



Learning Together,
Growing Together



Bywell CE (C) Junior School

Health & Safety

2023

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Preface

This is the Health and Safety Policy for Bywell C of E Primary School who will be referred to as 'the school'.

The document contains information which must be followed in order to ensure the continued health, safety and welfare of the school's employees, pupils, contractors and visitors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health and Safety Policy Statement.
- The Organisational Duties.
- The Arrangements for Managing Health and Safety.

Health and Safety Policy Statement

This is a general statement of the intentions of the school with regard to Health and Safety. The policy statement is signed and dated by the most senior member of Staff, Trustees or Governors that indicates that Health and Safety is highly regarded, with full commitment to it from the most senior level of the school.

The Organisational Duties

This section commences with a chart showing the safety structure of the school. It is followed by a list of individual responsibilities of Staff, Trustees and Governors.

Arrangements for Managing Health and Safety

This section will contain information that will need to be followed by all levels of management, to ensure that the school complies with current legislation and to reduce the risk to all persons who may be affected by the works carried out on the school's behalf.

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out the school's undertakings.

Where help is needed, the school engages the Health and Safety support services of M^cCormack Benson Health and Safety Ltd, for providing competent advice on safety matters, guidance on risk management, safety auditing, safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

The school	-	Bywell C of E Primary School
MBHS	-	M ^c Cormack Benson Health and Safety Ltd
HSE	-	Health and Safety Executive
ACoP	-	Approved Code of Practice

Health and Safety Policy Statement

At the school we are committed to providing and maintaining an environment that ensures the Health and Safety of our employees, pupils, contractors and visitors. We aim to prevent all accidents and illness by making sure that Health and Safety considerations are at the heart of everything we do. To make this happen, we'll be encouraging everyone who works at the school to actively take part in and support this policy.

Our staff, employees and subcontracted personnel are of paramount importance. The school recognises that the talent and energy of the men and women, who work for it, are its most valuable assets.

The overall responsibility for Health and Safety lies with the Trustees, and Governors. The school will keep all personnel advised of their responsibilities and those of the school, with regard to health and safety matters.

The school recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and its Regulations which affect its activities. In order to comply with the associated Regulations, the school will:

- ❖ Provide the necessary information, instruction, training, and supervision to ensure the Health and Safety of its employees and others.
- ❖ Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and safe systems of work.
- ❖ 'So far as reasonably practicable' ensure that they will provide satisfactory financial resources and support needed to meet these objectives.
- ❖ Ensure that effective planning, control, and monitoring of all activities are maintained.
- ❖ Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- ❖ Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury or ill health.

The support of the staff and employees at the school and others is necessary to achieve the objectives of the Health and Safety Policy and the school make it clear that Health and Safety is a responsibility of equal standing with all other responsibilities. We at the school will strive to improve the health and safety culture throughout the Organisation at all levels.

The school will co-operate fully in encouraging consultation between Managers, Department Heads and those for whom they are responsible.

A copy of this statement will be distributed to Senior Leadership team, for communication to those for whom they are responsible. Copies will also be displayed on the School's Notice Boards.

The statement will be reviewed, added to or otherwise modified from time to time as appropriate and any other additions or modification will be brought to the attention of all employees.

Signed: Head Teacher Date:

Review Date: October 2024

Policy Review

The school shall review their Health and Safety Policy annually, or more frequently if deemed prudent to do so.


This review shall cover all sections of the Policy and shall ensure that:

- The responsibilities reflect the current staffing of the school.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in Legislation, significant School appointments and/or relevant technological advancements.

The Policy review will be completed by the appointed Health and Safety advisors in conjunction with the school's appointed personnel. Evidence of the Policy review will be summarised in the table below.

Revision Control

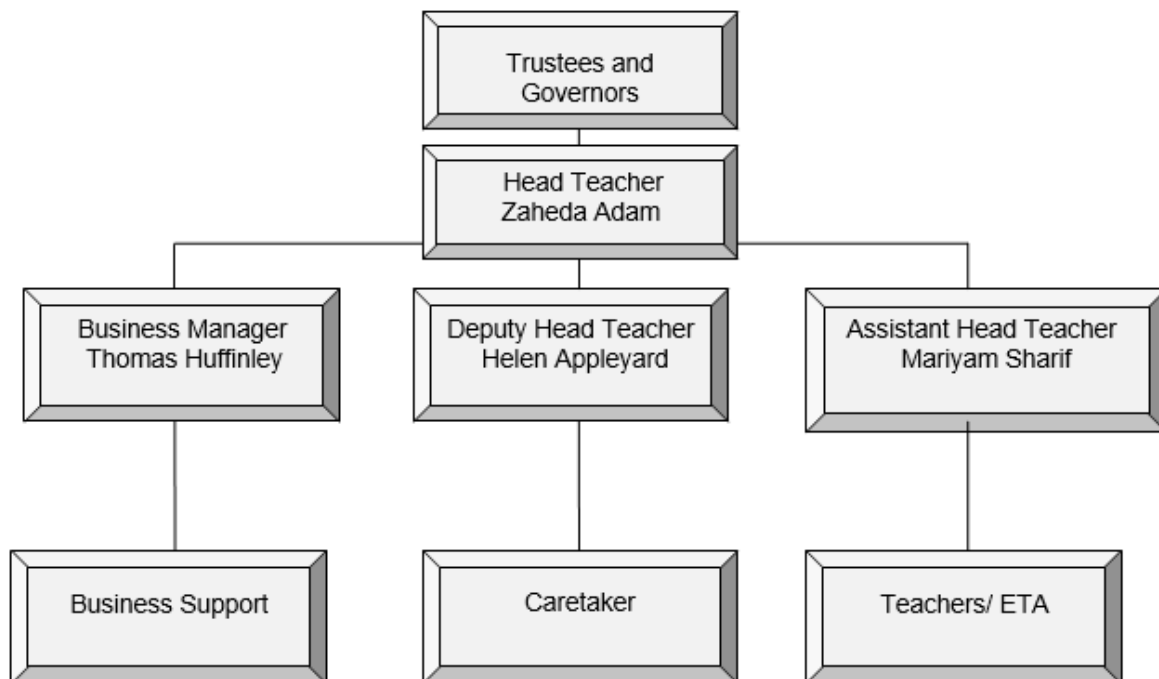
MBHS		Dee Stevens	Advisor Signature 
School Approval			
Issue Number	Date	Summary Details	By Whom
1.0	October 2014	New Health and Safety Policy	School representative/ Cath Sanderson and Dee Stevens
2.0	Dec 2015	Health and safety policy review, changes made to organisation chart, school approval and school representative	School representative Cath O'Connor. MBHS rep Dee Stevens
3.0	Nov 2016	Review of health and safety policy, no applicable changes to legislation or organisation	School representative Cath O'Connor. MBHS rep Dee Stevens
4.0	Dec 2017	Review of health and safety policy, no applicable changes to legislation or organisation	School representative Cath O'Connor. MBHS rep Dee Stevens
5.0	Jan 2019	Review of health and safety policy, no applicable changes to legislation or organisation	School representative Cath O'Connor. MBHS rep Dee Stevens
6.0	Jan 2019	Review of health and safety policy, no applicable changes to legislation; change within organisation; remove Claire Stewart (assistant head teacher)	School representative Cath O'Connor. MBHS rep Dee Stevens
7.0	Jan 2020	Review of health and safety policy, no applicable changes to legislation; or changes within organisation	School representative Cath O'Connor. MBHS rep Dee Stevens
8.0	Jan 2021	Review of health and safety policy, no applicable changes to legislation; change within organisation; remove Cath O'Connor (Business Manager) and add Joanna Byfield	School representative Joanna Byfield . MBHS rep Dee Stevens
9.0	October 2022	Review of health and safety policy, no applicable changes to legislation; change within organisation; changes to page 4 We aim to prevent accidents and distributed to department heads, teachers etc. Can department heads be changed to the Senior Leadership team	School representative Joanna Byfield. MBHS rep Dee Stevens

10.0	October 2023	Review of health and safety policy, no applicable changes to legislation; change within organisation, remove Joanna Byfield and add Thomas Huffinley. Change of school logo and updated telephone number	School representative Thomas Huffinley MBHS rep Dee Stevens

Organisation – Duties, Roles and Responsibilities

Organisation Chart

The School have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.



Bywell Junior School
 Bendigo Road,
 Dewsbury
 West Yorkshire
 WF12 7LX

M^cCormack Benson Health and Safety Ltd
 Unit 1, Hedley Avenue,
 Grays,
 Essex,
 RM20 4EL

Telephone Numbers:

Office: 01924 460666

Telephone Numbers:

Office: 01375 398998
 Fax: 01375 398959
 Dee Stevens 07850 707 831

Responsibilities

Head Teacher and Governing Body

The Head Teacher will be responsible for ensuring the effective day-to-day implementation of the Health & Safety Policy.

- Ensuring staff safety in respect of compliance to specific arrangements, applicable to activities within their departments. Ensuring that safe systems of work are identified and adhered to.
- Ensuring the schools appointed competent person is alerted of any new activities, so that Risk Assessments can be completed / reviewed.
- Ensuring training needs are identified with respect to health and safety.
- When using services of other contractors (self-employed persons etc.) on school premises, ensure the appropriate procedure is adhered to which will incorporate the:
 - Exchange of Safety Policies
 - Safe systems of work will be used
 - The safety of all persons affected by their activities
 - Obtaining of contractors' Risk Assessments
 - Assessing the competence of contractors

Management Team

The Health & Safety Management Team are responsible for:

- Ensuring the effective implementation of this Policy of Health & Safety within their area of control including consideration to changes in legislation, the workplace, work activities, and individuals.
- Ensuring the necessary resources are available to allow this policy to be implemented.
- Keeping themselves informed of incidents/accidents occurring within their respective areas of control and ensuring that the procedures for reporting, recording and investigating are adhered to.
- Ensuring arrangements are implemented for the appropriate health & safety training of all staff.
- Ensuring the provision and maintenance of safe machinery, equipment, working conditions, safe systems of work and safe place of work.
- Ensuring that substances that may be hazardous to health are assessed under COSHH are handled, used and stored safely.
- Ensuring arrangements are implemented for employees' involvement in health & safety matters by the organisation and encouragement of good communication.
- Ensuring that staff adhere to all health and safety arrangements at all times whilst at work.
- Ensuring that this Policy is effectively communicated to all existing and new members of staff.

Health and Safety Advisor

The School has appointed MBHS as their Health and Safety Advisor and source of competent advice to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the Health and Safety Management Team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring the School is aware of statutory obligations and recommended Codes of Practice.
- Advising the Health and Safety Management Team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the Health and Safety Management Team and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the School.

- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

Staff

It is the responsibility of every member of staff to have regard for the health and safety of themselves and others who may be affected by any act or omission either inside or outside the workplace while engaged in a work activity. This duty is reinforced by law and criminal penalties may apply.

- To read and understand this Health and Safety Policy and to carry out their duties in accordance with its requirements. Staff should communicate with their Department Managers regarding any area of the policy they do not understand, to enable clarification.
- To know the safety procedures in the event of fire.
- To be aware of the location and identification of First Aid personnel.
- To report any accident or near miss to the appropriate authority who will complete the accident book as necessary, in accordance with the accident procedures.
- Not to attempt to repair or maintain any plant or workplace equipment without full instruction and training and permission from their Department Manager.
- To use and wear all protective clothing or appliances applicable to the task, as determined by good practise and risk assessment.
- Not to obstruct any fire escapes, emergency exits or doors and report any that are obstructed.
- Not to attempt to move or lift any item or materials that are too heavy and/or likely to cause injury, and to ask for additional Manual Handling training and/or risk assessment where necessary.
- To use the appropriate equipment and/or assistance when attempting to reach items at high levels or moving heavy items, as outlined in the risk assessment.
- To ensure the health, safety and welfare of any person, including pupils, within their care.
- To notify The Health & Safety Management Team of any changes in health or welfare, which may affect working activities.
- To notify The Health & Safety Management Team of pregnancy once it is confirmed.
- To report any hazards in the workplace to the management team, the Health & Safety Management Team.
- To attend any training course given in order to inform or instruct where a need has been identified by risk assessments

Fire Marshals

Appropriate Training will be given to all Fire Marshals before taking up the position. This will include the use and application of Fire Fighting Equipment. In certain circumstances its use may be appropriate but only where there is no personal risk.

Fire Marshals responsibilities are to:

- Assist in a quick and safe evacuation of the premises.
- Be familiar with all the exit points for their area(s) of responsibility.
- Go to the assembly point and make themselves visible.
- Confirm that the fire brigade has been called and a full, accurate address given.
- Get the roll-call completed and identify any absentees.
- Report to the person in charge to confirm whether or not everyone is accounted for.
- Participate in a de-briefing exercise following the evacuation

First Aiders

First Aid personnel will be in possession of a current First Aid Certificate and the school will undertake to provide First Aid personnel with the facilities to attend regular retraining.

First Aid personnel will be responsible for ensuring that:

- First Aid boxes are correctly stocked and the contents have not passed their expiry date.
- Correct personal protective equipment is used by them whilst administering first aid within the course of their duties.
- Telephone numbers for the emergency services are prominently displayed.
- Any medical equipment used is correctly disposed of
- Accidents beyond the capability of a First Aider are referred, immediately, to the local hospital. In cases where the ambulance service is required, the First Aider must remain with the casualty whilst awaiting assistance. The First Aider will notify The Health & Safety Management Team who will ensure that the next of kin are informed.
- Accidents are recorded in the Accident Book and details of treatments given. Under no circumstances must any form of medication be administered by First Aiders without consent from The Health & Safety Management Team

School-Appointed Contractor/Consultant

The School may require, from time-to-time, the services of contractors/Consultants to undertake specialist or non-routine work activities which School employees are unable to undertake. All contractors/Consultants appointed by the School must be able to provide auditable evidence of their competency.

A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a Contractor/Consultant is bringing 10 persons or more onto the School premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the Health and Safety Management Team and/or MBHS to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the School Health and Safety Policy.
- Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including children and members of the public.
- They must ensure that the School is provided with any information available that may affect Health and Safety.
- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the School prior to commencing work.
- All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the School. Where weekly inspections are required, copies of documentation must be provided to the School.
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the School with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the School in order to ensure that adequate steps are taken to reduce exposure to School employees.
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the School and that they co-operate fully with the Health and Safety Management Team.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they

provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.

- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the School that this has taken place.

Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy review	Head Teacher, Trustees and Governing body
Health and Safety administration	Health and Safety Management Team
Facility administration	Health and Safety Management Team
Health and Safety training	Health and Safety Management Team
Premises risk assessments	Health and Safety Management Team , Staff <i>(supported by MBHS)</i>
Work activity risk assessments	Health and Safety Management Team , Employees <i>(supported by MBHS)</i>
Display screen equipment assessments	Health and Safety Management Team , Employees <i>(supported by MBHS)</i>
Manual handling assessments	Health and Safety Management Team , Employees <i>(supported by MBHS)</i>
COSHH assessments	Health and Safety Management Team , Employees <i>(supported by MBHS)</i>
Fire risk assessments	Health and Safety Management Team , Employees <i>(supported by MBHS)</i>
Expectant/New mother risk assessments	Health and Safety Management Team , Employees <i>(supported by MBHS)</i>
Young Person risk assessments	Health and Safety Management Team , Employees <i>(supported by MBHS)</i>
First Aid	Health and Safety Management Team
Emergency Planning	Health and Safety Management Team , Employees <i>(supported by MBHS)</i>
Vetting Contractor/Consultants	Health and Safety Management Team <i>(supported by MBHS)</i>

Monitoring of Health and Safety in the workplace	Health and Safety Management Team , Employees <i>(supported by MBHS)</i>
Site inspections	Health and Safety Management Team <i>(supported by MBHS)</i>
Audits	Health and Safety Management Team <i>(supported by MBHS)</i>
Accident, Incident and Near Miss investigations	Health and Safety Management Team <i>(supported by MBHS)</i>

Management Arrangements

Visitors and Third Parties

School premises

Visitors to the School premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception/office area and sign in using the electronic service
- Be made aware of the school requirements and rules for visitors by reading the rules on the screen
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

Site locations/work areas/premises

Any visitors to work locations that are under the control of the school may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from a school representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.

Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at the school. The school recognise that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they carry out.
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how Health and Safety could be better managed.
- Meet legislative requirements.

Members of The Health and Safety Management Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the Management Team will be responsible for ensuring that the school and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

Lone Working

The school endeavours to avoid lone working whenever possible. However, The Health and Safety Management Team are aware that employees may be required to work alone on the school premises. The school recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between them and their appointed member of the Health and Safety Management Team.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- If not returning to the school base at the end of the last visit, notify their appointed member of The Health and Safety Management Team to inform them that they have left their client/location and they are okay (or otherwise).

Refusal to Work on the Grounds of Health and Safety

The school will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

The school will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants of the school will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following:

If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of The Health and Safety Management Team so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues actually are.
- If a member of The Health and Safety Management Team cannot be immediately contacted the relevant work should stop.
- The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- If the member of The Health and Safety Management Team does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the school.

Accident, Incident and Near Miss Reporting

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the school premises.

An appropriate investigation of any accident, incident or near miss will be carried out by a member of The Health and Safety Management Team, assisted by the appointed Health & Safety Advisor, if required.

The investigation will establish the actual or underlying cause of the incident and will enable the school to instigate additional control measures to prevent re-occurrence.

The school recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (updated in April 2012) that require them to report and record some work-related accidents by the quickest means possible. The legislation was further updated in October 2013 and a new list of specified injuries implemented to replace the major injuries category.

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

The school has a responsibility to still maintain records of over-three day-injuries. The accident book entry will be used as the mechanism for capturing this data.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

The School WILL report:

- deaths;
- specified injuries;
- over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- non-fatal accidents to non-workers (e.g. members of the public)
- certain occupational diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;

If an accident has occurred in a work situation, then a member of The Health and Safety Management Team will contact the Health and Safety Advisor to discuss the necessary course of action. Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

The Workplace (Health, Safety & Welfare) Regulations 1992

The Health and Safety Management Team ensures that the school premises meet the health, safety and welfare needs of all its employees, pupils, contractors, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

The Manual Handling Operations Regulations 1992

The school is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity, the school will:

- So far as is reasonably practicable avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by The Health and Safety Management Team, assisted by the Health and Safety Advisor, and will take into account:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.

- The work environment where the activity will take place.

Employees of the School are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment in the manner they have been trained to do.
- Co-operate with the School on Health and Safety matters.
- Tell their line manager/supervisor if they identify hazardous handling activities.
- Make sure that their work activities do not put others at risk.

The Health and Safety (Display Screen Equipment) Regulations 1992

Employees who use display screen equipment, e.g. PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by The Health and Safety Management Team, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The school will ensure that free eye/eyesight testing and correction is available for those employees identified as using DSE for long periods.

The Management Team ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

The Health and Safety (Consultation with Employees) Regulations 1996

The Management Team recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the school will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as the school competent person with regards to Health and Safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for Health and Safety training.

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The school encourages all employees to enter into the spirit of the regulations by taking part in discussions with The Health and Safety Management Team. Any required actions from the discussions are agreed with both parties and escalated through the Head Teacher for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

The school fully involves, or will involve, non-English speaking employees, including labour only. The Health and Safety Management Team, assisted by the appointed Health and Safety Advisors, will utilise documents that are readily available on the HSE website in different languages. These documents and any specific instructions will be aided by pictograms and interpreters if required.

The Electricity at Work Regulations 1989

The school will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the Caretaker to spot early signs of damage or deterioration. This visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of The Health and Safety Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

The Health and Safety (First Aid) Regulations 1981

The school ensures that a sufficient number of employees are identified and trained in emergency aid and/or are First Aiders. The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage. First Aid kits will be located throughout the premises and in the first aid room and it is the responsibility of the First Aid personnel to ensure that the kits are checked on a regular basis and remain suitably stocked. A defibrillator has been sourced for emergencies and designated staff trained for competent use.

The Regulatory Reform (Fire Safety) Order 2005

The school will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst on the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The completed risk assessment will be reviewed regularly by The Health and Safety Management Team to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The school will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Health and Safety Management Team will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, etc. of the emergency evacuation procedure.

The fire procedures will be under the control of The Health and Safety Management Team.

The Management of Health and Safety at Work Regulations 1999

The school will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Health and Safety Management Team, assisted by the Health and Safety Advisor, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
 - Change in legislation.
 - Change in control measures.
 - Significant change in work carried out.
 - Transfer to new technology.
 - Original assessment is no longer valid.
- Assessments are recorded and copies held at the school premises.
- The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

The school will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

The school have appointed MBHS as their source for Health and Safety assistance and competent advice.

MBHS will conduct a certain number of site visits once agreed with the school. The site visit will be used to monitor performance and ensure that all employees are aware of and are implementing the standards which have been set and are required. The appointed MBHS Advisor will compile a report following each visit, detailing topics discussed, and any actions required for completion.

New and Expectant Mothers

The school is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the school stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of The Health and Safety Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, the school will conduct a specific assessment for the employee in question. If this risk assessment identifies any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the school will take action to remove, reduce or control the risk. If the risk cannot be removed, the school will take the following actions:

Action 1 - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:

Action 2 - Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible:

Action 3 - Suspend her from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

Violence and Aggression

The school will not tolerate harassment and violence of any kind. This stance is followed throughout the school and includes the relationships between colleagues, employees, and between staff and any other third party such as parent of pupils.

Issues of harassment and violence between colleagues will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). Issues of harassment (including physical and verbal) and violence towards a member of staff from a third party will be dealt with as a Police matter. The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the management team as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.
- Intimidation.
- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the school and may result in the accuser facing disciplinary action.

The school will provide support, via The Health and safety Management Team, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.

The school will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

The school will conduct risk assessments for their work activities and include/consider risks to employees from violence and aggression.

This process includes:

- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the school will develop a procedure which will clearly define the school's views and their stance on zero tolerance towards violence and aggression in the workplace.

Workplace Transport Safety

All work vehicles provided and used by the school will be suitable for the purpose for which they are provided.

The school will ensure that vehicles are provided with a safe way to get into and out of the cab, and any other parts of the vehicle that need to be accessed regularly. All School vehicles will have available MOT, and Road Fund License.

Drivers of School vehicles are required to hold the relevant license and to conduct a pre-use visual inspection. This check includes ensuring all lights and indicators are working and that they have clear and unobstructed visibility around the vehicle. The driver is responsible for ensuring the vehicle is roadworthy.

Workplace vehicles will be subject to a routine maintenance program by a competent and qualified person. This includes any legislative requirements placed upon types of equipment, e.g. hi-abs.

The school will authorise nominated employees to drive School work vehicles. This authorisation will only be given on the proviso that the employee is suitably trained, qualified (where appropriate) and competent to drive the vehicle.

Stress Management

As an Employer the School is required to take reasonable care to protect the psychological health and safety of its staff.

Our aim is to ensure that employees do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them.

The school acknowledges that people react differently to the situations they have to face because we are all unique individuals. Showing signs of stress does not mean you are a weak individual, unable cope, it means you are human like everyone else. Some people have passive personalities whilst others may be very competitive. Life experiences will vary enormously as will our overall conditioning. Our state of health will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell. The school supports systems to prevent, lessen and alleviate stress:

- **Job Descriptions** to bring certainty to the individual's tasks and responsibilities.
- **Performance Management** to regularly review staff performance and to identify early, problematic or stressful areas.
- **One to one interviews** are available to all staff, to assist in promoting good communications and a positive health and safety culture.