



Sheffield Lower School

Health and safety policy

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1. Statement of Policy

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

This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk.

Shefford Lower School will, so far as is reasonably practicable, take steps to meet its responsibilities through:

- the provision and maintenance of:
 - plant, equipment and systems of work that are safe and without risks to health;
 - arrangements for the use, handling, storage and transport of articles and substances which are safe and without risks to health;
 - information, instruction, training and supervision to enable employees to avoid or manage risks and contribute positively to their own safety and health;
 - where under the school's control, a place of work which is safe and without risks to health, and with safe access to and egress from it; and
 - a working environment which is safe, without risks to health, and adequate as regards facilities and arrangements for welfare.
- having health and safety policies, procedures and risk assessments which are communicated and accessible, supported by frequent meetings with health and safety as an agenda item; and
- making proportionate and proactive health and safety management an integral part of the school's overall culture and decision-making process.

This policy:

- will be brought to the attention of, and / or issued to, all members of staff (a reference copy is kept in Sharepoint, the school's website and on health and safety notice boards);
- details the school-specific position on the management of health and safety at Shefford Lower School, to outline how Shefford Lower School fulfils its responsibilities under Central Bedfordshire Council's (CBC) Corporate Health and Safety Policy; and
- will be reviewed annually, or sooner in the event that circumstances require it.

2. Organisation

As the employer, Central Bedfordshire Council (CBC) has overall accountability for health and safety at Community and Voluntary Controlled schools. At a school level, Pamela Finch as Headteacher is responsible for operational delivery of health and safety policies and procedures, ensuring that risk assessments are conducted, followed and reviewed and that employees, governors and pupils are aware of their responsibilities and duties in respect of health, safety and welfare.

Responsibilities of the Headteacher

Responsibilities of the Headteacher, Pamela Finch, include:

- co-operating with CBC and the Governing Body to enable this health and safety policy and procedures to be implemented and complied with;
- communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- ensuring effective arrangements are in place to proactively manage health and safety, by conducting and reviewing inspections and risk assessments and implementing required actions;
- reporting to the Governing body on health and safety performance and any safety concerns / issues which may need to be addressed by the allocation of funds;
- ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition;
- reporting to CBC any significant risks which cannot be rectified within the school's budget;
- ensuring that all staff are competent to carry out their roles and are provided with adequate information, instruction, training and supervision;
- 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 that a health and safety committee be set up;
- monitoring of purchasing and contracting procedures to ensure that health and safety is included in specifications and contract conditions;
- following all CBC, Ofsted and Department for Education requirements which may have an impact on health and safety; and
- engaging and working with CBC's Assets Team, as corporate landlord to the school's premises, on matters relating to premises health and safety compliance.

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher may choose to delegate certain tasks to other members of staff. Named responsible people are indicated in the sections in the '[Arrangements](#)' section of this policy.

Responsibilities of the Governing Body

The Governing Body is responsible for ensuring that health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

A Health and Safety Governor, Paul Mackin, has been appointed to receive relevant information, check the implementation of policies and procedures through site monitoring and to provide feedback on health and safety matters and identified actions to the Governing Body.

The Governing Body will receive regular reports from the Headteacher in order to enable them to provide and prioritise resources for health and safety management.

Where required, the Governing Body will seek advice and support on health and safety matters. CBC's Corporate Health and Safety Team provide competent health and safety advice for Community and Voluntary Controlled schools.

Responsibilities of other staff holding posts of special responsibility

Members of the Senior Leadership Team (SLT), and Site Agent will:

- apply the school's health and safety policy to their own department or area of work;
- ensure that any staff under their control are aware of and follow relevant published health and safety guidance (from school- specific policies and procedures and from relevant sources such as CLEAPSS, AfPE etc);
- ensure that health and safety risk assessments are in place for the activities for which they are responsible and that identified precautions are implemented;
- ensure that appropriate safe working procedures are brought to the attention of all staff and pupils under their control;
- take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher or SLT member of any problems that they are unable to resolve within the resources available to them;
- carry out regular inspections of their areas of responsibility and report / record these inspections;
- ensure the provision of sufficient information, instruction, training and supervision to reduce the risks from hazards and enable staff and pupils to contribute positively to their own health and safety; and
- ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported, investigated and where required and reasonably practicable, that actions are taken to prevent recurrence.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their acts or omissions.

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, procedures and risk assessments at all times;
- report all accidents and incidents in line with the reporting procedure;
- co-operate with and support school management on all matters relating to health and safety;
- not 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;

- ensure that they only use equipment or machinery that they are competent / have been trained to use;
- observe standards of dress consistent with safety and / or hygiene; and
- make use of all necessary precautions and personal protective equipment provided for safety or health reasons.

Responsibilities of pupils

Pupils, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of dress consistent with safety and / or hygiene;
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency; and
- not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.

3. Arrangements

In order to fulfil the responsibilities outlined in the '*Organisation*' section of this policy, the following arrangements are defined for Shefford Lower School (presented in alphabetical order for ease of reference).

Accident and incident reporting

Pamela Finch is responsible for:

- the periodic review of local incident reporting arrangements for suitability and to ensure that the requirements of CBC's Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy and Procedure are met;
- ensuring that all staff are aware of their responsibilities under this policy and CBC's Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy and Procedure; and
- reporting incidents, including where required under the terms of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013, with the assistance of the CBC Corporate Health & Safety Team (CHST), to the Health & Safety Executive (HSE).

Pamela Finch, Headteacher is responsible for:

- reviewing all incident forms generated;
- ensuring that incidents are reported to AssessNET where required, including calling the CBC CHST immediately upon notification that a significant incident (i.e. one where the injured / affected person has required transportation to hospital / professional medical treatment / time away from work or on amended duties, or which had the potential to cause significant harm or loss but did not) has occurred;
- ensuring that suitable and sufficient investigations are carried out following all incidents and that all reasonable actions are taken to prevent recurrence of similar incidents;
- liaising with and providing any information as is required by the CBC CHST; and
- updating and maintaining the school's local 'bumps and bruises' log, analysing incident trends and producing a quarterly incident overview report for the Senior Leadership Team (SLT) and the Governing Body

Dani Keech and Louise Reece-Jones are the school's AssessNET Administrator(s) is / are responsible for:

- reporting incidents to AssessNET (where required) as soon as possible and in any event within 24 hours of the incident occurring; and
- updating AssessNET incident records as required.

All staff are responsible for:

- ensuring that they report all incidents without delay and in any event on the day the incident occurred;
- investigating incidents which occur within their area of work to provide comprehensive information on the incident form they submit and taking all reasonable immediate and longer term actions as required to prevent recurrence of a similar incident; and

- providing to Pamela Finch, Headteacher as soon as possible a copy of any written confirmation by a medical professional of an occupational (work-related) disease or illness with which they have been diagnosed.

After-school and holiday clubs and activities

Dawn until Dusk provide a Breakfast and After School Club. The selection and vetting of providers is the responsibility of the Headteacher and endorsed by the governing body. Risk assessments, service level agreements and other safer working practices are overseen by the School Business Manager.

Equipment owned by the school is maintained by the school and it is the responsibility of the provider to report any concerns they have via the school office at the earliest possibility. Other equipment owned by the provider is the responsibility of the provider to ensure its compliance.

A Holiday Club is run in house and as such is subject to all the policies and working practices of the school.

Asbestos

The Headteacher is responsible for ensuring that the school's Asbestos Management Plan is kept up to date and that the risks from asbestos present are managed.

Pamela Finch, as Headteacher, has the duty to:

- understand the requirements for the management of asbestos in schools, as defined by the Department for Education and by Central Bedfordshire Council (CBC);
- appoint sufficient numbers of staff to act as 'asbestos co-ordinators';
- ensure that asbestos co-ordinators:
 - have access to the online 'Frontline' system, to enable them to view the school's Asbestos Management Plan;
 - attend training provided by CBC on how to manage asbestos within the school;
 - use the Asbestos Management Plan information to verify whether activities such as maintenance works may proceed safely and to set rules for staff or contractors based on the risks from asbestos;
 - ensure that a record is kept which demonstrates that those conducting activities which may disturb asbestos have been made aware of the risks (log book); and
 - conduct an annual (or frequency as specified in the Asbestos Management Plan) visual check of the condition of known asbestos identified within the Asbestos Management Plan and upload confirmation of their check (and any actions required) to the Frontline system as a record;
- ensure that all staff understand the risks associated with asbestos and that they do not disturb it (e.g. first ensuring it safe to pin items to walls or ceilings);
- ensure that in the event of any accidental damage to the building fabric (e.g. damage to ceilings, walls, floors), that the area is immediately isolated and the Asbestos Management Plan checked to verify whether asbestos may have been disturbed. To contact CBC's Assets Team immediately in the event of concerns;
- ensure that CBC's Assets Team is contacted in advance of any works which may disturb asbestos (e.g. building works), where the Asbestos Management Plan does not provide absolute certainty that no asbestos is present on or within structures to be changed; and
- commission any required asbestos surveys through CBC's Assets Team (which will also ensure that the Asbestos Management Plan on Frontline is automatically updated as part of the process).

The list of current nominated and trained Shefford Lower School asbestos co-ordinators is provided in the school's Asbestos Management folder.

All staff are responsible for reporting without delay to Kevin Gardiner, Site Agent, any accidental damage to the building fabric (e.g. damage to ceilings, walls, floors).

Behaviour management and bullying

Some staff have received Team Teach Training for working with pupils who demonstrate challenging or difficult behaviour. Polly Ross, Deputy Headteacher is responsible for the Team Teach training programme.

The Headteacher is the lead for behaviour management.

The arrangements for behaviour management and bullying are outlined within the Shefford Lower School Pupil Behaviour Policy.

Building works

When making alterations to the premises, Pamela Finch is responsible for ensuring that alterations are designed, arranged and carried out in compliance with the Construction, Design and Management Regulations 2015. As part of this management, Pamela Finch will ensure that:

- works requiring notification to CBC under the School Notifiable Projects process, are duly notified and approved **before** work commences;
- statutory consents are sought as required for planning and building control;
- alterations are competently designed to ensure compliance with legislation including the Building Regulations, the Workplace (Health, Safety and Welfare) Regulations, and the Regulatory Reform (Fire Safety Order); and
- relevant sections within this policy, including those on Asbestos and Contractors, are complied with.

The duties required to manage such works may be delegated to other Shefford Lower School staff but at all times Pamela Finch is responsible for monitoring and ensuring that actions taken fulfil the above requirements.

Cleaning

Cleaning is carried out by in-house staff who are supervised by Kevin Gardiner, Site Agent.

All staff are encouraged to immediately resolve small spills of known low-risk contamination such as spilt food or drink, to reduce the immediate risk from slips, trips and falls.

Spills of hazardous substances such as body fluids or chemicals must be cordoned off and assistance obtained from Kevin Gardiner, Site Agent..

Risk assessments and working procedures are in place and regularly updated.

Cleaners (and others fulfilling cleaning roles) receive appropriate information, instruction, training and supervision to ensure that activities are carried out safely in line with the arrangements detailed in this policy.

Contractors

Kevin Gardiner, Site Agent and Louise Reece-Jones, Business Manager are responsible for managing the selection of contractors, to ensure that:

- contractors are competent to carry out the works required;
- risk assessments and method statements covering the extent of the works to be carried out are suitable and sufficient;
- checks for the presence of asbestos are made and appropriate action is taken where asbestos may be disturbed; and
- appropriate planning, update and monitoring meetings are held as required (e.g. pre-start planning meetings, updates during works and post-works review).

Pamela Finch is responsible for reviewing selection and providing final authorisation to proceed.

Kevin Gardiner, Site Agent and Louise Reece-Jones, Business Manager are responsible for the management of contractors on site, to ensure that:

- contractors sign in and are given an induction on site arrangements (e.g. fire and evacuation, welfare, first aid, smoking, etc.);
- planned works are reviewed before commencing on each working day
- contractors are periodically monitored to ensure that they are working safely and abiding by the pre-agreed safe working methods; and
- unsafe working is challenged and works stopped if required.

All staff are authorised and empowered to challenge contractors and demand that works cease where they believe work is being carried out unsafely. In such circumstances, they must report this to the above responsible officers for action.

Display Screen Equipment (DSE)

'DSE users' are staff whose job role requires that they use such equipment:

- for continuous or near-continuous spells of an hour or more at a time; and
- on most working days; and
- transferring information quickly; and
- requires high levels of attention and concentration; or are highly dependent on DSE / have little choice in using it; or need special training or skills to use it.

Pamela Finch, Headteacher is responsible for:

- identifying employees who classify as 'DSE User';
- ensuring that DSE Users have an up to date DSE Assessment;
- providing appropriate information on DSE set up and assisting DSE Users to set up their DSE as required;
- sourcing and providing equipment; and
- referring recommendations for DSE-related eye tests to Louise Reece-Jones, School Business Manager.

Louise Reece-Jones, School Business Manager is responsible for ensuring that DSE Users are provided with a DSE eye test when required.

Dress code

Pamela Finch, Headteacher is responsible for the school's dress code guidance which is incorporated in the the Code of Conduct and staff handbook and includes consideration of the standards of safety and/or hygiene required for school activities.

Educational Visits and Journeys (EVJs)

The school's Educational Visits Co-ordinator (EVC) is Lorraine Freeman, Assistant Headteacher.

Shefford Lower School directly follows the CBC procedure for the safe management of EVJs, using EVOLVE, which is monitored by CBC's Children's Services department (and which will review and approve more complex EVJs).

All EVJs submitted on EVOLVE are reviewed and approved by Pamela Finch, Headteacher.

Emergency and Business Continuity Planning

As Headteacher, Pamela Finch is responsible for devising and maintaining the Shefford Lower School Emergency and Business Continuity Plan (including Lockdown), which is reviewed for continued accuracy and sufficiency on an annual basis.

Fire prevention, evacuation and other emergency arrangements

Pamela Finch, Headteacher is responsible for:

- ensuring that Fire Risk Assessment(s) are carried out for all school sites and buildings and that these are reviewed annually or following any changes to the building(s) or their use which might affect the validity of the risk assessment(s);
- ensuring that statutory maintenance and testing of equipment (e.g. firefighting equipment, fire detection equipment, emergency lighting, etc.) is carried out by competent providers;
- ensuring that local checks and testing of equipment is carried out;
- ensuring that termly fire drills are carried out;
- ensuring that all staff are given instruction in the action to take in the event of discovery of a fire or activation of the fire alarm;

Kevin Gardiner, Site Agent is responsible for:

- carrying out regular scheduled local checks of fire preventative and protective measures (including fire-fighting equipment, emergency lighting, signage, fire doors, etc.);
- carrying out weekly fire alarm testing; and
- ensuring, before the start of each day, that building fire exits are unlocked and that they (along with escape routes) are unobstructed.

Class teachers and line managers are responsible for ensuring that those pupils within their class or staff they manage, who may have need of assistance to safely and promptly respond to an activation of

the fire alarm, have in place a Personal Emergency Evacuation Plan (PEEP) which details the specific support or assistance that person requires.

All staff are responsible for:

- responding to the discovery of a fire or the activation of the fire alarm in line with instructions given; and
- informing their line manager if they need assistance to safely and promptly respond to an activation of the fire alarm.

First aid

Dani Keech, Administrative Assistant is responsible for:

- carrying out and recording a suitable and sufficient assessment of first aid needs;
- procuring such first aid equipment as is required following the completion of the first aid needs assessment;
- ensuring that lists around the school showing the names of first aiders and Paediatric first aiders are periodically updated as required;
- arranging for the purchase of replacement first aid equipment and supplies as required;
- ensuring that first aiders have appropriate training and that certificates are in date;
- periodically checking the location and contents of first aid kits and AEDs, reporting deficiencies or faults, and
- restocking first aid equipment as required.

The names of First Aiders and Paediatric First Aiders are displayed around the school. Whilst Shefford Lower School is only obliged to provide first aid assistance to employees and pupils (within the scope of Department for Education requirements), first aid will be provided to other persons present on the school site (such as parents and contractors) where possible, appropriate and in line with first aiders' training.

First aid boxes are located at strategic locations around school buildings.

The Defibrillator is available in one of the hall cupboards and is clearly marked.

Food safety

School catering is provided by AIP and is regularly reviewed by the CBC Environmental Health Food Safety Team **OR** School catering is provided in-house and is regularly reviewed by the CBC Environmental Health Food Safety Team.

The Headteacher is responsible for food safety arrangements within curriculum food technology areas and in association with school events.

Grounds maintenance

Grounds maintenance (including tree safety) is managed by Grangers. Kevin Gardiner, Site Agent, is responsible for management of Grangers contract and for conducting regular contract monitoring meetings, which include monitoring for quality and compliance with health and safety standards.

Hazardous substances

Kevin Gardiner, Site Agent is responsible overall for ensuring that hazardous substance (Control of Substances Hazardous to Health – COSHH) management arrangements are in place, including:

- maintenance of hazardous substance inventories;
- obtaining Safety Data Sheets for purchased products;
- production and maintenance of detailed 'COSHH' Assessments for substances posing more significant risk (purchased products and those encountered naturally or as a result of a work process such as wood dust);
- ensuring that staff only use or handle substances where appropriate to do so and in line with assessments (including provision of appropriate information, instruction, supervision, training and protective equipment);
- ensuring that First Aid arrangements are updated in line with findings of COSHH Assessments; and
- arranging COSHH Assessment training for those required to assess risks.

Operationally:

- Kevin Gardiner, Site Agent is responsible for hazardous substance management arrangements for site agent and maintenance activities, for cleaning and generally across the site (including general classrooms).
- The Art Coordinator is responsible for hazardous substance management arrangements in Design and Technology, incorporating and adapting relevant information from CLEAPSS in support of Design and Technology activities.
- The Science Coordinator is responsible for hazardous substance management arrangements in Science, incorporating and adapting relevant information from CLEAPSS in support of Science activities.
- The Art Coordinator is responsible for hazardous substance management arrangements in Art, incorporating and adapting relevant information from CLEAPSS in support of Art activities.

See [Health and Wellbeing](#) in relation to infection control.

Health and safety information and training

The arrangements in this policy will only be possible where relevant health and safety information is communicated and discussed, and where staff are provided with sufficient instruction, training and supervision for the work they do.

Pamela Finch, Headteacher is responsible for ensuring that meetings of SLT, the Governing Body, departmental and staff meetings include a specific agenda item on health and safety and that relevant information is discussed on those agendas.

Polly Ross, Deputy Headteacher is responsible for maintaining the Shefford Lower School assessment of training needs, for the maintenance of training records and for the content of the staff induction.

Pamela Finch, Headteacher is responsible for the maintenance of content on staff notice boards and other direct staff communication methods.

All staff are responsible for ensuring that they:

- act on health and safety information appropriately;
- participate in health and safety initiatives;
- that they work in line with their training and competency level; and

- raise without delay any health and safety concerns to their immediate manager or other member of the management team.

Health and safety monitoring and inspections

The arrangements in this policy will be monitored as follows:

Daily site inspections, to check for hazards and condition of equipment are carried out by Kevin Gardiner, Site Agent.

Half-termly site inspections, covering a wider and more detailed look at premises-related health and safety management are carried out by Louise Reece-Jones, Business Manager or Pamela Finch, Headteacher, with the Site Agent.

Management inspections, covering both physical site and monitoring of general health and safety management arrangements are carried out at least annually by Pamela Finch, Headteacher and Paul Mackin, Governor with responsibility for health and safety on behalf of the Governing Body.

Pamela Finch, Headteacher is responsible for:

- monitoring that inspections are being carried out consistently and issues resolved;
- ensuring that actions arising are dealt within appropriate timescales; and
- providing inspection results to the Governing Body.

Shefford Lower School is subject to periodic monitoring by the CBC Corporate Health and Safety Team of operational health and safety arrangements and CBC Assets Team for property-related health and safety arrangements; monitoring frequency varies according to statutory requirements and on a risk-based approach.

Health and wellbeing

Jill Houghton, Senior Teacher is the Shefford Lower School lead for health and wellbeing.

Occupational Health Services are provided through Heales Medical. Occupational Health will be engaged where required in line with the school's health and attendance policies. Louise Reece-Jones, Business Manager is responsible for contract review and performance management of the Occupational Health contract.

Employee Assistance Services are provided through SAS. Louise Reece-Jones, Business Manager is responsible for contract review and performance management of the Employee Assistance Programme contract.

Pamela Finch, Headteacher is responsible for ensuring that **infection control procedures** are in place across the school, in relation to matters such as administration of medicine, personal care, risk from behaviour of pupils and other such work-related activities which may pose foreseeable risk of infection. *(NB: The [NHS website](#) provides a wealth of information on identification and control options for naturally occurring illnesses which are not school-focused and may be faced in everyday life – for example Colds and Flu, Norovirus, Scarlet Fever, etc)*

Legionella management

Louise Reece-Jones, School Business Manager is responsible for ensuring that:

- water risk assessment(s) is/are in place for Shefford Lower School and that these are reviewed at least every two years and in the event of any change or incident relating to the site/sites' water systems;
- the findings of water risk assessment(s) are acted upon within the recommended timescales;
- the requirements for temperature monitoring, flushing and descaling identified within risk assessments are translated to operational monitoring schedules and maintained within a Legionella monitoring folder;
- equipment and substances required for carrying out monitoring and water hygiene activities are provided and maintained;
- staff carrying out Legionella risk management activities are provided with appropriate information, instruction, training and supervision to perform these tasks competently; and
- sufficient staff are appointed and trained to carry out monitoring and water hygiene activities, to ensure that schedules are maintained.

Kevin Gardiner, Site Agent is the operational lead for monitoring and water hygiene activities on-site, in line with the requirements of the water risk assessment, and for maintaining the Legionella management folder.

Lettings

Louise Reece-Jones, Business Manager is responsible for management arrangements with respect to hiring the premises of Shefford Lower School, including hirer monitoring.

Kevin Gardiner, Site Agent is responsible for communication of health and safety arrangements, including the premises emergency arrangements (e.g. fire action and alarm handling, first aid etc).

Both the above mentioned are responsible for keyholding and site security arrangements

Lone working

This School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) when working outside normal business hours. Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees.

There is a separate guidance document covering lone working containing risk factors, control measures in place and all lone workers are expected to cooperate fully with instructions given by the Headteacher. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence.

Manual handling

Pamela Finch, Headteacher is responsible for:

- identifying manual handling tasks carried out within the school;

- conducting a general manual handling risk assessment (for lower risk routine manual handling tasks) and task-specific manual handling risk assessments (for higher risk manual handling tasks) which consider the task being carried out, the individual carrying out the task, the load being handled and the environment in which the task is being carried out;
- producing general manual handling guidance on good practice (for lower risk routine manual handling tasks) and task-specific safe working methods (for higher risk manual handling tasks) and communicating these to relevant persons;
- periodically reviewing risk assessment and guidance / safe working methods; and
- purchasing such lifting aids as are required to enable manual handling tasks to be carried out safely so far as is reasonably practicable.

Where staff are required to lift, move or otherwise handle pupils (e.g. during behaviour management, personal care or other activities), Polly Ross, Deputy Headteacher is responsible for:

- assessing the risks posed by those tasks; and
- documenting the outcomes of those assessments (e.g. within pupil personal care plans).

The term manual handling relates to the moving of loads either by lifting, lowering, carrying, pushing or pulling.

The basic principles applied to manual handling tasks are to:

- **avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **assess** the risk of injury from any hazardous manual handling that can't be avoided; and
- **reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Pamela Finch, Headteacher is responsible for ensuring that relevant handling aids and protective equipment are provided where required by risk assessments.

All staff are responsible for ensuring that materials and items are stored safely, to avoid the need for poor handling techniques and risks from falling objects.

Identification of training needs and provision of specific handling training falls under the arrangements detailed within the '[Health and Safety Information and Training](#)' section of this policy.

Medication and medical conditions

Sheffield Lower School applies the management approaches outlined in the Department for Education's "Supporting pupils with medical conditions at school"

Further information on the arrangements for the management of medicines and medical conditions can be found in the Supporting Pupils with Medical Needs and Administration of Medicines Policy.

Noise and vibration

Pamela Finch, Headteacher is responsible for noise and vibration management arrangements for site agent and maintenance activities, for cleaning and generally across the site.

Class teachers are responsible for assessing any significant noise and vibration risks which may arise from general curriculum activities, and for ensuring that appropriate precautions are taken.

Where required, Louise Reece-Jones, School Business Manager is responsible for arranging to the purchase of Personal Protective Equipment and for arranging any necessary health surveillance via Heales Medical.

Pamela Finch, Headteacher is the members of staff with responsibility for contractor selection and management are responsible for ensuring that contractor works are assessed for noise and vibration risks and that appropriate precautions are taken.

No location within school premises has been found to require designation as a hearing protection area

Personal Protective Equipment (PPE)

Where identified as required by risk assessment, PPE will be provided free-of charge to those requiring it.

Louise Reece-Jones, School Business Manager/}Kevin Gardiner, Site Agent is responsible for the:

- procurement and issuing of PPE;
- recording of PPE issued; and
- monitoring of the condition of PPE issued.

All staff and pupils must wear PPE when required by risk assessments. Staff issued with PPE for their personal use or for provision to others under their control must ensure that PPE is stored appropriately, that it is maintained in good condition, checked before use and that defects are reported for replacements to be made.

Personal safety: violence and aggression

Violence and aggression risk may come from intruders to site, angry parents / carers or pupils, as well as people out in the community when conducting off-site visits.

All staff are responsible for ensuring that they report all violence and aggression incidents in line with the '[Accident and incident reporting](#)' section of this policy.

Staff working with pupils who demonstrate challenging behaviour are provided with Team Teach training; care and support plans for such pupils identify the risks, triggers and de-escalation actions to take.

Risk assessment

As required by the Management of Health and Safety at Work Regulations, Shefford Lower School will document its assessments of health and safety risk and ensure that they are implemented and reviewed. The method of documentation of risk assessment can take many forms and does not necessitate the creation of additional paperwork. As such, risk assessment will be documented in a format which is appropriate to the activity involved. This may include, for example:

- risk assessments relating to pupils with specific care / other needs being documented as part of care and support plans;

- risk assessments relating to curriculum activities being incorporated as part of lesson plans;
- risk assessments relating to staff ill health being incorporated into return to work documentation; and
- more 'traditional' format risk assessments for general work activities.

In all cases, risk assessments must be reviewed annually or sooner if determined as appropriate or in the event that there is an incident or change in circumstances which might affect the validity of the original assessment.

Staff in charge of activities are responsible for ensuring that the risks associated with the activities under their control are adequately assessed and the results communicated and implemented by those for whom it is relevant.

Safeguarding

The specific arrangements for safeguarding and child protection are outlined within the Shefford Lower School Safeguarding Children Policy.

Pamela Finch, Headteacher is the Designated Safeguarding Lead.

Security and visitor management

Perimeter fencing / borders provide access barriers to the site grounds.

Kevin Gardiner, Site Agent monitors perimeter security as part of their daily site inspections and are responsible for unlocking and locking the site at the start / end of each day.³ Shefford Lower School staff are building key holders. In addition CYS Security are key holders for the school.

All visitors are required to sign in, wear a visitor badge and be accompanied. Visitors will only be permitted unsupervised access whilst pupils are on site where DBS checks have been confirmed and are considered acceptable.

The Shefford Lower School Emergency and Business Continuity Plan incorporates a lockdown procedure for use in the event of an intruder.

All staff are responsible for ensuring that they are not tailgated through security doors by unauthorised persons, and for challenging (if safe and appropriate) or reporting concerns about unauthorised access.

Severe weather

Pamela Finch, Headteacher is responsible for ensuring that a severe weather plan is in place for the school. This is created in line with CBC guidance on coping with severe weather, which is provided on the Schools Portal.

Pamela Finch,, as Headteacher, is ultimately responsible for deciding whether school site(s) are closed as a result of severe weather conditions.

Site maintenance

Through the CBC Property Buy Back service, {insert school name} has access to a 24/7 helpline, providing assessment of issues by a property professional, recommended solutions and costs, sourcing

an approved, competent contractor and administering the contract to deliver the work. The number to call in such circumstances is 0300 300 5960”.

Staff are required to note requests for jobs that need doing on the slips in the School Office for review and action by the Site Agent.

As Site Agent, Kevin Gardiner co-ordinates site maintenance for the school site.

Basic site maintenance activities are carried out by the Site Agent directly (in line with their training, qualifications and experience) and more specialist requirements are carried out by contractors, who will be commissioned by the School Business Manager, Louise Reece-Jones.

- **must not attempt any site maintenance activities on their own.** All faults and alterations must be recorded in the site’s maintenance log and for urgent jobs, staff may contact the Site Agent directly; and
- may contact Louise Reece-Jones, School Business Manager or a member of the Senior Leadership Team in relation to any job requiring urgent attention when the Site Agent is not available.

Smoking

Smoking (including the use of electronic cigarettes) is not permitted anywhere within Shefford Lower School buildings, grounds and vehicles.

Staff using their own vehicles for business-related travel must not smoke or vape whilst doing so, to ensure safety whilst driving and to protect any passengers from the by-products of smoking or vaping.

Pamela Finch, Headteacher is responsible for ensuring that Shefford Lower School buildings clearly display appropriate smoke free signage at entrance points, and that Shefford Lower School vehicles clearly display signage which is visible from all seats.

Supervision

Pupil supervision ratios meet or exceed all exceed standard Department for Education guideline requirements. Learning, care and support plans for individual pupils also determine supervision requirements, as do lesson plans.

All staff have a designated line manager or supervisor, who is responsible for supervising staff activities and performance along with learning and development (see also the ['Health and safety information and training'](#) section of this policy).

Swimming and pools

Swimming activities carried out in facilities managed and maintained by other operators are managed as Educational Visits and Journeys (see the ['Educational Visits and Journeys \(EVJs\)'](#) section of this policy). As part of this, Lorraine Freeman, Assistant Headteacher, as Educational Visits Co-ordinator (EVC), is responsible for ensuring that external providers’ Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs) are obtained, verified as suitable and sufficient, and that activities are conducted in line with providers’ instructions on supervision and safety.

Vehicles

Shefford Lower School staff may be required conduct driving activities for work purposes. This will typically be in the form of:

- driving school owned / managed minibuses; and / or
- driving their own, personally owned vehicles, to conduct journeys in relation to the business of {insert school name}.

Work-related driving can be defined as “any work-related journey other than the normal commute to / from your normal place of work, regardless of vehicle type or ownership, payment terms and time at which the journey takes place”.

As such, work-related driving in as defined by this policy includes all journeys:

- made using school owned / managed minibuses; and / or
- made for work purposes using personally-owned / leased vehicles (except for the employee’s commute between home and their *normal* school work location).

When carrying out work-related driving, the vehicle becomes the workplace. As such Shefford Lower School has a duty to ensure that employees and others are protected from harm which may arise from the condition of their workplace or the activities that they carry out.

All staff, before driving any vehicle for work purposes, must first evidence:

- their competency to drive school or personally owned vehicles (through their driver’s license);
- the roadworthiness of their own vehicle(s) used for work-related journeys; and
- their business level insurance cover for their personally owned vehicles(s) used for work-related journeys.

Pamela Finch, Headteacher is responsible for ensuring that only authorised staff drive vehicles for work-related journeys.

Pamela Finch, Headteacher is responsible for checking that:

- members of staff have the appropriate full (not provisional) driving license (including a license which includes category D1 where the member of staff is to drive minibuses) and insurance required for work-related driving; and
- privately-owned / leased vehicles used for work-related driving:
 - have a current MOT certificate in place;
 - have paid any Vehicle Excise Duty (‘road tax’) required; and
 - are not subject to any outstanding safety recalls which may immediately affect roadworthiness of the vehicle.

All staff are responsible for providing the relevant information and documents to enable checks to be made. Between programmed checks, staff are also required to immediately declare:

- any driving license changes (e.g. penalty points, restrictions placed upon them by DVLA); and / or
- any changes to the vehicles they drive on work-related journeys (e.g. newly acquired or disposed vehicles, unresolved MOT failures or advisories, unresolved safety recalls, untaxed vehicles, removal of business class motor insurance cover); and
-

All staff are also required to ensure that they consider their fitness to drive (or cycle) and that they conduct pre-use checks and on the vehicles they drive, in line with the requirements of the Highway Code.

Volunteering

Persons volunteering in support of Shefford Lower School activities are subject to safer recruitment processes in line with the Shefford Lower School Safeguarding Children Policy.

Volunteers are managed in line with school policies and procedures for paid staff. Volunteers are required to attend a meeting annually to remind them of their safeguarding obligations.

Waste management

Appropriate provision is made for the disposal of waste types generated by Shefford Lower School activities and all staff are required to ensure that waste is disposed of in the appropriate way. In particular, containers of hazardous substances must be disposed of in line with hazardous substance assessments and / or applicable safety data sheets.

Items awaiting disposal must at all times be stored appropriately and never in a way which may restrict or obstruct free movement, access, egress or cause a fire hazard.

Pamela Finch, Headteacher is responsible for the management of waste contracts and ensuring that:

- general waste and recycling is collected on a weekly basis during term time basis;
- clinical waste is collected on a fortnightly basis in term time by PHS; and
- appropriate Duty of Care Waste Transfer Notes are completed and kept on file for a minimum of two years.

Work at height

Falls from height are a common cause of injuries at work, often where the work at height is of short duration and from 'low' heights of less than 2 meters. Common causes of accidents when working at height include:

- overreaching or over balancing;
- climbing with loads;
- using inappropriate equipment to access areas / carry out work at height (e.g. desks, chairs, etc.);
- not ensuring that work at height access equipment is securely fixed in place;
- placing access equipment on unsuitable surfaces;
- falls from roofs with unprotected edges; and
- falls through fragile materials (e.g. skylights).

Shefford Lower School is committed to carrying out its duties under the Work at Height Regulations in order to ensure, so far as is reasonably practicable, the safety of staff, pupils and visitors carrying out or (being in the vicinity of those carrying out) work at height activities.

The principle applied by Shefford Lower School is that work at height must always be avoided unless it is not reasonably practicable to do otherwise; if work from height cannot be avoided, the risks associated with it must be assessed before proceeding.

School roofs, even if able to support human weight, are classed as fragile if unguarded skylights are present.

The risks from unauthorised access to places of height have been assessed and reasonably practicable measures taken to mitigate those risks. Logical access points are signed accordingly.

Risks from contractor work at height activities are assessed and managed in line with the *'Contractors'* section of this policy.

Pamela Finch, Headteacher is responsible for:

- ensuring that appropriate systems are in place to safeguard all those who might be harmed by work at height;
- ensuring that managers and staff are made aware of the arrangements and requirements for working at height;
- ensuring that all those members of staff involved in undertaking higher risk work at height **and / or** planning, organising or supervising work at height **and / or** inspecting work at height access equipment have received appropriate formal training; and
- authorising higher risk work at height activities before they may proceed.

Kevin Gardiner, Site Agent as the school's lead competent person trained in ladder use / inspection and working from height, is responsible for ensuring that:

- all work at height is properly planned, organised and supervised;
- the use of access equipment is controlled by the school's competent persons for working at height;
- all those involved in work at height are competent to do so;
- the risks from working at height are assessed and appropriate equipment is selected and purchased (this includes access equipment, equipment safety devices and personal protective equipment);
- a register of access equipment is maintained;
- all access equipment is formally visually inspected on a quarterly basis;
- all access equipment is, as required, repaired and subject to periodic maintenance and inspection in line with the manufacturer's guidance; and
- the risks from fragile surfaces or unauthorised access to places at height is properly controlled.

Kevin Gardiner, Site Agent as competent persons trained in ladder use / inspection and working from height, are responsible for:

- assisting Louise Reece-Jones, School Business Manager in the review, creation and implementation of task-specific method statements for all higher risk work at height they may carry out;
- assisting with the quarterly access equipment inspection process;
- carrying out higher risk activities at height, in line with training received and associated task-specific risk assessment(s) and method statement(s);
- assessing whether low level, low risk and short duration work at height tasks, which require the use of a low-level stepladder or short leaning ladder, may proceed under the school's general low risk work at height risk assessment and providing access to suitable equipment and support if so;
- supervising work at height activities being carried out by school staff or contractors; and
- ensuring the appropriate storage of access equipment.

All staff are responsible for:

- undertaking work at height only where they are competent to complete the planned task **and** have received the appropriate level of information, instruction and training to do so;
- planning and carrying out any work at height in line with the requirements of this policy and associated risk assessment(s) and method statement(s);
- ensuring that they carry out pre-use visual safety checks on equipment to be used and take out of use any equipment found to be defective, reporting it to Louise Reece-Jones, School Business Manager; and
- ensuring that kick-stools, where stored in their classroom or area (or otherwise under their control), are appropriately stored so that they cannot be accessed by pupils and unauthorised persons.

Work equipment

Louise Reece-Jones, School Business Manager is responsible for:

- Co-ordinating statutory testing and planned, preventative maintenance requirements for plant and equipment; and
- maintaining the school's work equipment inventory (which will include all equipment used in the curriculum).

Plant and equipment in scope for planned, preventative maintenance includes gas systems (such as boilers, cookers and gas distribution pipework); electrical systems (including fixed wiring and portable appliances); water hygiene (Legionella); fire preventative and protective systems; lifting equipment (including passenger lifts and hoists); extraction systems; security systems; and general site plant and equipment including play equipment. The CBC Assets Team monitors compliance for plant and equipment associated with property health and safety and requires all Community and Voluntary Controlled schools not using the Property Buy Back Scheme to submit confirmation of compliance on at least an annual basis.

All staff must ensure that they visually check work equipment for defects before use and that they only use work equipment that they are authorised and competent to use, in line with risk assessments and agreed procedures.

Work experience

From time to time work experience students have placements in school. The Headteacher, Pamela Finch and Deputy Headteacher, Polly Ross are responsible for arranging placements. They will ensure the credentials of those accepting placements are checked and monitored and that any safety checks are undertaken before the placement.

Before starting the placement the Deputy Headteacher, Polly Ross, will conduct an induction of relevant information.

Policy approval and review

This general health and safety policy was reviewed on 5th November 2019 and comes into operation from the 6th November 2019, replacing all previous versions.

Pamela Finch, Headteacher:

Signed:

Dated:

Valerie Thompson, Chair of Governors:

Signed:

Dated:

Further information

The Shefford Lower School health and safety policies and procedures are stored in the shared staff drive and on the school website.

For advice on health and safety management arrangements, contact the CBC Corporate Health and Safety Team:

- corporatehealth&safety@centralbedfordshire.gov.uk
- 0300 300 6793 / 5839

For property-related health and safety support and services under the buy-back scheme, contact the CBC Assets Team:

- assetshelp@centralbedfordshire.gov.uk
- 0300 300 5960