

MODEL HEALTH AND SAFETY STATEMENT FOR PRIMARY SCHOOLS



Introduction

1. Under the Health and Safety at Work etc. Act 1974, it is the duty of every employer to have an up-to-date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.
2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do, the school should ensure it is customised to fit their individual circumstances.
3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
4. This document provides a customisable template for schools to adapt.
5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the individual arrangements of the school.
6. The safety policy statement should be signed and dated by the Head Teacher / Chair of Governors
7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.
8. It is recommended that the school specific policy be reviewed periodically to ensure it remains current - the Authority recommends at least every two years.

PART 1: STATEMENT OF INTENT Radnor Primary School

The Governing Body of Radnor Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy is kept in the school office, on the H&S notice board and on the shared drive.

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements

- Cardiff County General Statement of Health and Safety at Work Policy;
- Cardiff Council Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other health and safety policies and guidance) may be downloaded by staff from the intranet.



Matt Downes - Chair of Governors

September 2024

Louise Williams - Head Teacher

September 2024

PART 2: ORGANISATION

Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their school.

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. [In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with their employer, the Governing Body] At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; [In Foundation and Voluntary Aided Schools, the employer must have access to competent health and safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended].
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.

Responsibilities of the Head Teacher:

Overall responsibility for the day-to-day management of health and safety rests with the Head Teacher.

As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in good working order.
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment

Where tasks have been delegated to nominated individuals insert details below:

Estates Officer: Aamir Mahmood; Deputy Headteacher and EVC: Peter Roderick; and SLA H&S Officer: David Middleton provide H&S support and are responsible for ensuring specific H&S duties are completed, e.g. Fire Safety Log Book, Evacuation Drills, H&S Committee etc.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Undertake regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented.
- Arrange for appropriate safe working procedures to be brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Head Teacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- So far as is reasonably practicable, arrange for the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Implement procedures so that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

Under the Health and Safety at Work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work, they must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery that they are competent / have been trained and are authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of volunteers

It is recommended that employers/school's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team etc.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3: ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety Policy.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Headteacher	Undertaken at school level with support/advice from SLA H&S Officer
Risk assessments are reviewed regularly/ following significant change.	Headteacher	It is recommended that assessments are reviewed at least every two years. RA's will be reviewed between 1 to 2 years and/or following any changes.
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	SLA H&S Officer	
New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	Headteacher	Pregnant worker risk assessment are available under the Health and Safety SLA
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Headteacher EVC Staff members organising trip	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.
The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork	Headteacher EVC	Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.		
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Headteacher Health & Safety Governors Estates Officer H and S Office	General site inspection: termly Visual inspection of play equipment: termly Visual inspection of chairs and furniture: Annually
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	Headteacher Health & Safety Governors Estates Officer H and S Office	
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Matt Downes	Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc
A nominated Governor will be responsible for monitoring management systems.		These would be H&S Management Systems.
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	Headteacher	Staff Room
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Headteacher	Induction training provided at onset of employment. Induction refresher training provided routinely and where there have been any changes in the management system.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.	Headteacher	Training records and certificates are retained. Training requirements are stored within Training Matrix and referenced to ensure employees have received relevant training.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
<p>Programme of health and safety training All employees are provided with:</p> <ul style="list-style-type: none"> • induction training • update training in response to any significant change; • training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • refresher training where required 	<p>Headteacher SLA H&S Officer</p>	<p>Training matrix and specific Risk Assessments developed and communicated to all employees to ensure compliance, understanding, safety and health</p>
<p>Fire Safety: Fire notices and instruction to staff are posted throughout the school.</p>	<p>Headteacher</p>	<p>Reviewed annually and post fire drill (Fire Drill Evaluation).</p>
<p>Fire drills are undertaken termly and a record kept in the fire log book.</p>	<p>Headteacher</p>	
<p>Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building</p>	<p>Headteacher ALNco</p>	<p>SLA H&S Officer/ALNco to assist with the completion of PEEPs.</p>
<p>The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.</p>	<p>Headteacher</p>	<p>As per Fire Action / Fire Prevention Policy</p>
<p>Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.</p>	<p>Headteacher School Administrator Estates Officer</p>	<p>Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction on its correct use. Key staff are familiar with the location of service isolation points.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Headteacher School Administrator Estates Officer	Forms part of Fire Safety Log Book and Continuous Visual checks of the premises
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	Headteacher Estates Officer	In this regard, the Landlord will be responsible for the H&S of contractors, service providers organised by the Local Authority. If alternative contractors are organised directly by the school – the Governing body and Head teacher will be directly responsible for the H&S of the contractors used.
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	Headteacher	All staff to ensure Portable Appliances are available for annual electrical testing. This could include: Mobile phone chargers and other electrical items.
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of Legionella bacteria.	Headteacher Estates Officer	There are no 'little-used-outlets'. Outlets are flushed after school closures, e.g. half term breaks. Monthly temperature checks are to be carried out by Estates Officer from 2019. These are uploaded by SLA H&S Officer at this time.
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Kathryn Adams Ricky Jones Alison Lantoz Sarah Gardener Carla Talbot Natalie Tobin Shireen Aktar Emma Young Dawn Thomas	3 day Paediatric First Aid Training – St Johns 3 day Paediatric First Aid Training – St Johns 3 day Paediatric First Aid Training – St Johns 1 day first aid at work –Cardiff Academy 1 day first aid at work –Cardiff Academy 1 day first aid at work –Cardiff Academy 1 day first aid at work –Cardiff Academy 1 day first aid at work –Cardiff Academy 1 day first aid at work –Cardiff Academy

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
	Georgina Middleton	
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Headteacher ALN Coordinator	Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Headteacher	Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)
<p>Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied a member of staff will accompany a pupil where parents/guardians cannot attend immediately.</p> <p>Administration of medication: Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.</p>	Headteacher	<p>Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief</p> <p>Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.</p>
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	Headteacher ALN Coordinator Inclusion Team	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually Pupil assessments are completed under the Health and Safety SLA where appropriate.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
<p>Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.</p>	<p>Headteacher</p>	<p>The Local Authority Communicable Disease Team can be contacted for guidance relating to Norovirus/ Food Poisoning on 02920 873832/02920 873823.</p> <p>Public Health Wales can be contacted for guidance relating to infectious diseases on 0300 00 300 32.</p>
<p>Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.</p>	<p>Headteacher School Administrator</p>	<p>Accident and Near Miss information is to be retained at the school after forwarding to Corporate Health & Safety at County Hall: EducationHS@cardiff.gov.uk</p>
<p>Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.</p>	<p>Headteacher School Administrator</p>	<p>Accident and Near Miss information is to be retained at the school after forwarding to Corporate Health & Safety at County Hall: EducationHS@cardiff.gov.uk</p>
<p>RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.</p>	<p>Headteacher School Administrator</p>	<p>The school will forward details of accidents or cases of work related ill health to the School Health and Safety Liaison Team.</p> <p>Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate the accident.</p>
<p>Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.</p> <p>Investigating accidents and incidents:</p>	<p>Headteacher</p> <p>SLA H&S Officer</p>	<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p>Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
		<p>Division without delay. A Health and Safety Officer will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
<p>Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to School Health and Safety Liaison Team.</p>	<p>Head teacher School Administrator</p>	<p>Records retained and information relayed to senior level management at the school for discussion / follow-up action.</p>
<p>The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.</p>	<p>Headteacher ALNCo</p> <p>Advice sought from SLA H&S Officer where required.</p>	<p>Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p>
<p>Asbestos: The school will adhere to the Authority's policy and guidance.</p> <p>The asbestos survey and log book are made available to all contractors.</p> <p>Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is</p>	<p>Headteacher School Administrator</p> <p>Estates Officer</p> <p>Advice sought from SLA H&S Officer and/or Asbestos Team, where required.</p>	<p>Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Building Manger or checking the survey for the school.</p> <p>Insert location of survey and log book.</p> <p>A localised R&D survey may be necessary – all works to go through County Service Desk (Landlord permission) so relevant technical departments can</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
updated.		organise works accordingly
Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.	Headteacher Admin staff Estates Officer Advice sought from SLA H&S Officer and/or Asbestos Team, where required.	All contractors view the survey and sign the logbook before undertaking work. A localised R&D survey may be necessary – all works to go through County Service Desk (Landlord permission) so relevant technical departments can organise works accordingly.
Asbestos condition monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.	Headteacher Estates Officer	Asbestos log is stored in the Main office. Any contractors on site have to complete permit to work asbestos form. Asbestos condition monitoring is available under the Health and Safety SLA.
Reporting damage/deterioration in asbestos containing material: Must be reported and documented.	Headteacher Estates Officer	Any damage or deterioration is reported to Head teacher, School Administrator, Estates Officer who will contact: The Council Asbestos Team – 029 2087 3467
Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials will be reported and documented.	Headteacher Estates Officer	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Headteacher, School Administrator, Estates Officer who will contact: The Council Asbestos Team – 029 2087 3467
Managing contractors: The school will adhere to the Authority's policy and guidance.	Headteacher Estates Officer	
Technical expertise: Where appropriate works are arranged through a technical		

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
department		
<p>Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,</p>	<p>Headteacher Admin staff Estates Officer</p>	<p>All contractors must report to RECEPTION and SIGN IN</p> <p>Visitors / Contractors will receive appropriate information and 'visitor badge'</p> <p>Detail how information is provided to contractors and visitors e.g. notice/information with signing in book/details</p>
<p>School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	<p>Governing Body (Headteacher) Estates Officer</p>	<p>These are managed by the Head teacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.</p>
<p>Contractor selection and vetting:</p> <p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	<p>Headteacher</p>	<p>Where possible school will uses Contractors who have been vetted by the Authority.</p> <p>Where Contractors who are not registered are used insert name / position / insert agents name will undertake appropriate competency checks prior to engaging a contractor</p>
<p>Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school</p>	<p>Headteacher School Administrator Estates Officer</p>	<p>Risk assessments and method statements are discussed prior to work commencing.</p> <p>Permit to Work must be completed prior to works starting.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
staff.		Contractor will need to be monitored and / or supervised depending on the nature of the works.
Ground maintenance and cleaning contracts: The school have opted in to the contracts operated by the Authority.	Headteacher Estates Officer	
Ground maintenance and cleaning contracts: The school have opted out of the contracts operated by the Authority. The school must ensure they select a competent contractor as detailed above.	Estates Officer	
Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	Headteacher Estates Officer	See Lone Working Risk Assessment. Lone Working must be pre-approved by the Headteacher and specific Risk Assessment / Control Measures put into place to eliminate or reduce potential hazards and risk.
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	Headteacher Estates Officer	Working at Height and other higher risk activities MUST NOT be carried out whilst Lone Working.
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Headteacher Estates Officer	See: Working at Height Risk Assessment Only employees which have received relevant training and instruction (Risk Assessment) are permitted to use

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
		<p>ladders, step ladders and work from height.</p> <p>No staff are permitted to use furniture in order to work at height.</p>
<p>Play equipment;</p> <p>All play equipment is maintained in safe condition.</p> <p>All equipment is periodically inspected</p>	<p>Headteacher Estates Officer</p>	<p>The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects, and will conduct a formal termly inspection of the equipment (See Caretaker H&S File)</p> <p>PE Equipment annual inspection is completed by Gymnasium Services</p> <p>It is recommended that play equipment is inspected annually by qualified RPII Inspector - Louisa Hill, Gordon Playground Inspections</p>
<p>Hazardous substances: Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed</p>	<p>Headteacher Estates Officer</p>	<p>Consider the types off hazardous materials you may have on site e.g. cleaning materials, glues adhesive spray.</p> <p>COSHH RA carried out by competent staff and/or by utilising SLA H&S Officer for the school.</p>
<p>Inanimate manual handling: Manual handling operations are risk assessed and staff has received appropriate information instruction and training.</p>	<p>Headteacher Estates Officer SLA H&S Officer</p>	<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique (where required).</p>
<p>Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan; staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be</p>	<p>Head teacher Manual Handling Assessor</p>	<p>Under the Health and Safety SLA a school are able to request a Care Handling Plan for pupils with mobility needs.</p> <p>Manual Handling Assessor will make an appointment at the school to assess pupil and 1 to 1.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
periodically reviewed.		
Working with computers: The school will adhere to the Authority's policy and guidance. Staff that use computers daily as the main part of the job will complete a workstation assessment.	Headteacher School Administrator SLA H&S Officer	SLA H&S Officer will make arrangements for workstation / DSE assessments. DSE assessments are available under the Health and Safety SLA
Vehicles: The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.	Headteacher School Administrator Estates Officer	Vehicles are not permitted onto site. Traffic Assessment conducted on & off site and Traffic Management Risk Assessment in place.
Wellbeing: The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol. The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.	Headteacher Governing Body SLA H&S Officer	Schools has access to CAREFIRST Wellbeing and stress are monitored where ever possible. Wellbeing initiatives are implemented and Wellbeing Team meet to discuss improvements.
Shared use of premises/ hiring rooms to third parties. Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.	Head teacher School Administrator	Arrangements, e.g. risk assessments, nominated competent person and fire safety measures will be put into place if premises/hiring of rooms to third parties occurs.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/arrangements (insert local arrangements)
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Headteacher School Administrator	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.