

Penk Valley Federation



Health & Safety Policy

Approved at Full Governing Body Meeting

April 2017

Frequency of Review: Annually

Policy based on LEA August 2014

Amendments

2017 – NF/DS/HJ/JA/JW and John Burdett - Federation SLT 17/02/2017

Health, Safety & Wellbeing Policy Statement

Penk Valley Federation

1. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

2. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate Wellbeing facilities.
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3. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.

4. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Part 2

Health, Safety and Wellbeing Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Wellbeing Policy

Policy-makers	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Principal					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Forum					
Health, Safety and Wellbeing Advisors and					

Occupational Health Professionals					
Other Assisters Council Strategic Property Officers Insurance services Entrust Asbestos Management Team Property Services HR					Excluding Entrust Assisters

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Headteacher H&S Advisers	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** as stated above.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - Some annual KPIs are required by the County Council, the FGB can also identify other indicators they wish to monitor.
 - The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The FGB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The FGB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team <i>School Governors</i> <i>Deputy/Assistant Headteacher</i> <i>Health and Safety Coordinator</i> <i>Heads of Dept</i> <i>Managers</i> <i>Premises Manager</i>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** detailed above.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the

management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*

- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the Federation planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements.
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements.
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the FGB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

Penk Valley Federation has established a Health and Safety Committee which meets termly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic

planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Federation Governing Body outlining achievements against the H&S plan and annual KPI's will be presented to Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Principal/Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective

Equipment etc) and the results of risk assessments communicated.

- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;

9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

Assisters	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so.

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including**

essential KPIs (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employee's health and safety or Wellbeing at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or

liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Arrangements & Procedures for Health, Safety and Wellbeing

The following procedures and arrangements have been established within each of our schools to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

[Accidents can be reported to Student Reception/Main School Reception.]

- First Aider/Admin/Curriculum Staff to support/assist in the completion of the form.
- An immediate investigation will be conducted – i.e. go to scene, consider environmental factors, obtain details from injured party as to the conditions etc, ask if there were any witnesses.
- Complete investigation details on the county councils HSF40 form, going onto additional sheet(s) if required.
- Witness names and statements to be obtained if appropriate.
- Form to be sent to the Premises Manager to be signed and processed.
- Copies of accident reports to be sent to C&LL for all reportable accidents, as per the detailed summary below by Administration.
- Date of form sent to C&LL will be detailed onto form.
- An Accident Book will be maintained at each location for their own referrals.
- Reportable accidents as defined in Appendix IV, are sent to John Burdett, Health & Safety advisor at Staffordshire County Council.

* Accidents involving students which result in the student going straight to hospital must be reported to the Headteacher immediately.

2. Asbestos

The Asbestos Record System Manual is kept in the main School Reception. All contractors must meet with the Site Supervisor or the Premises Manager prior to commencement of any invasive work on premises, and the asbestos register must be signed and understood by all contractors performing the works, not just the leading hand or foreman. No staff other than members of the site team would be expected to drill into or fix anything to the walls without prior approval from the site team or Premises Manager. Any suspected damage or disturbance of asbestos materials must be reported immediately to the Site Supervisor or Premises Manager. All contractors on site must also complete an Hazard Identification Checklist before any works commence.

3. Contractors

Contractors are selected using either the County Council's list of approved contractors or by recommendation or by previous knowledge/experience of the company. When first reporting onsite, they are met by the Site Supervisor who carries out an induction, exchanges health and safety information, agrees safe working practices, risk assessments and frequency of liaison meetings.

The Site Supervisor is responsible for monitoring contractors' working methods. Any staff with concerns about contractors and their work should report them to the Site Supervisor in the first instance, who will liaise with the Premises Manager if further action is required. All contractors must complete the Hazard Identification Checklist before any works commence, this is available to all site staff.

4. Curriculum Safety [including out of school learning activity/study support]

Teaching staff are required to undertake suitable (written) risk assessments prior to commencing any hazardous activities. Staff qualification must match the requirement to teach such activities. Staff leading educational visits must be familiar with the DCSF publication, "Health and Safety of Students on Educational Visits" (HASPEV).

Subject Leaders are responsible for ensuring their staff adhere to the School's Health and Safety Policy and requirements and that subject-specific requirements are in place where applicable, such as Design & Technology, Performing Arts, PE and Science. The Educational Visits Co-ordinator is responsible for ensuring requirements are followed for Educational Visits.

5. Drugs & Medications

The School follows the County policy. Drugs and medication can only be administered by staff in School when accompanied by written parental requests. This will be done through the identified staff, who will receive any necessary special training, arrange storage and keep a written record of administration.

6. Electrical Equipment [fixed & portable]

It is the user's responsibility to keep a frequent check on the condition of items by regular visual inspection. In addition, regular thorough examinations are carried out by school support staff. All electrical equipment is PAT tested according to the recommended intervals and the record of inspection is kept by the Premise Manager. No personal items of electrical equipment should be used in School, unless they have been PAT tested by the School – contact Site Supervisor to arrange PAT testing. Fixed installations are the responsibility of the Site Supervisor. Defective equipment should not be used and the fault should be reported to the Site Supervisor immediately.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Health & Safety Co-ordinator will be responsible for conducting the annual fire risk assessments, maintenance of fire extinguishers and alarms, weekly testing of the fire alarm and regular checking of emergency lighting, supported by site assistants. Fire Drills/procedures are the responsibility of the Principal/Headteacher. A report following a fire drill will be presented to the ISC. Staff training is delivered as part of the induction process. Additional training needs are identified through performance management. Fire drills are conducted termly. Fire marshalling duties are conducted by designated support staff if appropriately trained.

Fire Risk Assessment

These will be carried out / reviewed on an annual basis or if there are any significant changes to the building structure by the way of extending or altering the fabric of the building. Risk Assessments will also be reviewed if there are any changes to current legislation that may require action. It will be the responsibility of the site team to carry out the initial assessments and annual reviews. The documents will be held on site.

8. First Aid

Each of our schools has a dedicated first aiders, and this information is displayed around the school. Please refer to our Penk Valley Federation First Aid Policy.

If required, the decision to call an ambulance will be made by the first aider who will then notify the School office so that a member of staff can meet and direct the ambulance on arrival. Leadership should also be informed at this time. Students sent to hospital should be accompanied by parents who will have been contacted school staff. Where this proves impossible, a member of staff will accompany the student and remain with him/her until a parent/carer can arrive at hospital.

9. Glass & Glazing

All glass used at each school site is safety glass. All replacement glass must be of safety standard and marked accordingly by etching or stickers Broken glass will be made safe as a matter of priority within 10 minutes of reporting – partitioning off the area if necessary.

10. Hazardous Substances (COSHH)

Any hazardous substances used in any School are stored and used in accordance with COSHH regulations. Staff using such substances are given the correct training in safe use, selection and use of protective equipment, storage arrangements, health surveillance and the use of mechanical controls. Responsibility for adherence to these regulations lies with the Subject Leader (teaching areas), Federation Cleaning Supervisor, school technicians or the Site Supervisor (non-teaching areas). A maintained list of the chemicals used and stored by each department/school is kept and the related safety data sheets stored and reviewed as required.

11. Health and Safety Advice

The School's Health and Safety advisor at Staffordshire County Council is John Burdett, who visits the School on a yearly basis to assist with the annual Health and Safety review. The main contact number for Health and Safety team is 01785 278855.

12. Housekeeping, cleaning & waste disposal

It is the responsibility of each school site staff to make arrangements which ensure that premises are kept clean, rubbish accumulation is kept to a minimum, arrangements are in place for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects are in place, arrangements for snow

shifting/ice clearing and security/location of external waste bins/skips.

13. Handling & Lifting

All site staff have manual handling training and are certificated which forms part of the staff induction for their roles. Staff requiring items to be moved should request this to be carried out by a member of the site team who have received appropriate training. The School has the necessary equipment required for safe manual handling/lifting and this is checked and maintained on a regular basis. Students should not be used to move/set up equipment without being appropriately trained and certificated.

14. Jewellery

For health and safety reasons, no form of facial or body piercing may be worn at School by students. If earrings are worn, there should be no more than one per ear and of the stud type. These must be removed for PE. No other jewellery may be worn except a wrist watch, this may need to be removed during practical lessons. All hair longer than collar length must be tied back for health and safety reasons in the appropriate lessons, eg: Science, Design & Technology and PE.

15. Lettings/shared use of premises

Third party use of equipment is restricted, under the School's letting agreement, to use of ICT, audio visual, heating and air conditioning equipment. For use outside of normal School hours, there will be no first aid provision so hirers would need to make their own arrangements. Arrangements for fire and emergency evacuation and procedures are covered with hirers as part of the lettings process. Each letting is given individual consideration to agree appropriate operating procedures, responsibilities, emergency contacts and any relevant licences requirements. Risk assessments will be conducted by the Health & Safety Co-ordinator in conjunction with the lettings organiser.

16. Lone Working

All staff who might be required to work alone or in isolation have been issued with a copy of the Lone Working Policy and an emergency contact number. An individual and specific lone working risk assessment will be completed for anyone deemed to be subject to lone working.

17. Maintenance / Inspection of Equipment (including selection of equipment)

The Site Management team are responsible for ensuring the maintenance of equipment is carried out in accordance with legislation. External contractors may be used for specialist equipment.

18. Monitoring the Policy and Results

The Federation Business Manager is responsible for ensuring that the School carries out the bi-annual Health and Safety checklist and ad hoc workplace inspections in order to monitor implementation of policy by staff and to evaluate accident reports/trends, complaints etc. In carrying out this role, the Premises Manager will

use the County Health and Safety Advisor and/or the Health and Safety Executive, as required

19. Poster on Health and Safety Law

The Health & Safety Co-ordinator is responsible for ensuring an up to date poster is displayed in the Main visitor reception and the staff room of each school.

20. Personal Protective Equipment (PPE)

The Site Supervisor or Subject Leader is responsible for the selection of suitable PPE equipment/protective clothing. They should also ensure arrangements are in place for periodic checking and maintenance of the equipment, ensuring proper use and supervision. PPE will be provided free of charge where risk assessment deems it to be necessary.

21. Reporting Defects

Defects will be reported to the site supervisor or office staff. Where there is an identified immediate risk, the area will be made safe, and dealt with as a matter of urgency.

22. Risk Assessments

All managers are responsible for ensuring necessary risk assessments are carried out for their areas. The Educational Visits Co-ordinator is responsible for ensuring risk assessments are carried out before a visit leaves the School site. The Health & Safety Co-ordinator and/or the Federation Business Manager are responsible for risk assessments relating to health issues, such as for staff who are pregnant, suffering health problems etc. The School uses generic risk assessments from the County, where applicable. Periodic review of risk assessments is carried out by the Health and Safety Committee.

23. School Trips/ Off-Site Activities

All School trips and off-site activities are planned according to the county's Educational Visits policy and adhere to guidelines set out in the DfE's HASPEV Good Practice Guide. All trips and off-site activities must be approved by the Headteacher before detailed planning and parent contact can take place. The School's Educational Visits Co-ordinator will then utilise EVOLVE ensure emergency arrangements, parent authorisation, supervision requirements/first aid provisions etc are in place.

24. School Transport – e.g. minibuses

- Where transport is required for educational visits, the county council generic risk assessment is used. All schools recommend that staff use County approved operators to ensure that the necessary checks are in place and the vehicles conform to the required standards.
- The Federation operates its own minibus service which is available for hire, and has its own fully qualified drivers. Other identified staff are qualified to also drive the minibuses.

- We do not encourage staff to use their own vehicle to transport students, but if this is unavoidable, approval by the Designated Safeguarding Lead at each school should be sought. A Volunteer Driver's Declaration beforehand would be required to ensure appropriate insurance etc is held
- The School does not recommend the practice of parent use of private motor vehicles for transport in connection with School activities. If this is unavoidable, they should sign a Volunteer Driver's Declaration beforehand. Permission should be sought from parents of students affected.
- The School actively discourages the practice of students using their own vehicles for transport in connection with School activities.
- Schools allow students to be transported to activities by their own parents/carers.

25. Smoking

Penk Valley Federation operates a No Smoking Policy (including e-cigarettes) at all sites, which applies to staff, students and visitors on any part of the School premises.

26. Staff Consultation and Communication

Health and Safety is reported to each leadership team and issues raised would be reported initially to the Individual School Committee and ultimately the Federation Governing Body.

27. Stress and Staff Wellbeing

Return to work interviews are conducted following sickness or non-sickness related absences in order to ensure that, when necessary, support arrangements can be put into place. Staff can volunteer to be referred to Occupational Health in the event of ongoing issues or concerns, or this can be recommended by their line manager. Risk assessments can and will be carried out at the request of the member of staff or if recommended by their line manager. THINKWELL is available for all staff, with details in staff handbook, and staff noticeboard. A well being survey was undertaken in September 2016 across the Federation. The results of which have been used to influence team risk assessments.

28. Supervision

[including out of school learning activity/study support]

Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, agreed ratios for school trips, requirements for criminal conviction clearance] If leaving the premises during the school day, all students must provide a note from their parent/carer and sign out at the school office. Supervision on educational visits is set in accordance with guidelines laid out in the DfE's HASPEV Guide, as recommended by Staffordshire County Council. All adults in School must have full DBS clearance before working in the School.

29. Swimming Pool Operating Procedures (where applicable)

The swimming pool is operated in conjunction with Penkridge Leisure Centre and is, therefore, subject to South Staffs District Council's Operating Procedures.

Supervision standards are followed by PE staff and a full emergency procedures are in place.

30. Training and Development

Part of the staff induction process is to ensure that all staff are made aware of the location of the Health & Safety Policy and made aware of all relevant procedures, such as fire drills, reporting H & S issues, etc. It is line manager's responsibility to conduct risk assessments on any employees expected to use hazardous substances, work at heights, use of VDUs, lone working etc.

31. Use of VDU's / Display Screens / DSE

All staff who use VDUs as part of their role have a DSE conducted as part of their induction process, if they move desk or every two years. Defects should be reported to the ICT Technicians, and any health and safety concerns should be reported to their line manager. All staff who use a VDU for a significant amount of time, are eligible to receive an eye test – please see Federation Business Manager for further details.

32. Vehicles on Site

All vehicles should be parked in a designated parking bay. Any vehicle needing to access close to student activity will be supervised by site staff, the site staff or member of leadership will ensure that adequate precautions are put into place. Deliveries should take place outside of the lunchtime period and morning break where possible. No one at all is to park in any area covered by yellow cross hatching as this could cause an obstruction and increase risk to site users. Vehicles are left at owners risk.

33. Violence to Staff / School Security

Visitor access is via the visitor reception, all receptions have signing in arrangements, and security locks on the doors accessing the School. All staff would report incidents of verbal or physical violence to the Federation Business Manager so that appropriate action can be taken. It is the policy of the School to adopt a zero tolerance approach to violence and abuse towards staff. All windows, doors, gates and barriers are locked as part of the school locking up process. Alarms are activated.

34. Working at Height

All employees expected to work at heights are offered the appropriate training. No member of staff can work at heights without appropriate training and must be certificated. Ladders will not be loaned to students/contractors by site management. A record is kept of all testing which is conducted on this equipment.

35. Water Hygiene

Water hygiene tests are conducted and recorded by site staff or recognised contractor in accordance with the county councils stated requirements. The manual is kept in the each school office.

36. Work Experience

Any work experience placement is approved by the Principal, Headteacher or a member of SLT. Each placement has a designated person who will support the individual during the placement. A full programme is produced and discussed with affected staff to ensure that a meaningful placement is obtained. Work experience is co-ordinated by our Assistant Headteacher. All companies are fully checked to ensure valid insurance is available.

Commitment

As a Federation we are committed to making continuous improvement in all aspects of health and safety. We will continually monitor and review our systems and procedures using both self and county driven audit tools to ensure our planning and implementation are delivering the required standards across the Federation. This statement of policy is dynamic in that it is subject to monitoring, evaluation and modification.

Responsibilities

Ultimate responsibility for this policy's introduction and implementation lies with the Principal/ Headteachers' in consultation with the Federation Governing Body. It is important to recognise that all staff, students and parents/carers have an active part to play in the evolution, development and maintenance of this policy.

Key Performance Indicators

It will be the responsibility of the Federation Business Manager to ensure that all schools meet the following Key Performance Indicators (KPI's) –

- 1) Premises internal self-audit will be issued and completed on or before October of each year.
- 2) Managers Self Audit tool will be completed in January of each year.
- 3) General Risk Assessments will be reviewed and maintained according to the schedule.
- 4) Accident Trend Analysis will be produced for all whole Governing Body Meetings.
- 5) Accidents Trend Analysis will be updated following any reportable incident and SLT informed.

Site Security

Annual risk assessments are conducted to ensure site security has been fully assessed.

- Appendix 1 – MFS
- Appendix 2 – PFS
- Appendix 3 – PMS
- Appendix 4 – WHS

Review of Policy

This policy will be reviewed every 2 years, or before if necessary by the Federation Governing Body.

Staffordshire County Council
General Risk Assessment Record Form

Appendix 1 - MFS

1. **Section/Service/Team...**Marshbrook First School

2. **Assessor(s)...**Jenny Whitehouse and John Burdett

3. **Description of Task/Activity/Area/Premises etc.** Site security External areas

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5

3. Loose coping stone to wall adjoining the main steps to reception.	Pupils, staff and other visitors.	The Handyperson from PMS to refit the coping stone on top of the retaining wall to the main entrance steps as soon as practically possible.	High			Low when work complete.
4.						

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or	Urgent action

	major injury or ill-health could result	
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment External security Marshbrook First School

Signature of Assessor(s):

Print Name: Jenny Whitehouse and John Burdett

Date Assessed: 28 November 2016

Review Date: November 2017

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

**Staffordshire County Council
General Risk Assessment Record Form**

Appendix 2 - PFS

2. **Section/Service/Team...**Princefield First School 2. **Assessor(s)...**Jenny Whitehouse and John Burdett

3. **Description of Task/Activity/Area/Premises etc.** Site security External areas

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5

3. (Continued) Trespassers	Pupils and staff.	See above		will require replacing at some stage in the future. At this stage it would seem logical to replace it with similar fencing to that already in the area.		
3. Finger entrapment.	Pupils and young children waiting with parents.	Due to the design of the hinge systems of the pedestrian gates leading to the main playground these gates should be pegged back when open to prevent young children from getting fingers trapped between the gate and gate post.	Medium/High	Ensure gates are pegged back when gates are open to prevent potential finger entrapment. Holes in tarmac where gate peg lowers to be kept clear of dirt/leaves etc.	Janitor/caretaker	Low when pegged back or locked in the closed position.

<p>4. Kerbing to pathways leading to and from the schools rear entrance opposite the mobile classroom.</p>	<p>Pupils, parents and Staff.</p>	<p>The current design and width of pathways causes congestion due to pinch points in certain areas. Due to the height of kerbs and timber decking in these areas there have been accidents involving pupils falling against kerbs and decking.</p>	<p>Medium</p>	<p>Chris Grocott has allocated some funding to improving existing pathways in problem areas.</p>		<p>Low (when work complete)</p>
<p>5. KS1 entrance</p>	<p>Pupils and staff.</p>	<p>During the site walkabout that only the Headteacher and Office staff were aware of Mrs Whitehouse and J Burdett were able to enter the KS1 entrance from the playground due to it being unlocked.</p>	<p>Medium</p>	<p>External doors from the building should be fitted with devices such as thumb catches so that doors can be easily opened from the inside in the event of fire but prevent access from the outside. Where fitted these should be used. Staff to be encouraged to challenge strangers entering the building from external doors.</p>		<p>Low with control measures being followed.</p>

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment Security of external areas

Signature of Assessor(s): Jenny Whitehouse and John Burdett

Print Name:

Date Assessed: 6th December 2016

Review Date: December 2017

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

**Staffordshire County Council
General Risk Assessment Record Form**

Appendix 3 - PMS

4. **Section/Service/Team...**Penkridge Middle School

2. **Assessor(s)...**Jenny Whitehouse and John Burdett

3. **Description of Task/Activity/Area/Premises etc.** Site security External areas

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5

<p>1. Trespassers</p>	<p>Pupils, staff etc.</p>	<p>The School was built in approximately 1980 and there are no known cases of trespassers entering the site and harming staff or pupils.</p> <p>Perimeter fencing and hedging was inspected on the 28/11/16 and was in the main in good condition and of robust height and design to deter trespassers from entering the site. Two areas of fencing were not as robust as other areas and could be used to access the site.</p>	<p>Low</p> <p>Medium</p>	<p>Two areas of fencing require further attention as these could be accessed by trespassers.</p> <p>App 1 and 2. Horizontal coral type fencing located between existing palisade fencing.</p> <p>App 3 corner post to fencing facing the entrance to Marsh Lane</p>	<p>Subject to funding.</p>	<p>Low when work completed</p>
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<p>2. Trespassers</p>	<p>Pupils, staff etc.</p>	<p>Vehicle and pedestrian gates to main entrance are original to the site and still in working condition. App 4 and 5 The height and design of the gates does permit trespassers to potentially climb over the gates to access the school playing field to play football at weekends etc. There is only one vehicle and one pedestrian gate to the site and these remain open during the school day. This permits visitors and staff to enter and exit the school site during the day. There are speed humps along the vehicle drive to reduce the speed of traffic.</p>	<p>Low/Medium</p>	<p>There is potential for trespassers to enter the School site via the gates during the school day but there would be very significant cost implications to fence off the driveway area from other areas of the site or to install electric gates and an intercom system etc.</p> <p>As there is no known history of trespassers coming onto the site and harming pupils or staff since the school opened the school leadership team would need to balance the relatively low risk of an incident occurring against the significant cost of fencing a large campus. Due to the distance from the main entrance installing automated gates would have very limited effect as trespassers could in practice follow in legitimate visitors to the site.</p>		<p>Low/ Medium</p>
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3. Trespassers	Pupils and staff.	Access to main building via the kitchen area is possible as this is the only external door at the school without a security lock. There is however a sign on entering the kitchen stating no access to main building through the kitchen. Staff are aware of the need to challenge visitors should they try and enter the building via this route.	Low			
4. Loose brickwork on pillars to main building.	Pupils and staff.	Some of the brick pillars to the main building require repointing with a few having missing or loose bricks at high level. App 6 and 7	High	Pillars to be repointed and missing and loose brickwork made good.	ASAP	Low when work complete.
4.						

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment Security of external areas

Signature of Assessor(s): Jenny Whitehouse and John Burdett

Print Name:

Date Assessed: 28th November 2016

Review Date: November 2017

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

**Staffordshire County Council
General Risk Assessment Record Form**

Appendix 4 - WHS

5. **Section/Service/Team...** Wolgarston High School 2. **Assessor(s)...** Jenny Whitehouse and John Burdett

3. **Description of Task/Activity/Area/Premises etc.** Site security External areas

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5

<p>1. Trespassers</p>	<p>Students, staff etc.</p>	<p>As a High School with a sixth form Centre and adjoining leisure Centre there is continual movement of persons to and from the site. This will also have increased following the formation of the Penk Valley Federation.</p> <p>The main entrance is to the front of the building but as there is also car parking outside the Leisure centre and also on the overflow car park near the school tennis courts there is potential for strangers to access the rear of the school site from these areas.</p>	<p>Low/Medium</p> <p>Low/Medium</p>	<p>Pupils attending the School are aged 13 to 18 so less of a risk than pupils at other schools in the village.</p> <p>Most High Schools in Staffordshire in the experience of the safety advisor have evolved with a number of separate buildings on the sites. Students therefore travel between the buildings during the day. Wolgarston is no exception to this situation.</p>		
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<p>2. Trespassers</p>	<p>Pupils, staff etc.</p>	<p>Whilst walking the site Mrs Whitehouse and J Burdett were able to access the main teaching block via the ICT room, Swimming pool block, Sixth form block and the D&T block. The only member of staff to challenge our reasons for being in the building was Kate Flanagan in D&T.</p> <p>As buildings are separate and students are required to travel between buildings there is no simple solution in terms of hardware to making buildings secure. (Coded locks or key fobs etc that are commonly used on primary schools)</p>	<p>Low/Medium</p>	<p>Staff should receive regular reminders to challenge strangers within the building or externally on site.</p> <p>CCTV systems with high definition cameras would identify strangers but the cost of this this needs to be balanced against the real life risk.</p> <p>Whilst these systems do act as a deterrent their real value tends to follow incidents in identifying perpetrators.</p> <p>There is no known history that the safety advisor is aware of involving violence from members of the public to staff or students at the school</p> <p>Student ages range from 13 to 18 so would not normally be regarded as vulnerable.</p>		
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3. Perimeter fencing	Students and Staff	The site borders a main road to the front elevation where the main car park is located and the M6 motorway to another side of the site. The third and fourth elevations border open farm land with the Leisure Centre located between the School and the perimeter fencing.	Low/Medium	Fencing to the motorway elevation and main road is secure. In practice strangers will enter the site via the main entrance gates to the school and leisure centre during the day or weekends.		
4. Vehicle access drive from Leisure Centre to rear of school	Students and Staff.	There is a vehicle barrier that was closed during the visit to prevent unauthorised vehicles from driving along the service road that sits between the main block and sixth form block.	Low	If there is a need for a vehicle to travel along this service road during the day then this should be supervised. (Ambulance or contractor etc)		

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment Security of external areas

Signature of Assessor(s): Jenny Whitehouse and John Burdett

Print Name:

Date Assessed: 6th December 2016

Review Date: December 2017

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.