

HEALTH & SAFETY POLICY

A route to a positive future :

Committed to providing a quality education to pupils with complex needs, including autism and sensory impairment in West Berkshire and Greater Reading



Brookfields
Specialist SEN School

Reviewed : Autumn 2017

Due for Review : Autumn 2018

Policy Holder : A Brown

Adapted from West Berkshire
model policy (Autumn 2014)

Brookfields School Equalities Statement

All pupils at the school are offered a broad, balanced, stimulating and relevant curriculum regardless of their background, culture or ability. Each pupil is valued for who they are and what they bring to the school. We appreciate and celebrate the richness of diversity within the school community as well as the wider community. Through the work we do across the school on developing Values, we actively promote the importance of tolerance, co-operation, courage, determination, friendship and respect. Through this approach, pupils develop independence, confidence and integrity which prepares them for their future lives.

Introduction

This model policy is provided in order to enable West Berkshire Council Schools to produce an individual Health and Safety Policy that meets relevant legal requirements and reflects practice on school site and those activities that are required to be off-site such as extra curricula activities.

Explanation

The school leadership are required to review the model policy provided and **adapt to include the schools individual circumstances**. The information provided is considered to cover the items required to be included within a School Health and Safety Policy as contained in the Health and Safety at Work etc. Act 1974. The Policy contains:

- 1) A **General Statement of Intent**
This statement will evidence the commitment to Health and Safety by the school, will be signed by the Responsible Person (Headteacher) and Chair of Governors or otherwise will indicate that it has been endorsed by the Governing board.
- 2) A model **Organisation** chart. This will detail the individual responsibilities for Health and Safety and indicate reporting lines.
- 3) The **Arrangements** in place to ensure safety for all within the school environment and associated activities.

Action to be taken to implement the Policy

- 1) The Headteacher will identify who is to adapt the model document to suit the school situation. In particular it will be noted that there are items of explanation or areas where choices are required. These items will be indicated in bold italic text. It is recommended that job titles are inserted with an Appendix of named staff at end of document. (See Appendix 1)
- 2) The adapted Policy **must** then be discussed by other staff/governors to ensure that it **reflects actual practice** and any further alterations/amendments made, if required.
- 3) **The Policy will require formal approval, signature by the Headteacher and Chair of Governors.** The master copy of the Policy (the original signed copy) should then be kept in a central location, ideally in the school Health and Safety file, with a copy in the master policy file.
- 4) The ratified Policy will be required to be formally brought to the attention of all staff, governors and volunteers. It is recommended that this is achieved through staff meetings and department meetings where the Headteacher or Manager with delegated responsibilities explains specific responsibilities. Records of attendance for such briefings are advised. New employees must be made aware of Policy

via an induction.

- 5) It is suggested that the school build the new Policy into the policy review framework and revise annually or as required.

Conclusion

Following the actions indicated above, the implementation of a School Health and Safety Policy will demonstrate a positive Health and Safety Culture exists and that Health and Safety is being managed effectively.

NAME OF SCHOOL: Brookfields School

1. General Statement of Intent

The Governing board of Brookfields School will meet its responsibilities under the Health and Safety at Work Act etc. 1974, the Management of Health and Safety Regulations 1999 and other health and safety legislation to provide 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 pupils, students, visitors and contractors. Details of how this will be achieved are given in the Arrangements section of this policy.

The Governing board 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 board 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 board 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.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the arrangements section.

Signed
(Chairman of Governors)

Signed
(Headteacher)

Date

Date

Other sources of information:

Schools Health and Safety Team Schoohealthandsafety@westberks.gov.uk

Schools Health and Safety Web-pages – [no longer available on the public website.](#)

Evolve Team (Hampshire County Council)

Property Services PropertyHelpdesk@westberks.gov.uk

CYP Education Assets Team educationassets@westberks.gov.uk

Insurance Team - Insurance@westberks.gov.uk

ORGANISATION

2.1 Responsibilities of the Governing board

(Governors are the employers in Aided and Foundation Schools. In all other schools Governors and the Local Authority have a joint responsibility).

The Governing board 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 are 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. This is completed termly by the H&S governor and the School Business Manager. Findings of the inspections are reported to the governing board.
- e) A positive Health and Safety Culture is established and maintained.

2.2 Responsibilities of the Headteacher

(The Headteacher is the day-to-day manager of the site and is responsible for Health and Safety on that basis).

The Headteacher will ensure that:

- a) School Health and Safety Policy is produced for the approval by the Governing board and that the Policy is regularly reviewed and revised as necessary; a minimum of every two years.
- 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 are 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. Staff are informed that information can be obtained from the Health and Safety Website and via regular newsletters/bulletins circulated by the Health and Safety Team for schools.
- e) Regular safety inspections are undertaken. This is completed termly by the H&S governor and the School Business Manager.
- f) Health & Safety is discussed termly at Governing board meetings.
- g) Co-operation with the Council in meeting its legal requirements in respect of the monitoring of Health and Safety practice and procedures.
- 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 the task to be undertaken safely.

- j) Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, 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. Each key stage has a staff representative that attends a termly H&S meeting (also attended by the School Business Manager and the H&S Governor).
- l) That all statutory inspections are completed and records are kept.

2.3 Responsibilities of Senior Managers and Department Heads

Schools are advised to decide the delegated responsibilities for Senior Managers and Department Heads if in post.

2.4 Responsibilities of all Employees

All staff employed by the school will ensure that:

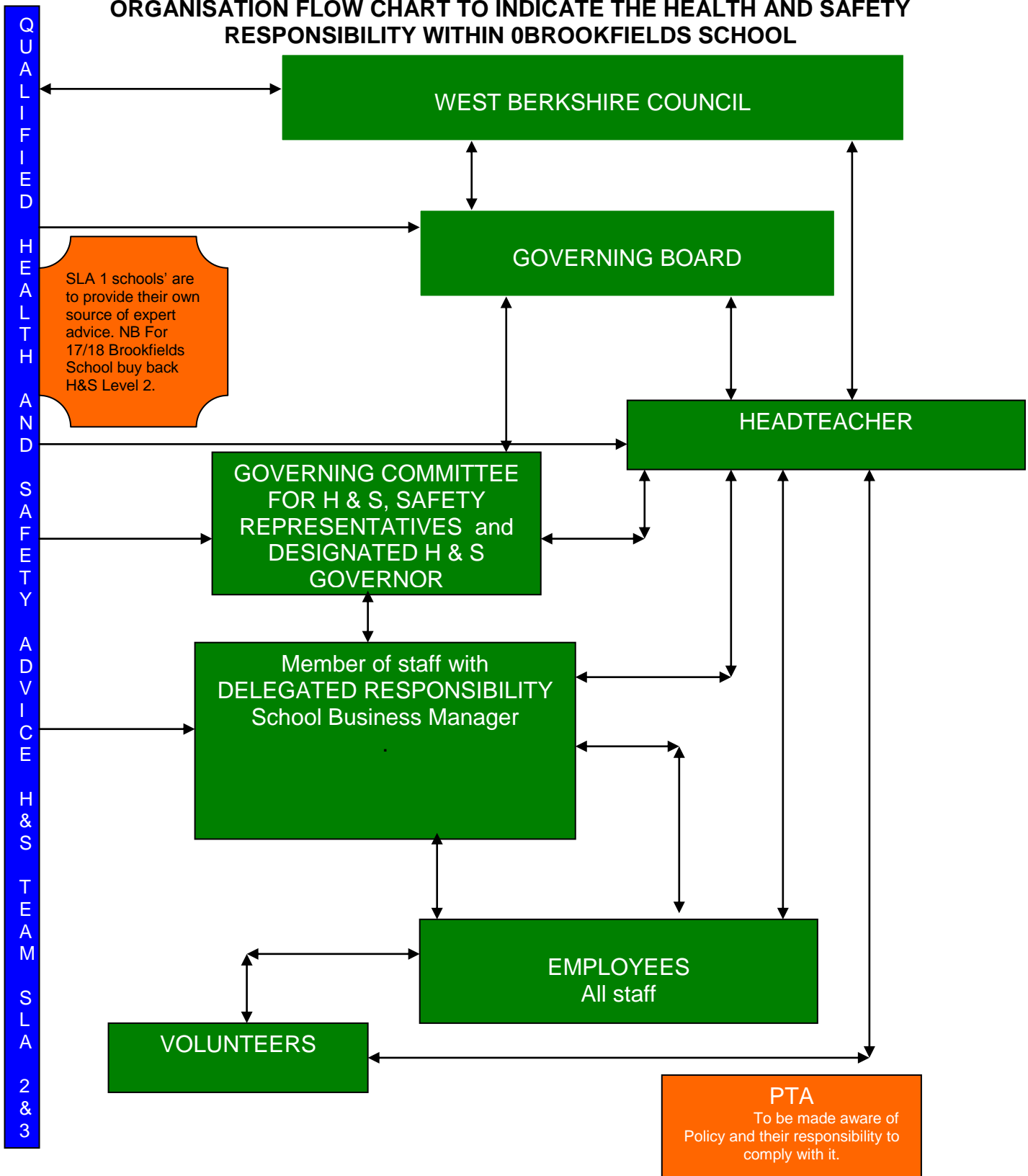
- a) There is co-operation with the LEA, school governors and Headteacher on all matters relating to Health and Safety by complying with the Health and Safety Policy.
- b) Reasonable care is taken for their Health and Safety at work and that of other persons who might be affected by their acts or omissions at work and during off-site activities.
- c) Report immediately, to the Headteacher or Line Manager any serious or immediate danger.
- d) Report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to their line manager or other designated person.
- e) Use of equipment or machinery is restricted to that which they are competent to use or have been trained to use.
- f) There is no misuse anything that has been provided for Health and Safety purposes.

2.5 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 use of the vehicle for work purposes, including the transport of pupils if applicable. The Council does not hold insurance to cover use of private vehicles. *Further information included in the Arrangements section.*

ORGANISATION FLOW CHART TO INDICATE THE HEALTH AND SAFETY RESPONSIBILITY WITHIN 0BROOKFIELDS SCHOOL



Schools are required to adapt this document to indicate lines of responsibility and display alongside the Health and Safety General Statement of Intent in an area where staff access Health and Safety information.

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 members of staff who are health and safety representatives for external or National professional associations are:

Professional Association	Name
---------------------------------	-------------

None.

3.2 Health and Safety Committee

The minutes of the School Safety Committee are kept by the School Business Manager.

3.3 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 pupils and/or staff
- Immediate or delayed emotional reactions in large numbers of staff, pupils 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 pupils
- Flooding – building and environment
- Fire
- Gas leak
- Heatwave
- 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 Plan is held in the School Office and will be reviewed annually.

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team 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 people, 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 responsible for ensuring and supervising (where appropriate) is the Headteacher, or the member of the Senior Leadership Team on Duty
- The person responsible for the controlled evacuation of people from the school or the school grounds to a place of safety is the Headteacher, or a member of the Senior Leadership Team
- The person responsible for summoning the emergency services is the School Office (who will report the action to the Headteacher, or the member of the Senior Leadership Team on Duty)
- The persons responsible that a roll call is taken at the assembly point is the School Office (who will report the action to the Headteacher, or the member of the Senior Leadership Team on Duty)
- The person responsible for ensuring that no-one attempts to re-enter the building until the all clear is given by the emergency services is the Headteacher, or the member of the Senior Leadership Team on Duty
- The person responsible for arranging, recording and monitoring fire drills at least once per term 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 Emergency Fire Pack kept:

- In the School Office
- and also **the Fire Log book**
- The location of the Hot works folder and procedure is kept in **the Fire Log book**

- The person responsible for issuing Hot Works Permit to work is the School Business Manager (or CDM co-ordinator, if appointed).

3.4 Fire Prevention and Detection Equipment, Arrangements and Training (Refer to Fire Logbook provided to schools by West Berkshire Council).

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 your 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 School Business Manager.

The person responsible for updating and maintaining the Fire Risk Assessment is the School Business Manager. This is sometimes performed by an external company at Brookfields School.

3.4a Smoking

In accordance with West Berks Policy smoking is not permitted on the entire footprint of the school internally and externally. This policy applies to lettings, contractors and PTA events.

3.4b Severe Weather Plan

The person responsible for completing the Severe Weather Plan is the Headteacher.

3.5 Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

Service	Location
Water	<ol style="list-style-type: none"> 1. Under a cover in pavement just outside the side gate (in Cotswold Way) 2. In the Brook and Field House boiler rooms 3. In the 6th form changing room (behind an inspection cover on wall) 4. Under a cover in pavement outside caretaker's house (for Westwood Farm wildlife garden)
Electricity	<ol style="list-style-type: none"> 1. Caretakers office (Field House) 2. Cupboard in KS4 corridor (Brook House) 3. 6th form electrical cupboard (6th form) 4. Poolside cupboard (swimming pool) 5. Badger/Sage external boiler room
Gas	<ol style="list-style-type: none"> 1. In the grounds of Westwood Farm School (off Cotswold Way) 2. Shut offs in Brook/Field boiler rooms

Location 1. for both Water and Gas are shown on a plan in the Emergency Fire Pack.

3.6 Accident, Danger 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>

Webrisk is the Council's information system used to 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 incidence to the Responsible Person for Webrisk entry. Accident reports should be drawn to the attention of the Headteacher or Deputy Headteacher.

Webrisk entries are entered on behalf of the Responsible Person by the School Office.

Less serious accidents requiring minor first aid or attention can be reported in an Accident Book or via Webrisk.

The Accident Book(s) are kept by the following at the locations specified:

Location of Accident Book	Person in Charge of Accident Book
EY / Key stage 1	Head of EY / Key Stage 1
Key stage 2	Head of Key Stage 2
Key stage 3	Head of Key Stage 3
Key stage 4	Head of Key Stage 4
6 th form	Head of 6 th form
Deputy Head's office with first aid kit	Deputy Head

The person responsible for monitoring accidents and incidents and identifying trends is the Headteacher.

Where accidents are found to have been caused by faulty plant, equipment, premises or unsafe systems of work actions must 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 board 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, home-economics and physical education departments.

- Provision for out-of-school-hours 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 e.g. playing field
- Ensure that training is provided by an HSE approved provider

These arrangements will be recorded in a First Aid Risk Assessment. The West Berks pro-forma for schools can be found on the Health and Safety Intranet pages:

Specific advice for schools can be found at the following address:

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>

The person responsible for completing a suitable and sufficient First Aid Risk Assessment is the First Aid Appointed Person.

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

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

The person responsible for recording and maintaining first-aid training records is the CPD Administrator.

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

3.8 Administration of Medicines

Schools are advised to refer to 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 as they lack the medical knowledge to do so.
- Staff training BEFORE the child starts in the setting 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 both the Insurance section and the school nurses should be made aware of the range of medical needs of pupils.

- The use of Epi-pens by trained staff following a care plan is acceptable. Insurers are more concerned where there is a calculation of dosage required and would request schools confirmation of the arrangements in place in order to confirm Insurance cover applies.
- Insurers vary in their acceptance of necessary medical interventions being carried out by non nursing staff irrespective of the Authorities and the NHS trust view of whether such administration is an effective use of resources. Where possible the Authority may agree to provide interim cover through its self insured arrangements but this is purely by prior agreement. Most highly invasive procedures would not be covered by School Insurance at all and we do not currently purchase medical malpractice Insurance. The Headteacher maintains a list of medical procedures that are covered by the school's insurance.

If in doubt please contact: Insurance@westberks.gov.uk

The persons responsible for ensuring staff training is in place in the event of the implementation of a care plan is the Head of the relevant Key Stage.

The person responsible for ensuring there is cover to support a child with a care plan in the event of staff absence is the Head of the relevant Key Stage.

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

Risk Assessments must be completed by competent trained staff. **Training** is available from the Schools Health and Safety Team.

The competent person(s) responsible for assessing significant risk will depend on the nature of the risk. The Headteacher should be consulted or informed as appropriate.

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

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 HR Officer.

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.

3.10a Manual Handling of Loads in accordance with **The Manual Handling Operations Regulations 1992.**

Staff, who are required to manual handle loads as part of their role, must receive training which is available from the Health and Safety Team.

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 have to be prohibited from carrying out the activity.

The person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is the School Business Manager.

The person responsible for monitoring the safety of manual handling activities is the Caretaker.

The person responsible for organising and maintaining training records for relevant staff is the CPD Administrator

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their risk assessment is the Manual Handling Co-ordinator.

The load assessors for the moving and handling of people are Manual Handling Co-ordinators.

The person responsible for ensuring manual handling training for appropriate staff and maintenance of records is the Manual Handling Co-ordinator.

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 School Business Manager.

3.10c Equipment Provided for Pupils with Special Educational Needs

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 insurance@westberks.gov.uk

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 the School Business Manager.

The person responsible for ensuring that slings are laundered regularly and appropriately kept in a hygienic condition is the relevant Classteacher.

The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced Annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is the School Business Manager.

The person responsible for ensuring that all other equipment designed to assist pupils with Special Educational Needs is kept in good working order and serviced appropriately is the School Business Manager.

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

See West Berkshire Council – Working at Height Policy

“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 Caretaker / Assistant Caretaker.

The persons authorised to use are the Caretaker / Assistant Caretaker or others that they determine are suitably fit and trained/aware.

Stepladders

The person responsible for the selection, inspection, maintenance, training, supervision, safe use and risk assessment is the Caretaker / Assistant Caretaker.

The persons authorised to use are the Caretaker / Assistant Caretaker or others that they determine are suitably fit and trained/aware.

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

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 the School Business Manager.

The person responsible for maintaining Health and Safety Training Records is the CPD Administrator.

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 alarm and evacuation procedures, first aid and welfare facilities is the HR Officer.

Further induction for new staff will include some or all of the following, as appropriate for the job role:

- Health and Safety Policies: West Berkshire, Education, and School.
- West Berkshire Health and Safety Web-pages and associated codes of safe practice and guidance
- Off-site Activities Procedure (Evolve)
- Premises Asbestos Survey and Register and instruction
- 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 the Offsite Activities Manual provided by West Berkshire Council and the Evolve Team at Hampshire County Council.

Activities carried out on behalf of West Berkshire Council operate within a legal framework and the off-site Activities manual outlines this framework for West Berkshire schools.

The person responsible for co-ordinating offsite activities is The Offsite Activity Co-ordinator.

The person responsible for ensuring relevant staff receive training and that this is updated is The Offsite Activity Co-ordinator.

The person responsible for completion of risk assessments in relation to off-site activities is the relevant Classteacher.

The person responsible for signing completed offsite activity risk assessments and confirming approval on the Evolve system is the Offsite Activity Co-ordinator / Headteacher.

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 the WBC supplier, if requested, through contacting insurance@westberks.gov.uk

3.14a Caretaker and Cleaning Equipment

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

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is The Caretaker / Assistant Caretaker.

The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are The Caretaker / Assistant Caretaker.

The persons authorised to operate and use are The Caretaker / Assistant Caretaker or others that they determine are suitably fit and trained/aware.

NB The contract cleaning company undertake their own procedures in relation to their equipment, staff and materials.

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

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is The Caretaker / Assistant Caretaker.

The persons responsible for ensuring instruction, training and supervision is in place for use of equipment is The Caretaker / Assistant Caretaker.

The persons authorised to operate and use are The Caretaker / Assistant Caretaker or others that they determine are suitably fit and trained/aware.

3.14c Grounds Maintenance Equipment (Machinery and Tools)

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is The Caretaker / Assistant Caretaker.

The persons responsible for ensuring instruction, training and supervision is in place for use of equipment is The Caretaker / Assistant Caretaker.

The persons authorised to operate and use are The Caretaker / Assistant Caretaker or others that they determine are suitably fit and trained/aware.

3.14d School Kitchen Catering Equipment (Dough mixers, Slicing machines, Potato peelers)
Schools Kitchens must be included as part of a Health and Safety walkthrough by Governors.
Please be advised that if schools have any concerns in relation to equipment or any other matter in relation to Contracts please contact Corporate Contracts Manager 01635 519411 who will be able to offer assistance to resolve.

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 relevant Classteacher.

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

The person authorised to operate and use is the relevant Classteacher .

NB The contract cleaning company undertake their own procedures in relation to their equipment, staff and materials.

If Contractors are in place contract monitoring is completed by the Headteacher.

Statutory Checks and Maintenance of Curriculum related Equipment

3.14e Laboratory Apparatus and Equipment curriculum based

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 relevant Classteacher.

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

The person authorised to operate and use is the relevant Classteacher or others that they determine are suitably fit and trained/aware.

The person responsible for instructing pupils in the safe use of equipment before they use it and

checking they use it correctly is the relevant Classteacher.

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 can be arranged through the WBC supplier, if requested, through contacting insurance@westberks.gov.uk

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

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 relevant Classteacher.

The person responsible for ensuring **Local Exhaust Ventilation (LEV) Equipment** is Inspected and Maintained is the relevant Classteacher. *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 relevant Classteacher.

The person responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is the relevant Classteacher.

The person responsible for taking out of use and labelling any equipment which is inadequately guarded is the relevant Classteacher.

The person authorised to operate and use is the relevant Classteacher or others that they determine are suitably fit and trained/aware.

The person responsible for instructing pupils in the safe use of equipment prior to use and checking for correct use is the relevant Classteacher.

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 WBC Insurance Team insurance@westberks.gov.uk

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 relevant Classteacher.

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is: the relevant Classteacher.

The person authorised to operate and use is the relevant Classteacher or others that they determine are suitably fit and trained/aware.

The person responsible for instructing pupils in the safe use of equipment prior to use and checking for correct use is the relevant Classteacher.

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 responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the relevant Classteacher.

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

The person authorised to operate and use is the relevant Classteacher or others that they determine are suitably fit and trained/aware.

The person responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is the relevant Classteacher.

Use of Kiln - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment including COSHH requirements is the relevant Classteacher.

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

3.14i PE Equipment

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 relevant Classteacher.

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

The person authorised to operate and use is the relevant Classteacher or others that they determine are suitably fit and trained/aware.

Contractor responsible for annual full inspection and report is the West Berkshire PE and playground

equipment contractor.

The person responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is the relevant Classteacher.

NB West Berkshire Council organise periodic inspections of the PE equipment and outdoor play equipment.

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

3.14j Stage Lighting Equipment

See also Working at Height Policy provided by West Berkshire Council

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 relevant Classteacher.

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

The person authorised to operate and use is the relevant Classteacher or others that they determine are suitably fit and trained/aware.

Contractor responsible for annual full inspection and report is the schools Portable Appliance Test contractor and the school's Electrical Contractor.

The person responsible for instructing pupils in the safe use of equipment if part of curriculum subject before they use it and checking they use it correctly is the relevant Classteacher.

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

3.14k Mobile Staging and Seating

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are The Caretaker / Assistant Caretaker.

The person responsible for ensuring instruction, training and supervision is in place for use of equipment is The Caretaker / Assistant Caretaker.

The persons authorised to operate and use are The Caretaker / Assistant Caretaker or others that they determine are suitably fit and trained/aware.

Contractor responsible for annual full inspection and report is: not currently inspected by an external contractor.

The persons responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly are The Caretaker / Assistant Caretaker.

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

3.14I Pianos, Organs and other Musical Instruments

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 relevant Classteacher.

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

The person authorised to operate and use is the relevant Classteacher or others that they determine are suitably fit and trained/aware.

Contractor responsible for annual full inspection and report is: not currently inspected by an external contractor.

The person responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is the relevant Classteacher.

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

3.15 Premises

Management of Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with **West Berkshire Policy** and **SPAR** process is the School Business Manager.

The persons responsible for ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons are the School Business Manager / Caretaker / Assistant caretaker.

The Asbestos Register and log is kept in the School Office.

Health and Safety - The Pressure Systems Safety Regulations 2000.

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

The person responsible to arranging an annual Inspection by a Gas Safe Registered Competent Person to boiler/s under a written scheme of work is the School Business 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 School Business Manager.

3.15a Lifts

Statutory LOLER inspections can be arranged by contacting insurance@westberks.gov.uk

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

3.15b Security

The persons responsible for unlocking and locking the building, arming and disarming security alarms are the Caretaker / Assistant Caretaker (or deputies).

3.15c 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 School Business Manager.

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

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

The person responsible for reporting repairs which are the responsibility of west Berkshire Council to the appropriate Service is the School Business Manager.

The name and telephone number of the school's attached maintenance surveyor is given in the appendix.

3.15d Water Management

Please refer to West Berkshire Council Legionella Risk Management Procedure.

A Risk Assessment has been completed in relation to water management and an assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

The person responsible for completing checks as identified in the Management of Water risk assessment is the school's Water Management contractor.

The person responsible for ensuring the Management of Water Risk Assessment is updated is the School Business 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 house keeping 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 Caretaker / Assistant Caretaker who is responsible for the arrangement of disposal.

The person who should be contacted if circulation routes are obstructed by rubbish is the Caretaker / Assistant Caretaker.

The person responsible for the safe disposal of any ***hazardous substances*** or ***special wastes*** is the School Business Manager.

The person responsible for ensuring the safe and appropriate disposal of any ***clinical waste*** is the School Nurse.

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

(See Guidance notes on West Berks Health and Safety Intranet page)

The person responsible for selection of play equipment is the School Business Manager.

The persons responsible for daily inspection of play equipment and recording are the relevant Caretaker / Assistant Caretaker.

The person responsible for ensuring routine maintenance of equipment is the School Business Manager.

The person responsible for training staff to supervise use of play equipment is the relevant Classteacher.

The person responsible for ensuring there is a suitable and sufficient risk assessment is the relevant Classteacher.

The person responsible for ensuring an annual certified safety inspection takes place by a Competent Person is the School Business Manager.

NB West Berkshire Council organise periodic inspections of the PE equipment and outdoor play equipment.

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 School Business Manager.

The person responsible for ensuring all deviations reported by Competent Person are corrected is the School Business 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

Staff must not bring onto the premises any portable electrical appliances without prior consent of School Business Manager. (Schools are advised to agree Policy on this matter and ensure it is communicated to all staff and volunteers).

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 School Business Manager.

The person responsible for carrying out formal visual inspection and testing is the school's Portable Appliance Test contractor.

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 DT (See section 3.14f for essential LEV information)**. A central record of all COSHH Assessments it to be maintained and located in close proximity to First Aid points.

The person responsible for completing COSHH Register and Assessments is the School Business Manager. The school's Cleaning contractor also maintains a COSHH register for materials supplied and used by their staff. These are kept in the Caretaker's office.

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

The competent (trained) person responsible for carrying out display screen equipment risk assessments is the Senior IT Technician.

The person responsible for implementing the requirements of the risk assessment is the Senior IT Technician.

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 as follows Caretaker / Assistant Caretaker.

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is the individuals that the PPE is issued to.

3.23 Visitors

On arrival all visitors should report to reception where they will be 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 return their identification badge.

3.24 Improvements to Building and Construction Work

The person responsible for submitting proposals to West Berkshire Council Education Department via the School Premises Alteration Request **SPAR** process (when applicable) 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

NB *Schools have the option to opt out of the Property Services Contract or use contractors on the Local Authorities approved list.*

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 School Business Manager.

The persons supervising and monitoring Contractors are the School Business Manager / Caretaker / Assistant Caretaker.

3.26 Vehicles

All staff who undertake training courses or use their own vehicles for any purposes in relation to the school **MUST** carry business use Class 1 insurance. This would include all teachers and Head teachers and some support staff. 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 your Insurance being invalidated. Prosecution may also result. The same checks as on the OHA form would also apply to staff transport for an off-site activity.

Many school minibuses can be driven by suitably qualified staff that have a D1 licence and have completed a minibus course (this can be arranged through WBC). Purchase of a Section 19 of the Transport Act 1985 permit from the LEA, WBC is required. All of the above requirements should be the preferred option. Brookfields School do not permit anyone not on the staff list of approved drivers to drive their vehicles.

The School Business Manager is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and any West Berkshire guidance.

School owned, hired or leased minibuses or coaches are only to be used for approved journeys and must always display the S19 permit on the bus.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the HR Officer (*prior to the first use of any vehicle*).

The authorising individual 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 the Local Authority is the School Business Manager.

The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, that drivers have passed the minibus test and no known medical conditions that affect their ability to drive etc is the HR Officer.

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

Further guidance can be obtained from the Senior Transport Service Officer (Risk), Highways and Transport, West Berks Council. Telephone 01635 519106

3.27 Stress
Please refer to model Stress Policy for Schools

The persons responsible for monitoring absence owing to stress related illness is the HR Officer.

The person responsible for completing a stress risk assessment is delegated to individual members of staff, with help from the HR Officer, if needed.

3.28 Bullying/Harassment
Such Incidents should be recorded on LogAnIncident

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

Records of bullying incidents and action taken are reported by the Headteacher.

3.29 Lettings
Please refer to Webrisk Guidance for further information

The person responsible for co-ordinating lettings of the premises in accordance with lettings procedure is the Finance Officer.

The person responsible for informing other users of the presence of any hazards which have not been rectified is the Caretaker / Assistant Caretaker.

The person responsible for checking that the premises are left in a reasonable condition by other users before locking up is the Caretaker / Assistant Caretaker.

3.30 Noise

Guidance regarding noise and workplace exposure limits can be obtained from the Health and Safety Team for schools.

Any employee concerned about the noise levels at work should report the matter to the School Business Manager.

3.31 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.

3.32 Audit, Review, Performance Measurement and Action Plan

The person responsible for carrying out an annual review of the Statement of Intent (page 2) and its implementation in the school is the School Business Manager.

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

The person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan is the School Business Manager / Health & Safety Governor.

Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept by the HR Officer.

Signed:
Policy Holder

Date:

Signed:
Headteacher/Governor

Date:

APPENDIX 1

Responsible staff

Job Title	Name	Contact
Head teacher	Brandon Mills	SLT/Duty (walkie-talkie)
Deputy Head	Jo Farley	SLT/Duty (walkie-talkie)
Deputy Head	Debbie Mallam	SLT/Duty (walkie-talkie)
Deputy Head	Catherine Bernie	SLT/Duty (walkie-talkie)
Assistant Head	Sarah Strudley	SLT/Duty (walkie-talkie)
Assistant Head	Maurice George	SLT/Duty (walkie-talkie)
School Business Manager	Andrew Brown	SLT/Duty (walkie-talkie)
Head of EY / KS1	Josh Connick	Office (x221)
Head of KS2	Jamie Bonewell	Office (x221)
Head of KS3	Kirsty Simmonds / Angie Hunt	Office (x221)
Head of KS4	Vacant	Office (x221)
Head of 6 th form	Vacant	Office (x221)
Office Manager	Sophie KcKim	Office (x221)
HR Officer	Claire Reeves	Office (x221)
Finance Officer	Teresa Shaw/Julie Kennett	Office (x221)
Caretaker	Darren Cunliffe	Office (x221)
Assistant Caretaker	Phil Roddy	Office (x221)
Manual Handling Co-ordinator	Helen Thurgood	Office (x221)
First Aid Appointed Person	Julie Vince / School Office	Office (x221)
Offsite Activity Co-ordinator	Sarah Strudley	Office (x221)
CPD Administrator	Sophie McKim	Office (x221)
Senior IT Technician.	Michael Shellard	Office (x221)
West Berkshire PE and playground equipment contractor	Allianz UK	01189 819713

Portable Appliance Test contractor	Wyllie Maintenance Services	01189 814322
Electrical Contractor	Nurse Electrical / SMART Electrical	01635 200295
Maintenance surveyor	Nigel Mason	07796 181 409
Water Management contractor	Eaton Environmental	01865 864488
School Nurse	Caroline Lewin	Medical Room (x237)
Catering contractor	ISS	School Kitchen (x226)
Cleaning contractor	The Knighton Group	020 9506 6700