

Holy Family Catholic Multi-Academy Company



St. Benedict's Catholic High School

Health and Safety Policy

Striving for excellence in health, safety and wellbeing management and performance.

Approved by:	Resources, Audit and Premises Committee	Date: March 2019
Last reviewed on:	7th February 2019	
Next review due by:	Autumn Term 2021	

Introduction

All schools employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how St. Benedict's Catholic High School will manage occupational health and safety.

1. Statement of Intent

St. Benedict's Catholic High School recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is prevent occupational accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable St. Benedict's Catholic High School to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees;
- Having an occupational health and safety management system which sets clear health and safety standards, roles and responsibilities;
- Identifying significant risks to health, safety and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks;
- Promoting the principles of sensible and proportionate risk management;
- Having a competent workforce through the provision of information, instruction, training and supervision;
- Effectively communicating, consulting and cooperating with employees on all relevant health and safety matters;
- Providing a safe and healthy place to work;
- Providing access to competent health and safety advice, guidance and support;
- Requiring our contractors to cooperate with us;
- Ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive

for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our schools planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels in the organisation.
- Ensuring that all individual schools health and safety related policies are complied with, all documents, safe systems of work and any other arrangements that ensures proper and safe implementation.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes or operations through the risk assessment process.
- Monitoring St. Benedict's Catholic High School health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed



Name Ann Delany

Chair of Governors

Date: 15th March 2019

Signed



Name **David Hughes**

Head Teacher

Date: 15th March 2019

2. Organisation

This Policy formulates our school's occupational health and safety management system. It outlines how we will plan, organise/arrange, implement, monitor/review and audit for health and safety. Whereby, legal compliance is the minimum standard St. Benedict's Catholic High School wishes to achieve. Our health and safety management framework will strive for higher standards (good practice) where possible so that continuous improvement can be achieved.

2.1 Health & Safety Roles and Responsibilities

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

A proactive health and safety culture will require strategic leadership from the Board of Directors and Accounting Officer on the Multi Academy Level, the Local Governing Body and the Head Teacher along with the support of all staff of St. Benedict's Catholic high school.

The ultimate and overall responsibility for ensuring a safe and healthy environment lies with The Holy Family Catholic Multi Academy Company board of Directors, whilst day to day management of Health and Safety is delegated to the Accounting Officer.

St. Benedict's Catholic High school supported by The Holy Family Catholic Multi Academy Company, will manage its Health and Safety procedures.

The Head Teacher is responsible and accountable for the implementation and compliance of this policy within the school, although health and safety roles and responsibilities can be delegated to other school staff in a clear and accountable manner. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

2.2 Local Governing Body

The **Local Governing Body** has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensuring the school, in agreement with The Holy Family Catholic Multi Academy Company, has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.
- Applying health and safety legislation and making decisions that conform to legislation and this policy.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management, seeking advice and guidance from The Holy Family Catholic Multi Academy Company where required and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be considered and accounted for when making organisational decisions.

The LOCAL GOVERNING BODY will delegate the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Head Teacher.

2.3 Head Teacher

The Head Teacher has been appointed by the Local Governing Body as the 'Responsible Person' for health and safety within the school.

The Head Teacher is overall accountable and responsible for ensuring effective health and safety within the school, and must ensure that all employees are aware of, and are held accountable for, the specific application of their health and safety duties to employees and any other person.

The Head Teacher may choose to delegate responsibilities to specific employees; however, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. The Head Teacher will remain accountable for those activities.

Where the Head Teacher has chosen to delegate their operational responsibilities to other members of senior management/leadership; the Head Teacher must ensure that those nominated are competent and understand and accept their delegated responsibilities.

Head Teacher will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Promote the adequate and proper consideration of health and safety to all employees within the school.
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- Present a report to the Local Governing Body, termly, on the health and safety performance of the school, which will include:
 - Accident statistics
 - Setting performance related targets and objectives
 - Measuring health and safety performance
 - Provision of an effective Health and Safety Committee process
 - Monitoring of Health and Safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training
- Be aware and maintain attention on the significant risks within their school and ensure they are being properly risk assessed, controlled and managed through effective and sensible risk management.
- Ensure that when making decisions/arranging new projects, health, safety, welfare and wellbeing issues are considered and dealt with fully;
- Ensure that adequate health and safety communication channels exist within their area of control;
- Ensure that adequate resources are provided, seeking advice and guidance from The Holy Family Catholic Multi Academy Company if required, to maintain health, safety and welfare, and manage these resources on a risk priority basis;
- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;
- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;

- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;
- Ensure that their senior managers and all employees (including agency staff) under their control are made aware of, understand and accept their individual and specific responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
- In conjunction with all staff, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis;
- Ensure that the competent health and safety person is consulted, along with employees' representatives, prior to changes in working practices;
- Ensure that the Accounting Officer is informed of any breach of health and safety statutory requirements; when there is Health and Safety Executive (HSE) involvement; and, **respond** to any legal notice received by the HSE or other enforcing body.
- Ensure that a formalised health and safety workplace inspections and audits are undertaken and appropriate action implemented;
- Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Management (i.e. Deputy Head Teacher, Assistant Heads, Head of Premises and Facilities Manager, Department Heads ...)

All senior managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by departmental to ensure legal compliance and best practice.

In general, all senior management must:

- Comply with the school's health and safety policy and relevant departmental policies;
- Ensure that risk assessments are undertaken and recorded for work activities, processes and operations. They must identify significant risk(s) and controls that will eliminate the risk or reduce it to the lowest possible level through sensible and proportionate risk management. They must involve employees as part of this process, and implement controls as necessary in compliance with legislative or school policy requirements;
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place;
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment;
- As necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers (as the host employer) and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for volunteers.
- Ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees.
- Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated where necessary, so that appropriate action can be taken to prevent a recurrence.

- Ensure that contractors' and other peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner.
- Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.
- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document that the work environment is safe or requires appropriate action.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- Consult and seek competent advice where necessary.

2.5 Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy, 'employees' will include work placement/experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, for example Head of Department, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or other person (line manager, senior management) in respect of their health and safety duties and follow all relevant arrangements, instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety; and consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (such as safety equipment and/or protective clothing provided).
- Check that any equipment, plant or substances used at work are in a safe condition prior to use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager via the defect reporting system.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems in the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Behave appropriately at all times in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- Report all work related accidents, incidents (including incidents of violence, diseases and dangerous occurrence) and near misses.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).

- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health and wellbeing, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflects our school's Behaviour Policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and that of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

2.7 Shared site users

Where two or more employers share a workplace, each employer shall cooperate with the other employer(s) concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of each site must agree to:

- Cooperate, communicate and coordinate with the school on health and safety matters.
- Provide information relating to any additional risks or procedures, which will be new or unusual to those of the school, which may arise from their work activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards maintained by the school so as to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.
- Meet the insurance requirements stated by the school and its insurer.
- Familiarise themselves with and communicate, to their employees and service users, the school's health and safety arrangements.

The school will ensure that, where not forming part of the shared site users hire contract or lease:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Shared site users are consulted, cooperated and communicated with on health and safety matters.

3. Arrangements

The following arrangements have been adopted to ensure St. Benedict's Catholic High School fulfils its responsibilities and provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site.

Topic	Action/Arrangements	Responsibility of:
Setting health and safety objectives	<i>The Local Governing Body will specifically review progress of health and safety at the termly Resources meeting; this may be included as part of the Head Teacher's / Head of Premises and Facilities report to the Governors. Where necessary, health and safety improvements will be identified and included within a school action plan.</i>	Local Governing Body
Consultation: Provision of an effective joint consultative process with employees	<i>The school's Site Health and Safety Committee meet once a term and report back to the Local Governing Body . The Site Health and Safety Committee consists of the Head Teacher, a member of the senior management team, Head of premises and Facilities, DT, PE, Science heads of Departments and reports and consults with all employees to ensure that all concerns are considered and addressed with a clear action plan, identified/delegated responsibilities and target completion dates.</i>	The Head Teacher delegates the responsibility to the Head of Premises and Facilities
Consultation: Employees	<ul style="list-style-type: none"> • Staff raise issues of concern or make suggestions for health and safety improvements via contacting the Heads of department or the Head of Premises and Facilities or the Head of HR or the Head Teacher or during staff meetings • The Health and Safety Law poster is situated in the 6th from entrance foyer and Staff room in the main building. <p>Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces (HSG263) HSE Consulting employees on health and safety: A brief guide to the law (INDG232)</p>	The Head Teacher delegates the responsibility to the Head of Premises and Facilities

Topic	Action/Arrangements	Responsibility of:
<p>Communication: Establishing adequate channels</p>	<p><i>Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:</i></p> <ul style="list-style-type: none"> • <i>Local Governing Body Meetings</i> • <i>Site Health and Safety Committee Meetings</i> • <i>Senior management, Departmental and/or staff meetings</i> • <i>Provision of information relating to safe systems of work and risk assessments</i> • <i>Staff briefings</i> • <i>Staff training days</i> • <i>Health and safety noticeboard</i> • <i>Communication of health and safety bulletins/ press releases from WES Safety & Premises, HSE, Fire Service, etc.</i> • <i>Communications with other relevant specialist advisors.</i> 	<p>The Head Teacher</p>
<p>Competencies: Provision of effective health and safety training</p>	<p><i>The Head Teacher will consider health and safety training on an annual basis in line with the school's health and training matrix focusing on mandatory training as a priority.</i></p> <ul style="list-style-type: none"> • <i>Head of Premises and Facilities is responsible for conducting inductions with new staff.</i> • <i>There will be H&S induction training in place for volunteers, agency workers and contract workers.</i> • <i>The Head Teacher is responsible for establishing minimum health and safety competencies for certain roles and activities.</i> • <i>The records of training are kept in the dedicated database.</i> 	<p>The Head Teacher delegates responsibility to the Head of HR, the Head of Premises and Facilities, the Heads of Departments</p>

Topic	Action/Arrangements	Responsibility of:
Competencies: Risk assessment	<p><i>Team Leaders, Curriculum Subject Coordinators, Heads of Department, EVC, and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings are recorded and control measures are implemented.</i></p> <ul style="list-style-type: none"> • Departmental risk assessments are kept in the relevant departments. Other risk assessments are kept in the staff work room. • The school accepts the need to risk assess all foreseeable hazards. • The person carrying out the task should risk assess the task prior to carrying it out. They should seek advice from their line manager as and when necessary. • Risk assessments should be made available / shared with all staff. • All risk assessments should be reviewed at least annually. • New and expectant mothers risk assessments will be carried out for all pregnant members of staff and will be monitored on an ongoing basis. • Every off-site visit is risk assessed. 	The Head Teacher delegates the responsibility to the Head of Premises and Facilities
Competencies: Specialist advice and support	<i>Specialist competent advice and support will be obtained from Warwickshire education services as required.</i>	The Head Teacher delegates the responsibility to the Head of Premises and Facilities
Monitoring, Measuring and Reviewing Performance and Auditing: Measuring and monitoring performance	<p><i>To determine whether health and safety requirements are being achieved it is necessary to measure performance against predetermined plans and objectives. This will be achieved by the following:</i></p> <ul style="list-style-type: none"> • <i>Annual health and safety audit by an external contractor/consultant with an accompanying action plan</i> • <i>Termly H&S Checklist and update on the progress of audit and other action plans,</i> <p>Reference links: <u>DfE Governance handbook and competency framework</u> <u>HSE</u></p>	Headteacher and Local Governing Body

Topic	Action/Arrangements	Responsibility of:
Monitoring, Measuring and Reviewing Performance and Auditing: Auditing	<p><i>Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. St. Benedict's Catholic High School recognises that auditing needs to take place at a local level.</i></p> <p><i>The auditing process will review and establish whether:</i></p> <ul style="list-style-type: none"> • <i>Appropriate management arrangements are in place.</i> • <i>Adequate risk control systems/strategies are in place for the associated risks.</i> • <i>Those control strategies are being implemented.</i> <p><i>Other auditing regimes from other agencies may be undertaken, with or without notice, as appropriate.</i></p>	The Head Teacher delegates responsibility to the Head of Premises and Facilities.
Monitoring, Measuring and Reviewing Performance and Auditing: Reviewing performance	<p><i>To review performance, all of the information gathered from monitoring and auditing activities needs to be examined. This enables the Governing Body/MAC/MAT/LAC to ensure that our health and safety management system is working effectively, and that our policy objectives are being achieved.</i></p> <p><i>St. Benedict Catholic High School will continually review and update our policies when there are:</i></p> <ul style="list-style-type: none"> • <i>Changes to legislation, British Standards, Approved Codes of Practice, or relevant industry guidance</i> • <i>Changes in organisational structure, process, activities and/or equipment.</i> • <i>Lessons learnt/actions resulting from the findings of an incident investigation or audit.</i> • <i>Lessons learnt from a national or regional incident.</i> 	The Head Teacher and The Local Governing Body.
Topic	Action/Arrangements	Responsibility of:

Topic	Action/Arrangements	Responsibility of:
<p>Accidents, incident and near misses: involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p>	<ul style="list-style-type: none"> • Minor accidents and incidents are recorded in Accident and incident log book. • The Head teacher will be notified at the school when major and more serious accidents occur and it will be reported on the local governors meeting. • The Head teacher or the Head of Premises and Facilities is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR). • The Head teacher or the Head of Premises and Facilities is responsible for completing investigations following minor incidents or near misses. • The Head teacher or the Head of Premises and Facilities is responsible for completing investigations following major and serious accidents/incidents? • Parents / guardians or other persons are notified of accidents involving pupils, the means of communication. • Relevant notifications will be made to parents/ carers – via telephone / accident slip form • The Head of premises and Facilities is responsible for taking any appropriate action necessary to prevent recurrences <p>Reference links: HSE RIDDOR DfE Guidance on first aid for schools</p>	<p>Local Governing Body</p>

Topic	Action/Arrangements	Responsibility of:
Asbestos management	<p>- <i>There is Asbestos Management Plan, it can be found in Head of Premises and Facilities office and on (T:) Staff shared area drive under Health and Safety.</i></p> <p>- <i>The Asbestos information about the school is on the ATLAS Website.</i></p> <p>- <i>Area where asbestos is, is marked on the School plan.</i></p> <p>If something goes wrong and it is found that there has been, or may have been an unplanned disturbance of asbestos in the school you should:</p> <ul style="list-style-type: none"> - stop any activity in the affected area immediately - remove everyone from the affected area - ensure that staff and pupils are not able to access the area and do not - remove any items including equipment, books or personal possessions from the area - get advice from an asbestos expert regarding any necessary remedial action - prevent access to the area until any necessary remedial action has been taken - <i>Asbestos register is being checked prior any intrusive work by a contractor and Head of Premises and Facilities who will give or not give permission to work. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.</i> - <i>The school purchases asbestos surveys via WES Property risk services.</i> - <i>The staff is informed about the location of Asbestos and corrects managing it safely during induction procedure.</i> - <i>The contractors and staff members are asked to sign the asbestos log book prior any work on the fabric of the building.</i> <p>Reference links: HSE Managing asbestos in buildings: A brief guide HSE L143 - Managing and working with asbestos - Approved Code of Practice DfE Asbestos Management in Schools</p>	The Head Teacher delegates the responsibility to the Head of Premises and Facilities

Topic	Action/Arrangements	Responsibility of:
Contractors, selection and management	<ul style="list-style-type: none"> • <i>Head of Premises and Facilities is responsible to manage contractors on site with relevant qualification and competency.</i> • All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. • All contractors must report to reception where they will be asked to sign the visitors book and wear an identification badge. • Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements. • <i>Risk assessments and Method statements may need to be provided before work on site will commence depending of the nature of the work.</i> • The Head of Premises and Facilities is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively. • Staff should report any concerns about safe working practices to the Head of Premises and Facilities. <p>Reference links: HSE Need building work done?: A short guide for Clients on the Construction (Design and Management) Regulations 2015 HSE Managing health and safety in construction: Guidance on Regulations</p>	The Head Teacher delegates the responsibility to the Head of Premises and Facilities

Topic	Action/Arrangements	Responsibility of:
Control of Substances Hazardous to Health (COSHH)	<p>Within curriculum areas (in particular science and DT) then heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.</p> <p>In all other areas the establishment's nominated person responsible for substances hazardous to health is the Head of Premises and Facilities. They shall ensure:</p> <ul style="list-style-type: none"> • an inventory of all hazardous substances used on site is compiled and regularly reviewed. • material safety data sheets are obtained from the relevant supplier for all such materials. • If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance. • all chemicals are appropriately and securely stored out of the reach of children and . • all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers). • suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment. <p>Where persons may be affected by their use on site, the Facilities Manager is responsible for ensuring that COSHH assessments are available from contractors (<i>this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc</i>).</p> <p>Reference links: HSE Working with substances hazardous to health: A brief guide to COSHH HSE Control of substances hazardous to health: Approved Code of Practice and Guidance</p>	The Head Teacher delegates the responsibility to the Head of Premises and Facilities, The Head of Design and Technology department, The Head of Science department, The Head of Art department

Topic	Action/Arrangements	Responsibility of:
Defect Reporting	<p>The arrangements for reporting defects on a day-to-day basis are set out in this section.</p> <ul style="list-style-type: none"> • Any member of the school staff who discovers any defect shall report the details using the online defect reporting system using a link : caretaking@st-benedicts.org • The system is checked regularly by Head of premises and Facilities and a Senior caretaker who is responsible for ensuring that the defect is rectified. <p style="text-align: center;">The will be necessary steps to:</p> <ul style="list-style-type: none"> • Have the defect rectified, within a reasonable period of time, and record the details using the online system; • Remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action including if necessary informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use. • If the defect is likely to affect the ‘normal’ running of the school the headteacher / s / health & safety co-ordinator shall inform the LA and governing body. • Once the defect has been repaired / item taken back into use, the date that this occurs shall be entered in the online system. • If any major issues arise they are reported to the headteacher, who then receives regular updates. If necessary, it is reported at the next governors’ meeting / management committee, at which outstanding works are discussed. • The Senior caretaker / Head of Premises and Facilities / Headteacher / other competent person monitors that the defect has been rectified. • <i>(recommendation - 5 years)</i> 	The Head Teacher delegates the responsibility to the Head of Premises and Facilities

Topic	Action/Arrangements	Responsibility of:
Design and Technology	<p>This task is further delegated to Design and Technology Head of Department And refer further to:</p> <ul style="list-style-type: none"> • <i>CLEAPSS</i> • <i>Design and Technology Association</i> • <i>The school's DT Department Policy.</i> • <i>Code of practice BS 4163:2014: Health and Safety for Design and Technology in Educational and Similar Establishments.</i> • <i>A copy of BS 4163:2014 should be readily available (located in Design and Technology office) and followed.</i> • <i>The Machinery equipment used within design and technology department needs to be inspected at least once a year.</i> <p>Reference links: CLEAPSS DT Site CLEAPSS Primary Site Design and Technology Association (DATA)</p>	The Head teacher delegates responsibility to the Head of Design and Technology
Display screen equipment (DSE)	<p>A All staff who use computers daily, as a significant part of their normal work (<i>significant is taken to be continuous / near continuous spells of an hour or more at a time</i>) e.g. admin/office staff shall have a DSE assessment carried out.</p> <p>Staff identified as DSE users are entitled for a School contribution to an eyesight test for DSE use every 2 years by a qualified optician.</p> <p>Reference links: HSE Work with display screen equipment: Guidance on regulations HSE Working with DSE: A brief guide</p>	The Head Teacher delegates the responsibility to the Head of HR and the Head of HR and Head of Premises and Facilities

Topic	Action/Arrangements	Responsibility of:
<p>Driving at work: use of personal cars, minibuses and transporting children etc.</p>	<ul style="list-style-type: none"> - The school maintains a list of nominated drivers who have received MIDAS training (every 3 years) in order to drive a minibus and conducts an annual check of their driving licence. - Each driver is responsible for the undertaking checks on the vehicle and the school's operation of minibus follows County guidance - The Finance officer arranges regular servicing, MOT testing and Insuring the Minibus - There is a risk assessment for the minibus driving in place. - Using personal cars for School business needs to be covered by personal car insurance. Every member of staff needs to arrange it through their personal car insurance. <p>Reference links: HSE Driving at work: Managing work-related road safety DfE Driving school minibuses – advice for schools and local authorities.</p>	<p>The Head Teacher delegates responsibility to Kathy Whitehouse – Finance officer</p>
<p>Electricity</p>	<ul style="list-style-type: none"> • <i>Head of Premises and Facilities is responsible</i> • <i>Hardwire test inspection checks are carried out by a competent contractor every 5 years.</i> • <i>Portable appliances testing (PAT) is done by a competent person regularly depending of what kind of device.</i> • <i>PAT registers are kept in Staffed shared area at the School Network?</i> • <i>Staff are expected to conduct pre-use visual checks on electrical items to identify defects?</i> <p>Reference links: HSE Electricity at work: Safe working practices HSE Electrical safety and you: A brief guide</p>	<p>The Head Teacher delegates the responsibility to the Head of Premises and Facilities</p>
<p>Emergency Planning: dealing with health and safety emergencies – procedures and contacts</p>	<ul style="list-style-type: none"> • <i>Refer to stand alone Policy.</i> <p>Reference links: CWS (Coventry, Warwickshire and Solihull) Resilience Team, Emergency Advice and Support for Educational Establishments</p>	<p>The Head Teacher</p>

Topic	Action/Arrangements	Responsibility of:
Externally provided services/ activities, lettings and hirers	<ul style="list-style-type: none"> • <i>Head of Premises and Facilities is responsible for discussing and agreeing health and safety arrangements before premises are used.</i> • <i>The school provide specific information for organisations that includes accident reporting and defect reporting procedures; restrictions on use of equipment; fire precautions and procedures, assembly point information, procedures for contacting emergency services.</i> • <i>The school use WES Hirers leaflet to provide site specific written details on relevant school health, safety, security and fire safety arrangements to hirers.</i> 	The Head Teacher delegates the responsibility to the Head of Premises and Facilities

Topic	Action/Arrangements	Responsibility of:
Fire safety	<p><i>Refer/signpost to the school's current Fire Risk Assessment, Security Policy and Building Emergency Evacuation Plan.</i></p> <ul style="list-style-type: none"> • The fire risk assessment / emergency evacuation plan is reviewed annually by The Head of Premises and Facilities, Governor or other competent person and is located in the H&S folders in the staff workroom. • In an emergency (fire / bomb / explosion / other) the alarm will sound. All pupils and staff should leave the building quickly and quietly via the nearest fire exit and proceed to the assembly point. Refer to the Emergency Plan. • Emergency evacuation drills are carried out regularly termly. The office staff bring the registration reports, signing in and out books / sheets to the assembly point which is on the field behind the Science block. Form tutors check the register to ensure that all pupils are present. If a form tutor is not available then another member of staff takes the register. All staff are checked against signing in sheets to ensure all are accounted for. A member of the SMT co-ordinates at the assembly point whilst another proceeds to the front of the building to deter visitors from entering the building and would greet the emergency services if they were required. • All staff are responsible for ensuring that escape routes / exits are clear from obstruction. • There are fire notices in each room, where necessary, which are checked during the annual fire risk assessment. Staff are requested to ensure that the details are up to date termly. • All tests / servicing that is required (e.g. fire extinguishers / fire alarm / emergency lighting etc) are carried out regularly by a qualified / competent person. • Staff is provided with emergency evacuation training / drills on a regular basis. • The emergency services would normally be called from the Main Office. • The Caretaker/ Head of Premises and Facilities tests the fire alarms weekly from a different call point each time. The tests are recorded in the book kept in Head of Premises and Facilities Office. • The Caretaker/ Head of Premises and Facilities tests the Emergency lights monthly and Fire enclosure. • A member of the SMT would contact the LA Emergency planning Dept if necessary. • The school does not currently have any 	The Head Teacher delegates the responsibility to the Head of Premises and Facilities

Topic	Action/Arrangements	Responsibility of:
<p>First aid, medication and supporting pupils at school with medical conditions</p>	<ul style="list-style-type: none"> • First aid is to be administered by a qualified first aider. The first aid rota is displayed in the office, staff room, P.E. corridor and foyer. • First aid kits are kept in the office, staff room, Science, Technology and P.E. departments. • The relevant department is responsible for checking / replenishing stocks. • The list of current first aiders is available from the office. Each first aider is either Emergency First Aid at Work or Appointed Person qualified and must renew their training every three years. • If the first aider deems it to be a serious injury an ambulance may be called and parents / guardians will be notified and requested to accompany the pupil to hospital. In situations where this is not possible a member of staff will accompany the pupil to hospital and remain with them until their parent / guardian arrives. • The first aider or other nearby staff member summonses the ambulance. • A staff member accompanies pupils to hospital in the event that a parent/ responsible person cannot be contacted or is unable to attend. • There are a number of first aiders on the school premises at any one time to cover in the event of absence, training & retraining of first aiders. • Only medicines prescribed by a G.P and in the original chemists packaging with the label clearly stating the name, medicine enclosed and dosage can be kept in school. • The medication is stored in a lockable cabinet in the office. • <i>Two members of staff should sign to say they have given the dose</i> • <i>All staff are trained annually on the use and administering of epi-pens.</i> • Care plans are drawn up for those pupils who have special requirements <p>HSE First aid at work: Guidance on Regulations HSE First aid at work: Your questions answered</p> <p>DfE Guidance on first aid for schools DfE Supporting pupils at school with medical conditions: Statutory guidance</p>	<p>The Head Teacher delegates responsibility to Sarah Hennessey (Office manager) and Sandra Nickerson (HLTA)</p>

Topic	Action/Arrangements	Responsibility of:
Glass and glazing including window restrictors	<p>A risk assessment has been carried out for all glazing to ensure glazing complies with current safety standards. The risk assessment is located in the H&S folders in the staff workroom and Atlas website. All low level glazing i.e. below 800mm, glazing in doors and high-risk glazing is toughened or laminated glass complying with or has been fitted with safety film. All broken glazing is to be repaired immediately.</p> <ul style="list-style-type: none"> - Remedial actions from the survey must be undertaken. - Risk assessment must be up to date. 	The Head Teacher delegates the responsibility to the Head of Premises and Facilities
Housekeeping, cleaning and waste disposal	<ul style="list-style-type: none"> • Regular emptying of bins and litter picking is carried out to ensure premises are kept clean, to minimise accumulation of rubbish. • Signage is placed when carrying out wet floor cleaning to minimise the risk of slips. Cleaning is carried out outside of school hours whenever possible. • Glass and other sharp objects are secured in suitable containers e.g. cardboard boxes prior to disposal to reduce the risk of injury. • Large external waste bins are stored in a compound away from the buildings. • Hazardous waste such as fluorescent tubes and computers etc., are appropriately disposed with licensed companies. 	The Head Teacher delegates the responsibility to the Head of Premises and Facilities
Infection control	<p>Refer to stand alone Infection control Policy.</p> <p>Reference links: Public Health England Guidance on infection controls in schools and other childcare settings</p>	The Head Teacher delegates responsibility to the Head of Premises and Facilities

Topic	Action/Arrangements	Responsibility of:
KILN	<ul style="list-style-type: none"> • The normal operating procedures are displayed by the kiln. • The kiln has a temperature control function and is equipped with an automatic cut-off if the temperature rises above an acceptable level. If there are any problems with the kiln it should be switched off and the service engineer called. • The head of art and art technician are competent to operate the kiln. • Whenever possible the kiln is operated after school hours. If the kiln needs to be operated during the school day, the door is locked to prevent access to the kiln room. • The inspection and servicing of the kiln is carried out regularly by a qualified and competent person e.g. contractor. • The kiln room is kept locked when the kiln is in use. At other times pupil access to the kiln room is only allowed under teacher supervision. Part of the kiln room is used for storage of art work, which is usually drying clay work, when the kiln is in use. Combustible materials are only stored in the kiln room, when the kiln is not in use, on shelves which are well away from the kiln itself. • The emergency procedures are detailed in the Art Departmental Risk Assessment. • Thermal gloves and goggles are provided for the operator. • The kiln room has an extractor fan which is switched on whenever the kiln is in use. • Departmental risk assessments are carried out and kept within the Art department. <p>Reference links: CLEAPSS DT Site http://www.hse.gov.uk/non-metallic-minerals/kilns-in-schools.htm</p>	The Head Teacher delegates responsibility to the Head of ART
Lifting Equipment - including lifts and hoists	<ul style="list-style-type: none"> • <i>There are 3 lifts in the school and they are inspected and serviced quarterly by a specialist contractor Concept Elevators Midlands.</i> <p>Reference links: HSE Safe use of lifting equipment: Approved Code of Practice and guidance HSE Thorough examination of lifting equipment: A simple guide for employers HSE Lifting equipment at work: A brief guide http://www.hse.gov.uk/pubns/hsis3.pdf</p>	The Head Teacher delegates the responsibility to the Head of Premises and Facilities

Topic	Action/Arrangements	Responsibility of:
Lone Working/ Personal Safety	<ul style="list-style-type: none"> • - Lone working is usually discouraged and limited to the caretaker(s), cleaners. Occasionally the Head of Premises and Facilities, Head of HR and CFO, head teacher and deputy head may also be lone workers. • - Guidance and advice is provided to those who work alone e.g. HSE, LA, WCC etc. mobile phones, buddy system, keeping in touch arrangements etc. • - Personal safety training is given to staff via induction, manual handling, working at height, fire safety. • - Lone workers are not permitted to carry out certain duties like working at height, working on electricity. • - All lone workers are advised to adhere to the following: regularly 'check in' with a competent person .e.g. contact to / from home, other staff to make contact with lone worker when arriving on site e.g. during holidays, advise a competent person of where they will be working whilst on site, carry a mobile phone. • - A lone working risk assessment should be carried out and shared with all / potential lone workers. • • <i>Reference links:</i> HSE Working alone: Health and safety guidance on the risks of lone working Suzy Lamplugh Trust 	The Head Teacher delegates the responsibility to the Head of Premises and Facilities
Maintenance/ Inspection of Equipment	<ul style="list-style-type: none"> • <i>Arrangements for servicing, maintenance and inspection of plant and equipment are made via WES Service Contracts and other Specialists contracts in organised and scheduled manner.</i> • <i>Records are kept on Warwickshire County Atlas web site and in Head of Premises and Facilities Office.</i> <p><i>Reference links:</i> HSE Safe use of work equipment: Approved Code of Practice and guidance HSE Using work equipment safely</p>	The Head Teacher delegates the responsibility to the Head of Premises and Facilities

Topic	Action/Arrangements	Responsibility of:
Manual Handling – loads and people	<ul style="list-style-type: none"> • There are activities that require a manual handling operation (e.g. lifting, pushing, pulling etc). These are usually performed by the caretaking staff. • All relevant staff are provided with manual handling training • Some pupils require assistance that involves people handling. This is usually carried out by SEN staff. • The person carrying out the task should risk assess the task prior to carrying it out. They should seek advice from their line manager as and when necessary. • Staff are provided with advice / information relating to manual handling during induction process.. • SEN staff are provided with specialist training for lifting / handling certain pupils who require assistance by external contractor. <p>Reference links: HSE Manual Handling Operations Regulations Guidance HSE Manual handling at work: A brief guide HSE Manual handling assessment charts (the MAC tool)</p>	The Head Teacher delegates responsibility to the Head of Premises and Facilities and The Inclusion Manager (SEN)
New and expectant mothers	<ul style="list-style-type: none"> • What are the school specific arrangements for new and expectant members of staff e.g. who should staff inform when they are pregnant? • New and expectant mothers must notify HR • Arrangement for Risk assessment for the new and expectant members needs to be done. <p>Reference links: HSE New and expectant mothers who work: A brief guide to your health and safety HSE Infection risks to new and expectant mothers in the workplace: A brief guide HSE</p>	The Head Teacher delegates responsibility to the Head of HR

Topic	Action/Arrangements	Responsibility of:
<p>Offsite and Educational Visits including residential visits and any school-led adventure activities</p>	<p><i>St. Benedict's Catholic High School will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate that they are taking reasonable steps to manage risks.</i></p> <ul style="list-style-type: none"> • Emergency arrangements, parental authorisation, supervision requirements, and first aid provision guidelines are followed according to the Off-site Visit Manual. • The school's Educational Visit Coordinator is liaising with Neil Wilson an Educational Visits consultant. • All off-site activities are led by competent staff. • Requirements when planning school trips vary depending on the trip to be undertaken. The EVC will advise on each individual case. Pre-site visits are carried out as & when required. • Risk assessments are carried out prior to all off-site activities. A copy is retained by the EVC and stored in the staff work room. • The EVC determines the category of each activity and reports them to WCC for authorisation as & when required. • Staff are aware of the need for a 'plan B' if the activity cannot be carried out. • Adequate insurance is arranged for all trips. <p>Reference links: Outdoor Education Advisors Panel (OEAP)</p>	<p>The Head Teacher delegates responsibility to Sarah Hennessey</p>
<p>Personal Protective Equipment</p>	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through job requirements / risk assessment. • The equipment will be selected by the user and / or supervisor when necessary. • The user is responsible for periodic checking and maintenance of the equipment. <p><i>All users will be instructed on the proper use of PPE equipment</i></p> <p>Reference links: HSE Personal protective equipment (PPE) at work: A brief guide</p>	<p>The Head Teacher delegates the responsibility to the Head of Premises and Facilities</p>

Topic	Action/Arrangements	Responsibility of:
Physical Education	<ul style="list-style-type: none"> • <i>Sport safe UK does annual inspection records, equipment specification Sport safe UK</i> • <i>Sport Space UK carries out formal annual inspections of equipment. The report is kept in PE dept.and Head of Premises and Facilities Office.</i> • <i>Pre-use visual checks are carried out by staff on PE equipment –refer to PE Risk Assessment.</i> • <i>all relevant staff are made aware of Risk Assessments</i> • <i>Ground contractor is making sure the Sport field is fit for purpose</i> <p><i>Refer to the current AfPE Safe Practice in Physical Education and Sport document.</i></p> <p>Reference links: Association for Physical Education</p>	The Head Teacher delegates responsibility to the Head of PE
Physical intervention	<ul style="list-style-type: none"> • <i>Refer to stand alone policy</i> <p>Reference links: DfE Use of reasonable force: Advice for head teachers, staff and governing bodies</p>	The Head Teacher
Science	<p><i>For all science related activities we will follow guidance produced by CLEAPSS.</i></p> <p><i>Staff in school carrying out science activities will be trained and competent to carry out their role.</i></p> <ul style="list-style-type: none"> • <i>There is a separate health and safety policy for the Science Department which includes roles and responsibilities of teachers and technicians.</i> • <i>Head of department reviews/updates this. The Science H&S policy can be found at Science department.</i> <p>Reference links: CLEAPSS – Primary Site CLEAPSS – Secondary Site Association for Science Education (ASE)</p>	The Head Teacher delegates responsibility to the Head of Science
Security	<i>Signpost to school’s Security Policy.</i>	The Head Teacher
Smoking	<p><i>This is a NO SMOKING SITE.</i></p> <p>Reference links: Smokefree England HSE Smoking at work</p>	The Head Teacher delegates the responsibility to the Head of Premises and Facilities

Topic	Action/Arrangements	Responsibility of:
Work-related stress and mental wellbeing	<ul style="list-style-type: none"> • Anyone experiencing problems should speak to their Line Manager/Head Teacher/Head of HR in confidence who can make them aware of support that can be put in place refer to their head of department, HR, deputy head or headteacher. • Management will do what they can to help and if necessary refer staff to Occupational Health, who may carry out a stress risk assessment. • Advice is available from the HSE and some charities offer advice and support including confidential help lines. • Expectant mothers are encouraged to report their pregnancy as soon as possible so a suitable risk assessment for expectant mothers can be carried out and reviewed constantly. • Facilities available to all staff include: staff room, canteen, quiet work room, toilet facilities. <p>Reference links: HSE Work related stress microsite HSE Tackling work-related stress using the Management Standards approach (workbook) HSE How to tackle work-related stress: A guide for employers on making the Management Standards work</p>	The Head Teacher delegates responsibility to the Head of HR
Trees	<ul style="list-style-type: none"> • <i>Head of Premises and Facilities/ Caretaker visually checks condition of trees especially after adverse or severe weather.</i> • <i>Regular Tree surveys on the critical trees done by a specialist</i> 	The Head Teacher delegates the responsibility to the Head of Premises and Facilities
Traffic management On-site vehicle movements	<ul style="list-style-type: none"> • <i>Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.</i> • <i>Access to the school must be kept clear for emergency vehicles.</i> • <i>The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.</i> • <i>The school caretakers are responsible for locking/unlocking access gates.</i> 	The Head Teacher delegates the responsibility to the Head of Premises and Facilities

Topic	Action/Arrangements	Responsibility of:
Violence and aggression, Prevention of work-related...	<p><i>All staff at the school have the right to be treated with dignity and respect. The school therefore will not tolerate any acts of violent or aggression towards its staff.</i></p> <ul style="list-style-type: none"> • External doors are fitted with locking devices prohibiting unauthorised access to visitors. All visitors are to report to the main office where they are required to sign-in in the visitors' book. • Primarily the caretaking staff are at greater risk of injury due to the nature of their duties e.g. early morning / evening shifts and responding to alarm activation during the night. • Specialist advice / guidance are provided by WES Safety and Premises Service. • All staff are required to report all incidents of verbal & physical violence. • An individual risk assessment would need to be carried out if any hazardous circumstances were identified. <p>reference links: HSE Preventing workplace harassment and violence HSE Violence at work</p>	The Head Teacher delegates responsibility to the Head of HR
Visitors	<ul style="list-style-type: none"> • <i>Visitors are controlled via visitors book, given visitors escorted through the School buildings, and given visitor badge.</i> • <i>The visitors are informed about health and safety information for the site e.g. visitors leaflet.</i> • <i>Any specific arrangements for school plays, parents evening etc.?</i> 	The Head Teacher delegates responsibility to the Office Manager

Topic	Action/Arrangements	Responsibility of:
<p>Water Hygiene (Legionella) and Water Systems</p>	<ul style="list-style-type: none"> • The water hygiene (legionella) risk assessment and log book kept is kept in Head of Premises and Facilities office. <p>The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.</p> <ul style="list-style-type: none"> • Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water). • Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods). • Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s)). • Quarterly disinfection/descaling of showers. • Stored cold water tanks are inspected for compliance and safety on an annual basis. • The school purchase water hygiene surveys through WES Property Risk Services • Air conditioning units are regularly serviced and cleaned by a competent contractor <p>Reference links: HSE Legionella and Legionnaires' Disease microsite HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations HSE Legionnaires' Disease: A brief guide for duty holders</p>	<p>The Head Teacher delegates responsibility to Head of Premises and Facilities</p>
<p>Welfare facilities and wellbeing of staff and pupils</p>	<p><i>In order to comply with welfare regulations, the school will provide for employee and pupil wellbeing:</i></p> <ul style="list-style-type: none"> • <i>toilets and hand basins, with soap and towels or a hand-dryer;</i> • <i>drinking water;</i> • <i>a place to store clothing (and somewhere to change if special clothing is worn for work);</i> • <i>Somewhere to rest and eat meals.</i> • <i>To ensure a healthy working environment, will we ensure there is:</i> <ul style="list-style-type: none"> ○ <i>good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system;</i> ○ <i>a reasonable working temperature;</i> ○ <i>lighting suitable for the work being carried out;</i> ○ <i>enough room space and suitable workstations and seating</i> <p>Reference links: HSE Welfare at work: Guidance for employers on welfare provision DfE Advice on standards for school premises: For local authorities, proprietors, school leaders, school staff and governing bodies</p>	<p>The Head Teacher delegates the responsibility to the Head of Premises and Facilities</p>

Topic	Action/Arrangements	Responsibility of:
Work Experience for students	<ul style="list-style-type: none"> • The induction will be given by the member of staff supervising the work experience pupil. • The risk assessment will be carried out by the member of staff supervising the work experience pupil. • They will be monitored / supervised whilst on site by the relevant member of staff. <p>Reference links: HSE Work experience microsite</p>	The Head Teacher delegates responsibility to the CPD coordinator and the Student mentor
Work at Height	<ul style="list-style-type: none"> • Staff expected to only use access equipment provided by the school and not stand on tables and chairs. • Access equipment e.g. step ladders, steps, kick stools are kept in various locations around school. • There is a training how to use step ladders given during the H&S induction of the new members of staff. • <i>Annual inspections are carried out by a qualified / competent person</i> • <i>The user should carry out a pre-use visual check and not use the equipment if any defects are found. They should record any defects found using the online defect reporting system.</i> • Caretaker(s) are provided with specialist training (e.g. for ladders). Tower scaffolds are hired from a company who erect them on the school premises. These are then used by caretaker(s) using appropriate safety equipment. • Risk assessment should be followed / shared with all relevant staff. • All staff are provided with and advised to use appropriate clothing / footwear. • Pupils are only permitted to use access equipment if it deemed to be necessary and under supervision. • Contractors are instructed to provide their own equipment and are not permitted to use the school's. <p>Reference links: HSE Working at height: A brief guide HSE Safe use of ladders and stepladders: A brief guide HSE WAIT Toolkit</p>	The Head Teacher delegates the responsibility to the Head of Premises and Facilities