room.

- We have a defibrillator onsite located at in the main entrance. Training in using this is given as part of first aid training we offer staff in school.

- Staff training BEFORE the child starts in the setting is mandatory and the school must ensure that there is adequate cover available for staff absence/school day trips etc. Training must be refreshed at regular intervals and both the Insurance section and the school nurses should be made aware of the child's medical needs.

- The use of Epi-pens by trained staff following a care plan is acceptable. Insurers are more concerned where there is a calculation of dosage required and would request schools confirmation of the arrangements in place in order to confirm Insurance cover applies.

- Insurers vary in their acceptance of necessary medical interventions being carried out by non-nursing staff irrespective of the Authorities and the NHS trust view of whether such administration is an effective use of resources. Where possible the Authority may agree to provide interim cover through its self-insured arrangements, but this is purely by prior agreement. Most highly invasive procedures would not be covered by School Insurance at all and we do not currently purchase medical malpractice Insurance.

If in doubt, please contact: Insurance@westberks.gov.uk

The persons responsible for ensuring staff training is in place in the event of the implementation of a care plan is:	**SENCO Assistant: Mrs C Harding**
The person responsible for ensuring there is cover to support a child with a care plan in the event of staff absence is:	**School Secretary: Mrs S Rogers**

3.4 Accident, Danger Occurrence, Violent Incident and Near Miss reporting

The school recognises and accepts the need to have robust system in place to report and record all accidents and incidents at school at to ensure that Parents and carers of pupils who are involved in accidents or incidents at school are provided with appropriate information.

Accident Investigation - In accordance with **(RIDDOR)** Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. DfE Guidance regarding reporting requirements for schools can be found: http://www.hse.gov.uk/pubns/edis1.pdf

CREST is the Council's information system used to record all accidents/incidents and property damage or claim incidents.

Any person who witnesses an accident, dangerous occurrence, verbal abuse, actual or threatened violence by adults or a 'near miss' incident should report it as soon as possible.

- Incidents that have involved people getting hurt are reported to the School Secretary Mrs Suzanne Rogers, verbally, and by completing a page in the accident book held in the main office.
- Incidents that have not involved people getting hurt, but are dangerous or potentially dangerous, are reported by email to Mrs Mel Pollard, School Business Co-ordinator

Incidents are then logged on CREST which sends a notification to the Headteacher,

CREST entries are entered on behalf of the Responsible Person by	**School Secretary or School Business Co-ordinator**
CREST entries are reviewed by	**Headteacher or School Business Co-ordinator**
CREST Management Reviews are reviewed by	**West Berkshire Council Health & Safety Team**

The Accident Book(s) is/are kept by the following at the locations specified:	
Location of Accident Book	**Front Office**
Person in Charge of Accident Book	**School Secretary**

Where accidents are found to have been caused by faulty plant, equipment, premises or unsafe systems of work actions must be taken to remove or isolate the hazard and warn people until the necessary modification or repairs can be made.

Incidents should be investigated, appropriate to their nature and scale, to see whether recurrence can be prevented. If an incident is potentially serious, or represents a trend in accident types, steps, including the review of previous risk assessments, should be initiated to prevent a recurrence.

It is particularly important to report all near-miss incidents in which harm or damage to property may have occurred but did not on this occasion. Accurate reporting of near-miss incidents can help to prevent harm to persons or damage to property in future.

3.5 Health and Safety Representatives and Committees

The school recognises and accepts the need to have suitable arrangements in place to support effective communication on health and safety issues. Talking to our employees is an important part of successfully managing health and safety and can result in:

- A healthier and safer workplace – our employees can help to identify hazards, assess risks and develop ways to control or remove risks;
- Better decisions about health and safety – they are based on the input and experience of a range of people, including employees who have extensive knowledge about their own job and the business;
- A stronger commitment to implementing decisions or actions – as employees have been actively involved in reaching these decisions;
- Greater co-operation and trust – management and staff who talk to each other and listen to each other, gain a better understanding of each other's views; and
- Joint problem-solving.

By law, the school must consult all employees on health and safety matters including some workers who are self-employed, and still classed as employees under health and safety law.

The school will specifically consult with employees about the following:

- The introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work;
- Arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law);
- The information the school must give its employees concerning the risks and dangers arising from their work, measures to reduce or get rid of these risks and what the employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training;
- The health and safety consequences of introducing new technology.

The following sets of regulations cover the effective consultation and communication with employees, through a health and safety committee.

1. In workplaces where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply.
2. In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

The following consultation and communication arrangements have been introduced:
Spurcroft Primary School has a standing health and safety committee (H&S Committee) which comprises representatives of the school staff from different teams. The Committee meets three times a year to discuss H&S issues and trends.

Each school year, 2 to 3 audits will be carried out by the H&S governor, in addition to the planned arrangements by the school and its H&S advisor (WBC H&S team). Any significant issues relating to the safe operation of the school are discussed by the staff H&S committee and escalated to the Resources Committee where H&S is a standing item, and/or FGB as appropriate. Minor H&S matters are communicated by a member of the SLT to the appropriate members of staff affected. For matters affecting the whole school (or affecting a whole Key Stage building) the whole staff is informed and feedback sought.

3.6 Critical Incident and Emergency Plans (including Fire Arrangements)

The school recognises and accepts the need to have suitable arrangements in place to deal with emergency situations and to return the school to normality as soon possible afterwards. A critical incident is one that is likely (or has potential) to cause an occurrence that is beyond the capacity of the school operating under normal conditions to respond to independently such as:

- Threat to safety and welfare of pupils and/or staff
- Immediate or delayed emotional reactions in large numbers of staff, pupils or parents, surpassing their normal coping mechanisms
- Serious disruption to the running of the school
- Significant public/news media attention on the school

Emergency planning will include situations such as:

- Accidents off site
- Attacks on students and members of staff
- Bomb threats
- Chemical/toxic/hazardous material spill
- Death
- Earthquake
- Flooding – building and environment
- Fire
- Gas leak
- Heatwave
- Hostage situation in school
- Industrial emergency nearby
- Severe storms and adverse weather
- Missing child/abduction/runaway
- Sexual assault or child abuse
- Shooting
- Sickness and infectious disease
- Threatening person in the school building
- Threatening person outside the building or school grounds
- Unsafe structure
- Utility failure
- School trips and incidents

Further information form trip leaders is available on the Evolve website.

The Critical Incident Plan is held in Front Office and will be reviewed yearly

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, School Business Co-ordinator, Deputy Headteacher or in their absence, a member of the leadership team is informed immediately and that where appropriate, the emergency services are summoned. The School Secretary will call the emergency services, liaise with them when they arrive and take advice from them. **The priorities are as follows:**

1. To ensure the safeguarding and safety of all persons, their protection from danger, their care and the application of first aid and medical treatment, where appropriate;
2. To safeguard the premises and equipment, if this is possible without putting persons at risk.

The person(s) responsible for ensuring and supervising (where appropriate) is/are:

Head Teacher/School Business Co-ordinator/Deputy Head

The person(s) responsible for the controlled evacuation of people from the school or the school grounds to a place of safety is/are:

Head Teacher/Deputy Head/School Business Co-ordinator

The person(s) responsible for summoning the emergency services are:

School Secretary

The person(s) responsible that a roll call is taken at the assembly point are:

School Secretary in KS2 playground/Finance Staff in KS1 playground

The person(s) responsible for ensuring that no-one attempts to re-enter the building until the all clear is given by the emergency services is/are:

Head Teacher/Deputy Head

The person responsible for arranging, recording and monitoring fire drills at least once per term is:

Deputy Head Teacher/School Business Co-ordinator

Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:

Two Grab Boxes one in the Finance Office, one in the Front Office

The location of the Hot Works folder and procedure is:

Finance Office

The person/s responsible for issuing Hot Works Permit to work is:

School Business Co-ordinator

3.7 Fire Prevention and Detection Equipment, Arrangements and Training

(Refer to Fire Logbook provided to schools by West Berkshire Council).

The school recognises and accepts the need to have suitable arrangements in place to ensure that fire safety is appropriately managed, that staff and pupils are aware of what to do in the event of emergency and that fire systems and procedures are in place, practiced and maintained or serviced in line with best practice.

It a requirement of the Regulatory Reform (Fire Safety) Order 2005 to carry out a suitable and sufficient Fire Risk Assessment. Fire risk assessments will require regular review (usually annual) or in the event of changes such as buildings works, improvements, remedial work, alterations to buildings, a fire incident, a change of Responsible Persons (Head Teacher), changes to arrangements, changes in the use of rooms or it is considered that the fire risk assessment may no longer be valid. Failure to keep the fire risk assessment up to date and under review could result in enforcement action from the Fire Brigade.

Note: a new fire risk assessment would not normally be required provided that the fire risk assessment carried out remains suitable and sufficient. The school will ensure that it remains suitable and sufficient, through regular reviews and none of the changes set out above has taken place.

The person/s responsible for maintaining the Fire Logbook is:

School Business Co-ordinator/Site Staff, as directed by School Business Co-ordinator

The person/s responsible for reviewing and updating the Fire Risk Assessment is:

Head Teacher /School Business Co-ordinator

3.8 Smoking

The school operates a no smoking policy and smoking is not permitted on the entire footprint of the school internally and externally. This policy applies to lettings, contractors and PTA events.

3.9 Severe Weather Plan

The school recognises and accepts the need to have suitable arrangements in place to ensure the safety of staff, pupils and visitors in the event of severe weather.

The person responsible for completing the Severe Weather Plan is:

Head Teacher /School Business Co-ordinator

3.10 Locations of Main Service Isolation Points

Service	**Location**
Gas	In Plant Room
Water	Main Gate
Electricity	In SLT Car Park
Other	All information in Grab Box

3.11 Risk Assessment

The school recognises and accepts the need to have robust arrangements in place to ensure that risks are identified, assessed and appropriate controls are put in place. We recognise the need for communicating the significant findings of risk assessments with relevant persons and keeping risk assessments under review to ensure they remain valid.

"*Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork*." DfE 2012

Further information regarding the 5 Steps to Risk Assessment can be obtained from HSE website: www.hse.gov.uk/pubns/indg163.pdf

Risk Assessments should be completed by competent staff. Training is available from the WBC Schools Health and Safety Team. The Schools Health and Safety Team can also provide advice and support to Level 2 schools in completing and/or reviewing risk assessments. The Team also have a suite of school risk assessments based on the typical job roles in schools, which can be used as a starting template.

Schools need to make sure that the risk assessment process is robust and that the significant risks identified are effectively communicated to and understood by those persons who may be affected. A simple way to achieve this is to involve the relevant persons in the development and completion of risk assessments and that all parties sign the risk assessments to confirm communication and understanding. Following the creation or review of a risk assessment, a procedure document can be created in order to give clearer information for staff. The school can contact the West Berkshire Safety Advisor for assistance with completing or reviewing Risk Assessments.

The competent person(s) responsible for assessing significant risk is/are:

Head Teacher /School Business Co-ordinator / appropriately trained staff

The person responsible for ensuring a suitable and sufficient risk assessment is in place for New and Expectant mothers is:

Finance Officer

The person responsible for ensuring a suitable and sufficient risk assessment is in place for work experience students under 18 and new workers is:

Finance Officer

Risk Assessments should be regularly reviewed (usually annually) or in the event of change of circumstances such as a new staff or in the event of an incident or accident investigation.

3.12 Manual Handling of Loads in accordance with The Manual Handling Operations Regulations 1992.

The school recognises that many staff will from time to time have to do manual handing tasks and accepts the need to have suitable arrangements in place to ensure that manual handling risks are identified, assessed and appropriate controls are put in place.

Staff who are required to manual handle loads as part of their role, should receive appropriate training which is available from the WBC Health and Safety Team. Where a manual handling activity cannot be eliminated then it needs to be assessed and any further controls such as mechanical aids or team lifting be recommended. A manual handling risk assessment can in many cases be completed as a dynamic assessment by the individuals carrying out the manual handling tasks. A simple manual handling risk assessment is normally based on **TILE** and will consider the following:

- **T**ask
- **I**ndividual
- **L**oad
- **E**nvironment

NB: If the activity presents significant risk to vulnerable individuals such as new and expectant mothers or people with pre-existing back injuries, then those people may need to be prohibited from carrying out the activity.

The person/s responsible for completing manual handling risk assessments is

School Business Co-ordinator

The person/s responsible for organising and maintaining training records for relevant staff is

Finance Officer

For further information please see Health & Safety Guidance Card HSGC14
https://secure2.sla-online.co.uk/Default.aspx?logo=23

3.13 Manual Handling of People

The recognises that the manual handling of people, including children, is a specialised skill and specific training should be provided in these circumstances to any staff who may need to regularly assist or manually handle people. At Spurcroft we do not routinely lift or handle children. Handling or lifting can be done in an emergency situation only, unless a handling or lifting plan is in place for an individual pupil. Staff working with pupils with Handling or Lifting plans are made are of the plan, are supported to understand the plan by members of the Leadership Team, and are expected to follow the plan.

The person/s responsible for organising manual handling of people plans are

Head Teacher/SENCO/Early Years Team Leader

The person responsible for ensuring manual handling training for appropriate staff and maintenance of records is

Head Teacher /School Business Co-ordinator

3.14 Working at Height (in accordance with the Work at Height Regulations 2005)

The school recognises that falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. The purpose of Work at Height Regulations is to prevent death and injury from a fall from height.

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:

- Are working on a ladder or a flat roof;
- Could fall through a fragile surface;
- Could fall into an opening in a floor or a hole in the ground.

The school advocates taking a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense dictates that no particular precautions are necessary and the law recognises this. There are many situations where a ladder or a stepladder is the most suitable equipment for working at height.

Before working at height, the following simple steps must be taken:

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, actively consider action needed to prevent falls
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The right type of equipment for working at height does not include chairs, tables or desks.

"*Each school should assess their risks from working at height and make plans to either avoid the work at height, or to do the work more safely. School staff will normally carry out the risk assessment but the responsibility for ensuring that it is done is shared between the employer and the Headteacher."* Further HSE Guidance can be found at Website address: https://www.hse.gov.uk/pubns/indg455.pdf and http://www.hse.gov.uk/myth/myth-busting/2014/case302-primary-school-not-allowed-ladders.htm

Ladders and stepladders are available in different grades and strengths as set out below.

 Highest rated in terms of strength & quality	 Commercial light trade work & heavy DIY use	 Occasional light domestic tasks

The school uses ladders that carry the blue or green logo or Class I or EN131 markings above depending on the purposes for which it is intended. Class III domestic ladders and stepladders are nor appropriate in schools or workplace settings. Staff have access to sets of 3 steps for daily use. Staff should not use ladders without permission of, and support from the Site Manger

Ladders and stepladders have a unique number or identifying mark and are recorded on our register of ladders and stepladders. They are subject to periodic inspection by a competent person to ensure the ladders remain in good condition. Users should be required to carry out a pre-use check.

Staff should note the following points before working at height:

- No work at height should take place whilst children are present, unless the work area can be adequately segregated.
- Ladders and stepladders should be held in a secure location, only accessible to authorised persons.
- Adults should sign out the ladder or stepladder for use.
- Assistance should be sought and provided to those working at height, where required.
- It is your responsibility to be familiar with and understand our Working at Height Risk Assessment

Ladders and stepladders

The school will take a responsible approach to managing work at height and as such have designated some staff with particular responsibilities and tasks below.

The person responsible for the selection, inspection & maintenance of ladders, is

Site Staff, as directed by School Business Co-ordinator

The person(s) authorised to use ladders is/are:

Site Staff, as directed by School Business Co-ordinator / ladder trained staff

The person responsible for ensuring training records are recorded and maintained for Working at Height is:

Finance Assistant

The person responsible for completing a suitable and sufficient risk assessment for Working at Height and organising training is

School Business Co-ordinator

For further information, the School Leadership team can access WBC Health & Safety Guidance Cards HSGC 24/25/26

3.15 Lifting Equipment (including that provided for pupils with special educational needs)
"Where lifting equipment, including hoists and slings, is used by people who are at work, the Lifting Operations and Lifting Equipment Regulations (LOLER) apply. In addition to routine maintenance and servicing, LOLER requires employers to make sure that lifting equipment is inspected and thoroughly examined. 'Thorough examination' by a 'competent person' is required either at six-month intervals or in accordance with a written scheme of examination." **For further guidance visit HSE Website:**
http://www.hse.gov.uk/healthservices/moving-handling.htm#a11

At Spurcroft, lifting equipment covered by LOLER entails one workplace passenger lift located in the new building.

The school recognises the need to have robust systems to ensure mechanical lifting equipment is inspected, maintained and tested in accordance to manufacturer's guidance and best practice. The person/s responsible for ensuring that all relevant lifting equipment and accessories used for moving people are inspected and serviced every six months by a competent person and kept in good working order is

Site Staff, as directed by School Business Co-ordinator/School Business Co-ordinator

The contractor responsible for inspection and service is:

Alliance

3.16 Health and Safety Training

The school recognises the need to provide health and safety training, to have a training plan and to ensure training is refreshed regularly. "The Health and Safety at Work etc. Act 1974", requires schools to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees." HSE

The person responsible for organising Health and Safety Training is:

School Business Co-ordinator

The person responsible for maintaining Health and Safety Training Records is:

School Business Co-ordinator

Induction for new members of staff
The person responsible for ensuring new staff receive an induction on their first day in essential safety matters such as emergency procedures for raising alarm and evacuation procedures, first aid and welfare facilities is:

School Business Co-ordinator/Finance Officer

Health and safety training for schools staff may include but is not limited to the following:

- Health and Safety Policies: West Berkshire, Education, and School.
- Off-site Activities Procedure (Evolve)
- Premises Asbestos Survey and instruction
- Risk Assessments
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment

- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)
- Work at height
- Manual handling (objects and/or people)
- Stress management
- Managing contractors

Schools should keep a register of all relevant training, including health and safety, that all schools staff attend. This will assist the school in ensuring that training is up to date and refreshed accordingly. West Berkshire Council carry out refresher courses for mandatory or recommended training on a three yearly basis or sooner, where relevant.

The person/s responsible for ensuring relevant staff receive training and that this is updated are:

Head Teacher /School Business Co-ordinator/Finance Officer

3.17 Offsite Activities

The school recognises the need to have robust procedures in place to assess and manage risk, to provide safe and enjoyable school trips and off-site activities. A large number of school visits take place successfully each year. HSE has published a policy statement to encourage all schools (in both maintained and independent sectors) and local authorities to remove wasteful bureaucracy imposed on those involved in organising school visits and outdoor learning activities.

HSE's statement makes clear:

- That the focus should be on how the real risks arising from such visits are managed and not on paperwork;
- The need for a proportionate and sensible approach for planning and organising off-site activities;
- That those organising visits should simplify the planning process and authorisation arrangements for visits that involve everyday risks;
- That HSE's primary interest is real risks arising from serious breaches of the law. Any HSE accident investigation will be targeted at these issues.

Where sensible and proportionate steps have been taken by a school and its staff, it is highly unlikely that there would be a breach of health and safety law involved, or that it would be in the public interest for HSE to bring a prosecution.

Prosecutions taken by HSE invariably involve a fatality (or near fatality) where there was recklessness or a clear failure to adopt sensible precautions. The fact that an accident occurs does not mean there was a breach of health and safety law if sensible, proportionate and appropriate precautions have been taken.

To ensure that sensible and proportionate steps have been taken by a school and its staff, offsite activities will be arranged in accordance with the Offsite Activities Manual provided by West Berkshire Council and the Evolve Team at Hampshire County Council.

Activities carried out on behalf of West Berkshire Council operate within a legal framework and the off-site activities manual outlines this framework for West Berkshire schools.

The person responsible for co-ordinating offsite activities is:

Educational Visits Co-ordinator (EVC)

The person(s) responsible for completion of risk assessments in relation to off-site activities is/are:

Staff leading the visits/activities

The person responsible for signing completed offsite activity risk assessments and confirming approval on the Evolve system is:

Head Teacher/ Educational Visits Co-ordinator (EVC)

For further information please see http://evolve.edufocus.co.uk/evco10/unknown.asp

3.18 Caretaker and Cleaning Equipment

The school recognises the need to have safe equipment. This includes moving and handling equipment; powered cleaning equipment, power tools, and hand tools.

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is:

School Business Co-ordinator/ Site Staff, as directed by School Business Co-ordinator

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is:

School Business Co-ordinator

The person(s) authorised to operate and use equipment is/are:

Site Staff, as directed by School Business Co-ordinator/ Cleaning Staff/Other staff where necessary

For further information please see School COSHH Register which is located in the Main Office, or the School Leadership team can access WBC Health & Safety Guidance Cards HSGC 1/4/5/12/13/15/35

3.19 Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is:

Site Contractors

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is:

Site Contractors

The person(s) authorised to operate and use is/are:

Site Contractors

For further information the School Leadership team can access WBC Health & Safety Guidance Cards HSGC 1/4/5/12/13/15/

3.20 Grounds Maintenance Equipment (Machinery and Tools)

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is:

Sub-Contractors bring their own tools

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is:

Sub-Contractors	

The person(s) authorised to operate and use is**:**

Sub-Contractors

For further information the School Leadership team can access WBC Health & Safety Guidance Cards HSGC 1/4/5/12/13/15/35

3.21 School Kitchen Catering Equipment (Dough mixers, Slicing machines, Potato peelers).

Schools are responsible for the kitchens and the kitchen equipment. Schools Kitchens must be included as part of a Health and Safety walkthrough. Please be advised that if schools have any concerns in relation to equipment or any other matter in relation to Contracts, please contact the Corporate Contracts Manager 01635 519411 who will be able to offer assistance to resolve.

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is:

School Business Co-ordinator/Contractors/Kitchen Staff

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is:

Part of the Contract	

The person(s) authorised to operate and use is/are:

Kitchen Staff

If Contractors are in place contract monitoring is completed by:

School Business Co-ordinator/Site Staff, as directed by School Business Co-ordinator

3.22 Statutory Checks and Maintenance of Curriculum related Equipment

The school recognises the need to ensure that statutory inspections, testing and maintenance is completed for relevant equipment.

a) Curriculum based equipment

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are:

Staff using the equipment

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is:

Headteacher

The person(s) authorised to operate and use is/are:

School Staff

The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:

School Staff

Schools are advised to refer to Manufacturer Instructions, maintenance and testing schedules and CLEAPSS http://www.cleapss.org.uk/ guidance in relation to specific requirements for Inspection and Maintenance. Statutory inspections for equipment such as pressure vessels can be arranged through the WBC supplier by contacting insurance@westberks.gov.uk

b) Design and Technology Equipment (Resistant and Compliant Materials such as wood and metal).

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is:

Staff using the equipment

The person responsible for ensuring Local Exhaust Ventilation (LEV) Equipment is inspected and maintained is:

School Business Co-ordinator/ Site Staff, as directed by School Business Co-ordinator

Details of arrangements should be recorded in the COSHH Register. Further information can be obtained from http://www.hse.gov.uk/lev/

The person responsible for ensuring instruction, training and supervision is in place for use of equipment:

Head Teacher /School Business Co-ordinator

The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:

Site Staff, as directed by School Business Co-ordinator

The person(s) authorised to operate and use is/are:

Appropriately trained Teachers/TAs

The person(s) responsible for instructing pupils in the safe use of equipment prior to use and checking for correct use is/are:

Appropriately trained Teachers/TAs

Reference should be made to Manufacturer Instructions and CLEAPSS http://www.cleapss.org.uk/ guidance in relation to specific requirements for Inspection and Maintenance. Further information can also be obtained from the WBC Insurance Team insurance@westberks.gov.uk

c) Design and Technology Equipment (Food Technology and Textiles)

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is:

School Business Co-ordinator/ Site Staff, as directed by School Business Co-ordinator/ Appropriately Trained Teaching Staff

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is:

School Business Co-ordinator /Site Staff, as directed by School Business Co-ordinator

The person(s) authorised to operate and use is/are:

Appropriately Trained Staff

The person(s) responsible for instructing pupils in the safe use of equipment prior to use and checking for correct use is/are:

Appropriately trained Teachers/TAs

The School will refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

d) Art and Design Equipment (Fine Arts)

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is:

School Business Co-ordinator/ Art Subject Leader

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is:

School Business Co-ordinator/ Art Subject Leader	

The person(s) authorised to operate and use is/are:

Art Subject Leader / Appropriately Trained Teachers/TAs

The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:

Art Subject Leader / Appropriately Trained Teachers/TAs

Use of Kiln - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment including COSHH requirements is*:*

School Business Co-ordinator/ Art Subject Leader /Other trained staff

The School will refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

e) PE Equipment

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is:

School Business Co-ordinator/ P E Subject Leader

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is:

School Business Co-ordinator/ P E Subject Leader

The person(s) authorised to operate and use is:

P E Subject Leader /Other trained staff

Contractor responsible for annual full inspection and report is:

Alliance

The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:

Appropriately Trained Teachers/ TAs

The School will refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

f) Stage Lighting Equipment

See also Working at Height Policy provided by West Berkshire Council

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is:

School Business Co-ordinator/ Site Staff, as directed by School Business Co-ordinator

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is:

School Business Co-ordinator

The person(s) authorised to operate and use is/are:

Trained Staff

Contractor responsible for annual full inspection and report is:

Lighting Contractor

The person(s) responsible for instructing pupils in the safe use of equipment if part of curriculum subject before they use it and checking they use it correctly is/are:

Appropriately Trained Staff using the equipment

The School will refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

g) Mobile Staging and Seating

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is:

School Business Co-ordinator/ Site Staff, as directed by School Business Co-ordinator

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is:

School Business Co-ordinator/ Site Staff, as directed by School Business Co-ordinator

The person(s) authorised to operate and use is/are:

Appropriate Trained Staff

Contractor responsible for annual full inspection and report is:

Site Staff, as directed by School Business Co-ordinator

The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:

Site Staff, as directed by School Business Co-ordinator

The School will refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

3.23 Premises

The school recognises the need to provide safe and secure premises and as such a range of issues needs to be considered and managed. We have therefore appointed responsibilities and tasks to designated staff.

a) Management of Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with **West Berkshire Policy** and **SPAR** process is:

School Business Co-ordinator

The person(s) responsible for ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is/are:

School Business Co-ordinator

The Asbestos Register and log is kept:

In the Finance Office

The person/s responsible for carrying out asbestos materials condition checks are:

School Business Co-ordinator

For further information the School Leadership team can access WBC Health & Safety Guidance Cards HSGC 2

b) Health and Safety - The Gas Safety (Installation and Use) Regulations 1998 & The Pressure Systems Safety Regulations 2000

These Regulations give detail of the competence required for Statutory Inspections and maintenance.

The person responsible to arranging an annual gas safety check of gas appliances – boilers, ovens, etc. by a Gas Safe Registered Competent Person is:

School Business Co-ordinator

The person responsible for arranging maintenance/servicing of boiler/s by a Gas Safe Registered or OFTEC (Oil Firing Technical Association) Competent Person is:

School Business Co-ordinator

The person responsible for arranging a competent person (Insurance Engineer) to undertake an examination under a written scheme of work is:

School Business Co-ordinator

For further information the School Leadership team can access WBC Health & Safety Guidance Cards, HSGC maintenance schedule for schools
http://www.hse.gov.uk/pubns/indg261.pdf

c) Security

The person(s) responsible for unlocking and locking the building, arming and disarming security alarms is/are:

Site Staff, as directed by School Business Co-ordinator/Caretaker/members of the Senior Leadership Team when needed

d) Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:

School Business Co-ordinator

Defective furniture and equipment should be taken out of use immediately, labelled and reported to:

School Business Co-ordinator/ Site Staff, as directed by School Business Co-ordinator

The person responsible for ordering repairs which are the school's responsibility is:

School Business Co-ordinator

The person responsible for reporting repairs which are the responsibility of West Berkshire Council to the appropriate Service is:

School Business Co-ordinator:

e) Water Management

The school recognises the need to have robust procedures in place to ensure that water systems are appropriately managed to prevent legionella and has adopted the West Berkshire Council Legionella Risk Management Procedure.

The school will ensure that Legionella Risk Assessments are completed and regularly reviewed in relation to water management and hot and cold, water systems and measures have been introduced to manage the risk of legionnaires disease through the effective implementation of the written scheme.

The person responsible for completing checks as identified in the Legionella Risk Assessment and associated written scheme is:

School Business Co-ordinator/ Site Staff, as directed by School Business Co-ordinator

The person responsible for ensuring the Legionella Risk Assessment is kept up to date:

School Business Co-ordinator

For further information the School Leadership team can access WBC Health & Safety Guidance Cards HSGC 7/8/37

http://www.hse.gov.uk/legionnaires/

3.24 Housekeeping and Disposal of Waste

The school recognises the need to have adequate systems to ensure good housekeeping and safe storage and disposal of waste.

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas. Accumulation of rubbish and waste should be reported.

The person responsible for the arrangement of waste disposal is:

Site Staff, as directed by School Business Co-ordinator

The person who should be contacted if circulation routes are obstructed by rubbish is:

Site Staff, as directed by School Business Co-ordinator / Staff

The person responsible for the safe disposal of any ***hazardous substances*** or ***special wastes*** is:

Contractor

The person responsible for ensuring the safe and appropriate disposal of any ***clinical waste*** is:

Contractor

3.25 Outdoor Play Equipment and Outdoor Play areas including School Playing Field

The school recognises the need to provide play equipment that stimulates and challenges children at play but that play equipment also needs to be safe and age appropriate. The school recognises the need to have adequate systems to ensure play equipment is safe and in good condition and have appointed staff with responsibilities and tasks (See Guidance notes on SLA Online).

The person responsible for selection of play equipment is:

School Business Co-ordinator/Senior Leadership Team

The person(s) responsible for inspection of play equipment and recording is/are:

Monthly: Site Staff, as directed by School Business Co-ordinator, Daily: Staff

The person(s) responsible for ensuring routine maintenance of equipment is/are:

School Business Co-ordinator

The person(s) responsible for training staff to supervise use of play equipment is:

Head Teacher/School Business Co-ordinator

The person(s) responsible for ensuring there is a suitable and sufficient risk assessment is/are:

Head Teacher/School Business Co-ordinator

The person responsible for ensuring an annual safety inspection takes place by a Competent Person is:

School Business Co-ordinator

For further information the School Leadership team can access WBC Health & Safety Guidance Cards HSGC 40

http://www.playinspectors.com/

3.26 Electrical installation

The school recognises the need to ensure electrical systems are safe. The fixed electrical installation is tested by a competent person every 5 years as required by the Electricity at Work Regulations 1989. Following this check a certificate is issued to confirm the electrical installation is safe.

The person responsible for ensuring the 5 year hard wiring certificate is updated is:

School Business Co-ordinator

The person responsible for ensuring all deviations reported by Competent Person are corrected is:

School Business Co-ordinator

For further information please see http://www.hse.gov.uk/electricity/information/testing.htm

3.27 Portable Electrical Equipment

The school recognises the need to ensure portable electrical equipment in schools are safe. Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to regular checks in line with guidance www.hse.gov.uk/pubns/indg236.pdf

Staff must not bring onto the premises any portable electrical appliances without the prior consent of the Headteacher. Such equipment must be PAT tested prior to use. For further information please see http://www.hse.gov.uk/electricity/information/testing.htm

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:

Site Staff, as directed by School Business Co-ordinator

Person(s) responsible for carrying out formal visual inspection and testing is/are:

Site Staff, as directed by School Business Co-ordinator

3.28 Control of Substances Hazardous to Health (COSHH)

The school recognises the need to manage chemicals safely. The requirement to assess hazardous substances either in use, or created by school operations, is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

Records of the risk assessments carried out are kept in COSHH assessment files in the relevant Areas/Departments and in the relevant standards such as CLEAPSS documentation for both Science and DT (See section 3.14f for essential LEV information).

A central record of all COSHH Assessments it to be maintained and located in close proximity to First Aid points. The persons responsible for completing COSHH Register and Assessments is/are:

School Business Co-ordinator/ Site Staff, as directed by School Business Co-ordinator

For further information seethe Leadership Team can access WBC Health and Safety Guidance Card 7/8, http://www.hse.gov.uk/coshh/

3.29 Display Screen Equipment (DSE)

The school recognises the need to have appropriate procedures in place to provide display screen equipment that is compliant to the regulations and safe for staff and pupils to use.

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations, incorporating computers and equipment that requires good ergonomics such as chairs and desks, must complete a DSE Assessment. A 'user' is someone who is employed to work on a computer for a significant part of their working day.
www.hse.gov.uk/msd/**dse**/guidance.htm

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:

School Business Manage

The person responsible for implementing the requirements of the risk assessment is:

School Business Co-ordinator

3.30 Personal Protective Equipment (PPE)

The school recognises the need to provide suitable PPE, where necessary and that PPE should be considered a last resort in favour of removing or reducing risks or providing collective protection measures etc.

PPE examples include protective gloves, aprons, protective goggles, protective shoes or boots and high visibility jackets. In relation to use of chemicals, Safety Data Sheets provide information as to the PPE required. In relation to equipment, please refer to manufacturer's instructions. In relation to Curriculum activities CLEAPSS also gives guidance.

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE and replacing personal protective equipment when it is worn out are as follows:

Head Teacher/School Business Co-ordinator/Site Staff, as directed by School Business Co-ordinator

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:

Site Staff, as directed by School Business Co-ordinator

For further information please see Health and Safety Guidance Card 15 or
http://www.hse.gov.uk/toolbox/ppe.htm

3.31 Visitors

The school recognises the need to keep visitors, staff and pupils safe when on the school premises.

On arrival all visitors should report to reception where they will be issued with:

- An identification badge
- Relevant health and safety information

Visitors should be asked to sign in upon entry and exit of the building and return identification badges. Reception should enquire whether visitors require any additional support.

3.32 Improvements to Building and Construction Work

The school recognises that improvement works will be required from time to time and will ensure that appropriate permissions are sought from all relevant parties.

The person responsible for submitting proposals to West Berkshire Council Education Department via the School Premises Alteration Request **SPAR** process (if applicable) for approval is:

School Business Co-ordinator

Schools undertaking Building Projects that fall within Construction (Design and Management) Regulations 2007 CDM must ensure they fulfil the legal requirements.
http://www.hse.gov.uk/construction/cdm/2015/index.htm

3.33 Management of Contractors on School Site

The school recognises the need to select and appoint competent contractors to carry out work on its behalf.

The person responsible for selecting contractors and vetting contractor's health and safety policies, procedures, risk assessments, method statements and past health and safety performance is:

School Business Co-ordinator/ Site Staff, as directed by School Business Co-ordinator

The person(s) supervising and monitoring Contractors is:

Site Staff, as directed by School Business Co-ordinator

Schools must ensure they use competent contractors and should refer to using CHAS or SSIP mentioned above in the Health & Safety Level 2 Service.
http://www.chas.co.uk/
http://www.ssip.org.uk/

3.34 Vehicles

All staff who use their own vehicles for any purposes in relation to the school MUST carry business use insurance. This includes Teachers and Head teachers and some support staff. It is irrelevant as to whether this happens in the school day or after hours e.g. sports activities etc.

If staff transport children in their own vehicles, in addition to business insurance; Insurers may need to be made aware of the fact that children are being transported, as part of the business of working in a school, and given an indication of the frequency, duration and numbers transported.

They may well ask for an annual declaration and charge additional premium in order to cover this. Withholding this material information from Insurers can lead to your Insurance being invalidated.

School minibuses can only be driven by suitably qualified staff who have a driving licence appropriate for the vehicle, usually D1 (or D) PCV entitlement and have completed a minibus course though WBC. Purchase of a Section 19 of the Transport Act 1985 permit from WBC is required. All of the above requirements should be the preferred option. Several schools run and are prepared to loan their minibus out for a cost effective charge.

The link below is to further guidance on operating/driving school mini-buses.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/494266/Driving_school_minibuses_and_advice_for_schools_and_local_authorities.pdf

The Headteacher is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and any West Berkshire guidance.

School owned, hired or leased minibuses or coaches are only to be used for approved journeys and must always display the S19 permit on the bus.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from *(prior to the first use of any vehicle):*

Head Teacher

The authorising individual will ensure that the driver has a valid licence, appropriate insurance, no known medical conditions that affect their ability to drive and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger:

School Secretary

The person responsible for maintaining a list of authorised drivers of school vehicles who have Section 19 permit is:

School Secretary

Further guidance can be obtained from the Senior Transport Service Officer (Risk), Highways and Transport, West Berks Council. Telephone 01635 519106

3.35 Stress

The school recognises that schools can sometimes be a challenging place to work and are aware of the need to manage stress appropriately.

For further information the leadership team can access Health and Safety Guidance Card 23, the model Stress Policy for Schools or http://www.hse.gov.uk/stress/index.htm

The persons responsible for monitoring absence owing to stress related illness is:

Head Teacher

The person responsible for completing a stress risk assessment is:

Head Teacher/School Business Co-ordinator

3.36 Bullying/Harassment

Such Incidents should be recorded on CREST

The school's policy on behaviour (including bullying) is located at:

On the school Website

Records of bullying incidents and action taken are reported by:

Appropriate Staff to the Head Teacher

3.37 Lettings

Please contact WBC Insurance team for further information and guidance
The person responsible for co-ordinating lettings of the premises in accordance with lettings procedure is:

Finance Officer

The person responsible for informing other users of the presence of any hazards which have not been rectified is:

Site Staff, as directed by School Business Co-ordinator

The person responsible for checking that the premises are left in a reasonable condition by other users before locking up is:

Site Staff, as directed by School Business Co-ordinator

3.38 Noise

Guidance regarding noise and workplace exposure limits can be obtained from the WBC Health and Safety Team for schools.

Any employee concerned about the noise levels at work should report the matter to:

School Business Co-ordinator

For further information please see Health and Safety Guidance Card 13, or
http://www.hse.gov.uk/noise/index.htm

3.39 Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities to include site staff and teaching staff is:

Head Teacher/School Business Co-ordinator

3.40 Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for carrying out the review of the Statement of Intent and its implementation in the school is/are:

Head Teacher/ Governors

The person/s responsible for ensuring that relevant health and safety information is provided to the Governing Body is:

School Business Co-ordinator/ Health and Safety Governor

The person/s responsible for compiling and implementing the school's health and safety action plan, including action for improvements in the appropriate development is:

School Business Co-ordinator/ Head Teacher/ Health and Safety Governor

Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept by:

Head Teacher/ Finance Assistant

Appendix 1

West Berkshire Council has a professional and dedicated Schools Health and Safety Team who provide support and advice to schools on all aspects of health and safety including policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete range of health and safety training, a regularly updated website, SLA online, safety alerts and health and safety newsletters. There are two levels of service offered as outlined below:

The aim of this service is to provide schools with a named, dedicated and professional Health and Safety Adviser to provide 'on site support and advice' to the school, guiding and prioritising the integration of an effective and efficient safety management system and documentation in support of the School's Health and Safety Policy.

The Schools dedicated Health and Safety Adviser will begin by arranging and completing a Health and Safety Needs Assessment of the school that will help to identify the strengths and areas for improvement in the schools existing arrangements. The Schools dedicated Health and Safety Adviser will then continue to work closely with the school to help plan, develop and implement your health and safety policy and the areas for improvement identified.

The Management of Health and Safety at Work Regulations require you to appoint someone competent to help you meet your health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety. Where schools choose the Level 2 service,

West Berkshire Council Schools Health and Safety Team will act as your competent person and help ensure you meet your health and safety duties. Level 2 services are listed below in further detail.

Summary

The aim of this service is to provide schools with a named, dedicated and professional Health and Safety Adviser to provide 'on site support and advice' to the school, guiding and prioritising the integration of an effective and efficient safety management system and documentation in support of the School's Health and Safety Policy.

The Schools dedicated Health and Safety Adviser will begin by arranging and completing a Health and Safety Audit (Needs Assessment) of the school that will help to identify the strengths and areas for improvement in the schools existing arrangements. The Schools dedicated Health and Safety Adviser will then continue to work closely with the school to help plan, develop and implement your health and safety policy and the areas for improvement you need.

The Management of Health and Safety at Work Regulations require you to appoint someone competent to help you meet your health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety.

West Berkshire Council, Schools Health and Safety Team will be your competent person and help ensure you meet your health and safety duties. Level 2 services are listed below in further detail.

Service Provided	Service Standard
School Safety Policy:	Review existing against a model H&S Policy that is school specific, in line with the LA Safety Policy, and conforms to appropriate local and legislative requirements. Ensure the Policy identifies key commitments with current signature. Ensure that the Policy, Organisation and arrangements are carried out and accurately reflect practice.

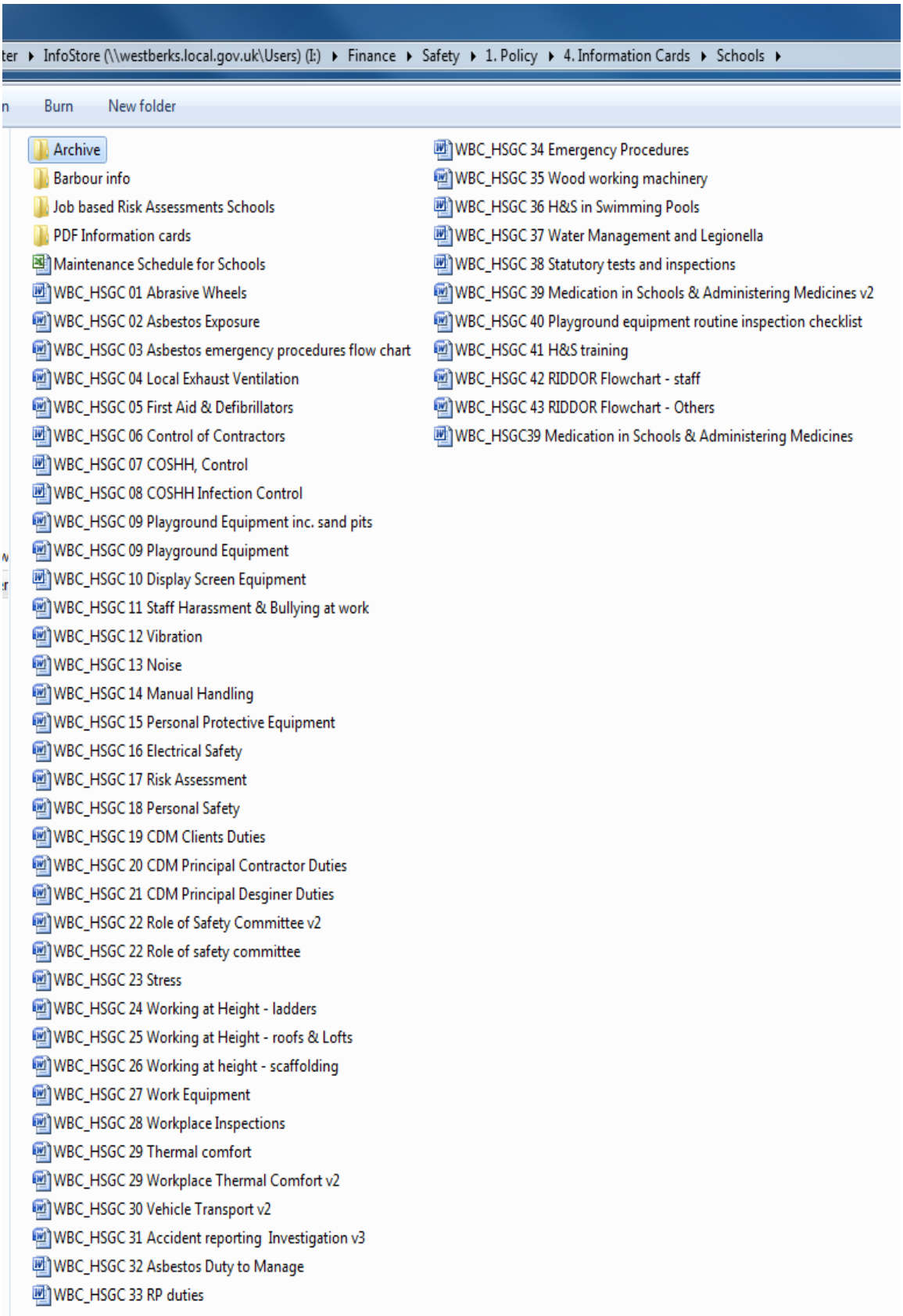
Safety Organisation:	Review and provide documentation that identifies how health and safety is/shall become 'embedded' in daily operations at the school. Identify and/or nominate key staff tasked with health and safety responsibilities.
Planning and implementing:	Review the existing arrangements; ensure the school adequately documents the standards and procedures required for a safe place of work. Following written review and prioritisation of issues, help the school to progress the areas for improvement by providing support and guidance. Improvement will be achieved with the schools full commitment and involvement.
Health and Safety Risk Assessment:	Provide the school with initial or refresher training to nominated persons regarding completion of *local* Risk Assessments. Provide on-site review of the schools risk assessments, to support their completion. Provide basic refresher training to nominated groups of key staff. Ensure a practical understanding of the training by jointly completing several specific health and safety risk assessments required by the school. Provide support and guidance in terms of prioritising risk assessments to be completed or reviewed etc.
Telephone/Incident response:	Provide general telephone health and safety advice as required. Please note that where the topic is of a specific nature, additional time may be required for a detailed response following the initial call. Whilst every endeavour is made to provide an immediate answer to health and safety queries via telephone/email, requests may require additional research time. Therefore, where it is not possible to provide an answer of sufficient depth at the time of the call, or the same day, every endeavour shall be made to provide a follow-up call the next working day. Should the associated risk to safety or health warrant a school visit, this shall be arranged by the Health and Safety Team.
Health and Safety Training	The Health and Safety Team run school specific health and safety courses. All health and safety training is included in the Level 2 service. Further details of courses available and costs can be obtained from CYP Training http://info.westberks.gov.uk/index.aspx?articleid=29858. Online health and safety courses can be accessed via SLA Online. On-site training can also be arranged free of charge.
Fire Management	Level 2 schools will receive an annual visit to complete a review of the schools Fire Risk Assessment (FRA) with their Health and Safety Advisor. Your advisor will also: Complete a site inspection to verify recommendations have been implemented. Discuss any issues outstanding and how to address these.

	Your advisor will help schools to complete an assessment to ensure you have adequate numbers of appropriately trained staff to deal with fire safety issues. Your advisor can also provide Fire Awareness training to school staff at an agreed time and date on site.
Asbestos Management	Level 2 schools will receive an annual visit to complete a condition check of ACM (asbestos containing materials) with their Health and Safety Advisor. Your advisor will also review: The Asbestos Management Plan The Asbestos Register The Asbestos Survey Additionally any asbestos related risk assessment you may have in place will be reviewed to ensure it is correct and relevant. Your advisor can also provide tool box talks to your staff to allay any fears they may have regarding retained ACMs and also to highlight their responsibilities in respect of Health and Safety regarding asbestos.
Legionella Management	Level 2 schools will receive an annual site visit to complete a review of the legionella risk assessment with their Health and Safety Advisor. The advisor will also check that the school are working within the written scheme suggested and in line with the recommendations of the risk assessment.
Playground Equipment	Level 2 schools will receive an annual visit to complete a playground equipment inspection with their Health and Safety Advisor. This will be a guided check to ensure staff are confident with what should be checked, what should be recorded and what action to take. We will also review the playground equipment risk assessment with the school to ensure it is suitable and sufficient. This will give a specific opportunity for any concerns to be discussed and queries answered. We can also provide on-site training and support to staff if required.
First Aid	Level 2 schools will receive support and assistance to ensure the school's first aid risk assessments are in place and up to date and an appropriate number of staff are identified and trained to deliver first aid.
Accident / Incident investigation and enforcement action	Level 2 schools will receive full on-site support and advice from your named and dedicated Health and Safety Adviser during an accident investigation for a serious accident or enforcement action by an enforcing authority such as the Health and Safety Executive.
Health & Safety Guidance Cards	Level 2 schools will receive access to all Health & Safety Guidance Cards located on SLA Online.
CREST	CREST is provided to all schools to allow them to record and monitor accidents/incidents. Schools must use CREST as failure to do so could invalidate insurance cover.
CHAS **http://www.chas.co.uk/**	Assessing health and safety competence can be a lengthy and time consuming process. CHAS assesses applicants: health and safety policy, their organisation

	for health and safety and their specific health and safety arrangements to a standard acceptable to our buyers and others. In essence, CHAS completes the initial health and safety application process for you. Using CHAS will help you select a competent contractor or supplier but you still need to check they are competent to carry out your project by checking they have appropriate experience and take references etc.
Safety Schemes In Partnership (SSIP) **http://www.ssip.org.uk/**	An important feature of the SSIP Forum is the HSE's message that a buyer can be confident a supplier who is registered or accredited as compliant or approved with an SSIP member has been assessed to the Core Criteria standard. There are numerous pre-qualification health and safety schemes including CHAS, EXOR, SAFEcontractor etc. SSIP brings most of the pre-qualification schemes together under one umbrella via a 'deem to satisfy' agreement. This means that buyers using the SSIP database will have access to thousands of contractors who are accredited as compliant to the HSE's Core Criteria (stage one) standard. Using SSIP will help you select a competent contractor or supplier but you still need to check they are competent to carry out your project by checking they have appropriate experience and take references etc. Access to SSIP is included for Level 2 schools.

Appendix 2

The West Berkshire Council Health and Safety Team have developed short, user friendly guidance, which is accessible to the Leadership Team via SLA Online. Below is the current list but these are being updated and added to all the time.



Appendix 3

What to do if you have a Health & Safety Concern

Type of issue	Examples	Who needs to know & why	Action for staff involved to take
Minor issue - non-urgent (eg something needs fixing to prevent an issue)	Loose plank in an internal fence Door handle is stiff or becoming more wobbly	Mel Pollard, so that she can inform the site staff	By **email** to Mel Pollard – give details of where it is, how it is broken & how urgently it needs fixing
Serious issue involving maintenance – non-urgent (something that could cause harm to a child or adult)	Water running from taps is too hot	Mel, so that she can inform the site staff Headteacher, Kate Flowerdew, so that she can arrange for it to be logged on CREST (the West Berks H&S monitoring system) if needed	By **email** to Mel & Kate – give details of where it is, how it is broken & how urgently it needs fixing
Urgent issue involving the site	Injured bird/cat on the playground Tree that is currently falling down Wasp nest Flood in the toilet	The School Office – who will then inform the appropriate person on site to support	**Remove** children/adults from the area **Inform** the office **immediately** by sending a messenger or by phoning
Urgent issue involving a child	Child is behaving dangerously	The School Office – who will then inform the appropriate person on site to support	**Remove** children/adults from the area **Follow** the behaviour policy or the child's Behaviour Plan
Near Miss involving a child	Child choked while eating lunch but is fine a few minutes later Cupboard door fell, just missing a child	School Office who will then 1. inform the appropriate people on site to check the wellbeing of the child & the safety of the area 2. inform parents 3. log it on CREST (the West Berks H&S monitoring system)	**Inform** the office **immediately** by sending a messenger or by phoning
Near Miss involving an adult	Parent slipped on manhole cover but wasn't hurt Cupboard door fell, just missing a child	School Office who will then 1. inform the appropriate people on site to check the wellbeing of the adult & the safety of the area 2. log it on CREST (the West Berks H&S monitoring system)	**Inform** the office **immediately** by sending a messenger or by phoning
Near miss involving the site (and no people)	Tree branch fell over night Display board fell down while class was outside	School Office who will then 1. inform the appropriate person on site to support & check the safety of the area 2. log it on CREST (the West Berks H&S monitoring system)	By **email** to the office– give details of where it is & what happened
Adult is hurt on site, or doing an activity linked to their job	Staff member fell on site Volunteer's arm gets trapped in a door on a school trip	School Office who will then 1. inform the appropriate person on site to check the wellbeing of the adult & the safety of the area 2. inform the Headteacher 3. log it on CREST (the West Berks H&S monitoring system)	**Seek immediate support** if needed **Record** in the accident book accident (kept in the school office