

## Ringland Primary School

### Health and Safety Policy



### 'Compassion, Curiosity and Courage'

Policy Written	September 2023
Initial Review Date	September 2024
Review Date	September 2025
Reviewed By	

## HEALTH AND SAFETY STATEMENT

### Introduction

1. Under the Health and Safety at Work etc Act 1974, it is the duty of every employer to have an up to date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.
2. The model policy found below is based on the criteria for schools where the Local Authority is the employer. It is for the governing body (as the employer to determine whether to adopt these arrangements. Where they do, the school should ensure it is customised to fit their individual circumstances).
3. The safety policy statement should be signed and dated by the head teacher / chair of governors.
4. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.

5. It is recommended that the school specific policy be reviewed periodically to ensure it remains current - the Local Authority recommends at least every two years.

## **PART 1: STATEMENT OF INTENT**

### **Ringland Primary School**

The Governing Body of Ringland Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and 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 addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff [a reference copy is kept electronically on the shared drive].

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements:

- Newport City Councils Corporate Health & Safety Policy
- HSE – Health and Safety Law – What you need to know guidance for staff

The above policies, along with other H&S related documents are to be found on the shared staff drive.

## **PART 2: ORGANISATION**

As the employer, the Local Authority has overall responsibility for Health and Safety.

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

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

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the Local Authority health and safety policy, procedures and standards;
- Formulating a health and safety statement (as per the statement above) detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance;
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the Local Authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor;
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.

### **Responsibilities of the Head Teacher:**

Overall responsibility for health and safety rests with the Head Teacher, and the day-to-day management rests with the school's Senior Support Officer.

As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;

- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Local Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Report serious accidents to the Governing Body as soon as is practical, and prepare a summary of accidents occurring in the school and submit to the Governing Body each term.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Local Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Local Authority policy;
- Ensuring that new teaching staff are fully aware of their Health and Safety responsibilities.

*The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment*

**Delegated Responsibilities of the Senior Support Officer:**

- Health and safety briefing for new and temporary support staff;
- Organise training for staff in: fire safety; manual handling; asbestos awareness; first aid; auto-adrenaline injectors; diabetes training;
- Arranging and monitoring the testing of electrical equipment;
- Ensuring the Fire Policy, Staff Fire Management Procedures and Personal Evacuation Plans are updated annually;
- Ensuring legionella checks are carried out on time by a Local Authority appointed contractor, and local checks are undertaken by the Site Manager;
- Arranging and monitoring of fire fighting equipment;
- Ensuring Gas Boiler Maintenance, Fixed Wire Testing, and Canteen Duct and Canopy Cleaning checks are carried out by Local Authority contractor within timescales;

- Ensuring asbestos monitoring is carried out termly, and the Asbestos Management Plan is up to date, and the school fully compliant;
- Ensuring emergency lighting inspections are undertaken within timescales;
- Maintaining records of up to date risk assessments specifically undertaking Risk Assessments for children and staff with medical needs, including pregnant staff;
- Ensuring Child Health Care Plans and Asthma lists are up to date and communicated to staff;
- Training office staff to inform visitors of fire evacuation procedures, and supervision of on-site workers;
- Reporting to the Recruitment and Resources Sub Committee on H&S Action Plan arising from the Annual Inspection from NCC H&S team; accidents; outcomes of the termly inspection by H&S Governor; any important issues that arise;
- Ensure that school grounds are safe for all users and remedial works are undertaken;
- List of PPE is maintained;
- Ensure all accidents are recorded, monitored and reported in line with procedures.

### **Delegated Responsibilities of the Site Manager:**

- Ensure site security at all times, including shutting and padlocking of gates at appropriate times; checking the boundary is secure, and school is locked and at the end of the day;
- Compliance with COSHH regulations;
- Ladder inspection undertaken and Ladder Log maintained;
- Managing the traffic on the school site at peak times, and ensuring the safe routes into school for children;
- Undertake school grounds and internal building check at the beginning of each day for reporting any hazards, emergency repairs or maintenance issues to the Senior Support Officer;
- Checking outdoor play equipment daily for any hazards;
- Ensure all fire and legionella checks are undertaken within timescale and recorded;
- Undertake the weekly testing of the fire alarm system;
- Monitoring and maintenance of plant and equipment including the heating system and boiler rooms;
- Compliance with COSHH regulations.

**Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility:**

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- Undertake regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented;
- Arrange for appropriate safe working procedures to be brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Head Teacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- So far as is reasonably practicable, arrange for the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Implement procedures so that all accidents (including near misses) occurring within their classroom are promptly reported and investigated using the appropriate Local Authority forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

**Responsibilities office-based support staff:**

- Ensure that all Health Care Plans and medical documentation and medicines relating to individual pupils is up-dated and maintained appropriately.
- To assist those Foundation Phase pupils requiring inhalers and maintain appropriate documentation.
- To keep First Aid at Work certification up dated.

**Responsibilities of employees**

Under the Health and Safety at Work etc Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work, they must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the school's health and safety policy and procedures at all times;
- Report all accidents, incidents and near misses in line with the reporting procedure;
- Co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the Senior Support Officer;
- Report immediately to their line manager and Senior Support Officer any shortcomings in the arrangements for health and safety;
- Only use equipment or machinery that they are competent / have been trained and are authorised to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons;

### **Responsibilities of volunteers**

Ringland Primary School will treat volunteers in the same way as employees. School's should class supervising adults and parents who attend off site visits as volunteers.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering;
- Comply with the school's health and safety policy and procedures at all times;
- Follow the direction/instruction of their supervisor, school management team etc.;
- Report all accidents and incidents in line with the reporting procedure;
- Co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;

- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are competent / have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### Responsibilities of Cleaners

- To ensure all cleaning equipment and systems of work are compliant with industry standard safety standards;
- Compliance with COSHH regulations;
- Written H&S Policy and training schedule for cleaning staff;
- Compliance with school and NCC Health and Safety Policy.

### PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility	Action/ Arrangements
<b>Risk assessment:</b> Risk assessments are completed and relevant information provided to staff.	All teaching staff, Headteacher Senior Support Officer	Blank Risk Assessment Forms are located on the shared drive
Risk assessments are reviewed regularly/ following significant change.	All relevant staff	Annual
Specialist risk assessments are completed under the Health and Safety SLA. This includes; return to work assessments.	H&S Officer NCC	
<b>New and Expectant mothers;</b> A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	Senior Support Officer	School RA and NCC New and Expectant Mothers review.



<p><b>Educational and offsite visits:</b> A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p>	<p>All teaching staff Overseen by Headteacher Senior Support Officer</p>	<p>Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ Local Authority's Offsite Visits Officer for final approval.</p>
<p>The Local Authority's Offsite Visits Advisor must be notified of all adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be via the use of Evolve, the online notification and approvals system.</p>	<p>All teaching staff Overseen by Headteacher Senior Support Officer</p>	<p>Evolve will be used for the planning and approval of <b>all</b> offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required</p>
<p><b>Health and Safety Monitoring and Inspections:</b> General inspections of the site will be conducted periodically.</p>	<p>Headteacher Senior Support Officer Governor H&amp;S</p>	<p>General site inspection: termly Visual inspection of play equipment &amp; site: daily Visual inspection of chairs and furniture: Annually</p>
<p>Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.</p>	<p>Senior Support Officer</p>	
<p>A nominated Governor is nominated to lead on health and safety and will ensure the H&amp;S Action Plan is followed</p>	<p>Governor H&amp;S</p>	
<p>A nominated Governor will be responsible for monitoring management systems.</p>	<p>Governor H&amp;S</p>	
<p><b>Health and Safety Information instruction and training:</b> The health and safety law poster is displayed in school</p>	<p>Senior Support Officer</p>	<p>School Office</p>

<b>Health and safety training:</b> Health and safety induction training will be provided and documented for all new employees	Senior Support Officer	Induction Pack
<b>Training records:</b> relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implement.	Senior Support Officer	Training Records kept red H& S Policies and Training Records Folder in Senior Support Officer Office
<b>Programme of health and safety training</b> All employees are provided with: <ul style="list-style-type: none"> <li>• induction training</li> <li>• update training in response to any significant change;</li> <li>• training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)</li> <li>• refresher training where required</li> <li>• immediate hazards reported to the Senior Support Officer in the hazards book located in the School Office</li> </ul>	Senior Support Officer	Provided periodically by Health and safety Officer
<b>Fire Safety:</b> Fire notices and instruction to staff are posted throughout the school.	Senior Support Officer	School Fire Policy and Staff Fire Management Procedure updated annually and given to staff, and to new staff inducted throughout the year. Target of evacuation within 3 minutes set and monitored.
Fire drill is undertaken termly and a record kept in the Health and Safety tracker	Senior Support Officer	
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be	Senior Support Officer	

implemented for any person who requires assistance evacuating the building.		
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.	Senior Support Officer	Staff Fire Evacuation Procedures Handbook updated annually in September of each academic year and given to all staff.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	Senior Support Officer	Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction on its correct use. All staff are familiar with break call points
Fire Marshalls have designated areas of responsibility.	Head Deputy Senior Support Officer	
Class Teachers responsible for roll call of children and their TAs	Teaching Staff	
<b>Inspection/maintenance of emergency equipment:</b> Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Site Manager	
<b>Statutory maintenance:</b> The school has opted into the Local Authority's statutory maintenance contracts arranged through Newport Norse. Monitored by school.	Senior Support Officer	Compliance Records located in red Fire Records file in school office
<b>Portable Appliance Testing (PAT):</b> The school has opted into the Local Authority's internal PAT testing arrangements.	Senior Support Officer	Report held in Senior Support Officer's office
<b>Control of Legionella:</b> The school will adhere to the Local Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of legionella bacteria.	Site Manager	Weekly flushing of little used outlets and the monthly temperature checks
<b>First aid arrangements:</b> A suitable number of first aiders and first aid trained staff are located throughout the school.	Senior Support Officer	Lists of First Aiders located in Medical Room and Staff Room.

		<p>Timetable of staff on-duty for First Aid in Medical Room.</p> <p>First Aid cabinet in Medical Room; 3 medical bags for each playground; medical bags for school trips.</p>
<p>Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.</p>	<p>Headteacher</p>	<p>Training available includes, epipen training, diabetes awareness training and epilepsy awareness training. All arranged through hospital contacts for child; and school nurse service.</p>
<p><b>Head Injuries:</b> If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.</p>	<p>3 – day First Aid at Work trained staff to deal with injury</p>	<p>Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)</p>
<p><b>Transport to hospital:</b> Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied; a member of staff will accompany a pupil where parents/guardians can not attend immediately.</p>	<p>Headteacher</p>	
<p><b>Administration of medication:</b> Medication will only be administered in school in accordance with the WG guidance document: Access to Education and Support for Children and Young People with Medical Needs.</p>		<p>Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief</p> <p>Managing medicines in schools paperwork to be completed for any pupil who needs</p>

		prescribed medication administered in school.
<b>Medical Care Plans:</b> Pupils with chronic or complex medical needs will have a medical health care plan which has been written by a healthcare professional.	Headteacher	Where required staff are trained in accordance with the Medical Care Plan.  Medical care plans are reviewed annually
<b>Communicable diseases:</b> The school will adhere to the guidance issued by the Local Authority and Public Health Wales.	Headteacher	
<b>Accident reporting procedures:</b> Any accident which results in an injury will be recorded and where appropriate.	All Staff	Accident books carried out onto the yard and archived annually. Accidents where a phone call home is required are followed up with Accident Forms being completed. RIDDOR submitted by NCC H&S team
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	All Staff	
<b>RIDDOR reporting:</b> Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 will be reported within the specified timescales.	Headteacher	The school will forward details of accidents or cases of work related ill health to NCC H&S Officer  Where appropriate the health and safety office will report under RIDDOR and investigate the accident.

<p><b>Investigating accidents and incidents:</b> Accidents and incidents are investigated to an appropriate standard.</p>	<p>Head</p>	<p><b>Low Level investigation:</b> This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team <b>Medium level investigation:</b> The Local Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Headteacher and Health and Safety Officer. <b>High Level/Reportable Incidents:</b> School will forward the completed accident form to Health and Safety Officer without delay. A Health and Safety Officer will contact the school to complete the investigation.</p>
<p><b>Violence at work – Employee protection:</b> The Governing Body and NCC will fully support any employee who is subject to a violent incident in the course of their duties. This may include a violent incident where a member of staff is abused, threatened or assaulted both physically or verbally abused, sexually or racially.</p>	<p>Headteacher</p>	<p>Reported in the first instance to Headteacher, and then to NCC H&amp;S Officer.</p>
<p>The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.</p>	<p>Headteacher</p>	<p>Where appropriate the school will seek advice from the Local Authority where sanctions are required.</p>

		In extreme cases the case will be passed to the Local Authority to investigate and issue appropriate sanctions.
<p><b>Asbestos:</b> The school will adhere to the NCC's policy and guidance.</p> <p>The asbestos survey and logbook are made available to all contractors.</p> <p>The Asbestos Management Plan is updated when a new Premises Manager (Headteacher) is in place;</p> <p><b>Updating information:</b> The school must ensure that changes to the asbestos containing materials are noted and survey is updated.</p>	Headteacher and Senior Support Officer	<p>Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Building Manger or checking the survey for the school.</p> <p>The Asbestos Management Plan is a red file located in the Senior Support Officer's office.</p> <p>Survey and logbook kept in School Office;</p>
<p><b>Work to the fabric of the building:</b> All works to the fabric of the building or fixed equipment must be entered into the asbestos logbook.</p>	Senior Support Officer	All contractors view the survey and sign the logbook before undertaking work.
<p><b>Asbestos condition monitoring:</b> School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.</p>	Senior Support Officer Site Manager	Termly inspection

<p><b>Reporting damage/deterioration in asbestos containing material:</b> Must be reported and documented.</p>	<p>Senior Support Officer Site Manager</p>	<p>Any damage or deterioration is reported to Newport Norse or out of hours NCC contact centre on 01633 656656</p>
<p><b>Unauthorised work:</b> Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials will be reported and documented.</p>		<p>Any damage or deterioration is reported to Newport Norse or out of hours NCC contact centre on 01633 656656.</p>
<p><b>Managing contractors:</b> The school will adhere to the NCC's policy and guidance.</p>		
<p><b>Technical expertise:</b> Where appropriate works are arranged through Newport Norse</p>		
<p><b>Contractors and visitors on site:</b> All contractors must sign in using the school's electronic systems and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements.</p>	<p>Office Staff</p>	<p>All contractors must report to reception and sign in. All visitors to wear badges whilst in the school.</p>
<p><b>School managed building/environmental projects:</b> Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.</p>	<p>Headteacher</p>	
<p><b>Contractor selection and vetting:</b> To ensure contractor competency the Local Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	<p>Headteacher and Senior Support Officer</p>	<p>Where possible school will use contractors on the approved list held by NCC</p> <p>Where Contractors who are not registered the school will undertake</p>



		appropriate competency checks prior to engaging a contractor
<b>Contractor risk assessments and method statements:</b> Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.	Senior Support Officer	Risk assessments and method statements are discussed prior to work commencing.
<b>Ground maintenance and cleaning contracts:</b> The school have opted out of the contracts for cleaning operated by Norse. Ringland ensure recruitment of cleaning staff is managed effectively.	Senior Support Officer	Competent cleaning staff recruited.
<b>Lone Working:</b> Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	Senior Support Officer Site Manager	Lone Working Risk Assessment and Policy given to Site Manager
<b>Work involving potentially significant risks:</b> A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	Senior Support Officer Site Manager	Individual Risk Assessments in red file marked Risk Assessments in Senior Support Officer Office
<b>Working at height:</b> All working at height should be risk assessed and appropriate controls introduced.		
<b>Play equipment;</b> All play equipment is maintained in safe condition. All equipment is periodically inspected	Senior Support Officer Site Manager	The external play equipment should only be used when supervised, equipment will be checked daily by the Site Manager and Midday Supervisors before use for any apparent defects. A formal

		annual inspection of the outdoor equipment will also be undertaken by a competent contractor. PE Equipment annual inspection is completed by Sportsafe UK
<b>Hazardous substances:</b> Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible, safety data sheets are obtained and COSHH assessments completed	Senior Support Officer Site Manager	Consider the types of hazardous materials you may have on site e.g. cleaning materials, glues adhesive spray.
<b>Inanimate manual handling:</b> Manual handling operations are risk assessed and staff have received appropriate information instruction and training.		Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique every 2 years as part of Team Teach training.
<b>Paediatric manual handling:</b> Pupils with mobility needs should have a care Handling Plan, staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	Head	
<b>Working with computers:</b> The school will adhere to the Local Authority's policy and guidance. Staff who use computers daily as the main part of the job will complete a workstation assessment.	Senior Support Officer	Office staff undertake workstation/DSE assessments. DSE assessments are available on the school intranet.
<b>Vehicles:</b> The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on	Site Manager	Access via Dunstable Road is for designated staff only, and

<p>site are risk assessed in the Traffic Management Risk Assessment.</p>		<p>contractors; Vehicle gates are closed between the hours 8.30 a.m. – 3.30 p.m. Contractors using the site regularly are asked to remind drivers to close the gates as soon as they enter/exit the site. Notices on the gates remind users to close gates after entering/exiting.</p>
<p><b>Pedestrian Access:</b></p>		<p>Pedestrian access points are via the gates located around site. These provide safe access to school and vehicles do not use these at key access times. Access routes are monitored by staff.</p>
<p><b>Wellbeing:</b> The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Local Authority's Wellbeing Protocol.</p>		<p>Wellbeing at Work Policy adopted and to be adhered to.</p>
<p><b>Shared use of premises/ hiring rooms to third parties.</b> Hiring rooms and the shared use of school facilities is managed in accordance with the Local Authority's guidance. Currently the school do not hire out the premises to third parties.</p>	<p>Senior Support Officer</p>	
<p><b>Visitors on Site</b> All visitors report to the school office and must sign in using the school's electronic sign in systems.</p>	<p>Senior Support Officer Office staff</p>	<p>All ID checked, and relevant CRB certificates presented before work can start. All visitors to be given an identification badge or sticker.</p>

		<p>Visitors advised of exit points in an emergency and to make their way to the front of the school to be accounted for by the Senior Support Officer;</p> <p>Large groups of visitors e.g. during school concerts cannot be expected to sign in and will be well supervised by staff, and advised of fire evacuation plan.</p>
<b>Alcohol and Smoking is strictly prohibited on site</b>	All Site Users	Reminded in staff meetings, all third party site users advised.
<b>Review of health and safety policy:</b> It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Headteacher	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.

#### Appendix 1: Statutory maintenance

<b>Statutory maintenance of:</b>	<b>Current contractor</b>	<b>Frequency</b>
Gas Boilers	Norse	Annual
Emergency lighting systems	Norse	Monthly
Fire alarm systems	Norse	Annual
Fire fighting equipment	Norse	Annual
Electrical testing – Fixed wiring	Norse	Annual
Legionella testing	Norse	Monthly