Hardwick Primary School

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Derby Diocesan Academy Trust
Health and Safety Policy

School Leader:	**R Sandhu**	
Link Governor:	**C Sayers**	
Policy Approved	**Signed: C Sayers**	**Date: 07.06.18**
Policy Reviewed	Signed:	Date:
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Health & Safety Policy Statement

As a responsible employer, Derby Diocesan Academies Trust working in partnership with the Governing Body of Hardwick Primary School will honour their legal obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice.

The Derby Diocesan Academies Trust and the Governing Body of Hardwick Primary School recognises and accepts its responsibilities and duties to conduct its operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

To achieve these objectives the Derby Diocesan Academies Trust and the Governing Body of Hardwick Primary School will:

- Conduct all activities safely and in compliance with legislation and where possible, best practice.
- Provide safe working conditions and safe equipment.
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- Provide suitable information, instruction, training and supervision.
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and wellbeing.
- Promote the principles of sensible risk management.
- Monitor, review and modify this policy and any arrangements as required.

All of Hardwick Primary School staff members have a duty to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

Organisation – Roles and Responsibilities

Derby Diocesan Academies Trust / Hardwick Primary School Governing Body

The Derby Diocesan Academies Trust Board of Directors has overall responsibility as the employer to ensure compliance with health and safety legislation for schools which are part of the multi academy trust. To enable the Derby Diocesan Academies Trust to meet this requirement the Governing Body at Hardwick Primary School will manage day to day health and safety issues and ensure the health, safety and wellbeing of staff, pupils, visitors and contractors within school. To ensure a positive approach is taken to health and safety the Derby Diocesan Academies Trust and Governing Body at Hardwick Primary School will:

- determine the school's health and safety policy and its implementation
- allocate sufficient funds for health and safety
- establish clear lines of accountability for health and safety
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- identify and evaluate risks relating to possible accidents and incidents connected with Hardwick Primary School
- provide access to competent health and safety advice (provider YMD Boon Ltd Health & Safety Service)

Head of School

Without limiting the responsibility of the Derby Diocesan Academies Trust and Governors, the Head of School will generally oversee the day-to-day management of safety and implementation of this policy within Hardwick Primary School.

The Head of School will comply with Hardwick Primary School' health and safety policy and in particular will:

- make herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Hardwick Primary School and maintain and up to date file of policies and procedures
- work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard
- ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- liaise with the Derby Diocesan Academies Trust and the School Governing Body
- undertake monitoring and ensure the provision of adequate resources to achieve compliance
- ensure that local procedures for the selection and monitoring of contractors are in place
- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures
- ensure the academy has access to competent health and safety advice

In addition to their statutory duties, the Head of School and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

Senior Leadership Team

The leadership team at Hardwick Primary School will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control.

This will be done under the direction of the Head of School. Any member of staff with supervisory responsibilities will:-

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with staff and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures
- ensure that all statutory registers and records are adequately kept
- ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure

School Business Leader

The School Business Leader will assist the Head of School and Diocese of Derby Academies Trust/School Governing Body to fulfil its responsibilities by overseeing day to day Health and Safety issues are adhered to.

This will include:-

- ensuring the day to day operational requirements of the health and safety policy are implemented
- maintaining an up to date copy of the health and safety policy together with all associated documentation relevant to Hardwick Primary School
- notifying the Head of School of any health and safety concerns and any financial implications identified by the Risk Assessment process
- being the focal point for reference on health safety and wellbeing matters and to give advice or indicate source of advice
- point of liaison with and report directly to the Governors on all matters of Health and Safety
- ensuring the day to day implementation of this policy including the maintenance of appropriate Risk Assessments for School and off-site activities and seeking the approval of the Governors for meeting the financial implications of identified control measures
- ensuring that all certification and statutory inspections are kept up to date
- to ensure accidents, dangerous occurrences and near misses are investigated, complete and send RIDDOR notifications (F2508) to the enforcing authority

School Caretaker

The school Caretaker will ensure that regular proactive Health and Safety inspection/checks are undertaken to ensure the safety of staff, pupils and visitors.

This will include:-

- general responsibility for the application of the school's health and safety policy to their own area of work, and are directly responsible to the Head of School.
- to establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- to carry out regular health and safety assessments of the activities for which they are responsible, and report to the Head of School/Business Manager any defects, which need attention.
- to ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the schools health and safety training requirements.
- to ensure where appropriate, relevant advice and guidance on health and safety matters is sought.
- to advise the Head of School/Business Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

Classroom Teacher's

The health and safety of pupils in classrooms is the responsibility of class teachers.

Class teachers are expected to:-

- check classroom area is safe
- check equipment used is safe before use
- ensure safe procedures are followed
- give clear instruction and warnings to pupils, as often as necessary
- report defects to the Head of School
- avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Head of School
- follow safe working procedures/risk assessments

All Staff

All staff, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and, in addition to any specific responsibilities which may be delegated to them, in particular are required to:-

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- cooperate with their line manager and senior management to work safely,
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements

- support Hardwick Primary School in embedding a positive safety culture that extends to pupils and any visitors to the site

Pupils

All pupils are expected to behave in a manner that reflects Hardwick Primary School' standards of behaviour in particular are expected to:-

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

School Health and Safety Representatives

The Governing Body and Head of School recognise the role of Health and Safety representatives appointed by a recognised Trade Union. If there are no union appointed safety representatives the chair of the Resources Committee will act as the 'champion' for Health and Safety at Hardwick Primary School.

Union appointed Health and Safety representatives will be allowed:-

- to investigate accidents and potential hazards
- to investigate complaints by constituents about matters relating to health, safety and wellbeing
- to make representation to the employer about such matters arising from such complaint and such investigation and on general issues affecting health, safety and wellbeing in the workplace
- to carry out school inspection within directed time, but wherever practicable outside teaching time
- to represent constituents in consultation with enforcement agencies
- to receive information that inspectors are required to provide

Shared site users

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. Hardwick Primary School as the primary site user will have the lead responsibility.

All shared users of the site must agree to:

- co-operate and co-ordinate with Hardwick Primary School on health and safety matters
- provide information relating to any additional risks or procedures which will be new or unusual to those of Hardwick Primary School that may arise from their activities
- maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by Hardwick Primary School so as to ensure the health, safety and wellbeing of all school staff and users
- meet the insurance requirements of Hardwick Primary School and the schools insurance provider
- familiarise themselves with and communicate to their employees/users Hardwick Primary School health and safety arrangements

Hardwick Primary School will ensure that:

- the premises are in a safe condition for the purpose of use
- adequate arrangements for emergency evacuation are in place and communicated
- users are consulted with on health and safety matters

- Hardwick Primary School health and safety arrangements are made available to shared users

Lettings

Hardwick Primary School has a lettings procedure. The procedure covers arrangements for fire evacuation and security and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with Hardwick Primary School on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of Hardwick Primary School that may arise from their activities

Hardwick Primary School will ensure that:

- the premises are in a safe condition for the purpose of use
- health and safety arrangements are detailed in the lettings procedure and that these are fully explained and communicated
- adequate arrangements for emergency evacuation are in place and communicated

Site Security

Hardwick Primary School actively has accessed the security of the site. All visitors on to site are required to sign in at reception and required to wear a visitor's badge.

Organisation - Arrangements

The following arrangements will be adopted to ensure that the Diocese of Derby Academies Trust/Governing Body and the Head of School fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting health and safety objectives

The Diocese of Derby Academies Trust/Governing Body and the Head of School will specifically review progress of health and safety objectives at the termly meeting of the Governing Body. Where necessary health and safety improvements will be identified and included within the Hardwick Primary School Health and Safety management action plan.

Provision of effective health and safety training

Diocese of Derby Academies Trust/Governing Body and the Head of School will consider health and safety training on an annual basis in line with Hardwick Primary School appraisal system for school staff.

Provision of an effective joint consultative process

Hardwick Primary School Resources Committee will meet at least once per term. The committee will ensure that Health and Safety concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include Head of School, Business Manager, School Health and Safety Advisor and 2 other Governors (as a minimum).

Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- school premises health and safety committee
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial resources

Diocese of Derby Academies Trust/Governing Body along with the Head of School will review the budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

Hardwick Primary School will ensure that it has access to competent technical advice on health and safety matters to assist in meeting the Diocese of Derby Academies Trust/Governing Body objectives; this will be achieved by accessing the services of a competent Health and Safety Advisor though YMD Boon Ltd, Health and Safety Service, York House, Fernie Road, Market Harborough, Leicestershire

Organisation - Other local arrangements

Accident and assaults

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet EDIS1 (rev3), will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the Recourses Committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Pupil forms/records are retained for 24 years, employee forms for six years and forms relating to work related ill health for 6 years or longer (40 years where there has been potential exposure to radiation or asbestos; further guidance is obtained from YMD Boon Ltd Health and Safety Service).

Audit

Hardwick Primary School' health and safety management will be audited by Elite Health and Safety Service every year. Hardwick Primary School reviews this process as a positive assessment of health and safety management system and takes appropriate action to continually improve health and safety across the school.

Contractor management

Vinci Facilities Management will ensure that the highest levels of safety is achieved by all contractors on site and will ensure that:

- competent contractors are used
- clear specifications of works are drawn up by a competent person
- pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained
- all staff pupils and other users of site remain in a safe environment for the duration of the works.

Control of hazardous substances

Hardwick Primary School will ensure it complies with the HSE's approved code of practice *'Control of substances hazardous to health' (L5)* relating to the management and control of hazardous substances on site.

Hardwick Primary School and Vinci Facilities Management will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any need for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the schools procurement systems can be used on site
- substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored regularly and reviewed annually

Dealing with health and safety emergencies - procedures and contacts

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

In the event of a Bomb threat Hardwick Primary School will undertake an emergency evacuation of the school. The fire alarm will not be sounded in these circumstances, but the Head of School will coordinate a fluid escape of all persons from the school with the assistance of staff. Any suspicious objects will be reported to the Head of School, but under no circumstances will they be touched or moved. When the school is evacuated the Police will be contacted immediately.

Health & Safety and Maintenance Reporting

Hardwick Primary School has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported to the Head Teacher/Business Manager. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display screen equipment (DSE)

Hardwick Primary School acknowledges that staff that 'habitually' use DSE should have suitable equipment for which to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals.

Hardwick Primary School will ensure that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health
- a trained DSE assessor is available

Driving

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented.

Where staff are required to drive a mini bus as part of their duties, Hardwick Primary School will ensure they hold the correct classification on their driving license, meet specific driving criteria, and will be provided with formal driver training.

Electrical systems and equipment

Vinci Facilities Management maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance *'Maintaining portable electrical equipment in offices and other low environments' (INDG236)*, by a competent contractor with records maintained.

Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Hardwick Primary School' defect reporting procedure is followed as required.

Fire safety

Hardwick Primary School is committed to providing a safe environment for both staff and pupils.

Hardwick Primary School manages the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost
- a detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- all staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction
- a fire drill is undertaken at least termly to practice evacuation arrangements and ensure working as expected.

First-aid

Adequate first aid arrangements are assessed and maintained at the school and for all activities that the school leads.

Hardwick Primary School will ensure that:

- the number of first aiders meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders hold a valid certificate of competence, Hardwick Primary School maintains a register of all qualified staff and will arrange re-training as necessary
- first aid notices are clearly displayed around the school
- sufficient numbers of suitably stocked first aid boxes are available and checked regularly to ensure they are adequately stocked
- a suitable area is available for provision of first aid
- staff are regularly informed of first aid arrangements within school, through induction, teacher training days.
- where first aid has been administered this is recorded in Medical Tracker.
- correct reporting procedures are followed

Administration of Medication

- Hardwick Primary School will ensure that it complies with the Department for Education Supporting Pupils at School with Medical Conditions September 2014. A school medication policy and management procedure is in place which details all the local arrangements.
- Hardwick Primary School will only administer 'prescribed' medication as detailed in an individual health care plan as completed by parent/guardian and/or medical practitioner.
- All staff who undertake assistance with the administration of medication do so on a voluntary basis. Where training is required to administer medication training will be provided for staff.

- All medication must be clearly labelled with pupil details and, where necessary, kept in secure safe place.
- All medication administered to pupils will be fully recorded using the Department for Education Supporting Pupils with Medical Conditions templates.

Management of asbestos

Hardwick Primary School will ensure that it complies with the HSE's approved code of practice L143 Managing and working with asbestos Control of Asbestos Regulations 2012. Approved Code of Practice and guidance. Hardwick Primary School is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. Hardwick Primary School was built in 2004 and has no reported asbestos on its site.

Moving and handling

Hardwick Primary School will ensure that it complies with the HSE's approved code of practice *'Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).*

Within Hardwick Primary School there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. Hardwick Primary School manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

Glazing

Vinci Facilities Management will ensure that it complies with the Workplace (Health, Safety and Wellbeing) Regulations 1992 in existing buildings and Document N of the Building Regulations 2000 (as amended) which covers new buildings. All glazing at Hardwick Primary School Church of England Primary School will meet the regulations and conform with EN12600.

Vinci Facilities Management will manage the risks associated with glazing safety by ensuring that:-

- having in place an up to date glazing audit conducted by a competent person
- having a glazing safety risk assessment
- any glazing conforms to the relevant standards and risk codes

Outdoor Play Equipment

Hardwick Primary School will ensure all outdoor play equipment will conform to BS EN 1176 and BS EN 1177.

Hardwick Primary School will manage the risk associated with the play equipment by ensuring that:-

- pre use checks on outdoor play equipment will be undertaken by a staff before equipment is used by pupils. All pre use checks will be recorded.
- an annual inspection/maintenance of the play equipment will be undertaken by RPII Inspector.
- an up to date risk assessment will be kept to ensure the equipment and pupil activities are appropriately supervised and remain safe.

Occupational health services and work-related stress

Hardwick Primary School acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

Hardwick Primary School will follow the principles of the HSE guidance *'Managing the causes of work-related stress' (HSG 218).* The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Head of School or another member of the senior leadership team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels. An individual risk assessment will be undertaken taking in account the HSE Management standards. This assessment will then be reviewed with the member of staff to monitor progress
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Head of School will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation

Off-site visits including school-led adventure activities

Hardwick Primary School adopts the National Guidance of The Outdoor Education Advisers' Panel for the Management of Off-site visits and Learning Outside the Classroom (LOtC) activities. A Hardwick Primary School specific Educational Visits Procedure details local arrangements.

Risk assessment

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill heath. Hardwick Primary School' risk assessment process follows the HSE Controlling Risk in the Workplace INDG163 (Rev 4) published 08/14.

Within Hardwick Primary School various members of staff are tasked with the development of risk assessments based on their knowledge, experience and competence. Staff that undertake risk assessments on behalf of the school will be trained in hazard/risk reduction techniques to ensure they fully understand the risk assessment process. Relevant staff are involved in the development of risk

assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times via the risk assessment folder, located in the school office.

Statutory Inspections

Vinci Facilities Management and Hardwick Primary School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at FM Meetings /Business Manager to ensure on this is on target.

Preventing workplace harassment and violence

Hardwick Primary School is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in an individual pupil's physical intervention plan or and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- follow measures/ procedures identified in violence and assaults risk assessment
- contact emergency services, as appropriate.
- inform the Head of School or a member of the senior management team if confrontation has taken place

Hardwick Primary School will:

- ensure the Head of School or member of the senior management team to attend site on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provision of training on how to manage conflict and aggression as required
- review specific risk assessment following any incident

Water hygiene management

Vinci Facilities Management will ensure it complies with the HSE approved code of practice *'Legionnaires' disease - The control of legionella bacteria in water systems' (L8).*

Vinci Facilities Management will:

- commission a bi annual Legionella risk assessment and ensure actions identified are acted upon.
- commission employ a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- ensure the Caretaker is suitably trained/competent to undertake monitoring/testing activities required by the Legionella risk assessment
- ensure regular flushing of outlets is completed by the Caretaker
- ensure the Caretaker undertakes monthly monitoring of water systems including temperature readings

Working alone

Hardwick Primary School acknowledges that there will be times that some staff work either alone or in what is considered an isolated environment. To manage the risk to staff of working alone the following arrangements are in place:

- The premises and grounds have robust security systems in place to prevent unauthorised persons from gaining access to the site or premises
- Local arrangements are in place for staff who are working alone so that they have a regular monitoring visit/communication dependent on the situation.
- Staff advised to alert senior leadership team of any medical conditions that have the potential to increase the risks of working alone.
- Only tasks considered low risk will be undertaken when working alone.
- If lone working is required off site eg. Home visits or as part of routine tasks e.g. opening and closing the buildings, specific risk assessments will be undertaken.

Working at height

Hardwick Primary School will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG40).* Hardwick Primary School may use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works.

Hardwick Primary School will ensure that:

- work at height is avoided whenever possible
- kick steps only are provided for school staff, work above this height will be by the Caretaker or Vinci trained staff.
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders & step ladders) is identified and inspected annually
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

Workplace inspections

Hardwick Primary School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal annual workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. This inspection is undertaken with the Health and Safety professional from Elite Health and Safety Ltd. The annual inspection findings are reviewed with actions monitored at the Resources Committee. It is recognised that annual inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the Hardwick Primary School defect reporting procedure.

Monitoring and review

This Health and Safety Policy together with the associated procedures and health and safety audits, accident statistics will be reviewed by the Resources Committee on a regular basis (every year as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, Hardwick Primary School will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

Hardwick Primary School will use different types of systems to measure health and safety performance:

Active monitoring systems

- spot checks and termly site inspections will be undertaken
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health

Reactive monitoring systems

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

Reporting and response systems

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- Resources Committee, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance.

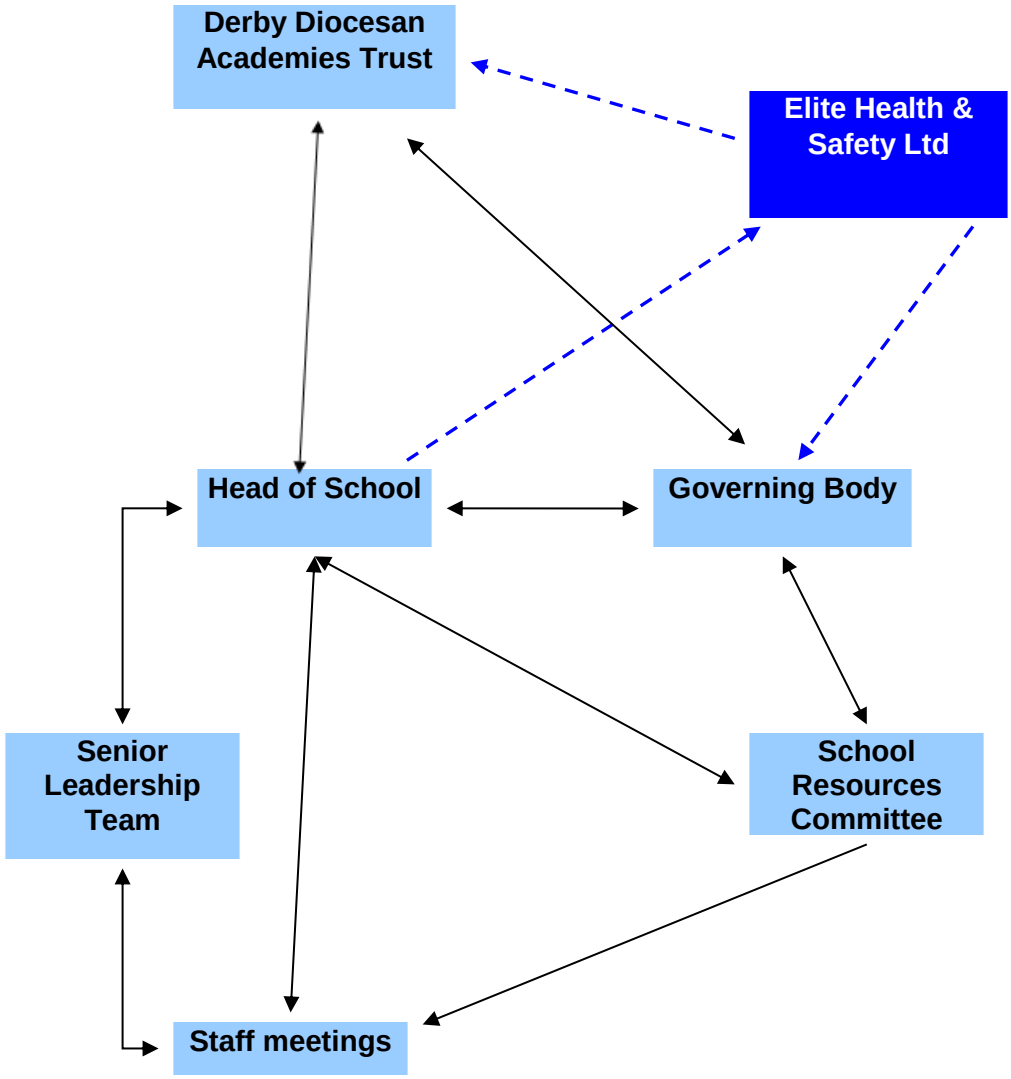
Investigation systems

- prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

Third Party Monitoring/ Inspection

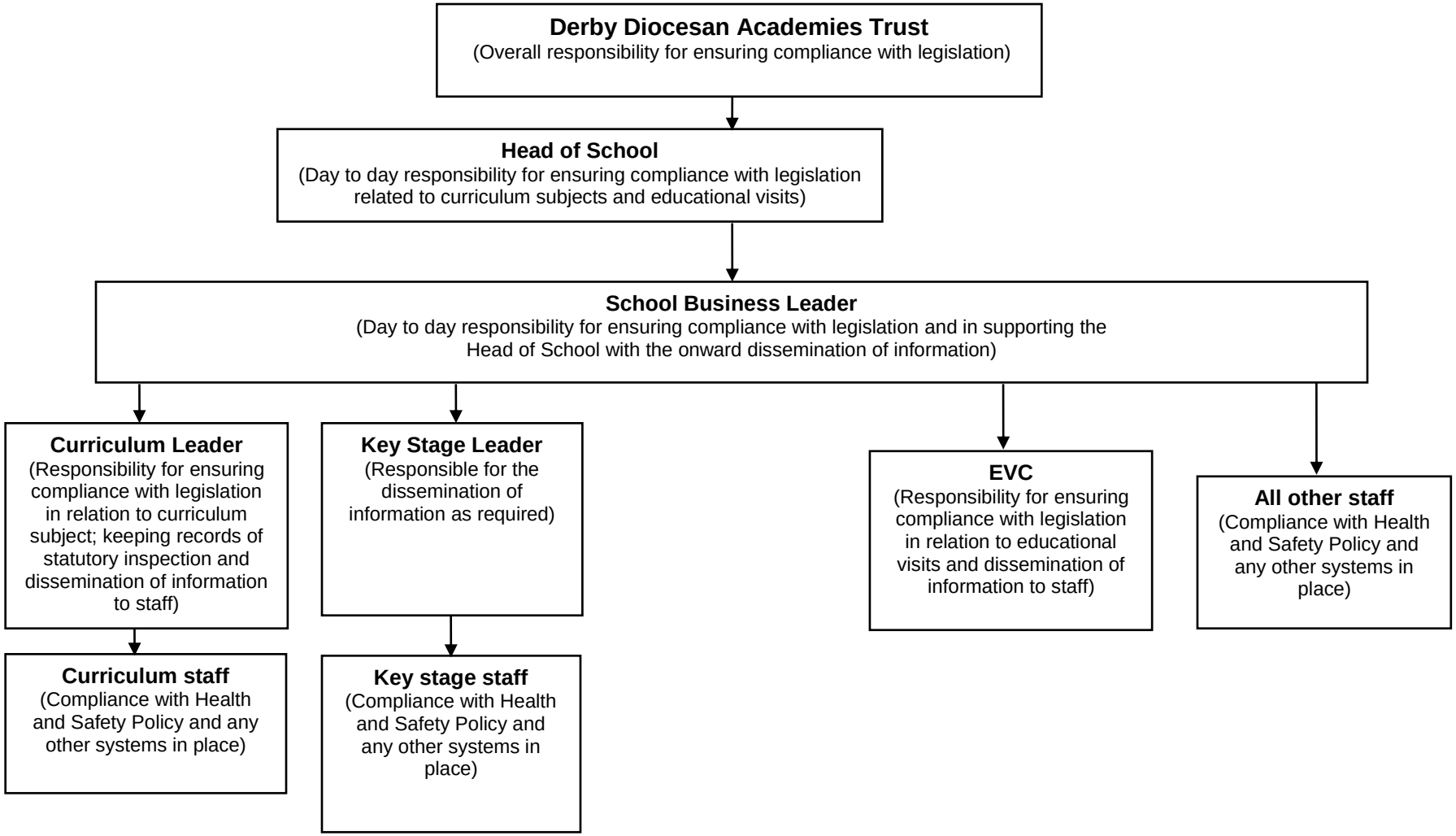
Hardwick Primary School will be subject to third party inspection and monitoring, as part of Ofsted requirements, HSE inspection regime, Fire Service Inspection regime etc. Actions arising from third party audit/inspection will be incorporated within the school/academy action plan with appropriate target dates for completion.

Hardwick Primary School Health and Safety arrangements

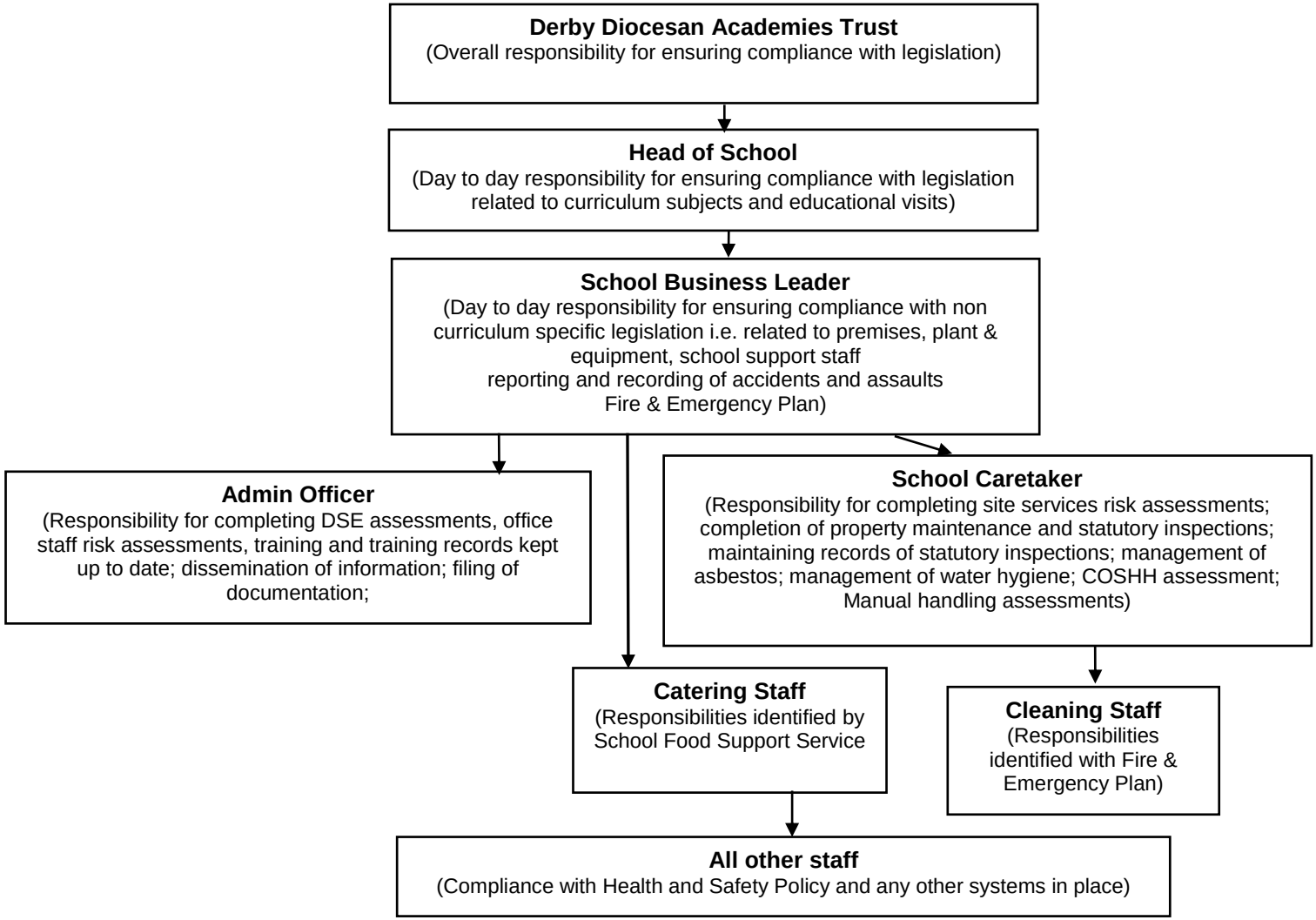


Staff notice boards/staff file
For the displaying/sharing of previously communicated information

Teaching Staff



Support Staff



First Aid at Work 3 day	**SBL**	
First Aid Box Locations	**SBL**	
First Aiders 1 day	**SBL**	
Minor pupil accidents	**First aider**	
Staff Accidents	**SBL**	
Accidents Notified to	**SLT**	
Accident Books	**Medical Tracker**	
RIDDOR Notifications by	**SBL**	
Fire Marshals	**As per the Fire & Emergency Plan**	
Assembly Points	**As per the Fire & Emergency Plan**	
Asbestos Survey	**N/A**	
Legionella Risk assessment	**Vinci Facilities Management**	
Fire risk assessments	**Vinci Facilities Management/ SBL**	