

STAINES PREPARATORY SCHOOL



HEALTH & SAFETY POLICY

Review Procedure:	Annually for September
Person Responsible:	Facilities Manager
Date of Last Review:	September 2018
Reviewed by: Facilities Manager	August 2018
Approved by Business Manager	September 2018
Approved by: Chair of Governors	September 2018

Health and Safety Policy

1 STATEMENT OF INTENT

1.1 The Board of Governors has the primary responsibility for the health, safety and welfare of all employees and non-employees as directed by the Health and Safety at Work Act 1974 and other associated legislation. The Board of Governors also recognises that all employees and pupils have the right to a safe and healthy working environment and are committed to ensuring compliance with all statutory duties and, within that legal framework, to encouraging best standards as far as is reasonably practicable.

1.2 The Board of Governors accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.

1.3 The Board of Governors will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All pupils, staff and others using the school premises or participating in school-sponsored activities must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

1.4 Joint co-operation between Governors, Business Manager and employee representatives is essential to the successful implementation of this policy.

1.5 Staines Preparatory School aims to take a common sense and proportionate approach, as advocated by the Department for Education. We will use risk assessment and risk management to enable children to undertake activities safely. However, sensible risk management cannot remove risk altogether.

2 ORGANISATION OF HEALTH & SAFETY

2.1 Employees at all levels shall display a positive attitude towards health and safety.

2.2 The Annex A shows the general framework of responsibilities and to whom role-holders are accountable.

BOARD OF GOVERNORS - As the employer, the Board of Governors has overall responsibility for Health & Safety at Staines Preparatory School. The Board of Governors, in partnership with the Business Manager, will develop and maintain this policy in respect of the school's specific health and safety arrangements. In addition, the Board of Governors will monitor and evaluate the Business Manager's performance in respect of health and safety.

BUSINESS MANAGER- Business Manager will manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured in accordance with this policy.

SCHOOL SENIOR / SUPERVISORY STAFF – Senior and supervisory staff will assist the Business Manager to fulfil his/her responsibilities and ensure that those being line managed comply with this policy and procedures in respect of health and safety.

KEY SKILLS STAFF – Staff with key skills will provide H & S expertise in a particular area e.g. first aider, technician, science teacher, ADT teacher and other relevant teaching or support staff.

INDIVIDUAL STAFF – All staff will work within school policy and report any situation that significantly compromises health and safety.

SCHOOL MAINTENANCE STAFF – The Facilities Management staff, supervised by the Facilities Manager, provide health and safety competence in particular areas of work and, if given the delegated task, provide general supervision to contractors working on the school site.

PARENT HELPER / VOLUNTEER GROUPS – Volunteers will only engage in work or activities specifically authorised by the Business Manager and Governors, that they are competent to do and will report any situation that significantly compromises health and safety. Where necessary they will receive appropriate training.

CONTRACTORS – Contractors will undertake work in a safe manner in compliance with health and safety law and approved guidance and will notify the Business Manager or authorised person of any situation in which the health and safety of others affected by the contractor's activities is or maybe significantly compromised. Contractors will be managed as outlined in the school's Managing Contractors Policy. Contractors will be given access to the School's Health and Safety policy. Where appropriate, contractors will be given access to the Asbestos Register.

2.3 Many people have roles in the successful management of health and safety within the school. Each of these has specific responsibilities and is also accountable for the carrying out of these responsibilities and for their general health and safety performance. Specific roles are listed (staff handbook) and updated annually.

3 MONITORING MEASURING AND CONTROL

3.1 Much of the monitoring of health and safety standards within the school is to be through self-regulation. The Facilities Manager is expected to arrange for regular monitoring of premises, equipment and practices, by school staff, against current school policy and to take appropriate action accordingly. All staff will receive training on how to carry out Risk Assessments and will produce written risk assessments of different activities within the school and for trips in line with the Risk Assessment Policy. These will be reviewed and actioned by the relevant management.

3.2 Outsourced contractors will carry out a compliance audit every three years and produce a report.

3.3 Health and safety responsibilities will be assessed as part of an individual's annual performance appraisal.

3.4 The Business Manager will record, investigate and evaluate all incidents which result in harm or loss to any member of staff, child or other person arising out of, or in connection with, the school's undertakings. The data will be monitored and reported to the Governing Body at Property Committee Termly Meetings.

3.5 Incidents falling within the scope of 'reportable' as defined within the Health & Safety Executive Education Information Sheet 1 (Revision 3) will also be reported to the HSE under RIDDOR. Please refer to the welfare policy.

3.6 The Board of Governors will review details of health and safety performance indicators each term. This data will be evaluated to recognise achievements and to determine any support which may be necessary. They may also trigger formal intervention.

4 STAFF CONSULTATIVE ARRANGEMENTS

The Board of Governors, through the Business Manager, will make arrangements with employees for full and proper consultation on and participation in measures for promoting health and safety. This will normally be via the School Health and Safety (H&S) Committee.

5 EMERGENCY PLANS

5.1 The School has an Emergency Plan, covering incidents such as fire, flood, emergency lock down and others which would necessitate evacuation, or could put the occupants and users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:-

- a) save life
- b) prevent injury

c) minimise loss

This sequence will determine the priorities of the emergency plan.

5.2 The plan will be agreed by the Board of Governors and be regularly rehearsed by staff and pupils. The result of all such rehearsals will be recorded and the outcome will be reported to the Senior Management Team for necessary action.

6 COMPETENCE AND PERSONAL DEVELOPMENT

6.1 Where appropriate, the school will engage professionally qualified safety experts to advise on the effective implementation of their policies and objectives and to carry out tasks that require specific action.

6.2 Heads of departments are to ensure, and to record that, all staff in their area of responsibility receive relevant health and safety training where appropriate and have familiarised themselves with the Health and Safety Policy and Safeguarding procedures annually.

6.3 All individuals with designated health and safety functions should be demonstrably competent to undertake them. Competence will be achieved through a combination of practical experience and formal learning.

6.4 The school will support all individuals seeking relevant and necessary personal development in health and safety within the boundaries of operational practicability.

6.5 All staff will be expected to complete training in Risk Assessment, Slips and Trips, Fire Awareness and Stress Management. Other appropriate training will be organised as required by the job role.

7 REVIEW

The Board of Governors and Business Manager will review this policy statement every year and update, modify or replace it as considered necessary to ensure the health, safety and welfare of staff, pupils, visitors and contractors.

8 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

8.1 The Business Manager will ensure that written procedures and risk assessments are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. All staff will be informed about instructions as to how staff should carry out duties or activities and who is responsible for doing what and in what circumstances (normal and abnormal).

8.2 **Further Policies & Procedures** - written policies and procedures are in place for:

- Fire Safety
- Risk Assessment
- Welfare and First Aid
- Stress Management
- Emergency Planning
- Before and After School Care
- Control of Substances Hazardous to Health (COSHH)
- Accessibility
- Lone Working
- Snow and Ice
- Managing Contractors
- Car Parking
- Minibuses

- Planned Maintenance
- Working at Height
- Manual Handling
- Visits

8.3 Risk Assessments. All risk assessments with relation to safety of school buildings and maintenance activities will be held centrally by the Facilities Manager. All educational visit risk assessments will be held by the Headmistress. The School has a separate Risk Assessment policy.

9 ARRANGEMENTS

9.1 Accidents – It is our policy that all injury accidents, however minor are recorded by our Welfare staff in the First Aid Day book. Staff are instructed of this as part of their induction. All accidents and incidents are investigated to determine the causes and any necessary actions. Where the accident has caused or has the potential to cause serious injury, the investigation will be referred to the Facilities Manager to investigate, with the Headmistress and Business Manager also informed. If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health being obtained as necessary. The Facilities Manager is responsible for reporting incidents which fall under RIDDOR. All such incidents and any other incidents of a similarly serious nature are also reported to our insurers. All accident records and associated information are filed confidentially and retained for 10 years. Accident trends, learning points and the outcome of serious investigations are discussed at the Property Committee meeting, as well as termly H&S Committee Meetings. Procedures for dealing with accidents and incidents relating to children are covered in the Welfare and First Aid Policy.

9.2 First Aid – The School has a separate Welfare and First Aid Policy.

9.3 Fire Precautions – The school has a separate Fire Safety Policy.

9.4 Hazards – All potential hazards are to be reported to Facilities Manager/Business Manager who organises interim measures and rectifications.

9.5 Environment (Heating, Lighting, Ventilation etc.) - Problems with the environment in buildings are to be reported to Facilities Manager/Business Manager.

9.6 Safety Representatives/Committee - The Health & Safety Committee meets regularly to review arrangements within the school. Findings are reported to the Governing Body. Every area of the school is represented.

9.7 Competent Person - Each Head of School is deemed to have responsibility for his/her area and reports hazards and environmental problems to the Facilities Manager/ Business Manager.

9.8 Risk Assessment – The School has a separate Risk Assessment Policy.

9.9 Inspections – It is the responsibility of Heads of School and support staff team leaders to manage Health and Safety in their area, working with the Facilities Manager to rectify hazards and reduce risk. The SLT members with responsibility for Health and Safety will also carry out inspections where relevant, liaising with appropriate competent persons. The Facilities Manager carries out a weekly rotating inspection routine.

9.10 Slips and Trips – Any hazards arising such as slips and trips are monitored via weekly inspections by the Facilities Manager, and staff are encouraged to report any potential hazards to the Facilities Manager / Business Manager. All staff complete a Slips, Trips and Fall's training course.

9.11 Hazardous Substances - Observance of 'Control of substances hazardous to health' (COSHH) regulations is the responsibility of appropriate staff, the Facilities Manager, and the cleaning and catering contractors. These are described in School COSHH Policy.

9.12 On Site Vehicle Movement – No vehicles are permitted on site, other than the School Car Park while children are on the premises, unless under exceptional circumstances. In these situations, the vehicle is escorted by staff on foot. Appropriate risk assessment is carried out on

each occasion.

9.13 Asbestos – A specialist asbestos survey has been undertaken and has identified one small area of asbestos on the outer edge of an older building. Where work is to be undertaken which is likely to disturb materials which have not been inspected as part of this survey, we will ensure that the materials are examined, and where materials are suspected of containing asbestos, or are of unknown construction, we will arrange for a sample to be collected and tested by a professional. Before any refurbishment or demolition work is undertaken we will arrange a refurbishment or demolition survey to detect any inaccessible asbestos before such works take place.

An asbestos management plan is in place for the area of asbestos identified in the survey, and this is presented to and signed by a contractor that attends site for maintenance work. The risk assessment and management plan are reviewed at least annually and updated when there are changes in the matters to which they relate.

9.14 New Staff - as part of the school's induction program, all new staff will be briefed on matters relating to health and safety by their mentor, Line Manager or Facilities Manager.

9.15 Electrical Safety - A rolling program of inspection and testing of electrical wiring, circuits and equipment is carried out by trained personnel or external contractors. Records are kept of equipment tested. Staff must not bring in any electrical equipment into school without obtaining PAT test and making the Facilities Manager aware.

9.16 Infectious Diseases - Teachers will inform Heads of School if they receive notification of an infectious disease. The Deputy Head will take the necessary steps to inform the appropriate people.

9.17 Off-Site Activities - Staff organising any off-site activity must ensure that all guidelines for visits, fixtures etc. are fully complied with adhering to appropriate staff-pupil ratios. Only authorised staff are permitted to drive a Minibus. SPS has a separate Visits policy, and School Minibus policy.

9.18 Work Experience – In most instances, we do not offer work experience placements. In exceptional circumstances, where a placement is offered, a young person risk assessment is carried out to ensure the health, safety and welfare of the student has been considered with respect to their age, experience and maturity. A full induction is given, including safeguarding training, and a supervisor is allocated as their point of contact for the duration of their involvement at the school.

9.19 Residential Accommodation - All external residential facilities used by the school must be subjected to thorough vetting prior to pupils staying there.

9.20 School Security – the Facilities Manager in cooperation with all school staff is responsible for the organisation and monitoring of the school security. All staff wear their school lanyards at all times while on site, so they are immediately recognisable. All visitors and contractors must sign in at reception and are issued with a visitor or contractor pass before being let through the security door into the main building. Staff are reminded regularly to ensure no 'tailgating' takes place. Supply Staff and contractors are asked to present photographic ID upon arrival. Non-staff members are escorted to their destination, and never left unsupervised. Contractors will be monitored appropriately in line with the time of day and the area they are working in. They will never be left unattended with access to children. Staff should challenge unknown individuals on site, and report any concerns immediately to the Facilities Manager or Business Manager.

9.21 Animals on school premises - Guide dogs and other animals that aid accessibility are at all times allowed on the school premises. It is considered good practice to inform the Headmistress if a parent, carer or child is to bring a working animal onto the school premises, so the school can make necessary preparations.

Parents and/or staff can only bring their dog and/or other animal onto school premises in exceptional circumstances with direct permission from the Headmistress. Permission to bring animals into the school should be addressed to the Headmistress and should be submitted to the school office at least one week prior to the date the animal is to be brought in.

Parents must not bring dogs or other pets onto the playground when they are picking up or

dropping off their child. Even if the parent concerned is sure the animal is not a danger to people, and even if the animal is being carried, we must be sensitive to the concerns of other people, some who may have a fear of or allergy to animals.

Parents dropping off or collecting children must not leave dogs unattended, tied or otherwise, outside the school gates.

9.23 Lettings – The Facilities Manager will ensure that the hirers of the premises, for any event, are aware of his/her obligations under Health & Safety legislation and the school policies and procedures where appropriate. **Legionella** -

The company has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's '*Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems*'. These arrangements include:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of the Facilities Manager as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment
- the maintenance of records of all applicable maintenance and testing which are held in the Facilities Manager's office together with a copy of the risk assessment and details of the competent person who conducted it
- monitoring by the Business Manager to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the Facilities Manager reports this immediately to the Business Manager and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

9.24 Violence - All incidents of verbal and physical abuse will be recorded on the accident / incident report form and reported to the Senior Management Team. If a member of staff has any concerns around meeting with a parent or member of the public alone, this should be reported to the Headmistress / Business Manager and arrangements for an accompanying colleague will be made.

9.25 Manual Handling - The school complies with the school Manual Handling Risk Assessment and completes specific risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training.

9.26 Working at Height – The Facilities Manager carries out regular safety checks on the ladders and those working at height follow the school's Safe System of Working at Height (separate procedure).

9.27 Lone working - The school has a separate Lone Working Policy.

9.28 Training and records – The school will ensure that all staff has suitable and sufficient training to complete the task required of them. The school will ensure all training is recorded and up-date training is completed where required

9.29 Stress & Occupational Health Services –School have bought into an Employee Assistance Programme, giving staff access to a helpline 24 hours a day, as well as counselling. The school has a separate Stress Management policy, and staff are encouraged to speak to their line manager as early as possible when they feel under stress.

9.30 Electrical Safety All staff are clearly instructed that they are not permitted to undertake any electrical repairs. All work on electrical equipment and installations is carried out by suitably qualified and insured electricians. Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 and the current Building Regulations. Our policy is that live working is prohibited although voltage detection testing is permitted where essential. Our fixed wire testing is carried out every 5 years by

a competent electrician and improvements implemented as necessary for safety. Portable electrical equipment is inspected regularly (normally annually) by a suitably qualified individual. Records of testing are kept by the Facilities Manager. Any equipment brought in from home by staff is PAT tested before being permitted to be used.

9.31 Maintenance – The Facilities Manager will ensure that all electrical, gas appliances, ventilation, pressure systems and machinery will be inspected regularly in line with industry guidelines, and records maintained. Only safety glass is used for any glazing at the school. Any risk assessments which take place near glazed areas will take into account the risks.

9.32 Disabled Workers - Where we employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare. In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice. We ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. We also develop a personal emergency evacuation plan (PEEP) to cover evacuation of children or staff who may be temporarily less mobile.

9.33 Display Screen Equipment - Suitable furniture is provided for our office staff including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary. Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds are also provided to assist in the control of these hazards. Our work environment has been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting. Software is selected for its suitability for the task and ease of use. Workstation assessments conducted by *users themselves following an on-line training session*, identify any particular improvements required to individual workstations and these are implemented by the Facilities Manager. The outcome of assessments is shared with each 'user'. Staff use mobile devices including laptops, tablets, smart phones etc. whilst on the move, they are encouraged to work as ergonomically as possible and made aware that intense and prolonged screen work is best carried out at a permanent workstation. Workstation assessments are reviewed 3 yearly and also whenever there has been a change to the workstation or the tasks undertaken. Eye and eyesight examinations are provided by the company on request and, where needed solely for the use of the equipment, the cost of a basic pair of spectacles is also reimbursed.

9.34 New and Expectant Mothers - Our risk assessments have identified that some activities involve risks to new or expectant mothers at work i.e. manual handling, prolonged working postures, lone working, playground duties, As a result pregnant workers may not lift heavy items or climb ladders, should take frequent rest breaks as their timetable allows and must ask for assistance when needed. In the event that an employee notifies us that she is pregnant, and on return to work following birth, we undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided. Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every 3 months. We provide rest facilities for new and expectant mothers.

9.35 Noise & Vibration – Any equipment that creates prolonged noise or vibration will be used in line with published guidelines and will not exceed the stated period of use. Currently, only low risk machinery such as ride on lawnmower, chainsaw, strimmer and drills etc are used for short periods of time. All activities are risk assessed.

1 THE DUTIES OF THE BOARD OF GOVERNORS

1.1 In the discharge of its duty the Board of Governors will:-

- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- review reports from the Welfare Officers;
- establish an effective health and safety management structure within the school and monitor and evaluate the Business Manager's performance on health and safety matters;

1.2 So far as is reasonably practicable the Board of Governors through the Business Manager, will ensure all staff, including casual and voluntary staff and helpers and those on fixed-term contracts, receive comprehensive information on:-

- this policy;
- all other relevant health and safety matters;
- the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

1.3 Means of Accountability:-

- Subject to scrutiny from ISI and financial regulators.
- Outside authorities, such as Health and Safety Executive

2 THE DUTIES OF THE BUSINESS MANAGER

2.1 The Business Manager is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times. The Business Manager may nominate the school's Health and Safety representative who shall have delegated powers to fulfil the responsibilities assigned to the Business Manager.

2.2 The Business Manager will set-up the necessary arrangements to cover all health and safety legal requirements, to publish these arrangements, revising and republishing as necessary, and to effectively monitor the implementation of these arrangements.

2.3 Specifically, as well as the duties which all members of staff have (see 4), the Business Manager (or the delegated member of staff) shall:-

- Manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- Bring any health and safety concern outside of our own control or any health and safety responsibility that is unable to be met, to the attention of the Board of Governors;
- Assess and record all significant risks to staff, pupils, visitors, contractors and hirers and ensure that they are controlled as far as is reasonably practicable;
- Develop and distribute school-specific policies on local health and safety issues;
- Monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- Ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with school health and safety procedures;
- Ensure routine maintenance and servicing of equipment through competent means;
- Consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- Investigate all accidents, near misses and episodes of work-related ill-health;
- monitor and evaluate the health and safety performance of staff;
- Have and practice emergency and contingency plans;
- Provide the means for consultation with staff on health and safety matters;
- Supply a termly health and safety performance report to the Board of Governors;
- Require all staff to sign the daily attendance sheet at the main Reception Office, giving time of arrival and departure;
- Direct all visitors to report to reception on arrival and arrange for them to wear an identity badge while on site.

2.4 Means of Accountability:-

- The Board of Governors will evaluate the school's health and safety reports.
- Performance of health and safety duties are monitored and evaluated during annual performance review by Governors.
- ISI will assess health and safety management.

3 THE DUTIES OF SUPERVISORY STAFF

3.1 In addition to the general duties which all members of staff have (see 4), supervisory staff will be directly responsible to the Business Manager, or the member of staff nominated by the Business Manager, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

3.1 As part of their day-to-day responsibilities they will ensure that:-

- Safe methods of working exist and are implemented throughout their area of responsibility;
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- Staff, pupils and others under their jurisdiction are instructed in safe working practices;
- New employees working within their area are given instruction in safe working practices;
- Risk assessments are conducted in their area of responsibility as required by the Business Manager or as necessary;
- Regular safety inspections are made of their area of responsibility as required by the Business Manager or as necessary;
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- All health and safety information is communicated to the relevant persons;
- They report any health and safety concerns to the Facilities Manager.

3.2 Means of Accountability:-

- Annual individual performance appraisal by the Business Manager.
- High risk curriculum areas may be reviewed by a relevant competent person.

4 THE DUTIES OF ALL MEMBERS OF STAFF

4.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

4.2 All staff have a responsibility to:-

- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- Follow agreed working practices and safety procedures;
- Report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- Ensure health and safety equipment is not misused or interfered with;
- Sign in and out stating time clearly to assist with the fastest and most accurate accountability in an emergency;
- No hot drinks are permitted in the classroom and hot drinks are not to be transported around areas regularly frequented by children whilst they are on the premises.

4.3 Means of Accountability:-

- Annual individual performance appraisal by senior member of staff.

5 SCHOOL MAINTENANCE STAFF /KEY SKILLS STAFF

5.1 Specific Responsibilities:-

- To provide health and safety competence in particular areas of work.
- To identify the need for relevant knowledge, skills, equipment and materials.
- To work within the relevant school policy.
- To report any situation that significantly compromises health and safety.
- If given delegated authority, to provide general supervision to contractors working on the school site.

5.2. Means of Accountability:-

- Annual individual performance appraisal by senior member of staff.

6 HIRERS, CONTRACTORS AND OTHERS

6.1 The Business Manager 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.

6.2 When the premises are used for purposes not under the direction of the Business Manager, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices indicated in this policy.

6.3 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.

6.4 When the premises are hired to persons outside the employment of the school, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Facilities Manager and that they will not, without the prior consent:-

- 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.

6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Facilities Manager will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

7 PARENT HELPER / VOLUNTEER GROUPS

7.1 Specific Responsibilities:-

- To engage only in work or activities specifically authorised by the Business Manager and that they are competent to do.
- To work within the school policy.
- To report any situation that significantly compromises health and safety.

7.2 Means of Accountability:-

- The Business Manager is responsible for all parent helper/volunteer activities.
- Individuals may be directly accountable to the authorised persons.



