



The Rivers
C.of E. Academy Trust

MAT Health and Safety Policy

Northwick Manor Primary School

Committee:	Audit, Risk and Compliance Committee
Approved on:	August 2024
Next review date:	August 2025

Associated documentation	
DfE Guidance document	First Aid in Schools
Rivers CofE Academy Trust	Corporate Health and Safety Policy
School	First Aid Principles and Procedures

POLICY STATEMENT

This policy should be read in conjunction with the Corporate Health & Safety Policy issued by Rivers CofE Academy Trust and the school's First Aid Principles and Procedures. All legislative requirements are listed in the Corporate Health and Safety Policy.

1. THE STATEMENT

General Requirements

The trust and Heads recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

ORGANISATION

2.1 Who

- The Trustees
- The Head (Kam Nijjar)
- The internal School Safety Officer (if appointed)
- Other Teaching, Teaching Assistant and Technician Staff
- The Sites and Buildings Manager / Site Manager / Caretaker / Cleaner in Charge
- The First Aider / Appointed Person (Jacqui Tombs)
- Any other persons who may have been given specific responsibilities for any aspects of health and safety, e.g. the Minibus Manager or Lunchtime Supervisors.

2.2 Employer's Responsibilities

The Board of Trustees has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Northwick Manor Primary School (under sections 2 and 3 of the Health and Safety at Work Act 1974).

The trustees are responsible for:

- a) Ensuring that the school's safety policy is implemented monitored and regularly reviewed and revised as necessary.
- b) Monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- c) Monitoring of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- d) Ensuring the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- e) Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- f) Has responsibility for appointing competent principal contractors where building or plant maintenance work is done.
- g) Has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007.
- h) Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment.
- i) Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- j) The adoption of safe working practices by staff and pupils, and by contractors on site.

Operationally, the trustees' responsibilities will be discharged by the trust central team who will issue a compliance report to be considered by each meeting of the Board.

2.3 Head's Responsibilities

The head is responsible for:

- a) The implementation of the school safety policy.
- b) The day to day responsibility for health and safety in the school.

- c) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- d) Ensuring that staff receive appropriate health and safety training.
- e) Carrying out an annual safety audit.
- f) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying either the HSE or the LA Health and Safety Advisor of any serious accidents to pupils, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Emergency procedures, including evacuation in case of fire or bomb threats.
- j) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all legislative updates or new requirements, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.
- o) Ensuring that appropriate provisions are in place where lone working is unavoidable. See the HSE's guidance 'Working alone, health and safety guidance on the risks on lone working'.
- p) Ensuring that the school safety policy and any relevant risk assessments are made available to the caterers, who should also supply the school with a copy of their safety policy and risk assessments.

2.4 Subject Co-ordinators are responsible for:

- a) All matters of health and safety in their subject area.
- b) Bringing to the notice of the head (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) Where required, producing a subject safety policy and revising it as necessary.
- e) Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) Ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- g) Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.5 Other Teaching, Teaching Assistant and Technician Staff are responsible for:

- a) Ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- b) Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Subject Co-ordinator to the head (or School Safety Officer).
- c) Co-operating with their employer (The Board of Trustees) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.6 The Sites and Buildings Manager / Site Manager / Caretaker / Cleaner in Charge is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- c) Ensuring that any staff under his/her direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- d) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- e) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction. (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the head (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, etc.).
- k) Lone working should be avoided wherever possible however when this is required (e.g. emergency call outs, maintenance during school holidays, securing premises after lettings, etc.) risk assessments should be followed.

2.7 The First Aider / Appointed Person is responsible for:

- a) Recording accident/incidents requiring first aid treatment
- b) Maintaining the First Aid box(es)
- c) Controlling and maintaining any other First Aid supplies as may be kept separately
- d) Ensuring that an ambulance or other professional medical help is called when necessary.

Useful guidance: <D:\Policies\guidance on first aid for schools.pdf> and the school's First Aid Principles and Procedures.

2.8 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the head.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the head (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

2.9 Catering / Kitchen Manager (if employed by the school) is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- d) Bringing to the attention of the head (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

3. THE ARRANGEMENTS

3.1 Aims and Objectives

- To be an exemplar of H&S and achieve a level of health and safety performance equal to that of comparable schools;
- To develop a positive health and safety culture, involving and engaging the workforce at all times;
- To prevent injury and ill health;
- To comply with statutory requirements as far as is reasonably practicable;
- Ensure that H&S is considered in relation to all strategic decisions;
- To allocating resources to ensure that H&S priorities are met;
- To manage the effective identification, measurement and control of risk and ensure this is at the centre of the management of health and safety issues;
- To comply with statutory requirements set by existing H&S legislation, so far as is reasonably practicable, and to plan for future change;
- To provide and maintain a safe working environment for staff, pupils and others;
- To monitor, evaluate and continuously improve performance in health and safety.

For each H&S aim and objective the school should determine:

- What has to be done and how it will be integrated into business as usual;
- The resources required to make it happen;
- The responsible trust officer;
- The timescale for completion; and,
- How progress towards the objective is to be monitored and evaluated.

3.2 Leadership

All members of the school workforce have responsibility for health and safety however leadership is set out in 2.1.

3.3 H&S Management System

This policy establishes an effective health and safety management system that is proportionate to the risks faced by the school. The management system will:

- Ensure legal compliance;
- Identify hazards and control measures;
- Estimate and evaluate risks;
- Measure performance and non-compliance;
- Identify corrective and preventative actions;
- Sustain positive health and safety attitudes and behaviours;
- React to changing demands; and,
- Link to how other functions within the school are managed.

The PDCA approach to managing H&S is as follows.

3.3.1 Plan

The school will identify the nature of the H&S hazards and risks associated with the activities performed, services delivered and workplaces used. The relevant legal and other requirements will then be determined so that the extent of the school's statutory duties and management requirements is understood.

Policies, procedures, instructions, guidance and any derived information such as accident / incident reports and risk assessments will be developed from the identification of hazards, risks and legal requirements. The document control system prescribed by the trust (ie. Every) will be used to manage the information including unique identification of records, an electronic database and an on-line management system.

3.3.2 Do

Evaluation of the assessed risks will provide the information needed to eliminate or reduce the risks to an acceptable level. Staff competencies to manage the risks and the resources needed to implement preventative and protective measures will be determined at the same time. The risks and the measures required to reduce risk will be communicated to employees through well-defined pathways. Feedback and participation from employees will be encouraged to refine risk assessments and procedures for managing H&S.

3.3.3 Check

A blend of proactive and reactive systems will be used to monitor OH&S performance:

- Audits
- Sampling (horizontal or vertical audits)
- Inspections

- Surveys (especially those designed to measure OH&S culture)
- Health surveillance and environmental monitoring
- Event reporting
- Event investigation
- Claims monitoring
- Sickness absence data
- Occupational health statistics.

A system of audits shall be maintained to ensure compliance with legislation and trust policy and promote continuous improvement. The audits will be designed to establish that:

- Appropriate management systems exist
- Adequate systems are in place to assess, evaluate and control risks
- The results of risk assessments are implemented
- Any residual risk is within the resources of the Trust to mitigate.

3.3.4 Act

3.4 Specific Arrangements

3.4.1 Hazard identification, risk assessment and controls

Staff will ensure that regular inspections of classrooms, laboratories, workshops and other places under their control are conducted. The inspections will include general housekeeping (to ensure workplaces are clean, tidy and compliant), work equipment and work practices. Buildings, services and welfare facilities will be maintained properly.

All hazards will be risk assessed. Procedures, guidance and methods for performing risk assessments will be developed. Records will be kept of all risk assessments. Risks will be ranked and prioritised. Staff will identify risks that can be eliminated, risks that can be reduced and risks that can be tolerated (accepted) and managed.

3.4.2 Legal requirements

Policies, procedures and work instructions shall be followed to ensure compliance with legislation. Best practice shall be followed where no legislation or procedure exists.

3.4.3 Objectives and programme

The Trust will set annual health, safety and welfare aims and objectives. The aims and objectives will be determined according to targets set by external agencies such as the Health and Safety Executive and internally proportionate to the level of risk. Progress against objectives and targets will be monitored and reported biannually.

3.4.4 Competence, training and awareness

All staff shall be competent to undertake their duties. Information, instruction and training shall be provided for staff where a need or deficiency is identified.

3.4.5 Communication, participation and consultation

Formal methods of communication will exist to disseminate H&S information throughout the school:

- The school intranet (SharePoint, Every, internal paper and electronic magazines)
- Staff email
- 'Priority' mailings
- Staff reviews
- Line management and supervision
- Staff meetings and other staff discussion forums
- Training courses to disseminate specific information on the implementation of policy, policy statements and procedures.

The school will use the established methods of consultation with unions / employee representatives to distribute information and receive feedback on H&S and wellbeing issues (e.g. a H&S Committee).

3.4.6 Documents and document control

Under this policy the school will develop procedures, work instructions and guidance on H&S issues that conform to current legislation and follow best practice.

3.4.7 Operational control

H&S shall be managed with equal priority to other business functions.

3.4.7.1 People

Risks to employee health shall be managed. In practice this means:

- Recruiting people that have the fitness and health required to perform the job role
- Monitoring employee health during their working life, e.g. health surveillance where appropriate
- Intervening early when ill health affects fitness for work or work performance
- Providing clean and safe workplaces
- Flexible working arrangements for a good work-life balance
- Reasonable job demands
- Reasonable control over how work is planned and carried out
- Support to help employees do their job and fulfil their role within the trust
- Promoting physical activity in the workplace
- Ensuring that employees have access to healthier foods via restaurants and vending machines
- Information, instruction and training.

The school will promote employee health, wellbeing and a healthy work-life balance. The school is committed to ensure that, on a daily basis, staff return home at least as fit and healthy as when they came to work.

3.4.7.2 Work activities

All work activities shall be assessed for the level of risk. Control measures will be applied to eliminate or minimise the risk. Records shall be kept of all risk assessments.

3.4.7.3 Equipment and hazardous substances

Equipment shall be purchased and used in accordance with the Provision of Work Equipment Regulations 1998. Employees using equipment shall be competent having been given suitable and sufficient information, instruction and training. No portable electrical equipment shall be used without being visually and electrically tested and passed as safe. Hazardous substances (chemical and biological) will be assessed for their impact on employee health.

3.4.7.4 Work environments

The school premises will be managed to ensure a safe and healthy working environment is provided for staff and pupils.

3.4.8 Emergency preparedness and response

All work related injuries, violence, damage and near misses will be reported and may be subject to investigation. The causes and corrective actions will be determined to prevent a reoccurrence.

A building fire risk assessment shall be prepared for all buildings that will specify the systems, either in place or to be put in place, to deal with fire detection, fire alarms, fire extinguishing and for evacuation of staff and pupils present in the school. These systems will be maintained on a regular basis to ensure they are operational at all times and in all circumstances. Suitable and sufficient numbers of fire wardens will be appointed to regularly inspect fire provisions, organise fire drills and assist with evacuations.

A risk assessment shall be undertaken for each premise to determine the resources needed to provide first aid cover for that locality. Suitable and sufficient numbers of trained Appointed Persons and First-aiders will be available at all times in all trust properties.

4. MONITORING AND REVIEW

A formal system will be established to review the policy and H&S performance, e.g.:

- An assessment of compliance with H&S legislation and trust policies and procedures
- Identification of areas where H&S performance is weak, failing or absent
- The assessment of achievement against specific objectives, targets or plans
- An analysis of H&S data that identifies trends and common features.

This policy will be reviewed every year or whenever there is a significant change in legislation or the organisational structure.

5. VERSION CONTROL

Date	Version	Approved by	Title	Changes
28/09/18	Template 1.0			

School Specific Arrangements

Access and Egress, Housekeeping, Cleaning & Waste disposal

The Site Manager is responsible for:

- Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish.
- Wet floors are clearly marked with a “wet floor sign” after cleaning to minimise risks of slips.
- Glass and other sharp objects are disposed and are taken straight to bins.
- Making the premises safe in snow-shifting and icy conditions
- Clearing leaves off pathways.
- External waste bins

Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the Headteacher who will record the information via the WCC County Council accident/incident reporting system – MyCority

All minor accidents should be recorded in the school’s own minor accident book. Where necessary, parents/guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 6 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 25.

Asbestos

Asbestos is managed through school asbestos management plan. The plan consists named responsibilities and a register, showing Asbestos Containing Materials (ACMs), presumed ACMs and areas that are confirmed NOT to contain ACMs.

There is a formal asbestos reinspection every five year. Site staff will perform annual visual checks, referring any concerns to a licensed asbestos company.

Contractors (Management of)

The Site Manager / School Business Manager should manage the contractors and their relevant qualification or competency. This could be through an Every online course. The Site Manager / School Business Manager will be the primary contact for contractors and will check all insurances before work commences.

Contractors are responsible for their own COSHH and risk assessments. They should provide these for the school as needed.

Contractors and visitors on site

Arrival on site

- All contractors and visitors must sign in using the digital system. If contractors are to be left unaccompanied on site they must show a current DBS check. This will be entered into the Single Central Record.
- Fire procedures are detailed on the back of the visitor badge. All other incidents must be reported, in the first instance, to a member of office staff or the School Business Manager/Office Manager. This may be referred onto the Headteacher or Caretakers/Site Manager

Control of Substances Hazardous to Health (COSHH)

- The Caretaker/Site Manager is trained in COSHH and assists the office manager to maintain the COSHH file.
- The COSHH file is kept in the SBM office, cleaning cupboards and the kitchen
- All COSHH materials have got a safety data sheet and risk assessment.
- Risk assessments are carried out for tasks using the most hazardous substances as per the WCC COSHH Policy.
- The Site Manager / School Business Manager is responsible for safe storage of the COSHH products.
- All decanted substances are labelled.
- Northwick Manor will try and use less hazardous alternative substances wherever possible.

Defect reporting procedures

'Every' is used for reporting defects. The Site Manager monitors the online log book.

All defective items are taken out of use immediately if they are deemed unsafe.

Display screen equipment (DSE)

- All staff who use screens regularly, for periods of four hours or more, are classed as DSE "Users".
- All DSE users are given an electronic copy of "Working with DSE equipment" and asked to complete DSE training.

- The Office Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.
- DSE workplace assessments are completed annually.

Electricity at work

- All hardwired equipment checked at least every 5 years through Fixed Wire Testing.
- The Headteacher is responsible for ensuring the hardwiring checks are carried out.
- Portable appliances are tested (PAT) including stage lighting by an approved contractor every year.
- When hiring out the premises it is the responsibility of the hirer to check electrical equipment.
- Donated equipment is tested before use.
- PAT registers are kept electronically on Every
- All defective items are removed or repaired.

Fire precautions and Emergency Plans

- The Headteacher is responsible for undertaking and reviewing the fire risk assessment, emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground.
- Please refer to the Critical Incident Plan for procedures for dealing with the worst foreseeable contingency.
- There are termly fire drills which are recorded by the School Business Manager.
- The Site Manager / School Business Manager is responsible for inspection and maintenance of fire exits/escape routes.
- The Site Manager is responsible for checking and updating the Fire Evacuation Notices.
- A&E are responsible for regular inspections and maintenance of fire extinguishers.
- Class teachers take their own register. All visitors and lunchtime supervisors should report to office staff.
- The Site Manager is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) Records are kept in the fire book in the School Business Manager's office.

First aid and Medication

First Aid

The aim of first aid is to reduce the effects of injury or illness suffered. It is important that people receive immediate attention and that an ambulance is called where necessary. First Aid can save lives and prevent minor injuries becoming major ones. First aid signs are on all first aid boxes with a list of first aiders which is a legal requirement. All school staff are deemed competent to

deliver basic first aid i.e. plasters etc. but for more serious injuries always contact a trained first aider.

Please refer to our First Aid Principles and Procedures for guidance.

Medication

- Trained staff can administer medicine.
- Online allergy training is available to all staff periodically. Epipen training is part of this online training. • Medication is kept the school office.
- All medication given should be documented.
- Two members of staff should sign to say they have given dose.
- A full administration of medicine policy is available on Every.

Good Estate Management for Schools

The Rivers Academy Trust and all schools are guided by Good Estate Management for Schools (GEMS).

[Good estate management for schools - Guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Health and Safety Advice

Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement.

The Operations Manager holds an IOSH qualification.

Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils and visitors as follows:

Employees

Staff are informed about all of the existing information held on the site through 'Every', display information and through induction. Documents should be read and confirmation made through 'Every'. **Pupils**

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This is done through lessons and assemblies.

Visitors / contractors

The Site Manager / School Business Manager shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit. The information be disseminated verbally or if long-term work is going ahead, signs will be displayed.

Trustees

Trustees receive a compliance report.

Lettings/shared use of premises

Please see Letting Policy.

Lifting equipment

All staff to complete yearly manual handling training on Every.

Lone Working and Personal Safety

No staff should be lone working in school other than the Site Manager and possibly the Business Manager. Risk assessments are carried out and procedures followed.

Manual handling

Staff will carry out their own risk assessments. Training is available on 'Every'.

Minibus

The school own one minibus. Insurance is held through Zurich.

All drivers have an assessment every 3 years which is organised through Worcestershire County Council.

The minibus has a Section 19 permit.

Copies of drivers licences are held in the School Business Manager's office.

Drivers must report any driving convictions to the School Business Manager.

Monitoring arrangements

The Trust Central Team will monitor the health and safety on an ongoing basis.

The Trust will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The Trust recognise the importance of monitoring health and safety matters. Monitoring will be carried out in the following ways:

- Through audits of the Every system.
- Through visits to schools and document inspection.

Noise at Work

Northwick Manor has put actions in place to prevent or reduce risks to health and safety from noise at work as per The Control of Noise at Work Regulations 2005.

The school:

- Identifies noise problems and considers safety issues in relation to noise for warning sounds, working practices relying on verbal communications, and working around mobile machinery or traffic.
- Where required, ensures that:
 - hearing protection is provided and used
 - any other controls are properly used
 - you provide information, training and health surveillance

Offsite and Educational Visits

- The school's trained Educational Visits Co-ordinator (EVC) is Denise Hoare.
- There is a Service level agreement with B&S Educational Visit Services.
- Denise Hoare monitors all Educational Visits.
- The Head teacher will sanction all visits once EVC Visit leader and EVC have completed the necessary arrangements and checks.
- If it is a hazardous, residential, adventure or over 50 miles and F2 form will be sent to B&S who will record it.
- There is a requirement when planning school trips for pre-site visits where necessary.
- The designated visit leader will carry out risk assessments.
- Risk assessments are recorded before an activity and send to Denise Hoare dhoare@riverscofe.co.uk
- Denise Hoare and Kam Nijjar are MOVE trained, to deal with emergencies.
- First aid provision always prepared.
- There is always a 'plan B' if the activity cannot be carried out.
- RPA insure Northwick Manor for offsite visits.

Outdoor play equipment

Outdoor play equipment is visually inspected daily and half termly. Yearly checks are carried out by a qualified company.

PE Equipment

- PE equipment is inspected annually by an accredited contractor.

- Annual risk assessments are carried out by the PE Leads (Louise Webber and Billie-Jo Dearden).
- Adults that set out the PE equipment have received in-house training.
- The Association for Physical Education (afPE) guidance on safe use of the equipment is followed/adopted published 2012.
- The School PE Policy can be found as part of the Personal, Social and Emotional Well-Being Policy.

Personal Protective Equipment (PPE)

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The member of the staff responsible for the activity will select the equipment.

Risk assessments

- There is a need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The Headteacher is responsible for ensuring risk assessments are undertaken.
- We follow WCC Policy & Risk Assessment Guidance. Arrangements for New and Expectant Mothers.
- The person carrying out the activity should carry out the risk assessments. The risk assessor to sign and date it as well as the responsible person – these are stored on Teams.
- Class risk assessments are completed when staff move classrooms or there is a noticeable change.
- Every off-site visit should be risk assessed.(See 3.20)

Sports pitches / playing fields

- Northwick Manor playing fields are maintained by the Site Manager.
- The teacher or coach who are using the area will carry out daily visual inspections.

Smoking on site

- The site is a 'NO SMOKING SITE'.
- Vaping is not allowed.
- Signage is displayed on all main external doors used by the public/staff.

Staff Consultation / Trade Unions

- The Trustees have a regular Health and Safety agenda item.
- If staff have health and safety concerns they should refer to the Health and Safety representative, Kam Nijjar and Jacqui Tombs.
- There is a health and safety law poster outside the School Business Manager's office.

Swimming lessons & Swimming Pools

- Swimming lessons take place Droitwich Leisure Centre
- All lessons are supervised Northwick staff.
- A trained PE teacher oversees the lessons and provides in-house training.
- Life saving equipment is provided and the responsibility of Droitwich Leisure Centre.
- Normal operating and emergency operating procedures are in place.
- There is a separate risk assessment for swimming.

Stress and Staff Wellbeing

- Northwick Manor promotes a supportive working atmosphere. We have our own pastoral care team and Mental Health First Aiders.
- Management will help staff on an individual basis.
- SLT can refer individuals to the Occupation Health Service.
- Expectant mothers are encouraged to report as soon as possible. This will remain confidential until the individual wishes.
- General staff facilities include a well-equipped staff room with a fully fitted kitchen and toilets.
- Trust – Educational Mutual services

Training and Development Health and Safety Related

- The School Business Manager is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)
- The School Business Manager is responsible for new staff inductions and briefings.

Vehicles on site

- The school site has a carpark on site.

- The school car park is for staff and deliveries only. All drivers are asked to park and drive carefully on the school site.
- There are no special arrangements for deliveries.
- Reversing vehicles are to remain vigilant.
- School minibuses are watched by a member of staff when reversing.

Ventilation in the Workplace:

[Ventilation in the workplace \(hse.gov.uk\)](http://hse.gov.uk)

Violence to staff /School Security

- Site security is controlled by a key on the main gates, a code for the KS1 gates and a code to get into the school. There is also a high perimeter fence.
- All staff should report all incidents of verbal & physical violence to the Headteacher.
- Risk assessments are carried out for hazardous circumstances.
- It remains the right of the Headteacher to ban adults from the school premises.

Water Hygiene

- The water log book kept in School Business Manager's office.
- Water is tested and logged monthly for Legionella which is carried out by our site manager.
- The named water hygiene contractor for the school is Ravenscroft Environmental Services.
- Personnel conducted the water testing are trained every three years, as a minimum.

Work experience pupils

- An induction is carried out by the Deputy Headteacher.

Any students under the age of 18 will have a risk assessment signed by a parent/guardian. The risk assessment should cover safeguarding and fire arrangements.

- Work experience placements are mentored by the Class Teacher and Deputy Headteacher

Working at height

- The highest ladders that are provided in school are three tier.
 - Ceiling lights (LEDs) guaranteed to last 15 years which will minimise the need to work at height.

- The health and safety officer will carry out risk assessments and will ensure staff are aware of these.
- Pupils should not work at height.
- When using contractors, their risk assessments are seen by the office staff.
- The Caretaker/Site Manager is trained on working at height.
- Ladders are inspected yearly.