

# The Wren School

## Health and Safety Policy

### Purpose and Background

This policy fulfils the requirement of the Health and Safety at Work Act 1974, which states that all employers employing five or more persons must have in place a Health and Safety policy which sets out the organisation and arrangements for Health and Safety within their undertaking.

The Governing Body of The Wren School will meet its responsibilities under the Health and Safety at Work Act and other Health and Safety legislation, as represented in its Health and Safety Statement of Intent (Appendix 1). It is a legal requirement that a signed copy of this Statement of Intent is prominently displayed on the school premises at all times.

The Governing Body will ensure that effective consultation takes place with all employees on Health and Safety matters and that individuals are consulted before allocating particular Health and Safety functions to them. Where necessary the Governing Body will seek specialist advice to determine the risks to Health and Safety in the establishment and the precautions required to deal with them. The Governing Body will provide sufficient information and training in Health and Safety matters to all employees in respect to the risk to their Health and Safety. The Governing Body requires the support of all staff to enable the maintenance of high standards of Health and Safety in all the school's activities.

### Policy objectives

- To enable the school to meet its legal and statutory duties in respect of Health and Safety;
- to ensure that appropriate measures are in place to minimise both the severity and frequency of any accidents that could arise as part of the school's activities;
- to clearly define the responsibilities attached to different roles within the school community in respect of Health and Safety; and
- to provide guidance for staff, governors, students and parents as to how Health and Safety matters are addressed within school.

### Management of the policy

<b>School</b>	This policy is implemented and managed by the Headteacher in consultation with the School Business Manager who has day to day responsibility for Health and Safety
<b>Governing body</b>	The Buildings, Premises and ICT Committee will review and update this policy at least annually in line with all relevant legislation and will recommend amendments to the Full Governing Body for final decision.
<b>Approval</b>	Full Governing Body, October 2018

**Next review due** October 2019

## Associated policies

Anti-Bullying Policy

Lettings Policy

Lone Working Policy

Offsite Activities Policy

Safeguarding Children Policy

## Practice and procedures

This policy recognises that all members of the school community have a role to play in effectively managing Health and Safety within The Wren School. It is essential that this policy is brought to the attention of all existing staff, and that they are informed of any significant revisions to it. This policy must also form part of the induction process for all new staff.

For guidance on the school's practice and procedures, please refer to Appendix 2 and 3.

## Associated documents

Health and Safety at Work Act (1974)

Management of Health and Safety Regulations 1999

## Appendices

1. Statement of intent
2. Arrangements
3. Organisation

## Appendix 1

### General Statement of Intent

The Governing Body of The Wren School will meet its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and other Health and Safety legislation to provide a safe and healthy working environment for employees and to ensure that their work does not adversely affect the Health and Safety of other people such as students, visitors and contractors.

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

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

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

All employees must ensure the maintenance of high standards of Health and Safety in all the schools activities.

The Wren School's Health and Safety policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk.

Signed .....

Signed .....

(Chair of Governors)

(Headteacher)

Date .....

Date .....

## Appendix 2

### Organisation

#### 2.1 Responsibilities of the Governing Body

**The Governing Body will ensure that:**

- a) the Headteacher produces a school Health and Safety Policy;
- b) suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept;
- c) sufficient funding is allocated for Health and Safety e.g. in respect of training, personal protective equipment etc.;
- d) regular safety inspections are undertaken;
- e) a positive Health and Safety Culture is established and maintained; and
- f) a governor with responsibility for Health and Safety is identified.

#### 2.2 Responsibilities of the Headteacher

**The Headteacher will ensure that:**

- a) a school Health and Safety Policy is produced for approval by the Governing Body and that the Policy is regularly reviewed and revised as necessary; a minimum of annually;
- b) suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances and are removed if no longer valid;
- c) for high risk activities, safe systems of work are identified via a risk assessment. These risk assessments will comply with national standards and guidance, and be monitored to ensure they are followed and effective;
- d) information and advice on Health and Safety is acted upon and circulated to staff and governors;
- e) a regular (3 times a year) safety inspection is to be undertaken by the Headteacher with the Governing Body;
- f) an annual Health and Safety report is provided to the Governing Body;
- g) the school will monitor Health and Safety practice and procedures in line with all legal requirements;
- h) staff are competent to undertake the tasks required of them and that they have been provided with the necessary training by competent persons;
- i) staff will be provided with equipment or other resources to enable tasks to be undertaken safely;

- j) those who receive delegated Health and Safety responsibilities are competent, their responsibilities are clearly defined, they have received necessary training and are provided with equipment or other resources in order to ensure they can fulfil such duties;
- k) there is co-operation with, and provision of necessary facilities for, trade union and safety representatives; and that
- l) all statutory inspections are completed and records are kept.

### **2.3 Responsibilities of School Business Manager**

**The School Business Manager is responsible for:**

- a) Overseeing whole school Health and Safety management on behalf of the Headteacher.
- b) Chairing the Health and Safety Committee.
- c) Ensuring that periodic monitoring of Health and Safety related procedures and activities are carried out.

### **2.4 Responsibilities of Site Operations Manager**

**The Site Operations Manager is responsible for:**

- a) Managing whole school premises related Health and Safety, both in terms of processes and the physical environment, for example, asbestos management, fire, legionella.
- b) Ensuring safe working practices within the school site team, and that risk assessments are in place for potentially hazardous activities.
- c) Selection of competent contractors and monitoring contractor's work to check safe working practices are in place.

### **2.5 Responsibilities of Subject leaders**

**Subject leaders are responsible for:**

- a) Curriculum related Health and Safety within their subject area, including ensuring that risk assessments are in place and communicated to relevant staff for all potentially hazardous activities.
- b) Ensuring that the activities of the department are carried out in a safe manner, for example, safe and suitable storage of equipment.
- c) Highlighting training needs of staff in terms of Health and Safety.
- d) Taking action to ensure students conduct themselves in a safe manner within their department.

### **2.6 Responsibilities of all Employees**

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

- a) There is co-operation with school governors and the Headteacher on all matters relating to Health and Safety by complying with the Health and Safety Policy.

- b) Reasonable care is taken for their own Health and Safety at work and that of other persons who might be affected by their acts or omissions at work and during off-site activities.
- c) Any serious or immediate danger is reported immediately to the Headteacher, School Business Manager or their Line Manager.
- d) As soon as is reasonably practicable, any defect noted with plant, equipment, machinery or the workplace generally is reported to their line manager.
- e) They make appropriate use of equipment or machinery which they are competent to use or have been trained to use.
- f) There is no misuse of anything that has been provided for Health and Safety purposes.

## **2.7 Responsibilities of Volunteer Helpers**

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

**NB** Staff and volunteers are advised to ensure that their own vehicle insurance covers them for the use of the vehicle for work purposes, including the transport of students if applicable.

## Appendix 3

### Arrangements

#### 3.1 Health and Safety Representatives and Committees

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

The school will recognise members of staff who are health and safety representatives for external or National professional associations and ensure the necessary external training is conducted and records kept:

##### Health and Safety Committee

The minutes of the School Health and Safety Committee are kept by the Personnel leader.

#### 3.2 Critical Incident and Emergency Planning (including Fire Arrangements)

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

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

Emergency planning will include situations such as:

- Accidents off site
- Attacks on students and members of staff
- Bomb Threat
- Chemical/Toxic/Hazardous material spill
- Death
- Earthquake
- Fights between students
- Flooding – building and environment

- Fire
- Gas leak
- Heat wave
- Hostage situation in school
- Industrial emergency nearby
- Lightning storm
- Missing child/abduction/runaway
- Sexual assault or child abuse
- Shooting
- Sickness and infectious disease
- Threatening person in the school building
- Threatening person outside the building or school grounds
- Unsafe structure
- Utility failure
- School trips and incidents

The Critical Incident Policy will be held electronically within the shared Health and Safety folder, with a hard copy in the red Site Emergency Packs in Admin and the Headteacher's office, and will be reviewed annually (or sooner if necessary)

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

The priorities are as follows:

- 1) To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
- 2) To call the emergency services when appropriate;
- 3) To safeguard the premises and equipment, if this is possible without putting persons at risk.

The person(s) responsible for the controlled evacuation of people from the school or the school grounds to a place of safety is/are the Headteacher and/or most senior teacher available.

The person(s) responsible for summoning the emergency services is/are the Headteacher and/or most senior teacher available.



The person(s) responsible for ensuring that no-one attempts to re-enter the building until the all clear is given by the emergency services is/are the Headteacher and/or most senior teacher available, supported by the rest of the SLT (Senior Leadership Team) and the Site Team

The person responsible for arranging, recording and monitoring fire drills at least twice a year is the School Business Manager.

Details of the locations of all hazardous and flammable substances on site in case of emergency are kept in the red Site Emergency Packs.

The location of the Hot Works folder and procedure is the Site office.

The person responsible for issuing Hot Works Permit to Work is the Site Operations Manager.

### **3.3 Fire Prevention and Detection Equipment, Arrangements and Training**

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

The person responsible for maintaining the Fire Logbook is the Site Operations Manager who is also responsible for updating and maintaining the Fire Risk Assessment.

#### **3.3a Smoking**

Smoking is not permitted on the entire footprint of the school internally and externally. Similarly, 'vaping' (inhaling and exhaling the vapour produced by an electronic cigarette or similar device) is not acceptable anywhere on the school site. This policy applies to visitors, lettings, contractors and PTA (Parent Teacher Association) events as well as school staff and students .

### **3.4 Severe Weather Plan**

The person responsible for completing the Severe Weather Plan is the Personnel Leader.

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

The locations of all main service isolation points are detailed on a site plan in the red Site Emergency Packs.

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

Accident Investigation - In accordance with (RIDDOR) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. DfE Guidance regarding reporting requirements for schools can be found:

<http://www.hse.gov.uk/pubns/edis1.pdf>

The Wren School will record all Accidents/Incidents and Property Claim Incidents.

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss will report the incident to their Line Manager or to the Personnel leader. Accident reports will be drawn to the attention of the Headteacher and School Business Manager.

Less serious accidents requiring minor first aid or attention are reported in an Accident Book that is kept in the Admin Office.

The person responsible for monitoring accidents and incidents and identifying trends is the School Business Manager who will liaise with the Extended Services leader.

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

### **3.7 First Aid**

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

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

- Adequate provision for lunch times and breaks.
- Adequate provision for leave and in case of absence.
- First aid provision for off-site activities e.g. educational visits.
- Adequate provision for practical areas such as science, technology and physical education departments.
- Provision for 'wrap around care' activities, e.g. sports and clubs.
- Agreements with contractors working on site such as caterers or cleaners for joint provision for their employees.
- Provision for trainees working on site.
- Agreed procedures for isolated areas
- Ensure that training is provided by an HSE approved provider

These arrangements will be recorded in a First Aid Risk Assessment.

Specific advice for schools can be found at the following address:  
<http://www.education.gov.uk/schools/studentssupport/pastoralcare/health/firstaid>

The person responsible for completing a suitable and sufficient First Aid Risk Assessment is the School Business Manager

The First Aid Risk Assessment is located the school admin office.

The First Aid Risk Assessment will be reviewed annually or upon change in circumstances such as new staff, change of use of building and change of student numbers.

The person responsible for recording and maintaining first-aid training records is the Personnel leader.

The person responsible for ensuring that training is renewed every 3 years or according to details on certificate is the Personnel leader.

### **3.8 Administration of Medicines**

The Wren School will follow government advice, such as DfE Guidance Managing Medicine in Schools and Early Years settings:

<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFES-1448-2005>

- Short term administration of medicine for a specific ailment is usually acceptable providing that parental guidance is backed up with instructions on the medicine itself and the guidance is followed; otherwise, a health professional should be consulted for guidance.
- Where a care plan is required because a child has longer term health issues, this must be fully adhered to. The care plan must be written by a health professional in consultation with other interested parties, the parents cannot themselves produce one in isolation.
- Staff training BEFORE a child with a care plan starts in the school is mandatory and the school must ensure that there is adequate cover available for staff absence/school day trips etc. Training must be refreshed at regular intervals and the School is responsible for ensuring this is covered 1) Insurance policy and 2) School Nurse through Berkshire Health Care should be made aware of the child's medical needs.
- The use of Jext/Epipens (that do not require calculation of dosage) by trained staff following a care plan is acceptable.

If in doubt please contact Gallagher Bassett, 24 hr hotline 0113 246 2040, email: [dfclaimforms.co.uk](mailto:dfclaimforms.co.uk)

The person responsible for ensuring staff training is in place in the event of the implementation of a care plan is the Leader of Inclusion (SENDSCO).

The person responsible for ensuring there is cover to support a child with a care plan in the event of staff absence is the Leader of Inclusion (SENDSCO).

### 3.9 Risk Assessment

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

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

Risk Assessments must be completed by competent trained staff. Appropriate training will be provided from a certified and competent provider.

The competent person(s) responsible for assessing significant risk are:

- Site Operations Manager for premises related risk assessments
- relevant Subject Leader for department activities
- trip leader for Offsite Activities
- Extended Services Leader for wrap around care.

The person responsible for ensuring a suitable and sufficient risk assessment is in place for New and Expectant mothers is the Personnel leader.

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

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

### 3.10 Manual Handling

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

Staff who are required to manual handle loads as part of their role must receive training, which will be sourced via the Personnel leader.

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

Task

Individual

Load

Environment

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

The person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is the School Business Manager who is also responsible for monitoring the safety of manual handling activities.

The person responsible for organising and maintaining training records for relevant staff is the Personnel leader.

### **Manual Handling of People**

The person responsible for identifying hazardous manual handling activities involving people and arranging for their risk assessment is School Business manager.

The person responsible for ensuring manual handling training for appropriate staff and maintenance of records is the Personnel leader.

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

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

The person responsible for ensuring that sack barrows, flat-bed trolleys and all other equipment provided to aid manual handling are maintained in a safe condition is the Caretaker.

### **3.10c Equipment Provided for Students with Special Educational Needs and/or Disability**

#### **Hoists**

*"Where lifting equipment, including hoists and slings, is used by people who are at work, the Lifting Operations and Lifting Equipment Regulations (LOLER) apply. In addition to routine maintenance and servicing, LOLER requires employers to make sure that lifting equipment is inspected and thoroughly examined. 'Thorough examination' by a 'competent person' is required either at six-month intervals or in accordance with a written scheme of examination."*HSE

For further guidance visit HSE Website:

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

Statutory LOLER inspections can be arranged by contacting [UK.RPA@gbtpa.com](mailto:UK.RPA@gbtpa.com)

The person responsible for ensuring that all hoists used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is N/A

The person responsible for ensuring that slings are laundered regularly and appropriately kept in a hygienic condition is N/A

The person responsible for ensuring that all wheelchairs and standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition and in good working order on a day to day basis is N/A.

The person responsible for ensuring that all other equipment designed to assist students with Special Educational Needs and Disability is kept in good working order and serviced appropriately is the Leader of Inclusion (SENDSCO).

### **3.11 Working at Height in accordance with the Work at Height Regulations 2005**

*“Each school should assess their risks from working at height and make plans to either avoid the work at height, or to do the work more safely. School staff will normally carry out the risk assessment but the responsibility for ensuring that it is done is shared between the employer and the Headteacher.”* HSE

Further HSE Guidance can be found at Website address:

<http://www.hse.gov.uk/falls/casestudies/schools.htm>

#### **Ladders**

The person responsible for the selection, inspection, maintenance, training, supervision, safe use and risk assessment is the Site Operations Manager.

#### **Stepladders**

The person responsible for the selection, inspection, maintenance, supervision, safe use and risk assessment is the Site Operations Manager and for training is the Personnel leader.

The person responsible for ensuring training records are recorded and maintained for Working at Height is the Personnel leader.

The person responsible for completing a suitable and sufficient risk assessment for Working at Height is the School Business Manager.

### **3.12 Health and Safety Training**

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

The person responsible for organising Health and Safety Training is/are Line Managers.

The person responsible for maintaining Health and Safety Training Records is the Personnel leader.

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

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

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

- The Wren School Health and Safety Policy.
- Off-site Activities Procedure
- Risk Assessments
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities associated with their work activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

### **3.13 Offsite Activities**

Offsite Activities will be arranged in accordance with Contractor, Evolve.

The person responsible for co-ordinating offsite activities is the Extended Services Leader.

The person responsible for ensuring relevant staff receive training and that this is updated is the Extended Services Leader in conjunction with the Personnel leader.

The person responsible for completion of risk assessments in relation to off-site activities is the individual trip leaders having consulted the Extended Services Leader.

The person responsible for signing completed offsite activity risk assessments and confirming approval according to the insurance policy is the Headteacher.

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

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

Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Statutory Inspection and Maintenance. Statutory Inspections for equipment such as hoists and pressure vessels can be arranged through Gallagher Bassett, Wentworth House, Turnberry Park Road, Gildersome, Leeds, LS27 7LE.

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

This includes moving and handling equipment; powered cleaning equipment, power tools and hand tools.

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Site Operations Manager and the Cleaning Contractor.

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Personnel leader and the Cleaning Contractor.

#### **3.14b Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)**

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Grounds Contractor who is also responsible for ensuring instruction, training and supervision is in place for use of equipment and the Site Operations Manager for school owned equipment.

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

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Grounds Contractor and the Caretaker for school owned equipment.

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Grounds Contractor, and the Personnel leader for school owned equipment.

#### **3.14d School Kitchen Catering Equipment**

School kitchens must be included as part of a Health and Safety walk through by Governors.



The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Catering Contractor in conjunction with the School Business Manager.

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Catering Contractor.

Catering contract monitoring is completed by the School Business Manager.

### **3.14e Laboratory Apparatus and Equipment**

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

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Science subject leader in conjunction with the Personnel Leader.

The person(s) responsible for instructing students in the safe use of equipment before they use it, and checking they use it correctly, is/are the member of school staff in charge of the practical lesson/activity.

Schools are advised to refer to Manufacturer Instructions and CLEAPSS guidance in relation to specific requirements for Inspection and Maintenance. Statutory inspections for equipment such as pressure vessels (if used) can be arranged.

### **3.14f Design and Technology Equipment (Resistant and Compliant Materials such as wood and metal).**

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Art and Technology subject leader.

The person responsible for ensuring Local Exhaust Ventilation (LEV) Equipment is inspected and maintained is the Art and Technology subject leader. Details of arrangements should be recorded in the COSHH Register. Further information can be obtained from <http://www.hse.gov.uk/lev/>

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Art and Technology subject leader in conjunction with the Personnel Leader.

The persons responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use are the Art and Technology subject leader and the member of school staff in charge of any practical lesson/activity.

The person responsible for taking out of use and labelling any equipment which is inadequately guarded is the Art and Technology subject leader.

The person responsible for instructing students in the safe use of equipment prior to use and checking for correct use is the member of school staff in charge of the practical lesson/activity.

Schools are advised to refer to Manufacturer Instructions and CLEAPSS guidance in relation to specific requirements for Inspection and Maintenance. Further information can also be obtained from Gallagher Bassett.

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

The person responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Art and Technology subject leader.

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Art and Technology subject leader in conjunction with the Personnel leader.

The person responsible for instructing students in the safe use of equipment prior to use and checking for correct use is the member of school staff in charge of the practical lesson/activity.

Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

### **3.14h Art and Design Equipment (Fine Arts)**

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Art and Technology subject leader.

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Art and Technology subject leader.

The person responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is the member of school staff in charge of the practical lesson/activity.

Use of Kiln – The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment including COSHH requirements is the Art and Technology subject leader.

Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

### **3.14i PE Equipment**

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

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the PE subject leader in conjunction with the Personnel leader.

Contractor responsible for annual full inspection and report is contractor – TBC when the school has commissioned this in year4.

The person responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is the member of school staff in charge of the lesson/activity.

Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

### **3.14j Stage Lighting Equipment**

See also Section 3.11 - Working at Height

The person responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Arts subject leader.

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Arts subject leader in conjunction with the Personnel leader.

The person responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is the member of school staff in charge of the lesson/activity.

Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

### **3.14k Mobile Staging and Seating**

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

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Personnel Leader.

Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

### **3.14l Pianos, Organs and other Musical Instruments**

The person(s) responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Performing Arts subject leader.

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is the Performing Arts subject leader in conjunction with the Personnel leader.

The person responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is the member of school staff in charge of the lesson/activity.

Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

### **3.15 Premises**

#### **3.15a Management of Asbestos - N/A**

The person responsible for making arrangements for dealing with asbestos in compliance with all relevant legislation is the School Business Manager.

The person responsible for ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is the School Business Manager.

#### **3.15b The Pressure Systems Safety Regulations 2000.**

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

The person responsible for arranging an annual boiler inspection by a Gas Safe Registered Competent Person under a written scheme of work is the Site Operations Manager.

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

#### **3.15c Lifts**

Statutory LOLER inspections can be arranged by contacting the contractor. The Site Operations Manager is responsible for arranging this annually.

The person responsible for ensuring that that lifts are serviced every six months and are inspected is the School Business Manager.

#### **3.15d Security**

The person(s) responsible for unlocking and locking the buildings, arming and disarming security alarms is Site Operations Team.

### **3.15e Repairs and Maintenance**

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

Defective furniture and equipment should be taken out of use immediately, labelled and reported to the Site Operations Manager.

The person responsible for ordering repairs which are the school's responsibility is the Site Operations Manager.

### **3.15f Water Management**

Please refer to [www.hse.gov.uk/legionnaires](http://www.hse.gov.uk/legionnaires) for Legionella Risk Management Procedure.

A Risk Assessment will be completed in relation to water management and an assessment will be completed on the hot and cold water systems and measures will be taken to manage the risk of legionnaires disease.

The person responsible for completing checks as identified in the Management of Water risk assessment is the Site Operations Manager .

The person responsible for ensuring the Management of Water Risk Assessment is updated is the Site Operations Manager.

### **3.16 House Keeping and Disposal of Waste**

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

Accumulation of rubbish and waste should be reported to the Site Operations Manager who is responsible for the arrangement of disposal.

The person who should be contacted if circulation routes are obstructed by rubbish is a member of the Site Team.

The person responsible for the safe disposal of any hazardous substances or special wastes is the Site Operations Manager with the exception of the disposal of science chemicals which is the responsibility of Science subject leader.

The person responsible for ensuring the safe and appropriate disposal of any clinical waste is the Site Operations Manager.

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

The person responsible for selection of play equipment: N/A

The person(s) responsible for daily inspection of play equipment and recording: N/A

The person(s) responsible for ensuring routine maintenance of equipment: N/A

The person(s) responsible for training staff to supervise use of play equipment: N/A

The person(s) responsible for ensuring there is a suitable and sufficient risk assessment:  
PE subject leader

The person responsible for ensuring an annual certified safety inspection takes place by a Competent Person: N/A

### **3.18 Electrical installation**

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

The person responsible for ensuring the 5 year hard wiring certificate is updated is the Site Operations Manager.

The person responsible for ensuring all significant deviations reported by Competent Person are corrected is the Site Operations Manager.

### **3.19 Portable Electrical Equipment**

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

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

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is the Site Operations Manager .

Person(s) responsible for carrying out formal visual inspection and testing is/are contractor to be appointed.

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

Hazardous substances - The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified

as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

Records of the risk assessments carried out are kept in COSHH assessment files in the relevant Areas/Departments and in the relevant standards such as CLEAPSS documentation for both Science and Technology (See section 3.14f for essential LEV information). A central record of all COSHH Assessments is to be maintained and located in the red Site Emergency Packs.

The persons responsible for completing COSHH Register and Assessments is/are the School Business Manager working with the subject leaders for departments.

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

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

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

The competent (trained) person responsible for carrying out display screen equipment risk assessments is the School Business Manager.

The person responsible for implementing the requirements of the risk assessment is the School Business Manager.

### **3.22 Personal Protective Equipment (PPE) - examples include protective gloves, aprons, protective goggles, protective shoes or boots and high visibility jackets.**

In relation to use of chemicals, Safety Data Sheets provide information as to the PPE required. In relation to equipment please refer to manufacturers' instructions. In relation to Curriculum activities CLEAPSS also give guidance.

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE which they use.

The persons responsible for inspecting PPE and replacing personal protective equipment when it is worn out are the School Business Manager in conjunction with the subject leaders for departments.

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc.) is the relevant subject leader.

### **3.23 Visitors**

On arrival all visitors should report to reception where they will be asked for proof of identity and issued with:

- An identification badge
- Relevant health and safety information

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

### **3.24 Improvements to Building and Construction Work**

The person responsible for submitting proposals for approval is the School Business Manager.

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

Further information can be obtained from:

<http://www.hse.gov.uk/construction/cdm.htm>

### **3.25 Management of Contractors on School Site**

The person responsible for selecting contractors and vetting contractors' health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is the Site Operations Manager for building related, cleaning, catering and IT support contracts.

The person(s) supervising and monitoring Contractors is the Site Operations Manager, for building, cleaning contractor, catering and IT support contractors.

### **3.26 Vehicles**

All staff who use their own vehicles for any purposes in relation to the school MUST carry business use Class 1 insurance. It is irrelevant as to whether this happens in the school day or after hours (sports activities etc).

If staff transport children in their own vehicles, in addition to carrying the above class of Insurance, Insurers need to be made aware of the fact that children are being transported, as part of the business of working in a school, and given an indication of the frequency, duration and numbers transported. They may well ask for an annual declaration and charge additional premium in order to cover this. Withholding this material information from Insurers can lead to Insurance being invalidated. Prosecution may also result.

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law.



Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the School Business Manager, prior to the first use of any vehicle. The School Business Manager will ensure that the driver has a valid licence, appropriate insurance, no known medical conditions that affect their ability to drive and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by is the School Business Manager.

The person responsible for maintaining a list of authorised drivers of school vehicles who have Section 19 permit is the School Business manager.

### **3.27 Stress**

The persons responsible for monitoring absence owing to stress related illness is the Personnel Leader.

The person responsible for completing a stress risk assessment is the Headteacher.

### **3.28 Bullying/Harassment**

The school's policy on behaviour (including bullying) is kept in the Policies folder in the headteacher's office.

Records of bullying incidents and action taken are reported by the Extended Services Leader.

### **3.29 Lettings**

The person responsible for co-ordinating lettings of the premises in accordance with lettings procedure is the School Business Manager.

The person responsible for informing other users of the presence of any hazards which have not been rectified is the School Business Manager.

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

### **3.30 Lone Working**

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities to include site staff and teaching staff is the School Business Manager. See separate Lone Working Policy.

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

The persons responsible for carrying out an annual review of the Statement of Intent and its implementation in the school are the Headteacher and Chair of Governors.

The person responsible for completing and returning the Annual Health and Safety Report to the Governing Body is the School Business Manager.

The person responsible for compiling and implementing the school's health and safety action plan, is the School Business Manager in conjunction with the contractor and the Wren School Health and Safety Governor.

### Responsible staff

Job Title	Name	
Headteacher	Jo Broadhead	
Deputy Headteacher	Diana Detterick	
School Business Manager	Natasha Lee	
Site Operations Manager	Les Langham	
Personnel Leader/Headteacher's PA	Lynn Smith	
Assistant Headteacher – Raising Standards	Rachael Jubb	
Assistant Headteacher – Pastoral	David Zell	
Caretaker	Cary Stubbs	
Reception Staff	Ann Smith	
Science subject leader	Joe Baker	
Technology/Art subject leader	Vicky Coleman	
Performance subject leader	Katherine Coombs	
English subject leader	Simon Elford	
Modern Foreign Languages subject leader	Alexa Shore	
Mathematics subject leader	Gemma Bover	
Humanities subject leader	Karin Kukuk	
P.E. subject leader	Bessie O'Brien	
SENDCO	Jo Juster	
KS3 Leader	Andy Hollands	
KS4 Leader	Oliver Harrison	

Head of Year 7	Alison Taylor	
Head of Year 8	Andrew Clarke	
Head of Year 9	Claire Rider	
Head of Year 10	Martina Grant	