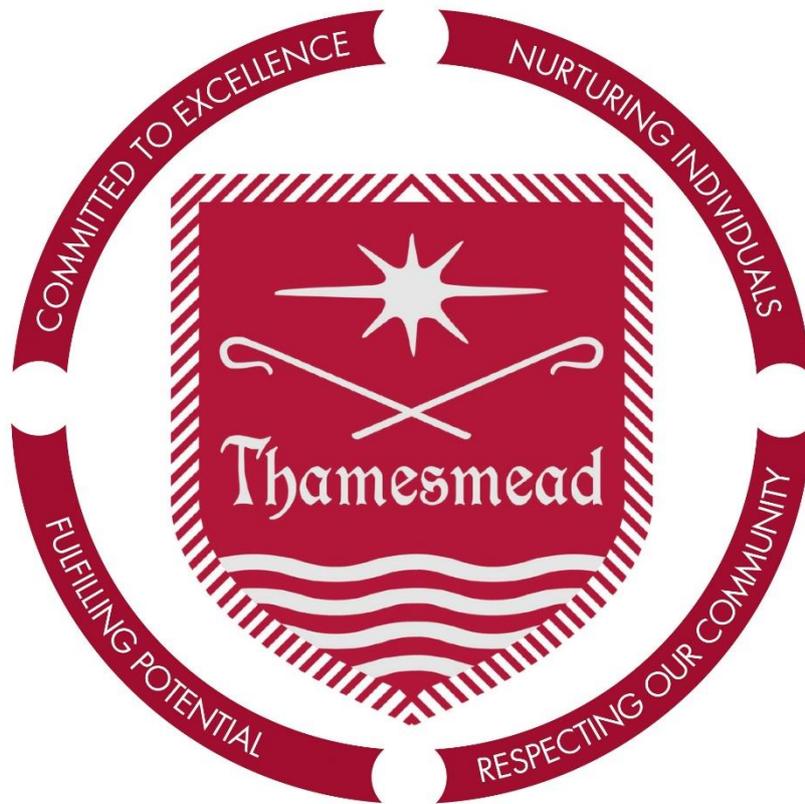


THAMESMEAD SCHOOL



Health and Safety (H&S) Policy

Policy Document

Governors Committee	Resources & Audit
Review period	Annually
Date of review	Autumn 2019
Date of next review	Autumn 2020

Part 1: Aims, Legislation and Health & Safety General Policy Statement

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Part 3. Arrangements and Procedures for Health, Safety and Welfare

Part 1: Aims, Legislation and Health & Safety General Policy Statement

1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

We accept that we cannot transfer our responsibility for managing health, safety and welfare to others outside of our employ. However to assist us we have retained Peninsula, a health and safety consultancy, to provide information and guidance on the provisions required, and how they should be managed and recorded.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities.

These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee.

2. Legislation

This policy is based on general health and safety at work legislation that is listed in appendix 1, as well as advice from the Department for Education on [health and safety in schools](#) and the specific legislation below:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues. This policy complies with our funding agreement and articles of association.

3. Health and Safety General Policy Statement

1. The Governing Body & Headteacher of Thamesmead School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Require all managers, in the school community, to act in accordance with School health and safety policy and procedures, and require the same of persons that they supervise and take responsibility for.

2. The Governing Body & Headteacher will, provide as necessary, leadership, policy, procedures, arrangements and supervision, sufficient to ensure compliance with all relevant health and safety legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Consultation with our employees on matters affecting their health and safety.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient instruction and training supervision.
- Safe movement of vehicular traffic on site.
- Access to competent advice and resources required to make this policy effective.
- Effective health and safety arrangements when working with contractors, or other businesses within school and off site.

3. In support of the above, the Governing Body & Headteacher will ensure an adequate process to assess hazards and risks with necessary risk assessments undertaken and communicated to all relevant persons. Appropriate actions will be taken to control any risks to an acceptable, tolerable level which will be incorporated into the school's health and safety procedures.

Signature

Ruth Murton, Chair of Governors

Date: November 2019

Signature

Phil Reeves, Headteacher

Date: November 2019

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

1. Roles and Responsibilities

1.1 The Governing Body

The governing body has ultimate responsibility for health and safety matters in the school and approves the health & safety policy, but will delegate day-to-day responsibility to the headteacher.

The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate resources are allocated to health and safety and suitable training is provided

The governor who oversees health and safety is Tom Queen.

1.2 Headteacher

The Headteacher is responsible for health and safety day-to-day. The Headteacher will advise Governors of any health and safety issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy.

The head teacher will be responsible for;

- Implementing the health and safety policy via provision of an effective H&S management system
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters on a termly basis
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed, reviewed and appropriate control measures are implemented
- Management and monitoring of external contracts, and ensuring all contractors are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

The Headteacher may delegate functions to other members of staff, who may be tasked with the administrative arrangements for ensuring all health and safety responsibilities, including those listed above and more, are complied with. The table in **appendix 2** outlines who has been allocated specific responsibilities. The Headteacher will always retain the overall responsibility for ensuring that these responsibilities have been carried out.

1.3 Health and safety lead

The nominated health and safety lead is the Compliance Administrator, with the Operational Facilities Manager acting as health and safety deputy. They are responsible for maintaining an overview of the health and safety management throughout the school and reporting back to the Headteacher accordingly. Their specific duties are also listed in the responsibilities table in **appendix 2**.

1.4 Staff

School staff have a duty to take care of students in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Ensure that school health and safety policies and procedures are read, understood and followed at all times
- Co-operate with the school on health and safety matters
- Participate in the school's risk assessment process and comply with findings
- Report all accidents/incidents in accordance with the school's procedure
- Work in accordance with training and instructions
- Make use, where relevant, of personal protective equipment provided
- Inform their Line Manager or the Compliance Administrator of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them

1.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

1.6 Contractors

Contractors will agree health and safety practices with the Head teacher or Business Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Part 3. Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

1. Site security

The Operational Facilities team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Operational Facilities Manager and the two Caretakers are key holders and will respond to an emergency.

2. Fire precautions and evacuation procedures

A fire risk assessment of the premises will be reviewed annually by the Compliance Administrator and an external specialist. The school's Fire Procedures and Emergency Plan are also reviewed annually, with emergency evacuations practised at least once every term. Fire alarm testing will take place once a week. Contractors are employed to test fire alarms, emergency lighting and fire extinguishers as required by regulations RRF50 2005.

Staff are issued with a detailed fire evacuation procedure which they are required to read and retain.

The school will have special arrangements in place in the form of Personal Emergency Evacuation Plans (PEEPs) for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

3. First Aid

The school procedures are as contained in the First Aid Policy and Staff Handbook.

First Aiders are located in Reception, the Learning Centre and near the IEU rooms and should be contacted to deal with any accidents, injuries or illnesses. Refer to Appendix 3 for list of First Aid staff and First Aid provisions.

4. Drugs and Medications

The school procedures are details in the policy for the Administration of Medicines and are summarised in the Staff Handbook. The school follows guidance issues by the Local Authority.

Student medication is retained in Reception in a locked cabinet with parental permission slips for the administration of medicine. No medication can be issued to students without this parental consent. Only EpiPens should be carried in school by students.

5. Curriculum Safety (including out of school learning activity / study support)

Curriculum Leaders have access to risk assessments and health and safety documents specific to their curriculum areas. These risk assessments are reviewed annually with the Curriculum Leaders and action plans are drawn up.

6. Risk Assessments

Subject specific risk assessments are produced by all curriculum areas viewed to involve high risk, and are reviewed annually. Curriculum, Subject and Team Leaders need to ensure that all staff in their areas of work are aware of the contents of the Risk Assessments.

Additional site related and event based risk assessments are also undertaken by the relevant manager, with all risk assessments recorded by the Compliance Administrator. School trips have a bespoke risk assessment process, refer to the section below.

7. School trips / Off-site visits

Guidance is contained in the Educational Visits Policy which is monitored by the Educational Visits Coordinator. Procedures for staff considering or planning a visit are contained in the Staff Handbook. When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- First Aid requirements are reviewed within the school trip risk assessment

8. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are to be completed by the relevant experts within each department and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. All hazardous products are locked securely out of reach from students.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

8.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

8.2 Legionella

- A water risk assessment is undertaken by an external specialist, every six months and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded
- The risks from legionella are mitigated by the following control measures e.g. monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of shower heads and taps etc

8.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site, this is kept in the Business Manager's office reviewed alongside an Asbestos Management Plan annually
- The Operational Facilities Manager is responsible for monitoring items identified in the register

9. Maintenance and Housekeeping

The Operational Facilities Manager is responsible for ensuring the site is a safe working environment, with a number of weekly, quarterly and annual checks and inspections undertaken.

Hazards/defects are reported to the Operational Facilities Manager via 'Every' electronic reporting package or via the Comms team in the main office if the request is urgent.

10. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, a schedule of inspection and checks are managed and recorded
- In the event an item of furniture, apparatus or equipment has been identified as unsafe, the Operational Facilities Manager will organise its removal
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational and health and safety standards

- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

10.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Operational Facilities Manager or Compliance Administrator immediately
- Only trained staff members can check plugs
- Annually a portable appliance test (PAT) will be carried out of all equipment, including personal items used by staff and students, by a competent person. Any electrical items brought onto site should be notified to the Facilities team who will arrange PAT testing
- Fixed electrical testing is carried out every 5 years by external contractors, last undertaken in 2019.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

10.2 PE and Design Technology equipment

- Pupils are taught how to carry out and set up PE and DT equipment safely and efficiently. Staff check that equipment is set up safely
- The equipment is serviced annually by qualified experts from Surrey County Council
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Operational Facilities Manager

10.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

11. Personal Protective Equipment (PPE)

Staff are provided with the relevant PPE, and follow guidelines based on safe working practices and risk assessments.

12. Contractors

Tendering procedures incorporate requirements with regards to work being carried out on site. Day work is arranged and monitored by the school. Larger projects are dealt with by the school's building consultants. All contractors / visitors must be registered on the schools central DBS register or be accompanied at all times whilst on the school's premises by a member of staff.

13. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

Staff are required to leave the building at 6pm during term time, 1530hrs during half term, and cannot access the school during the holiday periods without the knowledge or consent of the Operational Facilities Manager.

If lone working is to be undertaken, a risk assessment will be undertaken by the Line Manager or Compliance Administrator, and a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

14. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Operational Facilities Manager retains ladders for working at height which are checked annually
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons. Training is provided.

15. Manual handling

Risk assessments identify that lifting should not be carried out by staff apart from the Operational Facilities team who are trained in Manual Handling.

16. Accident reporting

16.1 Accident record book

The schools procedures are contained in the Staff Handbook and the First Aid Policy.

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in the front office

- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

16.2 Reporting to the Health and Safety Executive

The Compliance Administrator will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Compliance Administrator will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

16.3 Notifying parents

The First Aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

17. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice.

18. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified.

19. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads. Staff can also contact HR who will be able to provide details of the Employee Assistance Provider who can offer confidential advice.

20. Lettings

The premises are hired out in accordance with the school's Lettings Policy. Any queries should be directed to the Finance Officer in the first instance. The Sports Centre and Jubilee Centre are subject to separate long term agreements.

21. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. A risk assessment has been completed and is reviewed annually. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

22. Smoking

Smoking is not permitted anywhere on the school premises.

23. Work Experience

Arrangements for work experience are coordinated by the Careers Coordinator. Work experience students on the site are monitored by Curriculum Leaders and regulated for DBS checks.

24. Jewellery

The wearing of jewellery is covered in the school's Uniform policy.

25. School Transport

The school has a Minibus Policy which is reviewed bi-annually. School minibus drivers have to pass an additional driving test and sign a driver's contract. The Facilities team monitor the minibuses weekly and arrange the annual MOT tests and servicing to be carried out.

26. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

27. Health and Safety Advice

The school retain Peninsula, a Health and Safety consultancy and consult their building consultants, DHP as required. Staff requiring Health and Safety advice should in the first instance speak to their Line Manager who will consult with the Compliance Administrator as is necessary.

28. Safety records

These include;

- An annual review of our Health and Safety system and procedures
- Periodic Checklists created specifically for individual roles and responsibilities
- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by the school
- Records for Fire Safety Management
- A system for keeping health and safety training records
- Accident and incident reporting book, OSHENs website and First Aid book

29. Monitoring

The operation of this policy is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Governing Body are overall responsible for this, but some of the routine tasks may be delegated. We also use an Annual Health and Safety Review form to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be considered during the annual review.

This policy will also be reviewed by the Business Manager every year.

At every review, the policy will be approved by the Resources Committee.

30. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Emergency plan
- Educational visits
- Lettings

Appendix 1. Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The Peninsula BusinessSafe Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK).

Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the Peninsula BusinessSafe 24 Hour Advice Service on 0844 892 2785.

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996

- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Appendix 2. Health and Safety Responsibility Table

The Governing Body recognises that they retain overall responsibilities for health and safety matters. However, the day to day responsibility is delegated to the Head teacher, and where appropriate, safety arrangements for specific activities are also delegated to other key members of staff as outlined in the table below.

Key

GB - Governing Body

HT - Head Teacher

BM - Business Manager

OFM - Operational Facilities Manager

CA - Compliance Administration

HR - Human Resources

SFO - Senior Finance Officer

SEND - Safeguarding

LM - Line Managers

Safety arrangements	GB	HT	BM	OFM	CA	HR	SFO	SEND	LM
Managing Safety & Health at Work	✓	✓	✓						
Accident, Incident, Ill Health Reporting and Investigation			✓		✓				
Workplace H&S Consultation – One-to-one			✓		✓				
Risk Assessment and Hazard Reporting			✓	✓	✓				✓
Occupational Health and Health Surveillance			✓			✓			
Substance & Alcohol Abuse	✓	✓							
Purchasing			✓				✓		
New and Expectant Mothers			✓		✓	✓			
Lone Working			✓	✓	✓				✓
Health & Safety Training			✓		✓				✓
Health & Safety of Visitors		✓	✓			✓			
Personal Protective Equipment				✓	✓				✓
Home Working					✓				✓
Employing Agency and Temporary Staff			✓			✓			✓
Safe Systems of Work			✓	✓	✓				✓
Action on Enforcing Authority Reports	✓		✓		✓				
Equality and Disability Discrimination Compliance	✓	✓							
H&S Information for Employees			✓		✓				
Fire Safety - Arrangements and Procedures			✓	✓	✓				
First Aid			✓		✓				
Welfare, Staff Amenities, Rest Rooms & the Working Environment		✓		✓					
Housekeeping and Cleaning			✓	✓					
Pest Control			✓	✓					

Safety arrangements	GB	HT	BM	OFM	CA	HR	SFO	SEND	LM
Building Services			✓	✓					
The Control of Hazardous & Non Hazardous Waste			✓	✓					✓
Access, Egress, Stairs & Floors			✓	✓					
Windows, Glass & Glazing in the Workplace			✓	✓					
Workplace Signs			✓	✓	✓				
Premises			✓	✓					
Electrical Safety			✓	✓					
The Provision, Use & Maintenance of Work Equipment			✓	✓					✓
Hand Tools			✓	✓					✓
Office Equipment			✓						✓
Storage of Chemical Substances & Agents			✓	✓	✓				✓
Control of Flammable Liquids			✓	✓	✓				✓
Dangerous Substances & Explosive Atmospheres			✓	✓	✓				✓
Slips, Trips & Falls			✓	✓					
Special Events			✓		✓				✓
The Provision & Use of Machinery			✓	✓					✓
The Safe Use of Machinery									✓
Abrasive Wheels									✓
Lifting Equipment & Lifting Operations			✓	✓					✓
Work at Height			✓	✓					
Access Equipment			✓	✓					
Permits to Work			✓	✓					
Hot Work			✓	✓					
Isolation & Lock-Off Procedures			✓	✓					✓
Workplace Transport & Pedestrian Control			✓		✓				
Occupational Road Safety			✓	✓	✓				
Water Hazards			✓	✓					
Safety Harnesses, Lanyards & Fall Arrest Equipment			✓	✓					
Ionising Radiations			✓	✓					✓
Manual Handling			✓	✓					
Display Screen Equipment & DSE User Eye Tests & Spectacles			✓		✓				
Legionella Control			✓	✓					
Asbestos at Work-ACMs Present & Off Site Risk			✓	✓					
Stress in the Workplace	✓	✓				✓			✓
Aggression & Violence in the Workplace	✓	✓				✓			✓
Local Exhaust Ventilation			✓	✓					✓
Metalworking Fluids			✓						✓

Safety arrangements	GB	HT	BM	OFM	CA	HR	SFO	SEND	LM
Gym Equipment			✓	✓					✓
Playgrounds			✓	✓					
Work with Children		✓							
Educational Visits		✓							
Schools & Nurseries		✓							
Contractor Control & Management			✓	✓					
Roof Work			✓	✓					
CDM - Client			✓	✓					

Note:

People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.

Appendix 3. First Aid Team & Provisions

FIRST AIDERS

Alison Garraway	Learning Centre Office
Karen Crawley	Reception
Theresa Worley	Reception
Sarah Saunders	Reception
Amanda West	PCS Office

All the above staff have attended the St John's Ambulance 4-day First Aid course.

FIRST AID PROVISIONS

First Aid Containers Locations:

- DT
- PE
- Science
- Reception
- Peugeot Boxer Minibus
- Portable kit for trips and off-site activities located in Reception
- Emergency grab bags – located in front office and Business Managers office

Minimum provision required in first aid container:

In building:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approx 12x12 cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approx 18x18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair disposable gloves

Portable:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated wound dressing (approx 18x18cm)
- 2 triangular bandages
- 2 safety pins

- Individually wrapped moist cleansing wipes
- 1 pair disposable gloves

Minibus:

- 10 antiseptic wipes, foil packaged
- 1 conforming disposable bandage (not less than 7.5cms wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustless blunt-ended scissors

Appendix 5. Safety Arrangements Table

The following guidance, systems and procedures are available on Peninsula's online system to inform our health and safety arrangements.

Ref. Number	Title	Version
SA1-1	Managing Safety & Health at Work	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation - One-to-one	v1
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-7	Occupational Health and Health Surveillance	v2
SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-11	New and Expectant Mothers	v2
SA1-13	Lone Working	v3
SA1-14	Health & Safety Training	v1
SA1-15	Health & Safety of Visitors	v1
SA1-17	Personal Protective Equipment	v1
SA1-18	Home Working	v2
SA1-19	Employing Agency and Temporary Staff	v1
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees	v1
SA 2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-2	Welfare, Staff Amenities, Rest Rooms & the Working Environment	v2
SA3-3	Housekeeping and Cleaning	v2
SA3-4	Pest Control	v1
SA3-5	Building Services	v3
SA3-6	The Control of Hazardous & Non Hazardous Waste	3
SA3-9	Access, Egress, Stairs & Floors	v2
SA3-10	Windows, Glass & Glazing in the Workplace	v1
SA3-11	Workplace Signs	v1
SA3-15	Premises	v2
SA4-1	Electrical Safety	v2
SA4-2	The Provision, Use & Maintenance of Work Equipment	v1
SA4-3	Hand Tools	v1
SA4-4	Office Equipment	v1
SA4-5	Storage of Chemical Substances & Agents	v1
SA4-6	Control of Flammable Liquids	v1
SA4-7	Dangerous Substances & Explosive Atmospheres	v1
SA4-8	Slips, Trips & Falls	v1
SA4-9	Special Events	v1
SA4-10	The Provision & Use of Machinery	v1
SA4-11	The Safe Use of Machinery	v1
SA4-13	Abrasive Wheels	v1
SA4-17	Lifting Equipment & Lifting Operations	v1
SA4-20	Work at Height	v2
SA4-21	Access Equipment	v2
SA4-22	Permits to Work	v1
SA4-23	Hot Work	v1
SA4-26	Isolation & Lock-Off Procedures	v1
SA4-28	Workplace Transport & Pedestrian Control	v3
SA4-31	Occupational Road Safety	v2

Ref. Number	Title	Version
SA4-33	Water Hazards	v2
SA4-37	Safety Harnesses, Lanyards & Fall Arrest Equipment	v1
SA5-7B	Ionising Radiations	v2
SA5-9	Manual Handling	v3
SA5-11	Display Screen Equipment & DSE User Eye Tests & Spectacles	v2
SA5-12	Legionella Control	v1
SA5-16C	Asbestos at Work-ACMs Present & Off Site Risk	v1
SA5-18	Stress in the Workplace	v1
SA5-19	Aggression & Violence in the Workplace	v1
SA5-21	Local Exhaust Ventilation	v1
SA5-27	Metalworking Fluids	v1
SA6-6	Gym Equipment	v1
SA6-10	Playgrounds	v1
SA6-14	Work with Children	v1
SA6-15	Educational Visits	v1
SA6-16	Schools & Nurseries	v1
SA7-2	Contractor Control & Management	v1
SA7-3	Roof Work	v1
SA7-4a	CDM - Client	v2