

Slaley First School

Health and Safety Policy 2021-2022

Contents

SECTION A 3 **General Statement of Policy**
3 **SECTION B**
5 **Safety Organisation**
5 **Roles and Responsibilities**
6 **SECTION C**
11 **Arrangements**
11 **The Management of Health and Safety**
11 **General Arrangements**
11 **Accidents, Near Misses, Violent Incidents**
12 **First Aid Arrangements**
14 **Health Matters**
14 **Building, Site Maintenance and Commissioning Services Independently**
15 **Maintenance and Testing of Equipment**
16 **Fire Safety and Emergencies**
16 **Safeguarding**
17 **Risk Assessment**
17 **Manual Handling**
18 **Display Screen Equipment**
18 **Machinery and Work Equipment**
18 **Educational Visits**
18 **Information and Training**
19 **Personal Protective Equipment (PPE)**
19 **Subject Areas**
20

SECTION A
General Statement of Policy

The health and safety of both staff and students has always been of paramount importance to the Governing Body. Under the Local Management of Schools framework, the Governors of the school share the responsibility for health and safety with the Local Authority (LA) which is Northumberland County Council (NCC).

The Governing Body fulfils many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. The Headteacher is responsible for discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities. NCC provides specialist advice in relation to safety matters and many of the services requiring technical expertise.

The Health and Safety at Work Act requires an employer to publish a Health and Safety Policy setting out the employers' statement of intent, management organisation and detailed arrangements with regard to health and safety. The policy must be brought to the attention of each employee.

In order to comply with this requirement, the NCC Health and Safety Policy Statement and the Schools' Health and Safety Manual (SHSM) is provided, along with several other supporting policy documents. However, due to the differences in the internal management and organisation of schools, the SHSM is designed to provide generic advice. In view of this, the school's own health and safety policy has been devised to provide details of the specific arrangements in place within the school. For ease, the school policy is cross referenced with the SHSM.

In order to issue this policy, many members of staff have already undertaken much work, and the Governors wish to acknowledge their appreciation of these contributions. Clearly, the maintenance of a detailed policy will require a continuing commitment from staff and an annual review of the policy is carried out. Further contributions or suggestions from members of staff would be most welcome.

In partnership with NCC, the Governing Body recognises its responsibility to provide a safe and healthy environment for staff, students, contractors and visitors to the premises and will take all reasonably practicable steps to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from NCC and through persons competent in health and safety matters
- a written system of safety management which includes:
    - the identification of needs and objectives, in order of priority
    - the allocation of appropriate funds
    - the integration of health and safety planning within the School Development Plan

- the regular monitoring of progress and safety performance, to be used in the planning process
- an annual review of the safety policy
- the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.
- the inclusion of health and safety as a standing agenda item at regular staff meetings.

Mrs. Marjorie Rastall Chair of Governors Reviewed: July 2021

SECTION B
Safety Organisation

Key roles within the school are identified below:

Title	Name
Chair of Governors	Mrs. M. Rastall
Vice Chair	Mrs. C. Lincoln
Governor with Safety Responsibilities	Mr. I. Stevens
Headteacher	Mrs. A.Hayward
Deputy (or Assistant) Headteacher	N/A
School Safety Coordinator	N/A
Subject Coordinators (and areas of responsibility, if not obvious)	All staff take responsibility for H&S within the small school setting. Currently permanent teaching staff are: Mrs. A.Hayward, Mrs R O'Neill, Mrs. M. Ainslie, Mrs. J. Stevenson & Ms. S. Roff.
Coordinator - COSHH	Mr. A. Ledsham
Coordinator - Manual Handling	Mr. A. Ledsham
Coordinator – Fire and Emergency	Mrs. A.Hayward
Coordinator – First Aid	Mrs. H. Wilson
Medication Coordinator	Mrs. H. Wilson
Caretaker/Site Manager/Cleaner in Charge *(delete as appropriate)*	Mr. A. Ledsham
Kitchen Manager	Mrs. B. Seymour
Educational Visit Coordinator (EVC)	Mrs. H. Wilson
Designated Safeguarding Officer(s)	Mrs. R. O'Neill
Membership of the Safety Management Team	Mrs. A.Hayward, Mrs. H. Wilson, Mr. I. Stevens, Mr. A. Ledsham.

Roles and Responsibilities

(see Section D of SHSM)

Further, more detailed information, regarding roles and responsibilities can be found in 'Section D - Organisation' of the SHSM. Responsibilities of additional roles in schools, such as Senior Technicians and Safety Representatives, should be added if appropriate. The roles and responsibilities of corporate services such as Occupational Health and the Corporate Health and Safety Team can also be included.

School Governors

The Chair of the governing body should take steps to discharge their own responsibilities for health and safety performance in school. Details of the responsibilities of governing bodies in relation to NCC is given in section 'E1 - Safety Management' of SHSM. However, some of the principle responsibilities are given below:

- Ensure that Headteachers have made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below.

- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.

- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:

  - action allocated to individuals who are responsible for the function
  - time limits set for action
  - remedial action to deal with the problems identified
  - identification of any long term action required in order to address underlying causes of problems

- Ensuring that health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Headteacher by the County Council.

- To provide information to NCC on Health and Safety matters when requested.

- To ensure adequate resources are given to safety issues.

- To review performance periodically.

- To ensure that safety training is given priority for both governors and staff.

- To ensure that the protocols detailed in section E3 are followed.

Headteacher

(The following points are a summary; full details of roles and responsibilities can be found in Section D of SHSM)

The Headteacher is responsible for the effective day-to-day management of school activities, including the safe conduct of staff and students. Assistance in this task is provided through the delegation of specific duties to those staff who comprise the management team, such as Deputy Heads, Department Heads and the Site Manager, where appointed.

The Headteacher, assisted by the management team, is required to:

- Establish a structured system of safety management, in accordance with NCC guidance and the Schools' Health and Safety Policy Manual. This should be designed to identify safety requirements and objectives and set out clear priorities which are incorporated into the school budget planning process and, where appropriate, the School Development Plan.

- monitor and review safety performance regularly, and identify future needs in order to aid the planning process.

- implement a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable

- coordinate any necessary safety arrangements with any contractors working on the site

- implement such procedures as are necessary to comply with all health and safety legislation, in accordance with NCC guidance

- provide regular reports on significant issues and general progress to the Governing Body

- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.

The Deputy Headteacher/Heads of Year

The School Management Team is assigned specific duties to assist the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

School Safety Coordinator

The Headteacher may delegate certain responsibilities to the Safety Coordinator in part or in full:

- To assist the Head teacher to annually review the schools Health and Safety Policy and arrangements.

- To ensure that members of staff are aware of, and have access, to the schools Health and Safety Policy.

- To ensure new or temporary staff are informed of their Health and Safety responsibilities and duties and that they are provided with the necessary information, documentation and support to allow them to carry out their duties safely.

- To liaise with the Head teacher and, where appropriate seek further advice on the implications of safety legislation, codes of practice and approved safe working procedures.

- The health and safety aspects, affecting the design and layout of new and reorganised working areas.

- The health and safety aspects of new plant, equipment and personal protective clothing.

- To ensure that periodic inspections of the premises, plant, tools, equipment and work activities are completed by departmental manager , reporting to the head teacher and other managers who have responsibilities for actioning health and safety reports.

- To assist management with the preparation of departmental safe working procedures and safety rules.

- To liaise, where appropriate, with NCC Health and Safety Advisors, Health and Safety Executive (HSE) Inspectors, Fire Safety Officers and Environmental Health Officers.

Subject Coordinators
(detailed information provided in Section D)

The Subject Coordinator is responsible to the Headteacher for the safe management of the subject and for implementing specific school health and safety procedures relating to the subject area.

The Subject Coordinator will identify clear short and long term priorities of the Department/Subject with regard to health and safety and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The Subject Coordinator will maintain a permanent file of safety publications and guidance issued by the LA, or any other relevant bodies or professional associations,

relevant to the subject. They will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of such staff, and added to the file, as appropriate. The Subject Coordinator will assist in the fostering of a positive safety culture within their subject area.

The Subject Coordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements and progress towards identified objectives. They will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

Kitchen Manager

Kitchen Managers are directly responsible to the Headteacher for the safe organisation and work of the school kitchen, for reporting accidents, defects to the building or kitchen equipment and any other relevant matter to the Headteacher.

NCC Education and Skills School Meals Team support some schools in managing their catering activities. This service includes the provision of support to kitchen staff, training and key health and safety documentation as well as advice on menus, ensuring they meet the government's nutritional standards.

In such cases the Headteacher and Catering Manager should liaise with the School Meals Team to coordinate any necessary safety arrangements and in matters related to the management of the building in general.

Where a school manages their catering services without this support, or uses the services of a private contractor, reference should be made to section E3 of the *SHSM*.

In all school managed services, it is the responsibility of the governing body to develop appropriate **procedures to maintain effective Health and Safety compliance.**

Site Managers, Caretakers and Cleaners in Charge

The caretaker is responsible to the Headteacher for the safe organisation and work of the service, and, as Head of a 'Service Department', for fulfilling all those functions listed under 'Head of Department', with respect to caretaking and cleaning staff.

These staff are responsible for reporting accidents, defects to the building or their equipment, and any other relevant matters to the Headteacher.

All Staff

All staff have a duty to take reasonable care of themselves and other persons who may be affected by their acts or omissions at work. Individuals also have a duty to cooperate with managers in order that the employer can fulfil it's statutory duties. The Health and Safety at Work Act also makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to use all materials, equipment and facilities in accordance with the information, instruction and training which they have received. Furthermore, staff must observe site safety rules and all instructions on health and safety issued by the Headteacher, Subject Coordinator or any other person delegated to be responsible for a relevant aspect of safety. Individuals must also assist Officers of the County Council and Inspectors of the Health and Safety Executive in their inspections and investigations

Staff must report immediately to their line manager any:

- serious and immediate danger to health and safety, including any defects relating to facilities or equipment

- matter which they, taking into account their instruction and training, would reasonably consider represents a shortcoming in the protective arrangements for health and safety

- accident, near miss, violent incident or hazard, ensuring that an appropriate report form is completed

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.

- Observe standards of dress consistent with safety and/or hygiene.

- Observe all the health and safety rules of the school and in particular the instructions of staff in an emergency situation.

- Not wilfully misuse, neglect or interfere with things provided for their health and safety,

SECTION C
Arrangements

The Management of Health and Safety
(Section B and E1 of SHSM)

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in the NCC Health and Safety Policy Statement (Section B of the *SHSM*.). Detailed arrangements and responsibilities of schools are provided in section E1 of the SHSM. All Headteachers and Governors should be aware of the content of this section and should document arrangements for fulfilling these duties within this policy.

General Arrangements

The arrangements set out in Sections E to L of the *SHSM* remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, identify responsible individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the *SHSM*, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are reviewed so as to remain fully up to date.

Meetings of the Safety Management Team

Purpose of Meetings:

- To direct and coordinate the necessary planning for health and safety, and to draft the School's Safety Policy

- To review, prioritise and direct safety initiatives arising from:

    - plans submitted by departments and/or coordinators

    - reports concerning safety inspections, accident reports and other means of monitoring performance

    - new information or guidance received from the County Council, enforcing authorities or consultants

- To audit all parts of the safety management system on an ongoing basis.

Frequency of Meetings

The frequency of meetings is determined by the size and complexity of the school and number of issues to be dealt with; it is set by the Headteacher. Additional meetings should take place after serious incidents or where necessary.

Accidents, Near Misses, Violent Incidents
(Section F1 and F2 of SHSM)

Accident Procedure

- In the event of an accident any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person. A message must be sent to the school office as an urgent action. An assessment of the injury should be made by the first aider at the earliest opportunity.

  Should an ambulance be required it is usually summoned from the main office. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance by calling 999. In this case, again, a message should be sent to the main office as soon as possible to allow plans to be made to meet the ambulance.

- In the event of serious injury or ill health to a student, the parent (or emergency contact) should be contacted immediately using the contact numbers held in the main office. A request to collect their child to take home or to hospital should be made, as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contacts are not available.*

- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany them, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion, it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital personnel will stabilise the casualty's condition until the parents arrive and give consent to further treatment.

- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

Record Keeping

Accident, Near Miss, Violent Incident Logging (ANVIL) System

- In the case of pupil incidents, an ANVIL report should be completed for all incidents resulting in significant injury such as sprains, strains, lacerations, fractures, injuries to the head and any other unusual injuries. It is important that the member of staff supervising at the time of the incident assists in recording the details accurately.

- ALL incidents involving staff or visitors must be recorded on ANVIL. There are

no exceptions to this. Reports of staff incidents should be completed by the relevant line manager; if the report is completed by another member of staff then the form should be viewed and authorised by the line manager. It is important that actions to prevent recurrence are always recorded and any required actions implemented.*The injured person should not complete the form.*

- In all cases, the ANVIL report form must be submitted to the Headteacher or authorised senior officer for approval prior to the form being submitted to the Corporate Health and Safety Team.

School Accident Book

- In the case of insignificant or minor injuries to pupils, which may only require that the pupil be comforted, the school records details of the injury and treatment rendered in the school's own accident book. In order to comply with the requirements of the Data Protection Act only one record per page should be completed. Each record should be detached on completion and kept in the school office. It is important that treatment rendered by the first aider is recorded.

It is important to indicate the responsibilities of staff when reporting accidents. The Safety Coordinator or Headteacher/senior member of staff should monitor records to identify accident trends.

Accident Investigation

The Safety Coordinator should advise staff on the appropriate level of response.

A senior member of staff should undertake an investigation using form ACC2 if the incident is serious, complex or one which may have serious repercussions.

In the most serious cases the school should call in a Health and Safety Advisor. If appropriate, they will undertake a full accident investigation and take photographs and witness statements.

Reportable Injuries

The Health and Safety Executive (HSE) should be notified of an incident immediately in the following circumstances:

- Death or 'specified injuries' in respect of employees
- Death of a pupil
- 'dangerous occurrences''
- 'occupational diseases'
- 'injuries to students or non-employees, arising out of or in connection with work activities, where the injured person is taken directly to hospital from the scene of the incident and receives treatment.

In the case of injuries to employees resulting in an over-seven days' absence from work, these should be reported to the HSE within 15 working days. This should be done using the information about the incident recorded on the ANVIL e-form.

All notifiable incidents can be reported to the HSE via their on-line reporting system.

First Aid Arrangements

(Section F3 of SHSM)

First aid arrangements are given below:

- A member of staff should be nominated to act as first aid coordinator. They should take on the responsibility for ordering items and replenishing first aid boxes and ensuring that certificates remain current

- In High Schools at least two members of staff should be trained to the full First Aid at Work standard and staff in practical areas (PE, Science, Design & Technology) trained to at least the emergency aid level. The position should be monitored to take account of staff turnover.

- First aid box is located in:
    1. the main office
    2. the EYFS Classroom
    3. In the kitchen
    4. Trip box under the sink in the staff kitchen

- Children are brought to the main office for First Aid treatment. In more serious cases the child would be transferred to the care of parents as soon as possible

- First aid training has been undertaken by Mrs H Wilson (office manager), Mrs. R O'Neill (KS1 Lead teacher), Mrs. M. Ainslie (EYFS Lead teacher), Mrs. J. Stevenson (Teacher), Mrs. A. Ridley (TA), Mrs. N. English (TA), Miss Thompson (Breakfast Leader)

- First-aider details are kept up to date and displayed in School.

Health Matters

Policy on Supporting Pupils with Medical Conditions

- The means of identifying students' medical needs should be established:

    - in the school's prospectus
    - by writing letters to parents
    - on intake forms which require parents to identify medical needs

- Staff should only administer prescribed medication with the agreement of the Headteacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable.

- Arrangements should be made for the storage of medication in school in a secure cabinet, usually in the main office. The exception to this is emergency medication, such as asthma inhalers or auto injector pens, which should not be locked away.

- Medication should be suitably labelled with details of name and dosage

- All staff should know the location of students' health care plans, where they exist for more serious conditions. The arrangements for updating them should be agreed. First aiders should have a comprehensive list of a student's medical requirements. Medical input to the individual health care plans should be sought from the School Nurse Service.

- Arrangements should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma, diabetes and epilepsy via the School Nurse Service.

- Administration of non-prescribed Paracetamol tablets (500 mg) should be kept to a minimum, though it is permissible in certain circumstances, such as period pains and migraine. The following will still be required:

    - Parental consent
    - Record of issue
    - Details of any allergies

Staff Health (including stress management)

*(**Section K1 of SHSM)***

Schools should note the content of section K1 'Health' of the SHSM, which signposts to health related policies, and include their own arrangements for complying with these.

Building, Site Maintenance and Commissioning Services Independently

(Section E3, G3, H3, J1, J2 of SHSM)

- The Headteacher is in charge of the maintenance of the school site and its buildings. All staff have a responsibility to notify the Caretaker of any defects they find via the defect reporting book *(add local arrangements in here).* The Caretaker is responsible for arranging repairs, either directly via a contractor or by reporting defects to NCC Property Services Help Desk *(for those schools which take advantage of this SLA)*. The Property Help Desk can be reached by telephoning 01670 624843 or by using their on-line portal. The need for emergency repairs should be notified in the same manner. This will enable Property Services to prioritise and assign workloads accordingly and will allow requests for work to be traceable.

- The School has developed a contractors induction pack *(model available on health and safety team webpage)* and an HSC1 form is completed to record the essential exchange of H&S information between the school and the contractor in relation to works to be undertaken. The Caretaker is responsible for liaison with Property Services staff (where appropropriate) and contractors in order to coordinate any necessary safety precautions during the progress of any

building/site maintenance. This may entail completion of the HSC1 form, when required. The schools consistent application of HSC1 and N1 processes is essential in ensuring that are asbestos in-situ is not disturbed. ***(SHSM: J2)***

- Those schools which choose to commission services independently must ensure that the protocols detailed in section E3 are implemented. In particular, construction work must not commence unless an N1 form has been completed and approved by Property Services. It is particularly important that the specification for any alternative statutory inspection and testing services is comparable to services commissioned by Property Services. Additionally, the headteacher must be fully aware of ongoing Duty Holder responsibilities to ensure arrangements are adequate and any essential remedial actions highlighted are dealt with appropriately. ***(SHSM: J1)***

Maintenance and Testing of Equipment
(Section E1, G1 of SHSM)

With regard to the above, appropriate arrangements need to be in place and person(s) identified to ensure that:

- internal school procedures are established and followed
- liaison with the County Council and contractors takes place
- full records relating to statutory testing are maintained. These will include:
    - Annual safety tests of 240v portable electrical appliances **(*L4 of SHSM)***
    - 5 yearly fixed wiring inspection **(*L4 of SHSM)***
    - Fire safety checks ***(Section 5 of the Fire Log Book)***
    - Water hygiene test **(*H8 of SHSM)***

RCD testing will also be carried out and the results recorded.

Fire Safety and Emergencies
(Fire Log Book)

- The Head should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed for each building and reviewed annually. Several parties should be involved in the completion of this task
- The Fire and Emergency Coordinator (nominated by the Headteacher) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests
- Fire drills should take place each term
- The following arrangements for fire precautions should be in place to ensure that:
    - Flammable liquids are stored in a locked metal cupboard
    - Fire doors are always closed and never wedged open

- Waste materials are collected daily and are stored in a locked area until collection by the Council
- Electrical equipment not in use is always isolated from the mains.

- Issues arising out of inspections undertaken by the NCC Fire Safety Officer are actioned quickly.

Safeguarding

A separate safeguarding pack *(available on the Corporate Health and Safety Team web page)* has been completed detailing specific school arrangements.

Most schools have security systems in place including fence lines, locks and door access systems which afford authorised access only and allow movement between different parts of buildings at specific times. In addition, many schools have adopted signing in systems and issue visitors' badges to authorised visitors.

All vehicle movements on site should be subject to a detailed risk assessment.

All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the school central register. Trained Designated Safeguarding Officers are available within school.

Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings.

Risk Assessment
(Section E6 of SHSM)

A written assessment of all activities that involve a significant risk to health or safety should be produced, in which the hazards, risks and necessary precautions are identified. The Corporate Health and Safety Team provides further guidance and several generic assessments are available to schools via the Corporate Health and Safety webpage. However, most assessments are best done in light of the particular circumstances in the school, and by school staff. Once completed, there is a need to undertake a periodic review of the assessment to check they are still valid. A review may also be needed following an accident or when the activity changes.

With regard to teaching, in many cases standard national texts and model risk assessments are provided by organisations such as CLEAPSS, AfPE and DATA. Where relevant these should be adopted, adapted and implemented.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working documents, such as a lesson plans or worksheets. Risk assessments should be indexed for easy retrieval.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where 'haz-cards' are provided by CLEAPSS for Science chemicals). Risk assessments should also be completed for activities involving hazardous chemicals. Further information is contained within the COSHH section of the SHSM ***(Section H1***)

Mr. A. Ledsham, Mrs. B. Seymour and Mrs. Hayward coordinate and maintain records of risk assessments.

Manual Handling
(Section L1 of SHSM)

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

Manual handling training is provided to staff where appropropriate.

Display Screen Equipment
(Section L2 of SHSM)

Staff who are using computer workstations regularly and for a significant part of their working day (defined as 'computer users') should be provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

All defined 'computer users' should complete a self-assessment of their workstation which is then passed to a trained workstation assessor to be verified. Each school should have at least one member of staff who is suitably trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

The cost of reimbursement of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, is delegated to schools.

Machinery and Work Equipment
(Section G1 of SHSM)

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order, usually by a specialist contract via an SLA or other such contract.

Educational Visits

All school trips are planned by a competent Party Leader. The details relating to the planning process are entered into the County Council's Evolve system. These details are then checked by the appointed School's Educational Visits Coordinator (EVC) who has undertaken the County Council's recognised training course.

The EVC must ensure that suitable and sufficient risk assessments are in place and a complete Evolve submission has been made for both Category 1 and Category 2 visits. Additionally, the EVC should ensure that members of staff are aware of, and have access to the County Council's Code of Practice for Off-Site Educational Visits.

Where necessary, advice is to be sought from the County Council's Health and Safety Adviser (Educational Visits).

All Category 1 visits must be approved by the Headteacher.

In the case of Category 2 visits, following approval by the Headteacher, the school's submission is assessed by the Health and Safety Advisor (Educational Visits) before final approval is made for the visit to go ahead.

Category 1 and Category 2 visits must not proceed unless these approvals have been provided..

The school has it's own policy on Off-Site Educational visits, a copy of which has been uploaded onto Evolve.

Outdoor Play Equipment and PE Equipment
(Section G5 of SHSM)

The school play equipment is checked regularly by school staff and inspected at least annually by a competent contractor (either via SLA with NCC or arranged independently by the school). Written records of these inspections are maintained.

Any actions identified in the annual Play Equipment Inspection report are initiated immediately or referred to the Governors Property Group. Where necessary, equipment is taken out of use temporarily until repairs are completed.

Further details about outdoor play equipment can be found in section G5 of the SHSM. This guidance should be followed when planning the installation of any new equipment. An independent commissioning inspection should be undertaken prior to the equipment being brought into use.

Likewise, similar arrangements are in place for the inspection and maintenance of PE/Gym equipment. A contract is in place with a qualified contractor to undertaken a formal inspection of this equipment.

Information and Training
(Section E2 of SHSM)

Staff will be provided with appropriate information and training to enable then to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Training requirements for staff are identified via a training needs analysis which would also consider any specialist safety training requirements.

Training needs should be prioritised in an annual training plan and costed to allow appropriate allocation of the school's training budget.

Personal Protective Equipment (PPE)
(Section L7 of SHSM)

Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.

The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Corporate Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE is used, provided that this is suitable for purpose and worn in line with the manufacturer's instructions. The cost of all PPE is covered by the school.

Subject Areas

Each subject area within the school may have health and safety arrangements that are unique. Where appropriate, Subject Coordinators may submit a summary of key issues and procedures for inclusion in the School Safety Policy. Topics may include:

- How safety is planned and managed within the Department
- Where safety information is filed
- Special safety rules and training requirements
- Responsibilities of certain individuals with regard to safety tasks or functions
- Liaison with regard to safety tests and inspections
- Maintenance of plant and equipment
- Provision of protective equipment

Those subject areas which involve a higher degree of risk, such as D&T and Science, may require their own health and safety policy. In certain cases, CLEAPSS provides standardised documentation which may be adapted by the school.

Policy Reviewed – July 21 by Full Governing Body