




Princecroft
PRIMARY SCHOOL

Incorporating The Hive Nursery

Health & Safety Policy

Review date	March 2024
Date of next policy review	March 2025

This policy is in line with the Single Equality Policy

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Health and Safety Policy

Part 1. Statement of Intent

1.1 Princecroft School is committed to ensuring that it complies with all relevant Health and Safety legislation.

1.2 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

1.3 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.

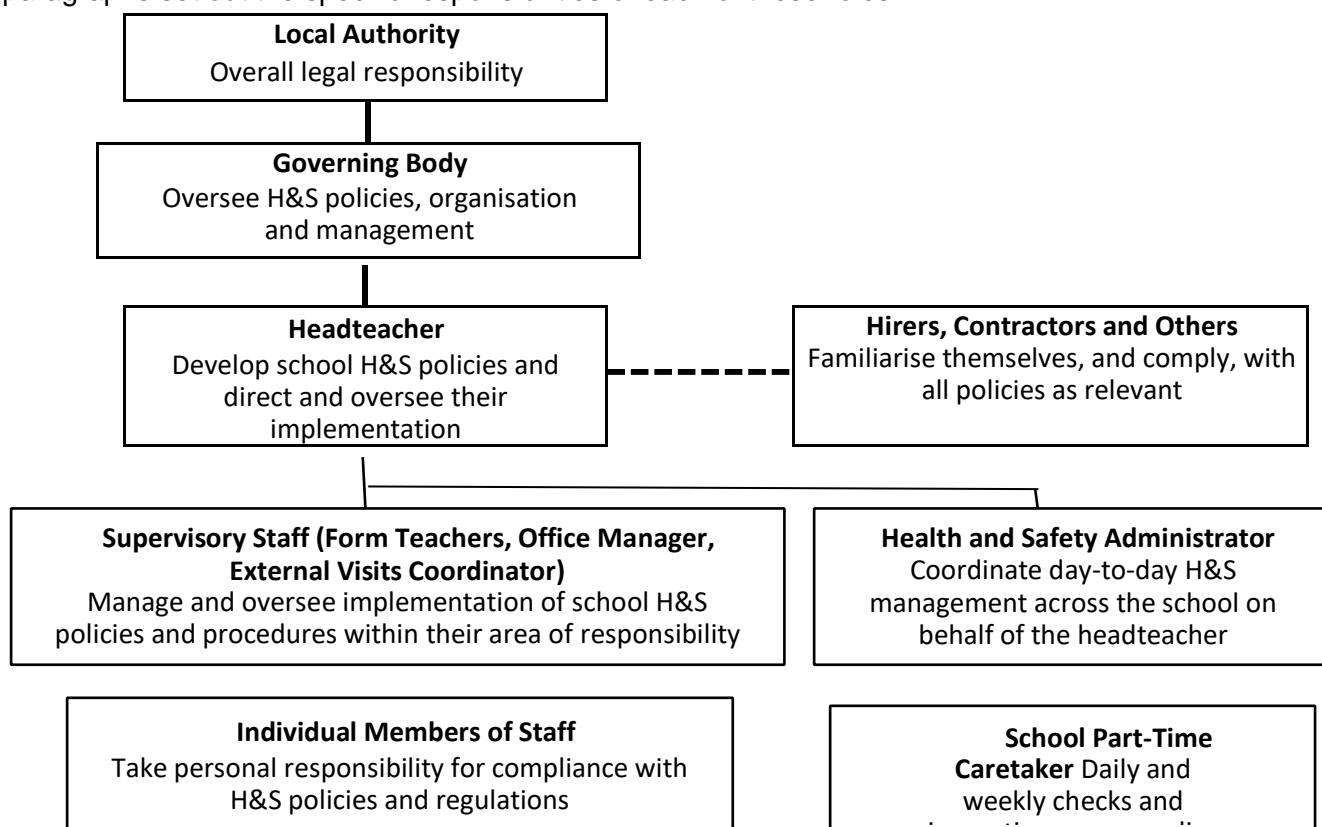
1.4 The Governing Body will seek to ensure all staff are adequately qualified, trained and experienced to allow them to carry out their work safely and without risk.

1.5 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

1.6 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

Part 2. Organisation of, and Responsibility for, Health and Safety

2.0 **Organisation of Health and Safety.** The overall organisation of Princecroft Health and Safety (H&S) management is as on the following diagram. Subsequent paragraphs set out the specific responsibilities of each of these roles.



2.0 Wiltshire County Council

2.1 As the employer of all maintained school staff, Wiltshire County Council have overall legal responsibility for health and safety at Princecroft. The County publishes a Health, Safety and Welfare Policy for schools; this Princecroft policy is compliant with this LA policy.

2.2 The LA fulfils the function of “Competent Person” for H&S purposes¹. They publish on-line² a Health and Safety Manual for Schools, which includes procedural guidance on all aspects of school H&S; this guidance has been used in the production of this Princecroft H&S policy and, in particular, the procedures detailed in Part 3.

2.3 The LA operates a Statutory Compliance and Reactive Maintenance Scheme, to which Princecroft subscribes and from which it benefits.

3.0 Governing Body

3.1 In the discharge of its duty the Governing Body will:

- (i) Make itself familiar with the Local Authority’s Health, Safety and Welfare Policy (particularly Section 4.10 - Responsibilities of the Governing Body) and the advice and guidance provided by the LA;
- (ii) Take account of that policy and scheme within budget and other policy considerations;
- (iii) Ensure that there are effective and enforceable policies for the provision of health and safety throughout the school;
- (iv) Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- (v) Establish an effective health and safety management structure within the school and monitor and evaluate the headteacher’s performance on health and safety matters;
- (vi) Bring to the attention of the LA Service Director, any health and safety concerns outside of their control or any health and safety responsibility that they are unable to meet.

3.2 So far as is reasonably practicable the Governing Body, through the headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) This policy;
- (ii) All other relevant health and safety matters;
- (iii) The instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

1 A “competent person” is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist the employer to meet the requirements of health and safety law.

2 Accessible through Right Choice.

3.3 One governor will be designated as the governing body lead for monitoring of H&S management and compliance with statutory and LA policy requirements and will report to the Full Governing Body through the Resources Committee.

4.0 Headteacher

4.1 As well as the duties which all members of staff have (see 8.0), the headteacher has the general and specific responsibilities as set out in Section 4.11 of the LA's policy statement on health, safety and welfare. These are:

- (i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- (ii) To comply with LA policy and duties under the Local Management of Schools Scheme;
- (iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the LA Service Director;

And specifically:

- (iv) To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- (v) To develop and distribute school-specific policies on local health and safety issues;
- (vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- (vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff effectively implement the LA and school health and safety procedures;
- (viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of risk;
- (ix) To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;
- (x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- (xi) To investigate all accidents, near misses and episodes of work-related ill- health;
- (xii) To monitor and evaluate the health and safety performance of staff;

- (xiii) To have and practise emergency and contingency plans;
- (xiv) To provide the means for consultation with staff on health and safety matters;
- (xv) Together with the LA supply a health and safety performance report following the LA Health and Safety Audit, every three years.

4.2 The headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

5.0 Supervisory Staff (Deputy Head, Form Teachers, Office Manager and External Visits Coordinator)

5.1 In addition to the general duties which all members of staff have (see 8.0), supervisory staff will be directly responsible to the headteacher to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.12 of the LA's policy statement on health, safety and welfare.

5.2 As part of their day-to-day responsibilities they will ensure that:

- (i) Safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) Health and safety regulations, rules, procedures and codes of practice as relevant to their area of responsibility are being applied effectively;
- (iii) Staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) New employees working within their area are given instruction in safe working practices;
- (v) Risk assessments are conducted in their area of responsibility as required by the headteacher or as necessary;
- (vi) Regular safety inspections are made of their area of responsibility as required by the headteacher or as necessary;
- (vii) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (viii) All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (ix) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;

- (x) Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (xi) They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- (xii) All health and safety information is communicated to the relevant persons;
- (xiii) They report any health and safety concerns to the headteacher.

6.0 Health and Safety Administrator

6.1 In addition to the general duties which all members of staff have (see 8.0), the Health and Safety Administrator will coordinate the administration of H&S in the school and act as the principle point of contact with Wiltshire Council on H&S matters as necessary. Specific responsibilities are as follow:

- (i) Maintain the register of risk assessments, and prompt those responsible for annual reviews of such assessments.
- (ii) Maintain the school accident book and incident reports, notifying the LA as required.
- (iii) Maintain records of H&S training undertaken by all staff.
- (iv) Maintain other H&S records including: the register of electrical equipment and PAT testing; car and driver licence/insurance/serviceability records for those members of staff who need to drive on school business;
- (v) Ensure compliance with asbestos management requirements.
- (vi) Act as the school's nominated lead for management of legionella.
- (vii) Oversee the regime of weekly checks, inspections and preventative measures undertaken by the school part-time caretaker and ensure that proper records of such activity are maintained by him/her.
- (viii) Liaise with the LA as necessary to arrange periodic inspections under the LA's Statutory Compliance and Maintenance Scheme. (eg for legionella checks, play equipment inspections, checks of fire alarms and fire-fighting equipment, tree survey, etc).

7.0 School Part-time Caretaker

7.1 In addition to the general duties which all members of staff have (see 8.0), the school part-time caretaker has responsibility for undertaking all daily and weekly non-specialist checks and inspections and preventative measures. These include the following:

- (i) Weekly visual checks of playground equipment and walk around of the school grounds to check for obvious dangers or hazards (eg glass, faeces etc) and the condition of surrounding trees and fencing.
- (ii) Weekly fire-walk of school buildings to check for unobstructed exits, clear signage, extinguishers in place and undamaged etc.
- (iii) Weekly test of fire alarms in rotation and monthly test of emergency lighting.
- (iv) Flushing of water outlets as per Legionella preventative measure at Appendix X.
- (v) Visual condition checks of step ladders, gym and PE equipment.

7.2 He/she is to maintain records of all such checks and preventative measures.

8.0 All Members of Staff

8.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

8.2 All staff have a responsibility to:

- (i) Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- (ii) Follow agreed working practices and safety procedures;
- (iii) Report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- (iv) Ensure health and safety equipment is not misused or interfered with.

9.0 Hirers, Contractors and Others

9.1 The headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. All contractors will be required to read and sign the Code of Practice for Contractors working on the School site at Appendix A. Supply teachers, volunteers and any visitor who is not accompanied by a member of staff will be given a copy of the H&S Procedures and Guidelines leaflet at Appendix B.

9.2 When the premises are used for purposes not under the direction of the headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.

9.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser

of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

9.4 When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- (i) Introduce equipment for use on the school premises;
- (ii) Alter fixed installations;
- (iii) Remove fire and safety notices or equipment;
- (iv) Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

9.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

9.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

9.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

10.0 Staff Consultative Arrangements

10.1 The Governing Body, through the headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. Any nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

11.0 Emergency Plans

11.1 The headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life;
- Prevent injury;
- Minimise loss.

This sequence will determine the priorities of the emergency plan.

11.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

12.0 Sources of Advice and Technical Assistance

12.1 Whenever required, the Governing Body, headteacher and other staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy. A list of LA H&S contacts is at Appendix C.

10.0 Compliance Audit Arrangements

10.1 The school's H&S arrangements will be the subject of a programme of compliance audits to ensure that all aspects of H&S, as detailed in this policy document, are reviewed annually. The audits will confirm that current policy and procedures accord with best practice as recommended by the Local Authority on Right Choice and that these procedures are being implemented as intended. Details of the programme are in Appendix T.

11.0 Review

11.1 The Resources Committee (on behalf of the Full Governing Body) and the headteacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils. The subsidiary supporting policies (ie the Appendices to this overarching H&S Policy) will be "owned" and reviewed at the frequency indicated as detailed in Appendix D.

Part 3. Detailed Policies and Arrangements

12.0 Accident Reporting, Recording and Investigations

12.1 The reporting procedure to be followed after an accident or incident will vary according to the type of incident, its seriousness and whether the person affected is an employee, a contractor, a pupil or a member of the public. The procedures to be followed in each case, including guidance on which incidents must be reported to the Local Authority and/or the Health and Safety Executive, are explained at Appendix E, which is based on guidance issued by the Local Authority. .

13.0 Asbestos

13.1 The school building was surveyed for the presence of asbestos in February 2020. No asbestos was found but there were 12 locations where it was not possible to confirm the absence of asbestos without causing damage to the fabric of the building. An asbestos management regime is therefore required and is to be overseen by the Health and Safety Administrator; all contractors are to be

required to sign off as having seen the 2020 Survey report, before commencing any work on the fabric of the building.

14.0 Critical Incidents

14.1 A critical incident (which may also be classed as a major incident) is a sudden, unexpected event that causes a level of shock, trauma and distress to pupils and/or staff on a scale beyond the coping capacity of the school. An example might be the death or serious injury of a staff member or pupil.

14.2 The Princecroft approach for managing such incidents (and also emergency incidents) is at Appendix F. Further guidance is to be found in the LA Educational Psychology Service's publication "Critical Incidents in Schools and Other Settings."

15.0 Curriculum Safety

15.1 Most subjects taught at primary level are generally inherently low risk. Risk assessments will, nevertheless, be prepared for all potentially hazardous activities and for external visits; see Para 33.0 for details.

15.2 When writing risk assessments the nominated leads for PE/Sport, Science/Technology and swimming will also take due cognisance of the guidance contained in the following publications, copies of which will be held either by the nominated lead or in the school office:

- a. Physical Education, Physical Activity and Sport. APE: Safe Practice in Physical Education, Physical Activity and Sport.
- b. Science and Technology. ASE: Be Safe 4th Edition: Health and Safety in School Science and Technology for Teachers of 3-12 Year Olds.
- c. Swimming. Wiltshire Council guidance dated January 2021 – School Swimming in Pools at Wiltshire Council Owned and Managed Leisure Centres. The on- line swimming risk assessment, available through Right Choice, will be used to minimise risk.

16.0 Display Screen Equipment (DSE)

16.1 Any staff who use computers daily, as a significant part of their normal work³ shall have a DSE assessment carried out using the risk assessment form in the LA H&S Manual. Such staff are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). Advice on the use of DSE is available in the Right Choice Health and Safety Manual.

16.2 DSE assessments will, when necessary, be carried out by the H&S Administrator using the DSE Risk Assessment Form available on Right Choice.

³ The LA definition of a "user" is someone who regularly uses DSE for continuous periods of more than one hour and for more than 3 hours per day on most days. In practice the only staff likely to qualify as such are the headteacher, the School Business Manager and the Office Manager.

17.0 Electrical Equipment

17.1 The H&S Administrator is to maintain a register of all school portable electrical equipment and this will be used as the basis for recording of formal visual checks by the school part-time caretaker and of PAT testing, which will be carried out when required by an external contractor. Staff are to notify the H&S Administrator if they notice any apparent defect in electrical equipment (or sockets) and the equipment is not to be used until this has been addressed. The frequency of formal visual checks and of PAT testing will be determined by a risk-based approach; in practice a primary school environment is generally low risk. Further guidance on user inspections, formal visual checks PAT testing and the inspection frequencies are at Appendix G.

17.2 Staff are to ensure that any personal electrical equipment brought into school is in good working order. Any equipment which does not have a sealed plug is to be checked by the part-time caretaker before use. Third party hirers and users of the school facilities are responsible for ensuring any electrical equipment they bring into school is safe to use.

18.0 Emergency Conditions and Major Incidents

18.1 An emergency is any incident which necessitates the partial or full closure of the school facilities for a short or longer term. It may be a point incident affecting just Princecroft (eg fire, structural failure, heating failure, insufficient staff, criminal damage to facilities etc) or an area incident such as particularly adverse weather or an epidemic.

18.2 The school's approach to handling such incidents (and critical incidents) is explained in Appendix F. Further guidance is to be found in the LA's "Emergency Conditions and Major Incident Guidance for Headteachers".

18.3 The appendix also outlines the school's business continuity arrangements, which are designed to reduce the risk of occurrence of such events and to minimise the time needed before normal operations can be resumed. More detailed business continuity arrangements are contained in the schools detailed business continuity plan.

19.0 Emergency Evacuation Procedures

19.1 Immediate emergency evacuation in the event of a fire or gas leak will be initiated by use of the fire alarm with evacuation procedures detailed in the Princecroft Fire Orders at Appendix J.

19.2 For more deliberate evacuation of all or part of the school, the Emergency Evacuation Procedures at Appendix I are to be followed. The Minster School is the

designated place of refuge in the event that immediate reoccupation of Princecroft is not possible and these Procedures detail the actions to be taken to ensure the safe movement there of all pupils and for notification of parents.

20.0 Fire Precautions and Procedures

20.1 Princecroft underwent a fire risk assessment following the school rebuild/refurbishment in 2018. All issues identified in this assessment have been addressed.

20.2 The Princecroft Fire Orders at Appendix J detail specific staff responsibilities in respect of fire safety and also explain the procedures for:

- Fire tests and checks
- Staff and pupil training
- Evacuation procedures

21.0 First Aid Procedures

21.1 Accidents will inevitably sometimes happen at school with consequent need for qualified staff to administer first aid to pupils. Our first aid procedures are detailed at Appendix K, which lists staff with current first aid qualifications and explains the school's first aid regime and procedures.

22.0 Food Safety

22.1 As the provider of all Princecroft school meals, Warminster School has primary responsibility for compliance with the legal requirements of the Food Safety Act and with its associated regulations. But maintenance of general hygiene standards in the school servery is a Princecroft responsibility and we could be subject to inspection by Council environmental health officers. MDSAs will be appropriately qualified in kitchen hygiene and food handling posters⁴ will be displayed in the servery. Similarly normal good hygiene standards will be maintained, and posters displayed, in the food technology kitchen.

22.3 Parents are required to let the School know of any food allergies suffered by their children; see Appendix N (Medical Procedures) for details of consequent precautionary actions to be taken.

⁴ The LA Code for Safety in Food Preparation and Food Handling Areas and the Code for Food Handlers.

23.0 Gas Safety

23.1 The school gas heating boilers are inspected and serviced annually by Churchills under the LA's Statutory Compliance and Reactive Maintenance Scheme.

23.2 In the event of a suspected gas leak the school will be evacuated in accordance with the Emergency Evacuation Procedures (Appendix I). Staff will be reminded as part of the annual H&S refresher training not to turn on or off any electrical appliances in such circumstances.

24.0 Handling and Lifting⁵

24.1 Wherever possible any required manual handling of heavier loads (stationery deliveries, movement of furniture around school etc) will be left for the school part-time caretaker to do. He will be trained appropriately and will use the trolley or sack truck whenever necessary.

24.2 Risk assessments are to be undertaken for all manual handling tasks (including set-up/take-down of refectory tables, setting out of gymnasium equipment and handling of heavy deliveries) using the LA manual handling risk assessment form.

24.3 If there is any requirement for handling of mobility impaired pupils, staff are to refer to, and comply with, the detailed guidance contained in the LA H&S Manual.

25.0 Hazardous Substances (COSHH)

25.1 All potentially hazardous substances are to be stored in either the school cleaning contractor's store or in the caretaker's store. Both stores are to be kept locked with keys held by the cleaning contractor (for the contractor's store) and by the school part-time caretaker (for their store), with spare keys for both held by the school office manager.

25.2 The cleaning contractor and school part-time caretaker are both responsible for ensuring compliance with COSHH Regulations and are required to hold Material Safety Data Sheets (MSDS) for their holdings of hazardous materials; the cleaning contractor is to lodge a copy of their MSDSs in the school office. Protective clothing is to be worn as necessary in accordance with the requirements of the MSDS.

26.0 Legionella

⁵ The LA H&S Manual defines manual handling as the transporting or supporting of a load by hand or by bodily force including lifting, putting down, pushing, pulling or carrying.

26.1 The school complies with advice on how to mitigate the risks of legionella as detailed in the LA's H&S Manual for Schools. Our procedures for monitoring and control are detailed in Appendix L.

27.0 Lone Working and Home Visits

27.1 Working alone is allowed but it can bring additional risks to a work activity and the school has adopted clear rules and procedures for minimising such risks, whether the lone-working occurs on, or away from, the school premises. These rules and procedures are detailed at Appendix M; particular procedures are to be followed on the rare occasions when there is a need for a solo home visit.

28.0 Medical Procedures

28.1 Princecroft is fully committed to the LA's policy on providing an inclusive education and recognises that some children may have long or short term medical needs. The medical procedures at Appendix N explain how any such medical conditions are to be dealt with while children are at school.

28.2 Princecroft can call on the LA's School Nursing Service for advice and support on any medical matter⁶.

28.3 Guidance on infectious diseases is available in the Public Health England publication "The Spotty Book – Notes on Infectious Diseases in Schools and Nurseries", which is available on-line⁷.

29.0 New and Expectant Mothers

29.1 Expectant mothers are to inform the school of their pregnancy as soon as possible in order that a risk assessment can be carried out as directed by the headteacher and any action taken to minimise risk, which may include making adjustments to their role. The LA risk assessment form available on Right Choice is to be used for this.

30.0 No Smoking or vaping

30.1 Smoking (and use of e-cigarettes/vaping) is banned on school premises and the dangers of smoking are included in our personal, social and health education. The school's no smoking policy is at Appendix O.

⁶ vcl.wiltshirespa@nhs and 0300 247 0090

⁷ <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2019/09/spotty-book-2019-.pdf>

31.0 Off-Site Educational Visits

31.1 Princecroft recognises the benefit of off-site educational visits, which can support, enrich and extend children's education and development. All such visits (including residential activity) will be managed on the LA on-line EVOLVE system, which is designed to support effective planning, innovative delivery and the appropriate management of risk. All visits will be authorised by the headteacher in his capacity as the school's External Visits Coordinator. Guidance on the planning of such visits and detail of the procedures to be followed is at Appendix P.

32.2 The only exception to the above, which has been agreed by the LA, is for frequently repeated local visits (eg swimming in leisure centre, Warminster School), where clearance will be obtained from the headteacher using a paper-based approval process.

32.0 Playground and PE Equipment

32.1 Playground equipment will be visually checked by the school part-time caretaker on a weekly basis and will be put out of bounds with tape and signs if any risks to safe use are identified.

32.2 The equipment will be subject to a more formal annual inspection under the LA's Statutory Compliance and Preventative Maintenance Scheme.

33.0 Risk Assessments

33.1 Risk assessments will be completed for all areas of the school building and grounds and for all activities which pose a potential risk to staff or pupil safety. Assessments will be reviewed and updated as necessary annually.

33.2 Risk assessments will be undertaken using the relevant LA risk assessment form⁸ and will be maintained by the H&S administrator in a register of risk assessments held in the school office. At Appendix Q is a listing of area/activity risk assessments with details of the LA form to be used and the "owner" of each type of assessment.

33.3 Risk assessments for off-site educational visits will be undertaken on the LA on-line EVOLVE system; see Appendix P for details.

⁸ Forms are available on, and can be downloaded from, Right Choice.

34.0 Site and Grounds Management

34.1 The school part-time caretaker will undertake a weekly tour of the school grounds to check for potential risks including broken glass, animal faeces, torn/weakened swing-nets etc. If staff note any such risks they are to notify the part-time caretaker through the school office.

34.2. A tree survey is to be undertaken every 18 months (alternating winter/summer) and corrective tree surgery commissioned where necessary to address any identified risks from overhanging branches etc.

34.3 Access to our School premises see Appendix U for full explanation.

35.0 Slips, Trips and Falls

35.1 31% of reported workplace accidents are a result of slips, trips and falls. In many cases such instances could have been avoided by the application of a sensible good housekeeping regime. At Appendix R is the guidance to be followed to minimise the risk of such accidents occurring at Princecroft.

36.0 Staff Consultation and Communication

36.1 When necessary staff will be consulted on, and notified as necessary about, H&S matters at staff training days or at twilight meetings. Any such discussion will be evidenced in the agenda for the event.

36.2 The statutory Health and Safety poster will be displayed in the staff room.

37.0 Stress and Staff Well-Being

37.1 Princecroft is committed to ensuring the health, safety and welfare of all its staff as far as is reasonably practicable. This includes the psychological and emotional well-being of staff as well as their physical health. The Governing Body recognises that healthy, fit staff with a strong sense of well-being will perform better and be less likely to be absent from work or to seek other employment.

37.2 Accordingly Princecroft has adopted in full the 'Model Staff Well-being Policy and Guidance for Schools' published by the Local Authority. A copy of this policy and guidance (including toolkits for risk assessments and amelioration) is held in the Staff HR folder in the Staff Room.

37.3 Individuals will, themselves, usually be the first to recognise that they are starting to experience the first signs of stress and if/when they do so are encouraged to take responsibility for alerting a suitable person⁹ to any concern they have in respect of stress, their general ability to carry out their duties without detriment to their health or safety or any other sense of discontent.

38.0 H&S Training and Development

38.1 All staff need to have an understanding of their obligations and duties under this H&S Policy and are to be appropriately trained to be able to fulfil them. At Appendix S is a breakdown of the minimum number of staff to be trained and, where relevant, formally qualified in fire, first aid and other areas of H&S; in practice we will aim to improve on these quotas in order to enhance resilience. The Appendix also lists the H&S matters to be included in the induction of new staff.

38.2 Records will be maintained by the H&S Administrator of all completed H&S training with copies of certificates in personnel files.

39.0 Vehicles and Driving

39.1 Hire coaches will be used for all external visits and the need for use of private cars to transport pupils is likely to be infrequent. Only those members of staff whose car insurance covers them for business use are allowed to transport pupils in their private car. The H&S Administrator is to maintain a register of any such entitled drivers and is to administer an annual documentation check of insurance, car registration and driving licences; the “Consent to Drive on School Business” form, available from Right Choice, is to be used to record such documentary checks and to authorise such driving. Written parental consent is to be obtained before any pupils are taken in a private car.

40.0 Violence and Aggression to Staff

40.1 *Violence and aggression¹⁰ are unacceptable and no member of staff should be required to endure it as a normal part of their work. However, given the nature of the services we provide, it is acknowledged that some staff may, on occasion, encounter violence or aggression. In these circumstances, reasonable measures are to be applied to eliminate or minimise the risks.*

⁹ A suitable person means either their immediate supervisor or line manager or, if this is not possible, the headteacher or, in his absence, a member of the leadership team.

¹⁰ The Council defines the term as ‘Any incident in which an employee is abused, threatened or assaulted by another person in circumstances arising out of the course of his or her employment.’ This applies whether the member of staff is on or off duty and is irrespective of the status of the perpetrator.

40.2 Accordingly Princecroft has adopted in full the LA policy 'Violence and Aggression in Schools', which provides advice and guidance on roles and responsibilities, risk assessment, preventative strategies and responsive measures and which is available in the staff HR folder in the Staff Room.

41.0 Waste Management

41.1 Protective gloves are to be used when cleaning up body waste such as poop or vomit. Any such body fluids are to be double bagged (using bags kept in the First Aid room) and disposed of in the normal refuse bins.

41.2 Sharps (eg hypodermics), if used, are to be boxed in a sharps container (available in first aid cupboard) and disposed of through a local pharmacy.

42.0 Working at Height

42.1 There should be no reason for any working at height within Princecroft by anyone other than the school part-time caretaker, who is to use the single or double step stool for eg changing of light bulbs. Changing of bulbs in the school hall and any work on the roof will be undertaken by contractors.

Appendices:

- A. Code of Practice for Contractors
- B. H&S Procedures and Guidelines: An Information Leaflet for Supply Staff, Volunteers and Visitors
- C. LA H&S Contact Details
- D. Owners and Review Frequencies of Subsidiary H&S Policies and Guides
- E. Accident Reporting, Recording and Investigations
- F. Major /Critical Incident Policy and Management Plan
- G. Electrical Equipment: User Checks, Formal Visual Checks and PAT Testing
- H. [Unused]
- I. Emergency Evacuation Procedures
- J. Princecroft Fire Orders
- K. First Aid Procedures
- L. Legionella Monitoring and Control Procedures
- M. Lone Working and Home Visits Policy and Procedures
- N. Medical Procedures
- O. No Smoking Policy
- P. Off-Site Educational Visits Policy and Procedures
- Q. Risk Assessments
- R. Slips, Trips and Falls
- S. H&S Training and Development
- T. H&S Compliance Audit Arrangements