

# Bengeworth Multi-Academy Trust

## Health and Safety Policy with Arrangements.

### Bretforton Village School 2018-2019

#### 1. THE STATEMENT

##### 1.1 General Requirements

The Governors of Bretforton Village School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Agreed/Ratified by:	Signature	Date
Chair of Governors Tony Mealings		
Health and Safety Governor Tony Mealings		
Head Of School Kevin Riley		
Health and Safety Officer James Cox		

Next review date: September 2019

# Bengeworth Multi-Academy Trust

## 1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

## 1.3 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognize the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

## 1.4 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

## 1.5 Local Management of Schools and Delegated Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

## 1.6 Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999 amended 2006, the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002).

## 2. THE ORGANISATION

### 2.2 Employer's Responsibilities

The Governing Body

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Bretforton Village School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the

# Bengeworth Multi-Academy Trust

school has initiated the building work, in which case this will be the responsibility of the Governing Body.

## 2.3 Governors' Responsibilities

The Governing Body, through the Head Teacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

## 2.4 Head Teacher's Responsibilities

The Head Teacher and School safety officer are responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out the annual safety audit requested by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.

# Bengeworth Multi-Academy Trust

- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

**(NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance.)**

- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

**2.5 Assistant Heads/Phase Leaders** are responsible for:

- a) all matters of health and safety in their phase
- b) bringing to the notice of the Head Teacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) Conducting regular health and safety checks of classrooms, communal areas and playgrounds in their phases and reporting any areas of concerns or defects to the School Safety Officer.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

# Bengeworth Multi-Academy Trust

## **2.6 Other Teaching, Teaching Assistant and Technician Staff** are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Phase Leader (or School Safety Officer).
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

## **2.7 The Sites and Buildings Managers / Caretakers / Cleaner in Charge** are responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Bringing to the attention of the Head Teacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).
- d) Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the Head Teacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (eg. boilers, treatment plant) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers)

## **2.8 The First Aiders** are responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).

# Bengeworth Multi-Academy Trust

## 2.9 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the Head Teacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the Head Teacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

## 2.10 Catering / Kitchen Manager is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- d) Bringing to the attention of the Head Teacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

## 3. THE ARRANGEMENTS

### 3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

- Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish: both settings are cleaned daily by a team of cleaners. Rubbish is collected regularly from wheelie bins. The caretaking team monitors outside grounds.
- A wet floor sign is displayed when cleaning to minimise risks of slips.
- Disposing of glass and other sharp objects: Items are wrapped carefully and disposed of.

Arrangements for snow shifting and icy conditions (refer to Grounds' Maintenance Fact Sheet) are carried out by the caretaking team.

- Clearing leaves off pathways are the duty of the caretaking team.
- External waste bins are stored in a secure, separate external bin area at both bases.
- The caretaking team arrange disposal of hazardous waste such as fluorescent tubes and computers etc.

### 3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the Head Teacher who will record the information via the WCC County Council accident/incident reporting system.

# Bengeworth Multi-Academy Trust

All minor accidents should be recorded in the schools own First Aid book at either setting. Where necessary, parents / guardians or other persons should be notified of the accident. Parents will always be notified of head bumps through a verbal discussion and head bump letter with details of the timings and what to look out for in the next few hours. Parents will be required to sign and return a section of the letter to show that they have read and acknowledge receipt of this.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Head Teacher/Deputy Head Teacher/Health and Safety Officer are responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

### **3.3 Contractors (Management of)**

- Contractors will be appointed by the Head Teacher
- Contractors will be appointed using the approved list of Property Services Jobbing Contractors booklet where possible.
- Contractors will report to the office and submit method statements and to establish safe working arrangements. They will be given relevant H and S information and an identity badge.
- The Head Teacher, Safety Officer or Site Manager is responsible for checking method statements and risk assessments prior to commencement of work
- Staff should report concerns to The Head Teacher or Safety Officer verbally in the first instance, and written if possible.
- Adequate segregation of workmen and pupils will be monitored by the Head Teacher, Safety Officer or Site Manager and workmen will be supervised by an existing member of staff if appropriate.

### **3.4 Contractors (Management of Asbestos)**

- The Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors from the Property Resources list are allowed to work with asbestos.
- For further guidance refer to WCC asbestos policy or contact Property Resources for advice, contact details are found on edulink.

### **3.5 Contractors and Visitors on Site**

Arrival on site

- All contractors must report to the office at either base where they will sign into a contractors' visitors' book, be given all of the relevant Health and Safety information along with a Bretforton Village School identity badge that must be worn at all times. Contractors will sign to state that they have been briefed on the induction process and understand their responsibility under it.
- Contractors will be informed of any fire procedures by the Office administrators when they arrive on site, or by the caretaking team if they are accompanied during their work.

# Bengeworth Multi-Academy Trust

## 3.6 Control of substances hazardous to health (COSHH) –including radiation

- Less hazardous alternative substances are purchased and used wherever possible.
- The Caretaking Team maintain the COSHH file, which is kept in the Cleaners' cupboard.
- COSHH materials are ordered by the caretaking/cleaning team and any orders are approved by the Head Teacher
- All COSHH materials will have a safety data sheet.
- Risk assessments are be carried out for tasks using the most hazardous substances as per the WCC COSHH Policy.
- The Caretaking team are responsible for safe storage of the COSHH products.
- All staff are made aware of how to identify COSHH materials from clear labels.
- Wherever possible, substances will not be decanted. Where this is not possible, the caretaking team oversee the clear labeling of decanted substances.
- The caretaking team oversee the Provision and instruction on the use of specific Personal Protective Equipment.
- The caretaking team oversee the safe storage and transportation of hazardous substances.
- The caretaking team will understand the emergency procedures for cleaning spillages/escape. Emergency evacuation procedures are shared at Staff Induction meetings.
- The caretaking team oversee the disposal procedures for waste, unwanted or spilt substances.

## 3.7 Defect reporting procedures

The arrangements for reporting defects on a day-to-day basis are set out in this section.

Any member of staff can report the defect to the caretaking team/Safety Officer using Site Reporter online, which is checked daily. Defects will be prioritized using this system and the most urgent dealt with immediately. Outstanding defects will be discussed at fortnightly caretaking team meetings and prioritized, unless they are an immediate risk to the health and safety of the children, in which case the caretaking team will be deployed to make good the defect or arrange for alternative arrangements.

- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item.
- The Safety Officer monitors that the defect has been rectified through regular monitoring walks and discussion at Caretaking meetings.
- A report is produced for governors at termly intervals. The report is discussed at governors' meeting / management committee where recent defects are identified and outstanding works discussed.

## 3.8 Display screen equipment (DSE)

- All staff who are classed as DSE "Users" including teachers with laptops are trained in there safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE Self assessments for all staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur
- The Office Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

## 3.9 Electricity at work

- All hardwired equipment is checked every 5 years.
- The caretaking team is responsible for ensuring the hardwiring checks are carried out

# Bengeworth Multi-Academy Trust

- Portable appliances testing (PAT) including stage lighting is carried out annually by a trained member of the school's site team.
- School equipment used for lettings is checked before use.
- PAT testing registers are kept as paper copies in the school offices.
- All defective items removed or repaired
- Reporting defective equipment (Refer back to 3.7 Defect reporting procedures.)

## 3.10 Fire Precautions and Emergency Plans

- The Head Teacher is responsible for undertaking and reviewing the fire risk assessment (C.S. Todd), emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground etc.
- A Critical Incident plan is in place and reviewed regularly.
- Fire drills/emergency evacuation drills are carried out at least half termly with records of time taken to evacuate the buildings. Assembly points are detailed on a Fire Procedures sheet and known to all children at both bases.
- The School Health and Safety Officer is responsible for inspection and maintenance of fire exits/escape routes.
- The School Health and Safety Officer is responsible for checking and updating the Fire Evacuation Notices.
- The School Health and Safety Officer/Chubb is responsible for regular inspections and maintenance of fire extinguishers and they are inspected/serviced formally annually by Chubb.
- 'In the line of fire' online training is given to staff annually.
- A member of the Leadership team/Reception staff is responsible for calling the emergency services and co-ordinating the evacuation. They will be identified by their identity lanyards to staff and emergency services.
- The Head Teacher makes checks once all children and adults are safely outside. Each class teacher checks their class against a paper register generated daily by the office administrators and confirmation of the presence of all children taken to the Head Teacher.
- The Deputy Head Teacher/Assistant Head Teacher will deputise for this as necessary.
- The caretaking team are responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and records are kept on the caretakers' computer or in the file.
- The Caretaking team/PR Associates carries out the six monthly inspections and maintenance of the systems.

## 3.11 First Aid and Medication

### First Aid

- First aider details are displayed on the First Aid Cupboards in both bases.
- Qualified first aider training is renewed every three years. Staff hold Emergency First Aid at Work qualifications (3 day and 1 day) and a list is kept by the First Aid leads/Lead TAs.
- The Lead TAs are responsible for checking when staff require refresher training in each base.
- First aid kits are kept in the First aid cupboards at both bases, corridors and classrooms. Portable first aid kits are taken on Educational Visits.
- Lead TAs are responsible for checking and restocking the first aid kits in each base.
- Lead TAs or a member of the Leadership Team summons an ambulance and accompanies children to hospital (if parent or legal guardian is not available).
- There are sufficient First Aid trained members of staff to cover any absence, illness or retraining.

# Bengeworth Multi-Academy Trust

## Medication

- The school does not administer any medicine in school unless prescribed for a long term condition (eg Ritalin for ADHD).
- All staff complete allergy training –e.g. epi-pen and this is updated yearly.
- Any medication in school is locked in a fridge if needed (in office), in a locked tin or in a locked cupboard.
- A form must be completed and signed by the parent for all prescribed medicine. Only medicine prescribed by a doctor will be administered. The medication must be in the original package with the child's dosage and name clearly written.
- All medication given will be documented, dated and signed by two members of staff and information shared with parents.
- Any unused medicines must be collected by the parent from the school office at the end of the school day/week.

### 3.12 Health and Safety Advice

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement

### 3.13 Information dissemination procedure

- Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

#### Employees

- Staff are informed about all of the existing information held on the site through the staff handbook.
- Staff sign to state they have received, read and understood the information as part of the induction process.
- Electronic policy and procedure documents are stored on the staff shared area of the school network accessible to all staff.
- Health and Safety advice is included in included in the staff handbook and updated annually.
- The staff handbook is available for temporary staff.
- The Leadership team updates the staff handbook annually.
- New Health and Safety information is disseminated to staff at weekly staff meetings, TA meetings, scheduled review meetings for specific groups or at Thursday lunchtime staff briefings.

#### Pupils

- It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.
- This is done through specific lessons, topic-related approaches to ensure that information is relevant, the PSHE curriculum and through assemblies. Information is also included on weekly newsletters to parents and children.

#### Visitors / contractors

- Office staff, on instruction from the Head Teacher / School safety officer, ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)
- This information will be disseminated through the use of the contractors/ visitors book

#### Governors

- The School Health and Safety Officer ensures that Governors are informed of any existing and new health and safety information verbally at termly Governors meetings or when Governors enter the school to carry out their Governor visits.

### 3.14 Lettings/Shared use of premises/Extended Services

# Bengeworth Multi-Academy Trust

- The Head teacher/H&S Officer/Caretaking team are responsible for discussing and agreeing health and safety arrangements.
- A written lettings agreement / is a policy in place, signed by the hirer, the school holds a copy and is managed by the Business Manager, Chris Oliver.
- All lettings use their own equipment with the exception of tables and chairs.
- Lettings provide their own staff and the caretaking team oversees opening and locking of the building.
- First aid provision - Lettings are made aware of the location of First Aid boxes. They are asked to report any accidents to the school.
- Fire and emergency arrangements - Lettings have the contact details of the caretaking team for emergencies. They are made aware of the procedures for fire and evacuation upon booking.
- Standard operating procedures are detailed on the lettings' booking form.
- Emergency lighting is available and maintained.  
The Head Teacher is responsible for applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003? (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
- The Head Teacher / EVC / H&S officer is responsible for checking risk assessments.
- The building is always opened and locked by a member of the caretaking team.
- Insurance cover is arranged by the Business Manager, Chris Oliver.

## 3.15 Lone working and Personal Safety

- All Lone working is undertaken in accordance with WCC guidance.
- Lone Working is limited to the Caretaking team and Senior Leadership Team.
- Any member of staff working in school out of hours should have notified a friend or family member where they are and their expected time of return. Staff need to contact a member of the caretaking team to unlock / lock the site. They must not work in school alone.
- Personal safety awareness information is provided/discussed with staff at induction and prior to each school holiday.
- A risk assessment is in place for safe working practices/rules for staff who work alone.
- Contact arrangements are detailed within the risk assessment.
- Personal risk assessments are carried out, shared with staff – and held in the caretakers file.

## 3.16 Maintenance/Inspection of equipment

- Ladders and steps, extraction systems, PE equipment, lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, water temperatures, sprinkler systems and panic alarms require periodic inspection, examination or testing.
- Checks required are undertaken either by the caretaking team or an external company annually or as required.
- The records of these checks are kept by the Caretaking team or H&S officer.

## 3.17 Manual handling

- Lunchtime supervisors require a manual handling operation (e.g. lifting, pushing, pulling etc) when setting out tables and chairs.
- The H and S officer will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks.
- Online manual handling training is available for members of staff.

## 3.18 Monitoring Arrangements

# Bengeworth Multi-Academy Trust

- WCC Health and Safety will make a biannual inspection. H&S officer will make an annual inspection along with the Governor with responsibility for H&S.
- The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.
- The governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher /Site Manager / Business Manager

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

## 3.19 Offsite and Educational Visits

- James Cox is the School's Educational Visits Co-ordinators (EVC)
- Worcestershire's EVOLVE offsite visit software system is used by Visit leaders to set up visit requirements and forward this information onto the school EVC for all out of school visits. This is monitored by both the Headteacher and the EVCs.
- The Head teacher sanctions adventurous activities and visits over 50 miles once EVC Visit leader and EVC has completed the necessary arrangements and checks.
- Pre Site visits should always be carried out where possible and provision is made for recording this on the risk benefit assessment.
- The teacher leading the visit will carry out the risk benefit assessment and attach this, as well as additional paperwork, to the Evolve system which goes to the the EVC at least 1 week before the visit for approval.
- Approval is always required from the EVC and Headteacher.

## 3.20 Outdoor Play Equipment

- At Burford Road there is an adventure playground and a trim trail.  
At Kings Road there is an adventure playground installed by Timberline.
- The equipment is Inspected annually by WCC Health and Safety team and consulted at other times if any concerns are noted.
- Visual inspection is carried out by the teacher on duty/ Lunchtime supervisors/Caretaking team. This is not recorded.
- Risk Assessment for the use of the equipment is kept in the H&S file.

## 3.21 PE equipment

- PE equipment is inspected annually by WCC.
- Equipment is visually inspected by the Teacher before use but is not recorded unless defects are found.
- Equipment is set out by staff or children as in accordance with the PE policy.

## 3.22 Personal Protective Equipment

# Bengeworth Multi-Academy Trust

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment and will be selected/provided by the Caretaking team / Head Teacher / Cook.

## 3.23 Pond

- At Burford Road no supervision is required as the pond is covered.
- At Kings Road children should be supervised at all times when in the nature area and a separate risk assessment carried out depending on the nature of use.
- Unauthorised access be prevented by locked gates.
- Deep water signs are displayed at Kings Road.
- The Health and Safety Officer will carry out any risk assessments and will review them annually.
- The caretaking team and grounds maintenance contractors are responsible for the maintenance of the pond areas.

## 3.24 Risk Assessments

- Risk assessments will be undertaken for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The Head Teacher/ Subject coordinators/ H&S officer / Caretaking team are responsible for ensuring risk assessments are undertaken.
- Arrangements for New and Expectant Mothers - see WCC Policy & Risk Assessment Guidance.
- Risk assessments are to be reviewed annually.
- Risk assessments are kept in the EVC file / H&S file or Caretakers File
- Risk assessments will be shared with the relevant staff they affect.
- Staff will sign and date they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit will be risk assessed, either through edited and amended generic risk assessments for regular visits (eg Church, walking up the path) or location specific risk benefit assessments.

## 3.25 Smoking

- The site is a 'NO SMOKING SITE', including electronic cigarettes/'vapes'.

## 3.26 Sports pitches / playing fields

- These are maintained by grounds company (Countrywide and Chris Arnold)
- Daily visual inspections will be carried out by the Caretaking team / PE coordinator / staff on duty.
- The sand pit at Burford Road is covered to prevent animals fouling. The caretaking team will monitor this and deal with any excrement appropriately

## 3.27 Stress and Staff Wellbeing

- Staff are able to seek support from the Leadership Team, including Phase Leaders, who will guide them in the right direction for seeking support.
- Staff can be referred to the Occupational Health Service.
- Expectant mothers are encouraged to report as soon as possible for the purpose of risk assessment.
- A room will be available for nursing mothers if needed.
- General staff facilities available include staffrooms and WC facilities.
- Staff are encouraged to consider their work life balance and are reminded of this at the start of every year.

## 3.28 Swimming lessons (Public Pool)

# Bengeworth Multi-Academy Trust

- Swimming lessons take place at Evesham Leisure Centre for Years 1 to 5.
- A minimum of 2 members of school staff plus parent helpers per class will supervise. A qualified swimming instructor will meet the children at the pool along with a qualified lifeguard.
- Life saving equipment is available at the pool. Normal operating systems and emergency operating systems are the responsibility of Evesham Leisure Centre.
- All children are briefed about pool safety and emergency procedures prior to their first swimming lesson, regardless of whether or not they have been swimming at the pool before.
- See Swimming risk assessment.

## 3.29 Training and Development related to Health and Safety

- The Head Teacher / H&S Officer are responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)
- The Health and Safety Officer is responsible for new staff inductions and briefings
- The Head Teacher is responsible for establishing minimum health and safety competencies for certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc)
- The training records/CPD are kept and maintained by the School Business Manager.
- The CPD coordinator is responsible for ensuring staff undertakes refresher training, with the exception of First Aid training (Lead CSPs).

## 3.30 Vehicles on Site/car park arrangements

- The Head Teacher / H&S Officer / Caretaking team is responsible for management of vehicles on site.
- Provision is made for staff to park in the car park. Pedestrian gates will remain closed at Burford Road during the school day. Vehicular access gates will be closed shortly before the children arrive and will remain closed until 15 minutes after the school day has ended, apart from at King's Road where they will remain open all day (including before school to access the turning circle) until 15 minutes before the end of the school day.
- Parents are frequently reminded of these arrangements through newsletters and specific letters.
- There are no restrictions on vehicle movement at any time.
- Provision is made for the segregation of larger vehicles from pedestrian areas via the access drive at Kings Road.
- There are no restrictions on reversing vehicles.
- Staff are encouraged to reverse into car parking spaces to avoid collisions with members of the public or children.

## 3.31 Violence to Staff / School Security

- All visitors must sign in at reception and will not be permitted to enter the building unless known to the school or expected for an appointment. Both bases have a secure entrance accessed by a keypad with codes changed occasionally and known only to staff and governors.
- Office staff are at greater risk of injury, but no special training is required.
- All staff are required to report all incidents of verbal & physical violence to the Leadership Team.
- 

## 3.32 Water Hygiene

Refer to the WCC Legionnaires and Water Hygiene Policy

- The water hygiene log book is kept in the Caretakers file.
- The Caretaking team is responsible for carrying out and recording water hygiene sampling.
- Site arrangements i.e. automatic flushing system in place – Weekly checks undertaken

## 3.33 Work experience pupils

# Bengeworth Multi-Academy Trust

- Work experience coordinator will undertake induction with students and will carry out risk assessments needed.
- Work experience pupils will be monitored by the class teacher / work experience coordinator / phase leaders while on site.

## 3.34 Working at Height

Equipment:

- Ladders are kept in the store rooms and checked annually. Step stools located in storage areas. Elephant stools are located in the Cleaners/Caretakers' cupboard.
- The caretaking team will carry out the annual inspections.
- The caretaking team will carry out pre use checks and record them.
- Caretaker to carry out risk assessments. H&S officer to ensure that all staff are aware of the risk assessments.
- Staff are able to use step stools but should not use ladders. Caretakers will use ladders as and when necessary in accordance with the risk assessment for working at height.

Responsible Person	Print Name	Signature	Date
Chair of Governors			
Head Teacher			

Review Date \_\_\_\_\_