

SCHOOL MODEL HEALTH & SAFETY POLICY 2022

Maintained Schools



This Policy was adopted and ratified by the Full Governing Body of Mary Dean’s C. of E. Primary School at the meeting held on.

Signed Dated
Chair of Governors

Signed Dated
Head Teacher

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HEALTH & SAFETY POLICY

Statement of Intent

1. This is a Statement of Organisation and Arrangements for Mary Dean's C. of E. Primary School (The School). The statement does not replace Plymouth City Council's General Statement of Policy but is supplementary to it for the benefit of all users of the premises. Copies of the above document, along with other information on health, safety and welfare matters will be found in the School Room.
2. Mary Dean's C. of E. Primary School will, so far as is reasonably practicable, ensure the health, safety and wellbeing at work of all its employees. The School will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of The School.
3. The School is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety At Work etc. Act 1974 (HASWA) and associated Regulations.
4. The School will, so far as is reasonably practicable:
 - a. ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities.
 - b. ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice.
 - c. ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
 - d. provide and maintain plant and systems of work that are safe and without risks to health.
 - e. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - f. maintain any place of work under its control in a condition that is safe and without risks to health.
 - g. provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work.
 - h. provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Council premises.
 - i. provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work.

- j. give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information.
 - k. make arrangements for the provision of a suitable occupational health service for staff.
 - l. monitor health and safety performance to verify that the School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved.
 - m. develop and maintain a positive and proactive health and safety culture.
5. The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.
 6. The School recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.
 7. The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the School.
 8. The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Head Teacher and Building and Grounds Committee of the Governing Body.
 9. This Policy requires the commitment, co-operation and active involvement of all School employees to ensure its success and effectiveness.
 10. All contractors and consultants working for The School are required to comply with this Policy.
 11. The School will ensure that procedures are established for appointing and monitoring the competency of contractors.
 12. The School will review this Policy Statement at least annually.
 13. The School will ensure that this Policy is effectively communicated to all staff.

Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY

Local Management of Schools requires Staff, the Governing Body and the LEA to work together to ensure that health, safety and wellbeing objectives are achieved. Below are the responsibilities of different groups under this Policy:

The Governing Body

In consultation with the Head Teacher, the Governors will:

14. Ensure that school staff, activities and premises comply or exceed the Council's policy and practices. The Governing body must take every reasonable step to make sure that all buildings, equipment and materials are safe and do not put the health of persons on or off site at risk.
15. The nominated Health and Safety Governor will provide a link between the governing body and staff. The role should incorporate:
 - a. Monitoring the implementation of the school/ Council's Health and Safety Policy.
 - b. Annual review of the school's health and safety policy.
 - c. Ensuring that the governing body receives regular reports on health and safety issues.
 - d. Ensuring the school maintains comprehensive and up to date health and safety records.
 - e. Monitoring accidents, incidents, occupational ill health and dangerous occurrence reports and trends.
 - f. Monitoring school risk assessment records and control measures.
 - g. Monitoring health and safety training needs of staff.

Governing Bodies in Voluntary Aided, Academies, Trusts or Foundations Schools, where Plymouth City Council is not the employer, are subject to additional responsibilities as the employer.

The Head Teacher

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head Teacher, who will ensure that:

16. There is effective implementation of Council health and safety policies and performance standards to ensure that health and safety risks to staff, visitors and third parties are properly controlled within their School.
17. There is implementation of the requirements of this Policy and for ensuring compliance with all health and safety legislation within their own School.
18. They demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
19. A positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their School.
20. All School business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.

21. School employees recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.
22. The objectives and content of the Health and Safety Policy are fully understood by all School Managers and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.
23. This Policy is brought to the attention of all employees.
24. School health & safety policies or procedures are reviewed annually, or when significant changes occur to their business, and that these are brought to the attention of all employees (including revisions).
25. Health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.
26. Role profiles of Managers, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and school function.
27. Suitable persons are nominated to undertake key health and safety functions within the School, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
28. The Co-operate and work closely with the Corporate Health, Safety and Wellbeing Team to achieve a safe and healthy working environment and obtaining competent advice and guidance where necessary.
29. Within the School, adequate provision is made for consultation with employees, including Trade Union appointed safety representatives, on health and safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at team/management meetings.
30. Their own attendance at IOSH Managing Safely training.
31. They will bring to the attention of the governing body any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from the Education Service or Corporate Health, Safety and Wellbeing Team.

Full details of Head Teacher's responsibilities in relation to Health and Safety can be found in the Plymouth City Council Health, Safety and Wellbeing Policy.

Head Teachers Who are Directly in Charge of Council Premises and Establishments ('Persons In Control of Buildings')

32. The Head Teacher is designated as 'The person in Control' of the premises, though they may delegate specific roles and functions to others.
33. Full details of the responsibilities of the Person in Control of Buildings can be found in the Plymouth City Council Health, Safety and Wellbeing Policy.

Employees

34. All Council Employees are directly responsible for taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions. By:

- a. Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- b. Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- c. Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- d. Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- e. Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- f. Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- g. Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency.
- h. Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- i. Attending local health and safety and safety induction on their first day of employment.
- j. Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in corporate buildings.

Staff with Specific Health & Safety Responsibilities

35. The following staff have special responsibility:

Overall responsible person, PIC, Responsible person for fire, (The Head Teacher) First Aiders and Paediatric First Aiders.

36. These job-holders will be responsible for:

- a. Local arrangements to ensure the effective control of risks within the specific areas under their control.
- b. Local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- c. Coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- d. Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g chemicals, hot water, sharp tools, etc.
- e. Resolving health, safety and welfare problems referred to them by members of their staff or referring to the Head Teacher or line manager any problems they are unable to resolve within the resources available to them.

- f. Ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.
- g. Ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- h. Obtaining relevant advice and guidance on health and safety matters.

Special Obligations of Any Class Teacher

37. In addition to the general responsibilities of employees, outlined above, class teachers are expected to:
- a. Raise any health and safety concerns outside their control related to their class area with their immediate line manager.
 - b. Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
 - c. Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied.
 - d. Give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim).
 - e. Set a good example by following safe working procedures personally.
 - f. Ensure the use of protective clothing and guards where necessary.
 - g. Avoid introducing any personal items of equipment or substances that may cause unacceptable_risk in their use.
 - h. Build safety education into curriculum planning.

School Health and Safety Representatives

38. Safety Representatives are appointed by recognised Trade Unions.
At present there are no such Representatives.
39. Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

The Pupils

40. Pupils will be reminded that they are expected to:
- a. Exercise personal responsibility for the health and safety of themselves and others.
 - b. Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines.
 - c. Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
 - d. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

41. All pupils and parents will be made aware of the contents of this section of the policy through the School's website/prospectus.

Contractors

42. All contractors under local control will be appropriately selected and competent in terms of health and safety.
43. Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.
44. The Head Teacher will be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in the *aide memoire* on small building works.
45. The Head Teacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Head Teacher, or by the contractor, in consultation with the Head Teacher.
46. The Head Teacher will consult the Capital Project Team, Corporate Property Service or the Corporate Health, Safety and Wellbeing Team for any additional guidance on these matters.
47. All contractors must report to the Head Teacher before any work takes place and prior to each working session. The Head Teacher should inform the contractor of any conditions which may affect his safety and that of others.

Visitors and Other Users of the Premises

48. Where facilities are shared, the School should ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, eg. youth services, adult and community learning, catering and cleaning contractors, outside staff based in school.
49. The Health & Safety at Work Act etc. 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises/workplaces.
50. All visitors to Council establishments, must comply with the School and Council's Health and Safety Policy and procedures.
51. Head teachers, must ensure that a suitable system is implemented whereby visitors are required to record their visit to the particular premises (e.g. visitors book).
52. Visitors will be required to wear a 'visitors' identification badge provided by the School.
53. Where reasonably practicable and appropriate, visitors will be accompanied at all times by a responsible employee.
54. Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him/her to the fire assembly point.
55. Should an incident/accident occur involving a visitor this must be reported using the Councils Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.
56. If the incident is of a serious nature the Head Teacher and the Corporate Health and Safety Team must be contacted immediately.

57. Where applicable, adequate consideration must be given to visitors, contractors and members of the public in Service Unit risk assessments, including the provision of suitable and sufficient control measures.
58. Persons 'hosting' visitors including meeting convenors must ensure that visitors:
 - a. Are alerted to the establishment's fire procedures,
 - b. Adhere to the School's 'No Smoking' Policy.
 - c. Park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
 - d. Record their presence on the premises in the appropriate log book.
 - e. Where applicable, are provided with and wear an identification badge.
 - f. Are accompanied or authorised to enter the premises.
 - g. Remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied.
 - h. Do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised
 - i. Report all accidents, incidents and near misses to the host.
 - j. Wear protective clothing that is supplied, when necessary.

Lettings

59. The Head Teacher will ensure that the Hirer of School premises, for any event, is aware of his/her obligations under health and safety legislation and the school and Plymouth City Council's health and safety policies where appropriate.
60. See the Head Teacher for details of the school's security policy.

ARRANGEMENTS (SYSTEMS AND PROCEDURES)

It is the responsibility of the Head Teacher to ensure so far as is reasonably practicable that the following arrangements are suitable and sufficient, are maintained and that all staff and pupils are aware of the arrangements.

Risk Management and Risk/Other Assessments

Risk assessments are available from The Head Teacher

61. Health & Safety Executive Guidance on Risk Assessment.
62. Specific Guidance and Codes of Practices
63. Health and Safety Information for activities e.g. off-site Activities.
All off-site activities must be subject to Risk Assessment prior to any booking being made.
64. Identification of all significant Hazards and Risks within workplaces and completing the appropriate risk assessment forms.

See the Risk Assessment file available from the Head Teacher

Accident/Incident Reporting

All accidents and incidents must be reported.

- Minor accidents (eg playground) are recorded in the appropriate book for each area.
 - More significant accidents/incidents require a Plymouth CC accident/incident form to be completed by the first aider in attendance
65. The provision and location of accident records.
Record books are kept in Nursery, KS1 and Y3/4 and Y5/6 areas
 66. Accident/incident/ill Health report forms.
Plymouth CC accident/incident forms are kept in the main office
 67. PCC Guidance on Accident/Incident Reporting.
Available from the Head Teacher
 68. Recording and reporting of all incidents of Violence and Aggression on staff.
Plymouth CC accident/incident forms are kept in the main office
 69. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
Please see the Head Teacher

First Aid and its Provision in the Workplace

70. Appointment of the Appointed Person
71. Designated First Aiders (names displayed).

First Aid at Work: (KS2) Mrs Tremain, Mrs Clarke, , Mrs Tucker, Mrs Hickey, Mrs Deakin, Mrs Costin, Miss Rice, Mrs Yates, (KS1) Mrs Huckvale, Mrs Dobson, Mrs Nicol-Spriggs, (Foundation) Mrs Jeffery, Mrs Jacks

(Breakfast Club). Mrs Rice, Mrs Jeffery

72. Where children under the age of 6 are present, designated Paediatric First Aiders.
Paediatric First Aid: (Foundation Stage) Mrs Harper, Mrs Jacks, Mrs Barr, Mrs Jeffery, Miss Matthews
73. Identified location of First Aid Boxes.
First Aid Boxes are kept in each shared area. First Aiders in each area ensure these boxes are kept stocked
74. The contents of First Aid Boxes are complete and up to date.
75. Training of First Aiders and/or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available.
76. First Aid facilities
These are found in each shared area and in the Nursery
77. Travelling First Aid Kits.
These are kept in the staffroom

Fire and Emergency Procedures

Please see separate School Fire Policy, Fire Risk Assessment, Fire and Emergency Plan and Premises Log Book.

Premises/Site/Workplace/Classroom/Office etc.

All staff members take responsibility for these facilities according to their contact with children and level of responsibility.

Any issues with physical items should be raised with the Caretaker.

78. Heating and lighting
79. Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files etc.
80. Room dimensions and space.
81. Sanitary provisions (male/female, children's and disabled toilet facilities).
82. Temperature of workplaces, the provision of thermometers.
83. Condition of premises including floors etc.
84. Workstations/desks and seating, use of computers etc.
85. Facilities and arrangements for:
- a. Provision of a wholesome supply of drinking water
 - b. Canteens/Rest Place
 - c. Designated Smoking Rooms
 - d. Pregnant and Nursing Mothers

School premises should comply with the School Premises Regulations 2012 and The Workplace (Health, Safety and Welfare) Regulations 1992.

Security of Persons and Premises

The Caretaker holds responsibility for opening and closing the premises daily.

Any visitors can only access the school via main Reception and must sign in

All Visitors must wear a visitor's badge.

See Security Policy for further details

86. Security of Premises:
- a. Perimeter Fencing/Exterior lighting.
 - b. Burglar Alarm (externally monitored).
 - c. Use of toughened glass and safety glazing.
 - d. Identification of visitors.
 - e. Signing In/Out procedures.
 - f. Control of Access.
 - g. Security Personnel on duty.
 - h. Reception/waiting areas.
 - i. Security Assessments of premises.
 - j. Installation and use of CCTV, neighbourhood watch schemes etc.

Safety in Kitchens

The Kitchen is staffed by CaterEd.

CaterEd hold responsibility for the equipment in the Kitchen.

The Kitchen Manager is the person with responsibility in the kitchen.

CaterEd are responsible for the training of their staff.

87. Safety of pupils/employees/kitchen staff.
88. Food Hygiene.
89. Responsibility for maintenance of premises and equipment.
90. Restricted access.
91. First aid arrangements, including accident/incident reporting.
92. Safe systems of work.
93. Lifting and handling of heavy and hot loads, liquids etc.
94. Safe use of machinery, equipment and appliances within the areas.
95. Removal of waste.
96. Pest control.
97. Use of knives.
98. Condition of workplace, including floors etc.

Contractors and the Construction Design & Management Regulations (CDM)

- 99. School guidelines for the Management of Contractors.
- 100. Contractor is required to provide completed risk and other assessments including method statements before works are allowed to commence {Construction (Design and Management) Regulations}.
- 101. Works are planned well in advance (where applicable) and health and safety issues have been addressed.

The school will arrange any works to be completed in tandem with Plymouth City Council and PAPHCIC buildings' compliance team (Andrew Young)

- 102. Contractors are controlled and managed on site.

Where possible and practicable, works will take place out of school hours or during holiday time.

The Caretaker will be responsible for contractors in school out of school hours.

- 103. Contractor is required to address the following:
- 104. Safeguarding of children
- 105. Segregation of building works where possible.
- 106. Safe use and storage of any machinery brought onto site.
- 107. Guarding of site and machinery.
- 108. Restricted Access to unauthorised persons including children.
- 109. Requirement to use tools etc. of a voltage no greater than 110v.

Electricity at Work

- 110. Ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician.

PAT testing takes place each September.

- 111. Logging of all tests on portable electrical appliances in Electrical Appliances Log Book.
- 112. Periodic testing of fixed installations by competent persons.
- 113. Undertaking visual inspections of electrical appliance before use.

All staff should be aware of the condition of any electrical appliance.

All appliances used in school must be PAT tested prior to use.

The Caretaker is responsible for regular visual checks.

Any issues with electrical items should be raised with the Caretaker in the first instance.

- 114. Implementing good cable management so as to prevent slips trips and falls and damage to equipment etc.
- 115. Providing and using a Residual Current Device (RCD) where applicable.

Work Equipment

The Caretaker is responsible for all tools and machinery in the first instance. Any issues should be raised with him.

- I16. Safe guarding of machines.
- I17. Undertaking a Machinery/equipment inventory.
- I18. Provide work equipment that is safe and properly maintained.
- I19. Safe use of machinery.
- I20. Carrying out risk assessments where appropriate.
- I21. Providing adequate training for employees on work equipment, machinery etc.

Substances Hazardous To Health (COSHH) and their Use/Storage at Work

- I22. Provide a list of the hazardous substances including cleaning materials used.
A full list of substances is held in the Head Teacher's office.
- I23. List of activities where COSHH might apply e.g. Science Lab, Technology Rooms, use of pesticides, cleaning products.
- I24. Completing of COSHH Assessments.
This is completed by Andrew Young of PAPH CIC
- I25. Complying with CLEAPSS requirements (the School Science Service).
- I26. Personal Protective Equipment (PPE) and Clothing.
Caretaking and cleaning staff are provided with appropriate PPE equipment
- I27. Storage of hazardous substances and signage.

Storage of Flammable Liquids

- I28. Containing and controlling the amount held in storage.
- I29. Safety and Security of storage of flammable liquids.
- I30. Providing a list of what is in storage.
- I31. Where and how is it stored.
- I32. Who has access and is access restricted to others e.g. children etc.
- I33. Providing appropriate signage

The Safe Use of Pesticides

- I34. Limiting the use of pesticides and where appropriate using environmentally friendly and safer products.
The Caretaker/Handyman are the only persons who will use pesticides. This will be done when children are not present.
- I35. Ensuring that all pesticides used have been approved and have a recognised product number that has been awarded by DEFRA.
- I36. Only competent, trained persons, employees etc. are allowed to use and apply pesticides and should hold certificates of competence to that effect and be authorised.

137. Safe systems of work in place for:
- a. Handling and Storage of pesticides.
 - b. Application of Pesticides.
 - c. The use of Personal Protective Clothing and equipment.
 - d. Disposal of surplus and unused Pesticides and containers.
 - e. COSHH Assessments.
 - f. Protection of employees, users, children, public and others.

Asbestos

138. Plymouth City Council's Asbestos policy must be followed.
139. The management of asbestos in the workplace and premises including the identification and marking of known asbestos and its location (asbestos register).
- Any contractors must be made aware of asbestos and sign the register if their work will bring them into contact with any known asbestos.***
- The register is kept in the Main Office.***
140. Monitoring of the condition of known asbestos in the workplace/premises including the removal or encapsulation of damaged unsealed asbestos etc.
- Regular checks are undertaken by PAPH CIC (Andrew Young)***
- The folder is held in the Head Teacher's office.***
141. When asbestos removals are to take place ensuring that:
- a. All work is undertaken and carried out by competent persons.
 - b. Using only licenced Asbestos Removal Contractors.
 - c. Records of Asbestos to be maintained at the workplace/site.

Ionising Radiation

142. Where applicable a Radiation Protection Supervisor and Radiation Protection Advisor must be appointed?
143. Safe storage, handling and use off including the removal of radioactive waste (School Science Service {CLEAPSS} guidance).

Safety Signs

Doors to restricted areas are clearly signed.

Mobile signs are used to indicate hazards eg wet floors

144. Displayed on each level of the premises, workplace.
145. Signs comply with current legislation.
146. Are recognisable and easy to understand.

Swimming/Therapy Pools N/A

147. Safe systems of work for both INDOOR/OUTDOOR pools.
148. Cleanliness of water and facility and ensuring temperature is correct.
149. Hygiene - Legionella water quality, life-saving equipment/supervision.
150. First Aid equipment available.

- 151. Restriction of animals (outdoor pools).
- 152. Safe procedures and pool rules displayed where appropriate.
- 153. Security of pool, including restricted access.
- 154. Responsibility for cleaning the pool.
- 155. Use of chemicals etc. within the pool environment, safe handling, storage, security etc.

Sports Facilities and Activities

- 156. Equipment and premises - safety of use, clear written guidance and procedures.
All teaching staff are trained in the moving of wall bars in the hall.
All staff are reminded of safe lifting techniques
One member of staff (KH) is trained to use a crash mat

- 157. Supervision of activities.
Teaching staff are responsible for the supervision of their pupils during all PE and games lessons
Only staff should enter the PE store, or supervised pupils
- 158. Rules for staff and other users of sports equipment and facilities.
Staff are responsible for the safe use and return of all sports equipment and resources.
- 159. Training of employees.
All teaching staff receive in-house training on an annual basis
The PE leader will undertake further training and disseminate as appropriate.

Manual Handling and Lifting

All staff have been trained in lifting and manual handling.
Booklets have been distributed to staff and are kept in visible places throughout the school.
Bulk/heavy lifting should be carried out by the Caretaker

- 160. Recognising what needs to be lifted, handled, carried etc. i.e. persons, static loads such as furniture etc.
- 161. Who will manage manual handling activities?
- 162. Undertaking Manual Handling Assessments.
- 163. Training in correct lifting techniques.
- 164. Safe systems of work

Use of Display Screen Equipment (DSE)

- 165. Identification of DSE Users.
All office staff and classroom based staff will make use of DSE equipment

166. Undertaking DSE Assessments (information available from Corporate Health & Safety Team).
An annual DSE assessment is carried out.
167. Eye tests provision including the cost of basic corrective appliances i.e. spectacles.
This provision can be made for any staff requiring it.
168. Provision of information and instruction on the safe use of DSE equipment.
Provided as part of induction
169. Safe place of work, ergonomics including posture considerations etc.
Office seating and desking is compliant with H&S regulations.

Safe Use of Vehicles

170. Segregation of vehicles and pedestrians.
Fences are in place and secure
171. Clearly marked parking bays and areas.
Cars can only be parked in the designated car park.
172. Speed restriction signs displayed.
173. One way traffic system.
174. School minibuses and coaches to be fitted with audible reversing alarms. (N/A)
175. Care whilst driving especially where children, elderly are present.
176. Vehicles are road worthy, are taxed, insured and have a valid MOT etc.
177. Ensure that drivers on school business have a valid driving licence for the categories of vehicle concerned, a roadworthy vehicle and appropriate business insurance.
These checks are carried out for all staff and parents who carry children.
Parents undertake additional DBS checks in order to carry children

Access Equipment and Working at Height

All staff are reminded to use only step ladders/stools in school
A tower is available for premises staff to undertake work at greater height

178. Risk Assessment.
Risk assessment is available from the Head Teacher
179. Training in work at height/ladder safety
Will be provided to the Caretaker
180. Visual inspection of stepladders, ladders and scaffold before use to ensure safety and integrity.
The Caretaker is responsible for regular visual checks
181. Scheme of regular formal inspection of stepladders, ladders and scaffold.
This is undertaken annually by PAPH CIC (Andrew Young)

- 182. Access to and work on some areas e.g. roofs and windows will be subject to a separate risk assessment and method of work statement.
- 183. Access to equipment, high levels to be restricted to unauthorised and untrained persons.

Premises staff only to access roof/high levels

Good House Keeping

All staff are responsible for good housekeeping in their own areas.

The Caretaker undertakes daily checks of the external premises to identify hazards

- 184. Clean and tidy premises.
- 185. Maintenance programmes and procedures in place to deal with repairs, etc.
- 186. Immediate clean-up of spills.
Kits are available for bodily fluid spills in each shared area and in the Nursery
- 187. Litter-free zone.
Children are encouraged to play their part in ensuring litter is kept to a minimum
Bins are provided for litter
- 188. External areas, grounds, play areas and equipment are safe for use.
The Caretaker undertakes regular visual inspections of all play equipment.
- 189. Promoting and maintaining a safe and healthy working environment.
Is the responsibility of all staff members

Communication

All staff receive regular updates via email and hard copies placed in pigeon holes or shared staff areas.

Staff meeting time has a standing agenda for H&S items

- 190. Providing employees with information about the general duties under the Health and Safety at Work Act and specific legal requirements relating to their work (see Health and Safety Law Poster).
- 191. Employees will be given information about substances, plant, materials, machinery etc. which they come into contact with.
- 192. Discussing with contractors before they start work on site, how they plan to do their job, whether they need the organisation's equipment to help them, whether they can operate in segregated areas or when the school is closed down and if not what hazards do they create for employees and vice versa.
- 193. Having good systems in place for managing change to ensure that staff are provided with information on any changes affecting their Health, Safety & Wellbeing, are consulted with and are provided with information about how such changes are likely to affect them.

Training

Training is available, on request, for all staff according to their role in school.

194. Carrying out a Training Needs Analysis to identify the training needs of all employees.
195. Training employees, supervisors and managers to enable them to work safely and carry out their health and safety responsibilities.
196. Supervising employees as far as necessary for their safety - especially young workers, new employees and employees carrying out unfamiliar tasks.

Safety Audits and Inspections

Regular compliance and safety checks are made by Andrew Young for PAPH CIC

Regular audits of H&S are undertaken

197. Regular checks and inspections of the workplace, machinery, appliance, equipment and working methods etc. to be carried out by Managers etc..
198. Corporate Health and Safety Advisers will carry out sample health and safety audits of health and safety management systems and workplaces.

GENERAL

Further advice and assistance can be obtained by contacting the Corporate Health, Safety & Wellbeing Team, Civic Centre floor 4, Plymouth PL1 2AA. Telephone: 312523, or e-mail:

healthandsafety@plymouth.gov.uk