



Health and Safety Policy

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The Directors have paid due regard to the impact of all aspects of equality in the writing of this policy

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1. Introduction

The Health and Safety at Work Act 1974 places overall responsibility for H&S with the employer. As Academies, the schools' employer is the Saturn Education Trust (SET).

This document details Saturn Education Trust's Health and Safety (H&S) Policy. It contains information and instructions on:

- The organisation of H&S management in schools
- Management of specific H&S related issues in schools;
- The appropriate H&S training of staff, governors and directors;
- The documentation and recording of; H&S related activities; incidents and accidents; and rectifications.

All staff, governors and directors are required to familiarise themselves with this document and have a thorough understanding of its requirements.

This document should be read in conjunction with the School specific, H&S Management Plan and H&S Organisation Data Form.

2. Health and Safety Management Organisation

Board of Directors

The SET Board of Directors ('the Board') has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of:

- Teachers and other school staff;
- Pupils in-school and on off-site visits; and
- Visitors to schools, and volunteers involved in any school activity.

An H&S Director will have responsibility for updating this policy document and liaising with individual schools on the implementation and management of the H&S requirements.

Head of School

The Board delegates the management of H&S to the Head of School. The Head is required to ensure that H&S management activities are adequately and consistently undertaken on a day to day basis.

The Head may delegate responsibility for undertaking H&S tasks to other staff members and, specifically, the Admin and Finance Team will support the Head in the administration of H&S management.

The Head is assisted by: the Admin & Finance Team; the Governor for H&S; the Cleaner-in-Charge/Caretaker; and the school's Educational Visits Officer. Employees also have certain responsibilities set out later in this section.

The Head is responsible for overseeing the H&S training requirement for all teaching staff. This will include ensuring that certain named staff have appropriate training in carrying out H&S risk assessments. The Head will review all H&S risk assessments with the originator to ensure that they are realistic and that any H&S risk remaining is being managed effectively.

Admin and Finance Team Leader

The Admin & Finance Team Leader is responsible for ensuring that appropriate arrangements are in place for H&S Management throughout the School. This will include:

- the inspection, servicing and repair of school, gas, electrical and fire safety equipment;
- The maintenance and updating of H&S Documentation including the school specific H&S Management plan, the school H&S Risk Register and H&S Records and reporting files;
- The AFTL will also ensure that all play equipment is maintained and serviced in accordance with the manufacturer's guidelines.

Governor for Health and Safety

A Governor for H&S will be appointed by the LGB. The appointed Governor will undertake appropriate training and monitor H&S Management. Termly workplace inspections will be carried by the Governor for H&S and the Head of School.

Cleaner-in-charge /caretaker

The Cleaner-in-charge/Caretaker is responsible for:

- Providing H&S Risk Assessments for the Control of Substances Harmful to Health (COSHH) Register, ensuring they remain up to date and accurate. Where COSHH risk assessments identify the need for Personal Protective Clothing or specific first aid arrangements he/she will liaise with the school office to ensure that these are made available. Products and substances considered to be a risk should be clearly labeled and stored in secure locations.
- Making sure that the gas isolation valve, the electric mains switch and water stopcocks are both signposted and easy to access at all times. The Cleaner-in-charge/Caretaker will ensure that the boiler room remains clear of all combustible materials.
- Observing, noting and reporting to the Admin and Finance Team on items of concern relating to H&S risks noted while carrying out normal duties.

The Educational Visits Coordinator

The Educational Visits Coordinator (EVC) will review all H&S risk assessment associated with outdoor visits (with the originator) to ensure that they are suitable and sufficient and that any risk remaining is being managed effectively. H&S Risk assessments for all trips abroad, and residential or adventurous activities will be sent to the Head of School and the SET CEO.

Employees

Trust employees also have responsibilities under the H&S at Work Act. Employees must:

- Take reasonable care of their own and others' health and safety;
- Co-operate with their employers;
- Carry out activities in accordance with training and instructions; and
- Inform the employer of any serious risks.

A table summarising H&S roles and responsibilities is at Annex A.

Work place Inspections

The Head of School and Governor for H&S will undertake an inspection of the school buildings, grounds and equipment at least once a term. The inspection will be based on the Trust inspection check lists for schools and playground equipment. The inspection includes a review of staff and governor /director H&S training. Where the inspection uncovers a fault or weaknesses in the school's infrastructure, the inspection team will agree, and document, corrective action, including time limits, and ensure it is implemented. A record of the inspection and any action taken is held in the school's H&S Inspection Register.

External Audit or inspection

The SET H&S Policy and School H&S Management Plan will be regularly audited or inspected by bodies independent of school management.

DfE will carry out pre-arranged H&S Audits by consultants appointed for that purpose. In addition to a formal inspection of the premises the consultants will inspect H&S records/files to ensure that they are up to date and all actions acted upon.

H&S guidance, audit and advice is provided to the Head by Dorset County Council (DCC) H&S Team, under the Terms of the DCC Service Level Agreement (SLA) agreed with SET.

3. Site and Personal Security

Security

All visitors to Trust schools must first book in at the school reception. They will be issued with a school identity card/sticker that they are required to display at all times. Staff and pupils are encouraged to check that visitors on site are wearing an identity card. If the visitor is unable or unwilling to show their identity card, staff should immediately notify the Head.

All identity cards will have a unique serial number. This will allow the school reception to quickly establish whether an identity card is missing, and who it was last issued to. If a missing card cannot be recovered for whatever reason, it is to be recorded as lost. The number is not to be reissued. The number of missing identity cards is to be recorded in reception.

If in school for four days or more, contractors are required to sign up to the schools' code of conduct for contractors, as per the School Safeguarding policy.

Violence at Work

In accordance with the Trust Violence at Work Policy, staff members are required to report all incidents of verbal abuse or violence to the Head who will investigate the incident and take appropriate action to minimise the risk of a recurrence. This may include the need to share information with colleagues.

If a serious threat is made to a staff member in the course of their employment, the Head and/or Chair of Governors will take appropriate action to prevent any recurrence. This may include sending a formal letter to the person concerned warning that legal action will be taken if a breach of the law has, or is likely to occur.

An employee, who has been harmed in any way, including threats, psychological damage or damage to property, will be encouraged to report the matter to the Police. Every opportunity should be taken to

prosecute offenders. In certain circumstances, individuals may wish to initiate legal proceedings themselves. Where appropriate, the Trust will ensure that employees are supported through the prosecution process.

An SET incident form is to be completed for all incidents of verbal or physical violence. All staff are to familiarise themselves with the school's risk assessment for Violence at Work which is held in the H&S risk assessment file.

Lone Working

Where staff members expect to work alone, or in isolation, they must familiarise themselves with the Trust lone working risk assessment which specifies the following controls:

- Avoid any tasks that could lead to an accident, for example climbing ladders,
- Carry a mobile phone with you at all times,
- Let someone know that you are alone, and where you are,
- Tell someone what time you expect to be back home, or back in the classroom,
- If in school, ensure the building is locked and allows only for emergency exit.

4. Incident and Accident Reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) the Trust is required to report to the Health and Safety Executive any accident/incident at work that results in death, major injury or incapacity for more than three days. This includes any act of non-consensual physical violence against a person at work.

Therefore, all accidents and incidents, however minor, to staff, service users, pupils, members of the public and contractors must be recorded using the appropriate log. Where appropriate an SET Accident report form will be completed. This will be dependent on who is injured, the severity of the accident/incident and the action taken. A copy of the form will be forwarded to the AFTL who will ensure that if the accident/incident falls within the categories identified under RIDDOR 95 it is reported to the Health and Safety Executive (HSE).

Copies of the SET accident and incident reporting log, forms and instructions on their use are held in the Health & Safety files in the school office.

Minor injuries that do not require an accident/incident report, are documented on the school's first aid form, copies of which are held in the First Aid Log in the School Office.

5. Fire Safety Arrangements

All staff members have an important role to play in the management of fire safety on a daily basis. Risk of serious injury to staff and children, and damage to the school, can be mitigated by ensuring the following is true for your classroom, office, staffroom or kitchen.

- Fire exits, fire extinguishers or fire alarm call points are not obstructed;
- The signposting to fire exits, fire extinguisher and fire call point is easy to see;
- Extension leads are used safely. They are fully extended. One extension lead is not plugged in to another;
- The amount of combustible material in the workplace is minimised, and none of it is collecting on or around sources of heat, sparks or flame;

- Fire Doors are kept closed at all times, and all doors are closed at the end of the day.

Fire Risk Assessments

The Trust will ensure that a Fire Risk Assessment is undertaken at each site every three years. Where the risk assessment identifies corrective action is needed the Head is responsible for completing these actions in accordance with the stipulated timeframes. The Head will ensure that this risk assessment is reviewed annually to ensure corrective actions have been completed, and good fire prevention measures are being maintained.

Fire Safety Precautions

The timetable for fire safety precautions is at table one. Firefighting equipment, the fire alarm system and emergency lighting will be serviced by an appropriately qualified engineer. The school's Fire log book must contain guidance on how and when equipment should be tested and maintained.

A log containing details of fire safety servicing, drills and tests will be maintained and held in the school's Fire Safety file.

Item	Visual Check	Test	Servicing	Responsible Person
Fire Indicator Panel	Daily		Quarterly	Cleaner/Caretaker
Escape routes, exit doors and fire resisting doors	Daily	Weekly		Cleaner/Caretaker
Fire Drills		Termly		Head
Fire Alarm System		Weekly	Quarterly	Test – Cleaner/Caretaker Service Contract – Admin & Finance Team
Emergency Lighting		Monthly	Annual	Cleaner/Caretaker Service Contract – Admin & Finance Team
Fire Extinguishers		Monthly	Annual	Cleaner/Caretaker Service Contract – Admin & Finance Team
Electromagnetic Door Holders	Daily	6 Monthly		Cleaner/Caretaker

Table 1: Fire Safety Precautions

Emergency Evacuation Arrangements

A copy of the school's emergency evacuation procedure is positioned at all fire call points and final exit points. All new staff members are required to read and sign the school emergency evacuation plan on their first day of employment in the school. All visitors are required to read the school evacuation procedures before they enter the school. A copy of the procedures will be retained in the visitor signing in book.

Copies of the School Emergency Management Plan are held in the Health & Safety file in the School office. The document is reviewed annually by the Head and AFTL.

Personal Emergency Evacuation Plans (PEEPs) will be developed for any staff or pupils that require additional support to quickly and safely evacuate the building. These plans will be held in the School Office. They will be brought to the attention of all new staff members on the first day of employment. Existing staff will be briefed within 48 hours of the introduction of a new PEEP, or when an existing PEEP is amended.

6. Control of Substances Harmful to Health (COSHH)

The use of harmful substances in the school is strongly discouraged. Harmful substances are those classified as being hazardous to health. Hazardous substances can be identified by an orange warning sign on their labelling. It is for this reason that no substance should be decanted from its original container. Some examples of COSHH warning labelling you may find on containers are below:



Staff are not permitted to use any substance registered as hazardous to health in the classroom and must not bring items in from home. All such materials should be bought through the school. Occasionally hazardous substances are used to clean and maintain the school buildings and grounds. If this is unavoidable the following protocol is to be followed:

- On delivery the item is to be retained in the school office, with the Material Data Sheet (MDS) until collected by the school Cleaner/Caretaker.
- The item is to be safely stored and locked in a cupboard.
- The item will be clearly labelled.
- The Cleaner /Caretaker will ensure a COSHH risk assessment form is completed. The risk assessment will establish the exact risk to health, and the safest way to use the substance including the use of appropriate Personal Protective Equipment (PPE). It will also identify the appropriate emergency measures, including first aid and management of spillage.
- The risk assessment will be informed by information published on the manufacturer's/supplier's Material Data Sheet (MDS). The MDS can be obtained on line, or from the manufacturer/supplier.
- A copy of each COSHH risk assessment and MDS will be retained by the user of the item, and also in the Risk Management File in the Head's office.
- An up to date list of all COSHH assessments will be retained by the school, in the COSHH Register.

7. Management and Use of GAS Supply and HEATING Equipment

Gas Isolation Switch

The location of the gas isolation switch(s) for each school is identified in the School H&S Management Plan.

GAS Safety Precautions

Schools are required to undertake a number of precautionary activities to ensure the safety of gas fuelled equipment. The minimum requirements are as follows:

- All gas equipment should be regularly serviced in line with the manufacturers' recommendations. NB only Gas Safe engineers should be appointed to carry out this servicing.
- A log should be maintained on site and completed by the engineers following each visit. The log should include: the time and date of the visit, the actions carried out and the name and signature of the engineer.
- There should be a working Carbon Monoxide Detector with an audible alarm system. This should be tested in accordance with the manufacturer's recommendations.
- Where gas pipe work is located in exposed positions within a building it should be clearly marked to avoid accidental damage. All such pipe work needs to be regularly tested for damage/leaks with records of inspections maintained on the School Gas Safety Record.

HEATING Safety Precautions

The school is required to undertake a number of precautionary activities to ensure the safety of heating equipment. The minimum requirements are as follows:

- Where radiators are used for heating the school, wherever possible Low Surface Temperature (LST) radiators should be used to manage a surface temperature below 43 deg C. Where this is not possible such radiators should have external protection to avoid child contact with the surface of the radiator.
- Avoidance of leaks. Regular, visual inspections of surface pipe work should be carried out to identify any potential leakage. The heating should be kept on low while the school is closed during months when there is a risk of frost damage.

8. Management and Use of Electrical Supply and Electrical Equipment

Electricity Mains Switch

The location of the mains electricity switch(s), for each school, is identified in the School H&S Management Plan

Electrical Safety Precautions

The school is required to undertake a number of precautionary activities to ensure the safety of electrical equipment, and reduce the risk of fire or electric shock. The timetable for electrical safety precautions is at table two. A record of all servicing, drills and tests will be maintained and held in the School Electrical file. All portable electrical appliances will be given a unique identifying number and recorded on the school Electricity Safety Record.

Item	Frequency	Detail	Responsible Person
Building electrical system	Every 5 years	By a qualified engineer. Record of check to be retained in Electrical File held in School Office	AFTL
Portable Electrical Appliances	Annual	Portable electrical appliances will be inspected every year. Every second year a Portable Appliance Test (PAT) will be carried out by a competent person. Between PATs an annual	AFTL

		visual inspection will be completed by the school Cleaner/Caretaker. Records of all testing and inspection will be retained in the Electrical File held in the school office.	
Personal Electrical Equipment	On arrival	All items of personally owned electrical equipment brought in to school is to undergo PAT prior to use.	All
Liquids		Liquids are not to be used/consumed close to electrical equipment or systems	All

Table 2: Electrical Safety Precautions

9. Management and Use of Outdoor Equipment

All outdoor equipment will be inspected, serviced and maintained as with the manufacturer's instructions. The AFTL will ensure that appropriate arrangements for this are in place. Visual checks on outdoor equipment will be made monthly by the Head, and termly by the school's H&S representatives. Teaching and support staff will carry out a visual check each day prior to use.

Ground maintenance

Periodic tree surveys should be carried out by qualified tree surgeons who will advise the school, where action is required, to address problems with trees and undergrowth that could impact the safety and security of anyone working on or passing through the school grounds.

The AFTL appoints a third party contractor for ground maintenance; this includes litter removal, grass cutting and maintenance of borders/hedges.

10. Waste Management

Paper and Cardboard

Recycling containers for paper are situated in each classroom and are emptied by the Cleaner/Caretaker. Any unwanted cardboard boxes should be flattened and stored safely until they can be removed for recycling. The Cleaner/Caretaker will collect unwanted cardboard, for the weekly waste collection. When boxes are retained for use as a craft resource they should be stored in the Art/DT cupboard and not in a classroom, or near any source of heat.

It is essential that no combustible materials are stored in places of high fire risk such as the boiler room, mains electric cupboard and kitchen areas.

Clinical Waste

All clinical waste resulting from first aid such as cotton wool, bandages and plasters should be disposed of in a first aid bin.

Food Waste

Food waste from hot school meals is bagged up by Midday Supervisors and disposed of in the general waste bins.

Wheelie bins

The school's general waste will be disposed of in a locked bin or store shed. They should be emptied weekly during term time, via a commercial contract. Larger external waste bins on 4 wheels must be checked after each emptying to ensure that wheel brakes are applied, or if there are no brakes that the bin is securely fixed to a wall or other such secure structure.

11. Working at Height - Access Equipment

Wherever possible, school staff should avoid having to work at height. Where this is unavoidable staff members must not stand on furniture to reach high shelves, display boards etc. Teaching staff are provided with 'elephant's feet' for this purpose.

The school Cleaner/Caretaker may occasionally need to use a ladder. Any ladder used must be of a minimum standard (EN131). It must be subject to a visual inspection before use.

If a staff member intends to use a ladder or an elephant's foot, they are responsible for undertaking a visual inspection prior to using it.

- Check that the feet are not damaged or worn and have appropriate rubber stoppers.
- Check that rungs are not bent, damaged, or worn.
- Check that the uprights are not bent damaged or worn.
- In the case of 'elephant's feet' check the rubber slip matting is not worn.

If any part of the ladder is damaged it is not to be used, but reported to the Cleaner/Caretaker and Head and quarantined to avoid further use.

All access equipment will be given a unique identifying number and recorded on the school 'Working at Heights' record. The Cleaner /Caretaker is responsible for undertaking six monthly inspections. The date of the last inspection will be recorded on the school's working at height record. Ladders will be stored in a locked cupboard, to avoid unauthorized or unsupervised access by visitors or children.

12. H&S Risk Assessments

All staff members are responsible for undertaking an appropriate assessment of the H&S risk in the activities they undertake or supervise, either on or off the school site. H&S Risk assessment means taking a careful look at what, could cause harm to staff members, pupils, parents or other visitors to the school. Staff need to decide whether enough precautions have been taken or whether more needs to be done to prevent harm¹.

Written risk assessments should be undertaken by an appropriately trained person and stored on a H&S Risk Management file, in consultation with the appropriate senior manager (see organisational roles). On completion, H&S risk assessments will be reviewed by the Head. This is to ensure the Head has a complete picture of risk in the school and is confident that any mitigating action required is achievable. All staff members involved in the assessed activity will read the H&S risk assessment before the activity commences. They will sign to say they understand the controls that need to be followed.

¹ Health and Safety Executive 1994 – 5 Steps to Risk Assessment.

A copy of all H&S risk assessments will be held in the H&S Risk Management file, stored in the School office. Ordinarily, H&S risk assessments should be reviewed annually, however, if the activity and/or the environment it takes place in change, or if the risk is categorised as Medium or High, reviews should be undertaken earlier. The frequency of these reviews will be agreed with the Head.

A register of all H&S risks is held in the H&S Risk Management file. All new staff members are to familiarise themselves with the school's H&S risk assessments as part of their induction training. The AFTL will review the School Risk Register on a termly basis.

Educational Visits

All H&S risk assessments relating to educational visits are to be reviewed and approved by the school's Education Visits Coordinator (EVC). All staff/volunteers involved in the visit are to be made aware of the H&S risk assessment, and especially control mechanisms. They are to sign the H&S risk assessment to show they have read and understood it. A copy of the signed H&S risk assessment will be retained in the H&S Risk Management file held in the School office.

Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 came into effect from January 1993. The Regulations require employers to minimise the risks in computer based work by ensuring that workplaces and tasks are well designed and managed. Any staff member working in a school office, flexibly or at home, and habitually using a computer for a significant part of their work is required to complete a Display Screen Equipment Assessment using the online workstation assessment form available on staffnet at the following link: <http://www.dorsetforyou.com/398837> If deficiencies are identified these must be brought to the attention of the line manager and corrective steps should be taken. A copy of the DSE Risk Assessment will be held in the school's H&S Risk Management file.

Assessments will be reviewed whenever work circumstances change, e.g. new equipment, relocation of workstation, new work practices, new members of staff or if existing staff are experiencing health problems they feel are related to using a computer.

Manual Handling (MH)

To avoid the risk of injury to staff, where activities require repetitive or strenuous handling of large, awkward or heavy equipment a manual handling risk assessment will be done. The MH H&S risk assessment is to be completed by the member of staff affected and the appropriate senior manager. The H&S risk assessment will recommend safe handling techniques including the use of appropriate lifting equipment or transport. Copies of the MH H&S risk assessment will be held in the schools' H&S Risk Management file.

Asbestos

All schools are subject to regular reviews for asbestos materials and there is a register for every property. The Asbestos Register and H&S risk assessment is held in the School office.

The asbestos in Trust schools has been assessed as safe unless it is disturbed or damaged. For that reason only authorised persons such as the school Cleaner/Caretaker or an approved contractor are to undertake maintenance or repairs on the buildings.

The Head will ensure the asbestos register is notified to and seen by contractors before work commences. Any work planned in an area that contains asbestos must be approved by the Head (advice can be sought from DCC's Asbestos expert Austen Knight on 01305 221907).

All staff members are responsible for reporting damage to equipment or infrastructure to either the Head or Cleaner/Caretaker immediately, so that they can make an assessment of whether there is asbestos present and take appropriate action.

Water Hygiene

Legionnaires' disease is a form of pneumonia caused by inhaling airborne water droplets (aerosols). The bacterium that causes Legionnaire's Disease can be found in most water systems. However dirty water systems and water temperatures of between 20-45°C are known to cause the proliferation of this bacteria. All schools will complete a Legionnaire's Disease Survey. Surveys carried out by DCC have found that schools are low risk. However, it is recommended that the water system is flushed through after the long summer holiday, to remove the risk of stagnant water in the system. The Cleaner/Caretaker is responsible for flushing the system and ensuring that adequate flushing records are maintained.

PTA Events

The School PTA is responsible for undertaking H&S risk assessments for PTA events. The PTA must work with the School to ensure the H&S risk assessments are suitable and sufficient. A copy of the assessment should be held by the school.

13. First Aid

First Aiders

First Aid covers the initial treatment of an injury or illness suffered in school, or on a school visit. The cause of the injury or illness does not have to be work related.

If an accident or incident occurs, the advice of a qualified first aider should be sought. Where an ambulance is required, the first aider must remain with the ill or injured child or adult. A by-stander should ring for assistance. If the incident involves a child, that child must never be left alone.

The Trust's policy is to have at least two first aiders on the staff team at each school. This enables significant school visits to have first aid cover, at the same time as the main school site. The first aiders on the staff team will undergo HSE approved training on the administration of first aid at work and will hold a current first aid at work certificate. The name and contact details of first aiders are noted in the School's H&S Organisation Data Form and posted at first aid points in the school.

First aid **DOES NOT** include giving tablets or medicines to treat illness. It is Trust policy that no medicines will be held in school. However, where prescribed medicines must be administered during school time, parents /carers are required to complete a medicine form. A copy of this form is kept with the medication and the original is held in the school incident/accident/first aid reporting log.

First Aid Rooms

First Aid Stations for each School are noted in the H&S Organisation Data Form:

The First Aid Station should include:

- A large first aid kit;
- Individual pupil care plans;
- The incident/accident/first aid reporting log;
- Medicines given log;
- A copy of the Trust/School first aid policy.

Reporting

When an accident or incident that requires first aid occurs to either an adult or a child it is to be recorded in the First Aid Log. The following details will be recorded: the name of the casualty; a description of the injury; where and how it occurred; and the first aid administered.

First Aid Kits

In addition to a main first aid kit at the first aid station, each classroom contains a portable first aid kit, which is also for use on school trips. Contents are checked termly by a qualified first aider, who will replace missing or out of date items. A first aid kit check list is located with the main first aid kit, and this will be signed off, with a note of the action taken, when the check is completed.

14. Training Requirements

It is important that staff members are suitably trained to safely fulfil their roles. A table containing the H&S training required for individual roles is at Annex A.

The Head is responsible for ensuring that all new staff members are provided with School H&S induction training when they take up an appointment at the school. A list of the items to be covered during induction and the timeframe for completion is at Annex B.

15. Management of Contractors and Visitors

All visitors are required to sign in at reception, either manually or electronically, where they will be issued with an ID card or badge. They will also be provided with a site H&S and Safeguarding briefing that will include the Emergency Evacuation Procedures, the location of first aiders, and the Safeguarding code of conduct. Where they are undertaking maintenance or repairs to the building they will be notified of the Asbestos Register and provided with information on the location of any asbestos present, and the position of the electrical mains switch and mains water stopcock where appropriate.

Staff members are encouraged to monitor contractors on site. If they are concerned about where, or how, a contractor is working they must report it immediately to either the Head or one of the office staff. If the working practices are obviously unsafe, to avoid the risk of an accident on school premises, they are encouraged to challenge the contractor directly. They must report what they have seen and done, to the Head or the AFTL, who will ensure that the AFTL/Trust is made aware of any unsafe working practices in local contractors. This is important, as the AFTL/Trust will be able to take action that will reduce the risk of accident and injury in another school.

16. Management of H&S DOCUMENTS

It is essential that details of all H&S policies, plans, guidance and records are held in the School offices. These documents must be regularly reviewed, updated and actions taken recorded, as appropriate. Documents should be retained for a minimum of 6 years. The filing system is at table three.

Table 3: H&S Filing System

File	Document Name	Reporting requirements	Actions
Policies and Plans	SET H&S Policy	Current Policy	Latest Updates
	School H&S Management Plan	Current Plan	Latest Updates
	School H&S Organisation Data	Latest form	Latest Updates
	Form	Current Policy	Latest Updates

Records	SET First Aid Policy		Latest Updates
	School Fire Safety Plan	Emergency Evacuation	Latest Updates
	School Emergency Plan	Procedure	Latest Updates
		PEEPS.	Latest Updates
	SET Child Protection Policy		Latest Updates
	SET Bullying Policy		Latest Updates
	SET Dealing with Stress Policy		Latest Updates
	School Safeguarding Policy		Latest Updates
	School H&S Training records	All staff	Updates
	School H&S Inspection Register	Workplace Inspections	Dates, findings, action
	School H&S Risk Management Register	H&S Risk Assessments	Forms for known H&S Risks
	School Accident Reporting Register	Accident/Incident Log, First Aid Log	Log research and outcomes Log minor injuries
		COSHH risk Assessments	COSHH forms
		Servicing, drills and tests	Log dates and outcomes
	COSHH Register	Gas Service Log	Dates and actions
	Fire Safety File	PAT Records	Dates and actions
	Gas Safety Record	Access equipment	Inspections and servicing
	Electricity Safety Record	Location of asbestos	Inspections
	Working at Height Records	Incidents	Investigation and outcome
	Asbestos Register		
Bullying /Violence Record			

14. Further Information

If you require further information on this H&S Policy please contact the AFTL in the first instance.

Annexes

Annex A – H&S Roles and Responsibilities

Role	Post Holder	Responsibilities
Overall responsibility Responsibility for School H&S	SET as employer Head of School	SET H&S Policy and updates Overseeing H&S Management within the School. Delegating the following roles and responsibilities to specific post holders.
School H&S Management	AFTL	H&S Management administration, supporting the Head and maintaining H&S documentation and records.
Fire Safety Officer	Head of School	Annual review of fire risk assessment. Ensure school complies with Fire Guidance document Assurance that Fire detection and fire fighting systems is maintained and tested at the appropriate intervals/frequency.
Educational Visits Co-coordinator	Class Teacher	Review of H&S risk assessment for educational visits.
COSHH Manager	Cleaner-in-charge/Caretaker	Management of COSHH Inventory and COSHH Risk Assessments.
H&S Risk Management	AFTL	Ensure all appropriate H&S risk assessments are in place and are up to date. Ensure termly review of School H&S Risk Register. Annual Review of Legionella risk assessment and completion of SET assurance form. Review of, and adherence to, DCC Asbestos Risk Assessment recommendations. Ensure that recommended maintenance and test programme is complete.

Annex B: H & S Training Requirements and Frequency

Role/ Course/Frequency	Head of School	H&S Governor	Teacher	Teaching Assistant	AFTL/ Office Staff	Lunchtime Supervisor	Kitchen Staff	Cleaner-in- charge/ Caretaker	Cleaner
Site H&S Induction	On day of joining								
Managing H&S in Schools Every 3 years	√	√						√	
Manual Handling Every 3 years any one who completes MH activities should be trained						√		√	
First Aid Every 2 years				√	√				
Display Screen Equipment	√				√				
Fire Awareness in the Work Place (DVD)	√	√	√	√	√	√	√	√	√
Outdoor Educational Visits Every 3 years			√ EVC						
Fire Awareness and Extinguishers Course	√	√	√	√	√	√	√	√	√
Basic Food Hygiene						√	√		
Advanced Food Hygiene									
Life Saving Certificate Every 2 years			√	√					

Annex C – Staff H&S Induction list

Name: Date of completion: Signed by:

Subject	Content	Method	Timeframe
Fire Evacuation Procedures and call points	Evacuation Procedures	Site tour	Day of joining
	Fire Extinguishers, Call points	School H&S Management Plan	Within one week
	Fire Drills		
	Alarm Testing		
Management of Hazardous Substances	School policy	School H&S Management Plan	Within one week
	Where they are held		
	Who is responsible for them		
Electrical Equipment	Waste Management		
	PA Testing	School H&S Management Plan	Within one week
	Annual Visual inspections		
	Fault reporting		
	Using computers and home and in the office – set up; liquids, use of extension leads.		
Hazards, Accidents and First Aid	Personal Electrical equipment		
	Hazard Reporting	Site tour	Day of Joining
	Accident Reporting	School H&S Management Plan	Within one week
	First Aiders and First Aid points		
Visitors and contractors	First Aid Protocol		
	Visitor entry and exit procedures	Site Tour	On day of joining
	Monitoring of Visitors and Contractors	School H&S Management Plan	Within one week
Lone Working	DCC Lone Working Policy	School H&S Management Plan	Within one week
Access Equipment	Instructions on safe use of ladders	School H&S Management Plan	Within one week
	Inspection of Ladders		
Management of Risk Assessments	Hazard Logs	School H&S Management Plan	Within one week
	H&S Risk Assessment log	H&S Risk Register	
	H&S Risk Assessment methodology		
Waste Management	Procedure for storage and disposal of waste;	Site Tour	On day of joining

recycling schedules; electrical equipment.

School H&S Management Plan

Within one week

Annex D: Timetable of Inspections and Checks

Item	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Responsible Person	Page
Workplace Inspection		X				X				X			Head of School H&S Governor	
Fire Drills (termly)		X				X				X			Head of School	
Fire Alarm System Test (weekly)	X	X	X	X	X	X	X	X	X	X	X	X	Cleaner/Caretaker	
Fire Alarm system Servicing (Quarterly)													AFTL (to appoint contractor)	
Emergency Lighting (annual)													Cleaner/Caretaker	
Fire Extinguisher (monthly)													Cleaner/Caretaker	
Fire Doors Emergency Exits (weekly)													Cleaner/Caretaker	
Water system Flushing													Cleaner/Caretaker	
Playground Equipment Servicing													AFTL (to appoint contractor)	
Playground Equipment Inspection (weekly)	X	X	X	X	X	X	X	X	X	X	X	X	Cleaner/Caretaker	
Ladders (6 monthly)		X					X						Cleaner/Caretaker	
Portable Appliances													Qualified Caretaker/AFTL (to	

Name of School:

Date.....

Requirement	School H&S Management process	Outcome
Policy Statement	Prepare an up to date H&S policy statement dated and signed by the Head of School. Display in a prominent position in the School.	Clear indication to staff and all visitors of the School's commitment to H&S in safeguarding teachers and other staff, pupils in school and off-site visits, visitors to school.
H&S Organisation	The SET Board delegates the H&S management to the Head of School who will oversee the management of H&S risks and risk control systems. The Head will be supported by the AFTL who will responsible for the administration of the School H&S Management Plan.	A clear and widely understood H&S organisation structure in place including duties and responsibilities of staff at all levels.
Employee Training	H&S training, at an appropriate level to be provided to all employees.	Elimination of gaps in understanding of the requirements of H&S management.
H&S Understanding	All staff to be made aware of the SET H&S Policy, the H&S requirements and the availability and location of the documents relating to: H&S Policy; H&S Risk Assessments; Stress; Bullying/Violence; Child Protection.	H&S arrangements are understood by all staff.
Review	The policies are maintained, available and reviewed regularly in an electronic format, made available to all staff.	Continuous understanding by staff of latest H&S requirements.
Workplace Inspections	The Head of School and Governor for H&S will undertake an inspection of the school buildings, grounds and equipment at least once a term. Where a fault or weakness is identified this will be documented including corrective action and time limits followed by signing off.	There is a robust process in place to ensure that all actions arising from H&S monitoring are documented and tracked to completion.
External Audit and Inspections	H&S guidance, audit and advice provided under a DCC Service Level Agreement (SLA). Independent H&S Audits are also organised by DfE through	Maintenance of vigilance within the School by regular independent checks.

	consultants.	
Site Security	Visitors book in at Reception and issued with an identity card/sticker. Staff and pupils to be encouraged to check that visitors have identity card/sticker.	Eliminate possibility of unrecorded visitors within school buildings.
H&S Risk Assessment Procedures	A written risk assessment procedure is in place outlining the arrangements, together with a suitable H&S Risk Register which is regularly updated. Appropriate H&S risk assessment training has been provided to those tasked to carry out such assessments.	H&S risks are understood, recorded and regularly reviewed.
Educational Visits	All assessments relating to Educational Visits are to be reviewed and approved. Staff/Volunteers involved in the visits are to be made aware of the H&S risk assessment and control mechanism. They are to sign the H&S risk assessment to show that they have read and understood it.	All staff/volunteers are aware of the risks and control procedures to enhance the safety of school visits.
Manual Handling	A manual handling risk assessment to be done where activities require repetitive or strenuous handling of large, awkward or heavy equipment.	Avoidance of injury.
Accident procedures	Written accident procedures to be in place. Reporting and documenting processes need to be understood and all persons in the accident investigation process have been provided with appropriate training.	If an accident occurs a process is in place to research the incident and understand any trends or risks associated to avoid future incidents.
Fire Safety Arrangements	All staff have an important role to play in fire safety on a daily basis. Daily checks on critical areas (see SET H&S Policy) should be carried out by staff.	Mitigation of risk of serious injury to staff, children and visitors.
Fire Risk Assessments	SET undertakes Fire Risk Assessments every 3 years. Head to ensure that corrective actions are taken within stipulated timescales and the risk assessment is reviewed annually.	Minimisation of risk.
Fire Safety Precautions	Maintenance of Fire Log including details of fire safety equipment servicing, drills and tests. Held in a Fire Safety File.	Readiness to respond in the event of a fire.

Emergency Evacuation Procedures	A copy of the School's emergency evacuation plan to be positioned at all fire call points and final exit points. All new staff members to be required to read and sign the school emergency evacuation plan on first day of employment.	Maintenance of a readiness to immediately respond in the event of an emergency.
Control of Substances Harmful to Health (COSHH)	The use of harmful substances in the school is strongly discouraged. If this is unavoidable a strict protocol is to be followed (see SET H&S Policy).	To ensure that risks to health are known and understood and to strictly avoid inappropriate and/or accidental use.
Gas Safety	<p>Gas equipment servicing to be carried out by Gas Safe engineers in accordance with manufacturers' recommendations and recoded in a log on site. A Carbon Monoxide Detector with an audible alarm to be installed and tested on a regular basis.</p> <p>Gas pipework to be regularly inspected for damage/leaks and records of inspections maintained.</p>	<p>Minimisation of risk.</p> <p>Minimisation of risk</p>
Electrical Safety Precautions	Undertake a list of precautionary activities as set out in the SET H&S Policy to ensure the safety of electrical equipment.	Reduce the risk of fire or electrical shock.
Safety in the use of Outdoor Equipment	All equipment to be inspected, serviced and maintained. An H&S Risk Assessment needs to be carried out and included in the H&S Risk Register. Visual checks daily by teaching and support staff and monthly by the Head.	Recording of and minimisation of H&S risk.
Waste Management	<p>Manage the effective disposal of paper and cardboard, clinical waste and food waste in accordance with the H&S Policy.</p> <p>Where wheelie bins are in use these should have working wheel brakes or be securely fixed to the wall. Locking devices, wheel brakes and wall fixings are to be checked after each emptying.</p>	Minimisation of risk of fire and health hazards.

Asbestos	Asbestos in Trust schools has been assessed as safe unless disturbed or damaged. Only authorised persons or approved contractors to carry out maintenance or repairs. The Head to ensure that the asbestos register is notified to and seen by contractors before any work commences.	Avoidance of disturbance or damage to asbestos in situ.
Water Hygiene	Follow recommendations for flushing of water systems after long periods of non-use, eg summer holiday periods, to remove stagnant water in the system.	Avoid exposure to Legionnaires Disease.
First Aid	Where an accident or accident occurs, the advice of a qualified first aider should be sought. All incidents/accidents to be recorded and stored in the Accident Reporting Register. Minor injuries are to be reported in the First Aid Log	To ensure early and effective initial treatment and advice prior to further action, if necessary.
Management of H&S Records	<p>Details of all H&S policies, plans, guidance and records are to be held, together, in the School Office. An Electronic version should also be maintained. These documents should be regularly updated and include:</p> <p>See table A below specifying the documents and records to be maintained</p>	To enable prompt access to up to date Health and Safety Policies and to record and track incidents including remedial action,

SCHOOL

H&S ORGANISATION DATA FORM

Last updated - .././....

By:

Head of School	Name:
LGB Governor For H&S	Name:
Caretaker/Cleaner In Charge	Name:
H&S Expert – “Competent” Person	Name: Tel:
Staff Trained In H&S Risk Assessment	Names:
Location Of H&S Documentation/Records	Hard Copy – Electronic -
Location Of Emergency Evacuation Procedures	
Gas Safety – Gas Safe Engineers Location Of Service Log Location Of Isolation Valve(S)	Name: Tel:
Electrical Safety – Location Of Mains Switch(S)	
First Aid – Location Of Main First Aid Kit Qualified School First Aiders	Names: