

# **Hungerford Nursery School Centre for Children and Families Health & Safety Policy**

**To be reviewed:** Annually

**Policy Agreed:** 17<sup>th</sup> July 2018      **To be reviewed:** July 2019



This Policy relates to the Nursery School, Pre-nursery and Family Centre

**HUNGERFORD NURSERY SCHOOL  
Centre for Children & Families**

**HEALTH AND SAFETY POLICY**

**1. General Statement of Intent**

The Governing Body of Hungerford Nursery School and Children's Centre will meet its responsibilities under the Health and Safety at Work Act etc. 1974, the Management of Health and Safety Regulations 1999 and other health and safety legislation to provide safe and healthy working environment for employees and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be achieved are given in the Arrangements section of this policy.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before delegating particular health and safety responsibilities to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

All employees must ensure the maintenance of high standards of health and safety in all the schools activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the arrangements section.

Signed ..... Signed .....  
(Chair of Governors) (Headteacher)

Date ..... Date .....

**Other sources of information:**

Schools Health and Safety Team [Schoolshealthandsafety@westberks.gov.uk](mailto:Schoolshealthandsafety@westberks.gov.uk)

Schools Health and Safety Web-pages – <http://www.westberks.gov.uk/index.aspx?articleid=21749>

Evolve Team (Hampshire County Council) <http://www.westberks.gov.uk/index.aspx?articleid=8113>

Property Services [PropertyHelpdesk@westberks.gov.uk](mailto:PropertyHelpdesk@westberks.gov.uk)

CYP Education Assets Team [educationassets@westberks.gov.uk](mailto:educationassets@westberks.gov.uk)

Insurance Team - [Insurance@westberks.gov.uk](mailto:Insurance@westberks.gov.uk)

## **ORGANISATION**

### **2.1 Responsibilities of the Governing Body**

#### **The Governing Body will ensure that:**

- a) The Headteacher produces a school Health and Safety Policy.
- b) Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments are kept.
- c) Sufficient funding is allocated for Health and Safety e.g. in respect of training, personal protective equipment etc.
- d) Regular safety inspections are undertaken. It is advised by the Health and Safety Team for Schools that this is completed termly as a minimum with the Headteacher.
- e) A positive Health and Safety Culture is established and maintained.

### **2.2 Responsibilities of the Headteacher**

#### **The Headteacher will ensure that:**

- a) School Health and Safety Policy is produced for the approval by the Governing Body and that the Policy is regularly reviewed and revised as necessary; a minimum of every two years.
- b) Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances and are removed if no longer valid.
- c) For high risk activities, safe systems of work are identified via a risk assessment. These risk assessments will comply with national standards and guidance; are monitored to ensure they are followed and effective.
- d) Information and advice on Health and Safety is acted upon and circulated to staff and governors. Staff are to be informed that information can be obtained from the Health and Safety Website and via regular newsletters/bulletins circulated by the Health and Safety Team for schools.
- e) A regular safety inspection is to be undertaken by Headteacher, or designated representative, with the Health & Safety Governor, termly.
- f) A termly Health & Safety report is provided to Governors serving on the HR & Sites Committee
- g) Co-operation with the Council in meeting its legal requirements in respect of the monitoring of Health and Safety practice and procedures.
- h) Staff are competent to undertake the tasks required of them and that they have been provided with the necessary training by competent persons.
- i) Staff will be provided with equipment or other resources to enable the task to be undertaken safely.
- j) Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, have received necessary training and are provided with equipment or other resources in order to ensure they can fulfil such duties.

- k) There is co-operation, with, and provision of necessary facilities for trade union and safety representatives.
- l) That all statutory inspections are completed and records are kept.

### **2.3 Responsibilities of Senior Management Team**

**All Senior Managers employed by the Centre will ensure that:**

- a) They have received training in risk assessment from the Local Authority.
- b) They have sufficient training to undertake any delegated task.
- c) They adhere to any duties as reasonably specified in their job description.
- d) That Health & Safety induction training is provided for all staff.
- e) They pass on Health & Safety information received as appropriate, acting on reports from above and below hierarchy.

### **2.4 Responsibilities of all Employees**

**All staff employed by the Centre will ensure that:**

- a) Safe working procedures are followed
- b) They participate in Health & Safety procedures and any emergency training
- c) Monitor the Health & Safety of their area, including equipment and report any concerns to the Headteacher or their Line Manager
- d) There is co-operation with the LA, school governors and Headteacher on all matters relating to Health & Safety by complying with the Health and Safety Policy.
- e) Reasonable care is taken for their Health and Safety at work and that of other persons who might be affected by their acts or omissions at work and during off-site activities.
- f) Manage any serious immediate risk and ensure that any danger is reported immediately, to the Headteacher or Line Manager.
- g) Report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to their line manager or other designated person.
- h) They only use equipment or machinery which they are competent to use or have been trained to use.
- i) There is no misuse of anything that has been provided for Health and Safety purposes.

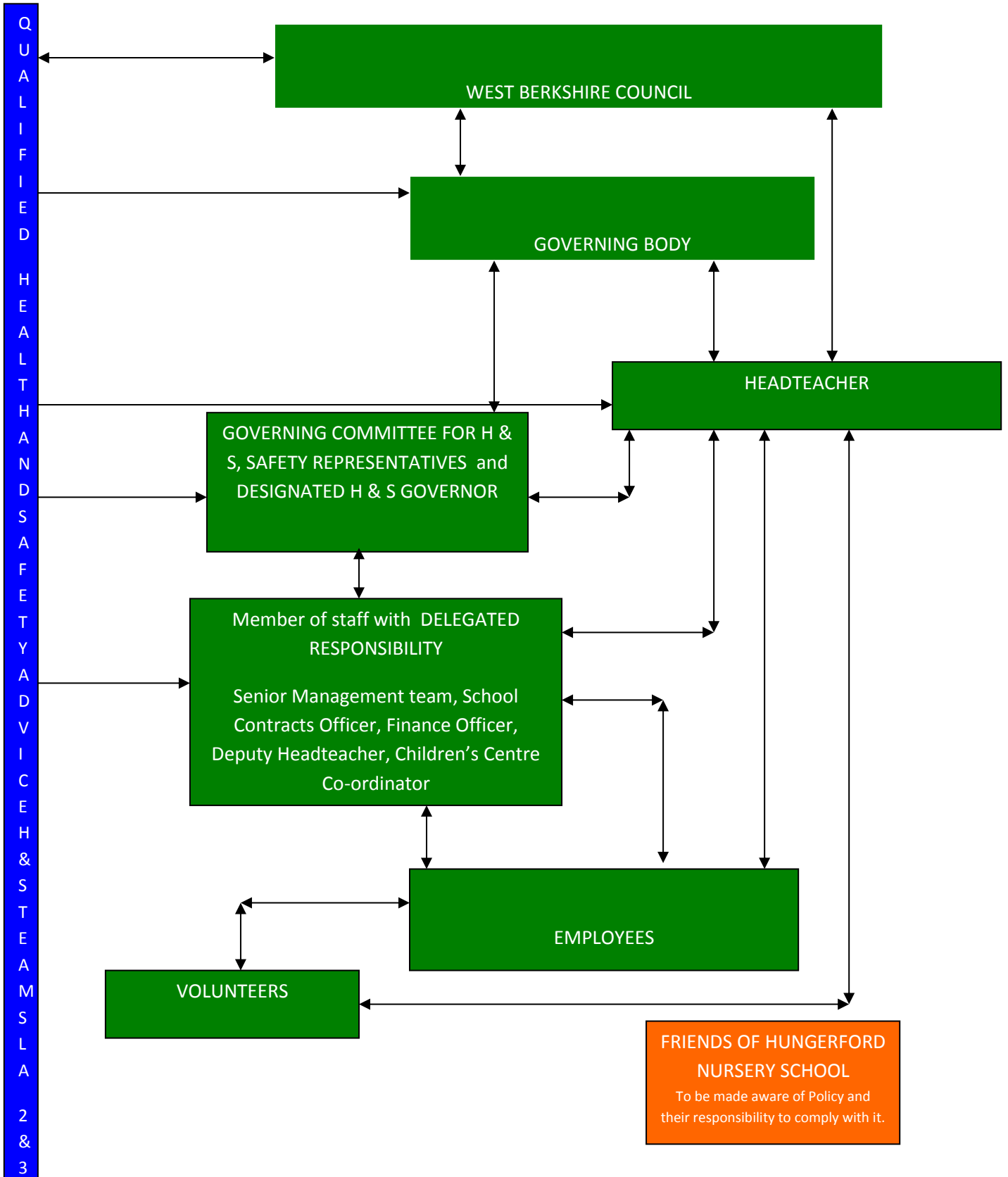
### **2.5 Responsibilities of Volunteer Helpers**

All volunteers have the same duties as those indicated for employees.

**NB** Staff and volunteers are advised to ensure that their own vehicle insurance covers them for use of their vehicle for work purposes, including the transport of pupils if applicable. The Council does not hold

insurance to cover use of private vehicles. For further information see 3.26 vehicles below. Also see Appendix 1

**ORGANISATION FLOW CHART TO INDICATE THE HEALTH AND SAFETY RESPONSIBILITY WITHIN HUNGERFORD NURSERY SCHOOL CENTRE FOR CHILDREN AND FAMILIES**



## **ARRANGEMENTS**

### **3.1 Health and Safety Representatives and Committees**

Under the Safety Representatives and Safety Committee Regulations 1977 a recognised independent Trade Union has the right to appoint Safety Representatives. Ideally such representatives should have two years relevant experience. Unions are required to inform the school in writing, when this is in place schools must consult with representatives on safety matters.

The members of staff who are health and safety representatives for external or National professional associations are:

#### **Professional Association Name**

N/A

### **3.2 Health and Safety Committee**

The minutes of the HR & Sites Committee, which covers Health & Safety at the Centre are kept by the Clerk to the Governors.

### **3.3 Critical Incident and Emergency Planning (including Fire Arrangements)**

A critical incident is one that is likely (or has potential) to cause an occurrence that is beyond the capacity of the Centre operating under normal conditions to respond to independently such as:

- Threat to safety and welfare of pupils and/or staff
- Immediate or delayed emotional reactions in large numbers of staff, pupils or parents, surpassing their normal coping mechanisms
- Serious disruption to the running of the school
- Significant public/news media attention on the school

Emergency planning will include situations such as:

- Accidents off site
- Attacks on students and members of staff
- Bomb Threat
- Chemical/Toxic/Hazardous material spill
- Death
- Earthquake
- Fights between pupils
- Flooding – building and environment
- Fire
- Gas leak
- Heatwave
- Hostage situation in school
- Industrial emergency nearby
- Lightning storm
- Missing child/abduction/runaway
- Sexual assault or child abuse
- Shooting
- Sickness and infectious disease
- Threatening person in the school building
- Threatening person outside the building or school grounds

- Unsafe structure
- Utility failure
- School trips and incidents

Further information can be obtained via <http://www.westberks.gov.uk/index.aspx?articleid=22905>

**The Critical Incident Plan** is held: in the Emergency Plan tray in the main office and will be reviewed by the HR & Sites Committee.

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that, where appropriate, the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

**The priorities are as follows:**

1. **To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate;**
2. **To call the emergency services when appropriate;**
3. **To safeguard the premises and equipment, if this is possible without putting persons at risk.**
  - The person(s) responsible for ensuring and supervising (where appropriate) is the Incident Control Officer
  - The person(s) responsible for the controlled evacuation of people from the school or the school grounds to a place of safety is the Incident Control Officer.
  - The person(s) responsible for summoning the emergency services is the Incident Control Officer.
  - The person(s) responsible that a roll call is taken at the assembly points are the senior member of nursery staff, senior member of admin team and the senior member of Children's Centre team.
  - The person(s) responsible for ensuring that no-one attempts to re-enter the building until the all clear is given by the emergency services are the Headteacher, Deputy Headteacher or member of Senior Management Team.
  - The person responsible for arranging, recording and monitoring fire drills at least once per term is the Headteacher.

Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:

- First Copy in the school office
  - and also the Fire Log book in the evacuation pack
  - The location of the Hot works folder and procedure is in the school office
- The person/s responsible for issuing Hot Works Permit to work is the Local Authority

### **3.4 Fire Prevention and Detection Equipment, Arrangements and Training (Refer to Fire Logbook provided to schools by West Berkshire Council)**

**It a requirement of the Regulatory Reform (Fire Safety) Order 2005 to hold a suitable and sufficient Fire Risk Assessment. Assessments will require review and update at least on an annual basis or in the event of change such as improvements, remedial work or alterations to buildings and in the event of a change to the Responsible Person (Headteacher), change to arrangements or it is considered no longer valid. Failure to update your Fire Risk Assessment could lead to a Notice of Deficiency or Enforcement Notice from the Fire and Rescue Service in the event of an inspection.**

The person responsible for maintaining the Fire Logbook is the Headteacher.

The person responsible for updating and maintaining the Fire Risk Assessment is the Headteacher.

#### **3.4a Smoking**

**In accordance with West Berks Policy smoking is not permitted on the entire footprint of the Centre internally and externally. This policy applies to lettings, contractors and ‘Friends of Hungerford Nursery’ events.**

### **3.4b Severe Weather Plan**

The person responsible for completing the Severe Weather Plan is the Headteacher.

### **3.5 Locations of Main Service Isolation Points**

The locations of the positions of all main service isolation points are as follows:

<b>Service</b>	<b>Location</b>
Water	Plant Room
Electricity	Plant Room
Gas	Plant Room

### **3.6 Accident, Danger Occurrence, Violent Incident and Near Miss reporting**

**Accident Investigation** - In accordance with **(RIDDOR)** Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, DfE Guidance regarding reporting requirements for schools can be found: <http://www.hse.gov.uk/pubns/edis1.pdf>

Webrisk is the Council’s information system used to record all Accidents/Incidents and Property Claim Incidents.

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss will report incidence to the Responsible Person for Webrisk entry. Accident reports should be drawn to the attention of the Headteacher or Deputy Headteacher.

Webrisk entries are entered on behalf of the Responsible Person by Admin Officer.

Less serious accidents requiring minor first aid or attention can be reported on an Accident Form or via Webrisk. The Accident Forms are kept by the following at the locations specified:

#### **Location of completed Accident Forms – in main office filing cabinet**

The HR & Sites committee are responsible for monitoring accidents and incidents and identifying trends. A report is produced annually by the Office administrator.

**Where accidents are found to have been caused by faulty plant, equipment, premises or unsafe systems of work actions must be taken to remove or isolate the hazard and warn people until the necessary modification or repairs can be made.**

### **3.7 First Aid**

All schools are required to complete a suitable and sufficient First Aid Risk Assessment in accordance with **The Health and Safety (First-Aid) Regulations 1981**.

The Headteacher and Governing Body will ensure the following arrangements are in place:

- Adequate provision for lunch times and breaks.
- Adequate provision for leave and in case of absence.
- First aid provision for off-site activities e.g. educational visits.
- Agreements with contractors working on site such as caterers or cleaners for joint provision for their employees.
- Provision for trainees working on-site.



- Agreed procedures for isolated areas e.g. playing field.
- Ensure that training is provided by an HSE approved provider.

These arrangements will be recorded in a First Aid Risk Assessment. The West Berks pro-forma for schools can be found on the Health and Safety Intranet pages:

Specific advice for schools can be found at the following address:

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>

The person responsible for completing a suitable and sufficient First Aid Risk Assessment is the Headteacher

The First Aid Risk Assessment is located in the Risk Assessment folder

The person responsible for recording and maintaining first-aid training records is the Admin Officer  
The person responsible for ensuring that training is renewed every 3 years or according to details on Certificate is the Headteacher.

### **3.8 Administration of Medicines**

Refer to the Medicine Policy

The persons responsible for ensuring staff training is in place in the event of the implementation of a care plan is the Headteacher.

The person responsible for ensuring there is cover to support a child with a care plan in the event of staff absence is the Headteacher.

### **3.9 Risk Assessment**

*“Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.” DfE 2012*

Further information regarding the 5 Steps to Risk Assessment can be obtained from HSE website:  
[www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)

Risk Assessments must be completed by competent trained staff. Training is available from the Schools Health and Safety Team.

The competent persons responsible for assessing significant risk are the Headteacher, Contracts Officer, Deputy Headteacher and Children's Centre Co-ordinator.

The person responsible for ensuring a suitable and sufficient risk assessment is in place for New and Expectant mothers is the Headteacher and Contracts Officer.

The person responsible for ensuring a suitable and sufficient risk assessment is in place for work experience students under 18 and new workers is the Headteacher and Contracts Officer.

Risk Assessments will be reviewed annually or in the event of change of circumstances such as a new Headteacher or in the event of an incident or accident investigation.

### **3.10a Manual Handling of Loads** in accordance with **The Manual Handling Operations Regulations 1992.**

**Staff, who are required to manually handle loads as part of their role, must receive training which is available from the Health and Safety Team.**

Where a manual handling activity cannot be completely eliminated then it must be assessed. The risk assessment will identify the:

**Task**

**Individual**

**Load**

**Environment**

NB If the activity presents significant risk to vulnerable individuals such as new and expectant mothers or people with pre-existing back injuries then those people will have to be prohibited from carrying out the activity.

The person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is the Headteacher.

The person responsible for monitoring the safety of manual handling activities is the Headteacher.

The person responsible for organising and maintaining training records for relevant staff is the Contracts Officer.

### **Manual Handling of People**

The person responsible for identifying hazardous manual handling activities involving people and arranging for their risk assessment is the Headteacher.

The person responsible for ensuring manual handling training for appropriate staff and maintenance of records is the Headteacher and Contracts Officer.

### **3.10b Maintenance of Manual Handling Equipment**

Maintenance includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The persons responsible for ensuring that nappy changing and moveable equipment provided to aid manual handling are maintained in a safe condition is the Headteacher and Contracts Officer.

### **3.10c Equipment Provided for Pupils with Special Educational Needs**

**For further guidance visit HSE Website:**

<http://www.hse.gov.uk/healthservices/moving-handling.htm#a11>

***Statutory LOLER inspections can be arranged by contacting insurance@westberks.gov.uk***

The persons responsible for ensuring that all other equipment designed to assist pupils with Special Educational Needs is kept in good working order and serviced appropriately is the Headteacher and Contracts Officer.

### **3.11 Working at Height**

Headteachers/Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and properly recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers. All staff are instructed not to undertake any work at height unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate. While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks
- Record of ladder checks and maintenance

### 3.12 Health and Safety Training

*“The Health and Safety at Work etc. Act 1974 requires schools to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.”* HSE

The person responsible for organising Health and Safety Training is the Headteacher.

The person responsible for maintaining Health and Safety Training Records is the Admin Officer.

#### **Induction for new members of staff**

The person responsible for ensuring that new staff receive an induction on their first day in essential safety matters such as emergency procedures for raising alarm and evacuation procedures, first aid and welfare facilities is the Line Manager.

#### **Further induction for new staff will include:**

- Health and Safety Policies for the Centre
- Off-site Activities Procedure (Evolve)
- Risk Assessments
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment if applicable
- Procedures for Hazardous Substances if applicable
- Good Housekeeping, Waste Disposal and Cleaning arrangements if applicable
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity if applicable
- Special Needs of Young Employees (e.g. Work Experience Placements if applicable)

### 3.13 Offsite Activities

Offsite Activities will be arranged in accordance with the Offsite Activities Manual provided by West Berkshire Council and the Evolve Team at Hampshire County Council.

Activities carried out on behalf of West Berkshire Council operate within a legal framework and the off-site Activities manual outlines this framework for West Berkshire schools.

Further information can be obtained from West Berkshire Intranet pages:

<http://www.westberks.gov.uk/index.aspx?articleid=8113>

The person responsible for co-ordinating offsite activities is the Offsite Co-ordinator.

The person responsible for ensuring relevant staff receive training and that this is updated is the Offsite Co-ordinator.

The person responsible for completion of risk assessments in relation to off-site activities is the Offsite Co-ordinator .

The person responsible for signing completed offsite activity risk assessments and confirming approval on the Evolve system is the Offsite Co-ordinator / Headteacher.

### **Provision and Maintenance of Equipment**

The Provision and Use of Work Equipment Regulations 1998 (PUWER) places duties on people and schools who own, operate or have control over work equipment. PUWER also places responsibilities on schools and organisations whose employees use work equipment, whether owned by them or not.” HSE.

**Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Statutory Inspection and Maintenance. Statutory Inspections for equipment such as hoists and pressure vessels can be arranged through the WBC supplier, if requested, through contacting [insurance@westberks.gov.uk](mailto:insurance@westberks.gov.uk)**

#### **3.14a Caretaker and Cleaning Equipment**

This includes moving and handling equipment; powered cleaning equipment, power tools, and hand tools. The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Headteacher and Contracts Officer.

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Headteacher and Contracts Officer.

The person(s) authorised to operate and use are the cleaner, kitchen staff and Grounds staff

#### **3.14b Grounds Maintenance Equipment (Machinery and Tools)**

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Headteacher and Contracts Officer.

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Headteacher and Contracts Officer.

The person(s) authorised to operate and use is the Grounds person.

#### **3.14c School Kitchen Catering Equipment (Dough mixers, Slicing machines, Potato peelers) Schools Kitchens must be included as part of a Health and Safety walkthrough by Governors.**

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Headteacher and Contracts Officer.

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Headteacher and Contracts Officer.

The person(s) authorised to operate and use are the catering staff.

#### **Catering (For completion only by schools with an in house catering operation on site)**

The person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards is the Headteacher.

The person responsible for checking that suitable and sufficient risk assessments including manual handling, maintenance of equipment, COSHH assessments and first aid requirements are in place is the Headteacher and Contracts Officer.

## **Statutory Checks and Maintenance of Curriculum related Equipment**

### **3.14d Design and Technology (woodwork)**

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the woodwork co-ordinator. See Woodwork risk assessment, including power tool - drill  
The person(s) responsible for ensuring that all tools are adequately guarded and that safety procedures are followed when the equipment is in use is the woodwork co-ordinator.

All staff responsible for instructing pupils in the safe use of equipment prior to use and checking for correct.

### **3.14e Design and Technology Equipment (Food Technology and Textiles)**

The oven is not to be used by children.

See Portable Oven risk assessment.

## **Inspection and Maintenance**

### **3.15 Premises**

#### **Health and Safety - The Pressure Systems Safety Regulations 2000**

**These Regulations give detail of the competence required for Statutory Inspections and maintenance.**

The person responsible to arranging an annual Inspection by a Gas Safe Registered Competent Person to boiler/s under a written scheme of work is the Contracts Officer.

The person responsible for arranging maintenance of boiler/s by a Gas Safe Registered Competent Person under a written scheme of work is the Contracts Officer.

#### **3.15a Security**

The person(s) responsible for unlocking and locking the building, arming and disarming security alarms are the key holders.

#### **3.15b Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to their Line Manager.

Defective furniture and equipment should be taken out of use immediately, labelled and reported to their Line Manager.

The person responsible for ordering repairs which are the school's responsibility is the Contracts Officer.

The person responsible for reporting repairs which are the responsibility of West Berkshire Council to the appropriate Service is the Contracts Officer.

The name and telephone number of the school's attached maintenance surveyor is the Local Authority, 01635 42400

#### **3.15c Water Management**

A Risk Assessment has been completed in relation to water management and an assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaires disease.

The person responsible for completing checks as identified in the Management of Water risk assessment is Eaton Environmental (Contractors).

The person responsible for ensuring the Management of Water Risk Assessment is updated is Eaton Environmental (Contractors).

The person responsible for Management of water risk is the Headteacher.

### 3.16 House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. All staff are responsible for ensuring the good house keeping of their own work areas, for example, offices, classrooms and related storage areas.

Accumulation of rubbish and waste should be reported to the Contracts Officer who is responsible for the arrangement of disposal.

The person responsible for ensuring the safe and appropriate disposal of any **clinical waste** is the Contracts Officer.

### 3.17 Outdoor Play Equipment and Outdoor Play areas including School Playing Field

The person responsible for selection of play equipment is the Headteacher

The person(s) responsible for daily inspection of play equipment and recording are all staff

The person(s) responsible for ensuring there is a suitable and sufficient risk assessment is the Headteacher.

The person responsible for ensuring an annual certified safety inspection takes place by a Competent Person is the Contracts Officer.

### 3.18 Electrical installation

The fixed electrical installation is tested by a competent person every 5 years as required by the **Electricity at Work Regulations 1989**. Following this check a certificate is issued to confirm the electrical installation is safe.

The person responsible for ensuring the Centre has a fixed installation check is the Contracts Officer.

The person responsible for ensuring the 5 year hard wiring certificate is updated is the Contractor.

The person responsible for ensuring all deviations reported by Competent Person are corrected is the Headteacher.

### 3.19 Portable Electrical Equipment

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance [www.hse.gov.uk/pubns/indg236.pdf](http://www.hse.gov.uk/pubns/indg236.pdf)

**Staff must not bring onto the premises any portable electrical appliances without prior consent of Headteacher. Such equipment must be PAT tested prior to use.**

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is the Contracts Officer.

### 3.20 Control of Substances Hazardous to Health (COSHH)

**Hazardous substances** - The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. wood etc. and biological hazards. Records of the risk assessments carried out are kept in COSHH assessment files in the relevant Areas/Departments and in the relevant standards such as CLEAPSS documentation for both **Science and DT (See section 3.14f for essential LEV information)**. A central record of all COSHH Assessments it to be maintained and located in close proximity to First Aid points. The persons responsible for completing COSHH Register and Assessments is the Contracts Officer.

### 3.21 Display Screen Equipment (DSE) in accordance with The Health and Safety (Display Screen Equipment) Regulations

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers and equipment that requires good ergonomics such as chairs and desks must complete a 'user audit'. A 'user' is someone who is employed to work on a computer for a significant part of their working day.

[www.hse.gov.uk/msd/dse/guidance.htm](http://www.hse.gov.uk/msd/dse/guidance.htm)

The competent (trained) person responsible for carrying out display screen equipment risk assessments is the Headteacher

The person responsible for implementing the requirements of the risk assessment is the Headteacher

**3.22 Personal Protective Equipment (PPE) examples include protective gloves, aprons, protective goggles, protective shoes or boots and high visibility jackets. In relation to use of chemicals Safety Data Sheets provide information as to the PPE required. In relation to equipment please refer to manufacturer's instructions. In relation to Curriculum activities CLEAPSS also give guidance.**

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE and replacing personal protective equipment when it is worn out is the Contracts Officer

### 3.23 Visitors

On arrival all visitors should report to reception where they will be issued with:

- An identification badge
- Relevant health and safety information

Visitors will be asked to sign the visitors' book upon entry and exit of the building and return identification badge.

### 3.24 Improvements to Building and Construction Work

The person responsible for submitting proposals to West Berkshire Council Education Department via the School Premises Alteration Request **SPAR** process (if applicable) for approval is the Headteacher.

Further information can be obtained from <http://www.westberks.gov.uk/index.aspx?articleid=25302>

**Schools undertaking Building Projects that fall within Construction (Design and Management) Regulations 2007 CDM must ensure they fulfil the legal requirement.**

Further information can be obtained from <http://www.hse.gov.uk/construction/cdm.htm>

### **3.25 Management of Hirers, Contractors and Others on Centre Site**

***NB Schools have the option to opt out of the Property Services Contract or use contractors on the Local Authorities approved list.***

When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Head's Duties above.

The Headteacher or co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities, that they are familiar with this policy. They must comply with all safety directives of the governing body and that they will not, without the prior consent of the governing body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety Law** and must pay due regard to the safety of all persons using the premises in accordance with **Health and Safety Law**.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head will take such actions as are necessary to prevent persons in their care from risk of injury.

The governing body draws the attention of all users of the school premises (including hirers and contractors) to section .8 of the **Health and Safety Law**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is the Contracts Officer.

The person supervising and monitoring Contractors is the Contracts Officer.



### 3.26 Vehicles

All staff who undertake training courses or use their own vehicles for any purposes in relation to the school MUST carry business use Class 1 insurance. This would include all teachers and Head teachers and some support staff. It is irrelevant as to whether this happens in the school day or after hours (sports activities etc).

If staff transport children in their own vehicles, in addition to carrying the above class of insurance; Insurers need to be made aware of the fact that children are being transported, as part of the business of working in a school, and given an indication of the frequency, duration and numbers transported. They may well ask for an annual declaration and charge additional premium in order to cover this. Withholding this material information from Insurers can lead to your insurance being invalidated. Prosecution may also result. The same checks as on the OHA form would also apply to staff transport for an off-site activity.

Many school minibuses can be driven by suitably qualified staff who have a D1 licence and have completed a minibus course through WBC. Purchase of a Section 19 of the Transport Act 1985 permit from the LA, WBC is required. All of the above requirements should be the preferred option. Several schools run and are prepared to loan their minibus out for a cost effective charge.

**The Headteacher** is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the Centre are operated in accordance with the law and any West Berkshire guidance. School owned, hired or leased minibuses or coaches are only to be used for approved journeys and must always display the S19 permit on the bus.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Headteacher (*prior to the first use of any vehicle*).

The Contracts Officer will ensure that the driver has a valid licence, appropriate insurance, no known medical conditions that affect their ability to drive and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority is the Contracts Officer.

The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, that drivers have passed the minibus test and no known medical conditions that affect their ability to drive etc. is the Headteacher and Contacts Officer.

**Further guidance can be obtained from the Senior Transport Service Officer (Risk), Highways and Transport, West Berks Council. Telephone 01635 519106**

### 3.27 Stress

**Please refer to Work Life Balance Policy**

The persons responsible for monitoring absence owing to stress related illness is the Headteacher  
The person responsible for completing a stress risk assessment is the Headteacher.

### 3.28 Bullying/Harassment

**Such Incidents should be recorded on LogAnIncident**

The school's policy on behaviour (including bullying) is kept in the policy folder in the main office  
Records of bullying incidents and action taken are reported on LogAnIncident by the Admin Officer.

### 3.29 Lettings

**Please refer to Webrisk Guidance for further information**

The person responsible for co-ordinating lettings of the premises in accordance with lettings procedure is the Contracts Officer.

The person responsible for informing other users of the presence of any hazards which have not been rectified is the Contracts Officer.

The person responsible for checking that the premises are left in a reasonable condition by other users before locking up is the person in charge of locking up.

### **3.30 Noise**

**Guidance regarding noise and workplace exposure limits can be obtained from the Health and Safety Team for schools.**

Any employee concerned about the noise levels at work should report the matter to their Line Manager.

### **3.31 Lone Working**

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities to include site staff and teaching staff is the Headteacher.

### **3.32 Audit, Review, Performance Measurement and Action Plan**

The person responsible for carrying out a termly review of the Statement of Intent (page 2) and its implementation in the school is Health & Safety Governor.

The person responsible for reporting and carrying out a termly Health and Safety Report to the Governing Body is the Health & Safety Governor.

The person responsible for improvements in the Health and Safety in the development plan is the Headteacher.

Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept on the SIMS database and are reviewed termly by the Health & Safety Governor.

Signed ..... Headteacher

Date .....

Signed ..... Chair of Governors

Date .....

## APPENDIX 1

**Responsible staff 2015-2016**

<b>Job Title</b>	<b>Name</b>
Headteacher	Suzanne Taylor
Deputy Head	Nicola Eggbeer
Finance Officer	Sarah Scarlett
Contracts Officer	Sarah Scarlett
Admin Officer	Sara Fenton
Children's Centre Co-ordinator	Shelley Hambrecht
Offsite Activity Co-ordinator	Katie Maidment
Woodwork Co-ordinator	Hannah Harper
Incident Control Officer	Most senior member of staff

**Current Contractors**

Churches	Fire Alarms / Fire Extinguishers / Emergency lighting
Bi-Fold Rolfe	Automatic Doors & kitchen shutter
Network security	Intruder Alarm
Eaton Environmental	Water Hygiene monitoring and Thermostatic Mixing Valves
Chris Murphy Electricals	Electricals & Fixed Appliance Testing
Wyllie Maintenance Services	Portable Appliance Testing
All Plumbing Services	Gas Water Heater & Boiler
Universal Services	Gym Equipment
PHS	Sanitary Waste
Scofell	Grounds Maintenance
IBS	Photo Copier
TTPHG	Handyman Service

--	--