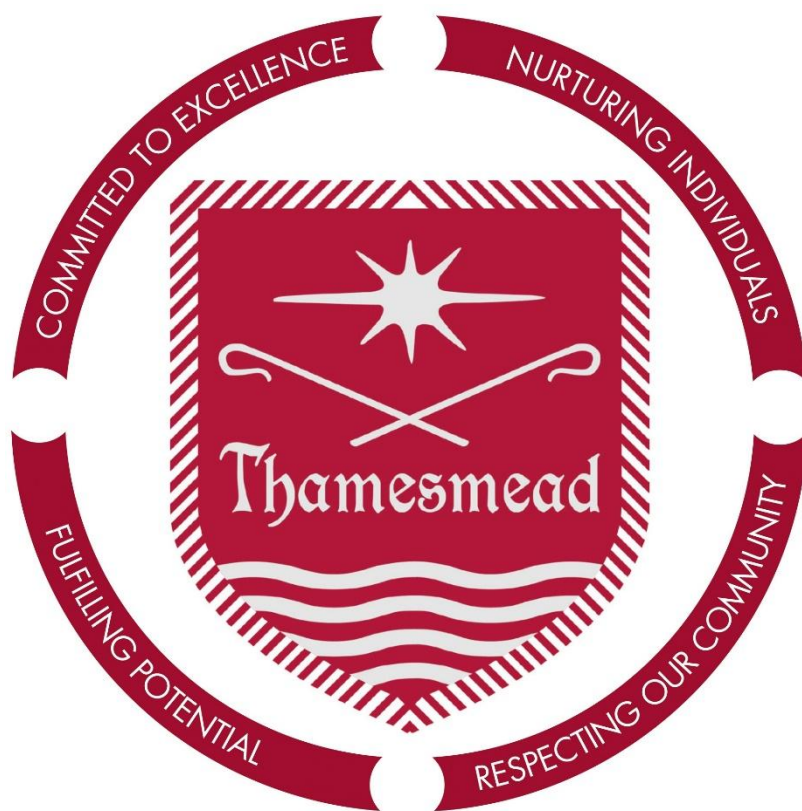


THAMESMEAD SCHOOL



Health and Safety (H&S) Policy

Policy Document

Person Responsible	Business Manager
Governors Committee	Finance, Audit & Risk
Review Period	Annually
Date of Review	Autumn 2025
Date of Next Review	Autumn 2026

Part 1: Aims and Health & Safety General Policy Statement

1.0	Statement of Intent	
	<p>Our school aims to:</p> <ul style="list-style-type: none"> • Provide and maintain a safe and healthy environment • Establish and maintain safe working practices amongst staff, students 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 <p>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 Judicium, a health and safety consultancy, to provide information and guidance on the provisions required, and how they should be managed and recorded.</p> <p>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.</p> <p>These duties are explained at induction and also set out in an Employee Safety Handbook, given to each employee.</p>	
1.1	Health and Safety General Policy Statement	
1.1.1	<p>The Governing Body & Headteacher of Thamesmead School:</p> <ul style="list-style-type: none"> • 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. 	
1.1.2	<p>The Governing Body and 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:</p> <ul style="list-style-type: none"> • 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. 	

	<ul style="list-style-type: none"> • Effective health and safety arrangements when working with contractors, or other businesses within school and off site. <p>In support of the above, the Governing Body and 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.</p>			
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Signature Bill Kerr, Chair of Governors Date: December 2025</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Signature Phil Reeves, Headteacher Date: December 2025</p> </td> </tr> </table>	<p>Signature Bill Kerr, Chair of Governors Date: December 2025</p>	<p>Signature Phil Reeves, Headteacher Date: December 2025</p>	
<p>Signature Bill Kerr, Chair of Governors Date: December 2025</p>	<p>Signature Phil Reeves, Headteacher Date: December 2025</p>			
	<p>Distribution of copies</p> <p>Electronic copies of the policy and any amendments will be distributed to: the Headteacher; Health and Safety Representatives; All Staff; Board members and Administration office.</p>			

Part 2: Legislation

2.0	Legislation	
2.1	<p>This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:</p> <ul style="list-style-type: none">➤ 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 <p>The school follows national guidance published by Public Health England when responding to infection control issues.</p> <p>This policy complies with our funding agreement and articles of association.</p>	

**Part 3: Roles and Responsibilities
for Health, Safety and Welfare**

3.0	Roles and Responsibilities	
3.1	<p>Introduction</p> <p>To achieve compliance with the aims of this policy responsibilities have been assigned, as detailed below.</p> <p>An organisational chart for Health and Safety Management can be found in Appendix 1.</p>	
3.2	<p>The Governing Body</p> <p>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.</p> <p>The Governing Body has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their Health and Safety. This applies to activities on or off the school premises.</p> <p>The Governing Body, as the employer, also has a duty to:</p> <ul style="list-style-type: none"> • 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 <p>A nominated governor will oversee Health and Safety.</p>	<p align="center">PRE</p> <p align="center">Nominated Governor</p>
3.3	<p>Headteacher</p> <p>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.</p> <p>The Headteacher will be responsible for;</p> <ul style="list-style-type: none"> • Implementing the Health and Safety Policy via provision of an effective H&S management system • Ensuring there is enough staff to safely supervise students • Ensuring that the school building and premises are safe and regularly inspected • Providing adequate training for school staff 	<p align="center">PRE</p>

	<ul style="list-style-type: none"> • 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. <p>In the Headteacher’s absence, a Deputy Headteacher assumes the above day-to-day Health and Safety responsibilities.</p> <p>The Headteacher delegates functions to other members of staff, who are 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.</p>	<p>Deputy</p> <p>Nominated staff members</p>
<p>3.4</p>	<p>Health and Safety Lead</p> <p>The Business Manager has responsibility of operational Health and Safety matters which is delegated to the Operational Facilities Manager. They work in conjunction with the appointed Health and Safety Consultants, Judicium and the equivalent of a Health and Safety Committee.</p> <p>The Operational Facilities Manager is required to maintain an overview of the Health and Safety management throughout the school and reporting back to the Business Manager accordingly. Specific duties are also listed in the responsibilities table in Appendix 2.</p> <p>The Operational Facilities Manager achieves this by ensuring that:</p> <ul style="list-style-type: none"> • This policy is communicated and made available to all relevant persons. • Appropriate information on significant risks is given to visitors and contractors. • Appropriate consultation arrangements are in place for staff and their safety representatives. • All staff are provided with adequate information, instruction and training on Health and Safety issues. • Additional responsibilities for Health, Safety and Welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them. • Risk assessments of the premises and working practices are undertaken. • Safe systems of work are in place as identified from risk assessments. 	<p>NSH/WCO</p> <p>WCO</p>

	<ul style="list-style-type: none"> • Emergency procedures are in place. • Machinery and equipment are inspected and tested to ensure it remains in a safe condition. • Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc. • Arrangements are in place to inspect the premises and monitor performance. • Accidents are investigated, and any remedial actions required are taken or requested. • The activities of contractors are adequately monitored and controlled. • A report to the Governing Body on the health and safety performance of the school is completed and reviewed termly. 	
3.5	<p>Positions of Special Responsibility</p> <p>All Senior and Middle Managers must:</p> <ul style="list-style-type: none"> • Apply the school’s Health and Safety Policy to their department or area of responsibility and be directly responsible to the Headteacher for the application of the Health and Safety procedures and arrangements in their areas of responsibility. • Contribute to policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks. • Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher’s delegated officials. • Ensure that all staff under their management are familiar with the Health and Safety procedures for their area of work. • Resolve Health, Safety and Welfare problems that members of staff refer to them, and refer to the Headteachers delegated officials any problems to which they cannot achieve a satisfactory solution within the resources available to them. • Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. • Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their Health and Safety. • Ensure all accidents, incidents and near misses are recorded and investigated appropriately. • Include Health and Safety performance in a timely manner to the Headteacher’s delegated official. 	Senior and Middle managers
3.6	<p>All Staff & Classroom Staff</p> <p>School staff have a duty to take care of students in the same way that a prudent parent would do so.</p>	

3.6.1	<p><i>All Staff are responsible for:</i></p> <ul style="list-style-type: none"> • Acting in the course of their employment with due care for the Health, Safety and Welfare of themselves, other employees and other persons. • Observing all instructions on health and safety issued by the Governing Body, or any other person delegated to be responsible for a relevant aspect of Health and Safety. • Participating in the School’s risk assessment process and implementing the identified control measures • Following the guidance given in Health and Safety training received. • Reporting all accidents and near misses promptly as per the reporting procedure. • Knowing and applying Emergency procedures in respect of Fire, First Aid and other emergencies. • Making use, where relevant, of personal protective equipment provided • Co-operating with other persons to enable them to carry out their Health and Safety responsibilities. • Informing their Line Manager of all potential hazards to Health and Safety, in particular those who are at serious or imminent danger so that remedial action can be taken. • Making recommendations to their Line Manager on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery. • Informing their Line Manager of any shortcomings they identify with regards to Health and Safety arrangements. • Exercising good standards of housekeeping and cleanliness. • Co-operating with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive. • Authorising work to be undertaken or authorising the purchase of equipment, ensure that the Health and Safety implications of such work or purchases are considered. • Ensuring that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation. 	All staff
3.6.2	<p><i>Classroom Staff are responsible for:</i></p> <ul style="list-style-type: none"> • Exercising adequate supervision of their students, giving clear oral and written Health and Safety instructions and warnings to students as often as necessary. • Integrating all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education. • Regularly checking their classrooms for potential hazards and report any observed to the Operational Facilities Manager and their Line Manager. • Modelling safe and hygienic practice for students. 	Classroom Practitioners

3.7	<p>Catering Manager/Contractor</p> <p>The Catering Manager/Contractor is responsible for the safe operation of the catering facilities and must:</p> <ul style="list-style-type: none"> • Ensure compliance with catering practices and procedures provided by the contractor, a copy of which should be given to the Business Manager. • Comply with the current Food Safety legislation and the implications so far as the school is concerned • Be familiar with the school Health and Safety Policy and other associated policies. • Prepare risk assessments for all catering activities. • Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place. • Inform the Operational Facilities Manager as appropriate of any potential hazards or defects. • Ensure that non-catering staff do not use the catering facilities and equipment without the prior agreement of the Catering Manager and the Business Manager. 	<p>Catering Manager</p> <p>Caterer</p>
3.8	<p>Students and Parents</p> <p>Students and Parents are responsible for following the School's health and safety procedures, on-site or off-site during activities, and for reporting any health and safety incidents to a member of staff promptly.</p> <p>Students, in accordance with their age and aptitude, are expected to:</p> <ul style="list-style-type: none"> • Exercise personal responsibility for the Health and Safety of themselves and others. • Observe standards of dress consistent with safety and/or hygiene. • Observe all the Health and Safety rules of the school and in particular the instructions of staff given in an emergency. 	<p>Students & Parents</p>
3.9	<p>Contractors and Visitors</p> <p>Contractors will agree health and safety practices with the Operational Facilities Manager before starting work, and will be required to:</p> <ul style="list-style-type: none"> • Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. • All visitors (including contractors) must report to reception and sign in on arrival. • Visitors and Contractors must report any injuries to their host as soon as possible. • When the premises are used for purposes not under the direction of Headteacher, e.g. the provision of school meals, then, <i>subject to the explicit</i> 	<p>WCO</p>

	<p><i>agreement of the Governing Body</i>, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.</p> <ul style="list-style-type: none"> • All contractors who work on the premises are required to identify and control any risk arising from their activities and inform Operational Facilities Manager of any risks that may affect the premises, staff, students and visitors. • All contractors must be aware of this Health and Safety Policy, other relevant policies and emergency procedures and comply with these at all times. <p>In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.</p>	
3.10	<p>Health and Safety Committee</p> <p>If the school recognises a trade union and two trade union Representative's request in writing that a Health and Safety committee is set up, the school would do so within 3 months. As such a request has not been made, all Health and Safety matters are discussed at the Senior Leadership Team (SLT) Meeting for the discussion on significant and outstanding issues.</p> <p>In addition, Health and Safety matters and outstanding issues are a standing item on middle manager meeting agenda's, with any concerns referred promptly to the Business Manager or Operational Facilities Manager as appropriate. Information and consultation with All staff is undertaken by the Business Manager via a termly publication "Thamesmead Matters" and through the weekly staff bulletin.</p>	

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	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 legal requirements.	
4.0	Arrangements	
4.1	Introduction 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 legal requirements. Detailed policies and written procedures are held on the Shared Drive (All Staff/ Health and Safety).	
	ACCIDENTS	
4.2	Accident and Incident Reporting All staff are required to ensure that incidents or near misses are reported to the Front Office. The Business Manager will ensure that the accident is investigated and appropriate steps are taken to prevent a reoccurrence, reporting outcomes to the Governing Body and the Health and Safety Executive, as appropriate.	Front Office NSH
4.2.1	Accident Record Book The School's procedures are contained in the Staff Handbook and the First Aid Policy .	Policy/ Guidance

	<ul style="list-style-type: none"> • An accident form must 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. • All accidents are recorded on the Surrey Council OSHENS portal. • Information about injuries will also be kept in the student’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. 	First aider
4.2.2	<p>Reporting to the Health and Safety Executive</p> <p>The Business Manager 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 Business Manager 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.</p> <p>Reportable injuries, diseases or dangerous occurrences include:</p> <ul style="list-style-type: none"> • Death • Specified injuries. These are: <ul style="list-style-type: none"> ○ 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. 	NSH

	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 <p>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</p>	
4.2.3	<p>Notifying Parents</p> <p>The First Aider will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.</p>	First Aider
FIRST AID		
4.3	<p>First Aid</p> <p>The School procedures are as contained in the First Aid Policy and Staff Handbook.</p> <ul style="list-style-type: none"> • First Aiders are located in various locations in the school including Reception, the Learning Centre and near the IEU rooms. They should be contacted to deal with any accidents, injuries or illnesses. Names of the qualified First Aiders are displayed on the notice board in the Staff Room. Refer to Appendix 3 of The First Aid Policy for list of First Aid staff and First Aid provisions. • First Aid supplies are kept in the Front Office and it is the responsibility of the Lead First Aider to ensure that stocks of supplies are kept up to date. • A defibrillator is kept in the staffroom and maintained by the Premises Team. First Aid trained staff are trained to use the defibrillator. • All staff must be familiar with the arrangements for First Aid provision, First Aid Policy and Supporting Students with Medical Needs Policy. 	Policy/Guidance

4.4	MEDICATION	
4.4.1	<p>Managing Medicines and Drugs</p> <p>The School procedures are detailed in the policy for ‘Supporting Students with Medical Needs’ and are summarised in the Staff Handbook. The School follows guidance issues by the Local Authority.</p> <ul style="list-style-type: none"> • Student medication is retained in the Front Office in a locked cabinet with parental permission slips for the administration of medicine. • No student is allowed to take medication on the school site without a letter of consent from his/her parent/carer. • Only EpiPen's and inhalers should be carried in school by students. • Staff must notify Pastoral and Safeguarding Teams if they believe a student to be carrying any unauthorised medicines/drugs. • All staff should be familiar with this policy and follow its requirements. 	
4.4.2	<p>Control of Infections</p> <p>We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice.</p> <ul style="list-style-type: none"> • The Business Manager is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy. • Staff are responsible for complying with the Control of Infections Policy. 	<p>NSH</p> <p>Staff</p>
4.5	FIRE	
4.5.1	<p>Fire Precautions and Emergency Procedures</p> <p>The Business Manager is responsible for ensuring:</p> <ul style="list-style-type: none"> • A fire risk assessment of the premises is reviewed annually by an external specialist. • The School’s Fire Procedures and Emergency Plan are reviewed annually, with Emergency Evacuations practised at least once every term. • The School will have special arrangements in place in the form of Personal Emergency Evacuation Plans (PEEPs) for the evacuation of people with additional needs and Fire Risk Assessments will also pay particular attention to those with disabilities. • All staff to complete Fire Safety Awareness Training. <p>The Operational Facilities Manager is responsible for ensuring:</p>	<p>NSH/WCO</p> <p>NSH/WCO</p> <p>NSH/WCO</p> <p>ZMI</p>

	<ul style="list-style-type: none"> • 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 RRFSO 2005. • Maintenance of all exit/escape routes and signage. • Supervision of contractors undertaking hot work. <p>The Operational Facilities Manager must report significant findings to the Business Manager.</p> <p>All staff are issued with a detailed Fire Evacuation Procedure which they are required to read and retain. This includes roles and responsibilities of fire wardens and staff groups in the event of an evacuation.</p> <p>All staff must be familiar with the school Fire Risk Assessment and fire evacuation procedures.</p>	<p>WCO WCO WCO WCO</p> <p>NSH/WCO</p> <p>NSH/WCO</p>
4.6	SECURITY & VISITORS	
4.6.1	<p>Security</p> <ul style="list-style-type: none"> • 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, boundary walls/fences, entrance points, outbuildings and external lighting 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. • The Operational Facilities Team is also responsible for the security of the site after normal School hours use and lettings. • All staff will be issued with a security key fob upon joining, by the Human Resources Manager. • Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception. • If an intruder becomes aggressive staff should seek assistance. There is a panic alarm under the desk in the main reception. • Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place with two members of staff present and ensure assistance is available if required. The Headteacher should be notified in advance of these meetings where possible. • Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to Headteacher, and the requirements set in the (Harassment, Violence and Aggression section) should be followed. • A Home Visits Policy is in place which aims to ensure good working practice and to provide guidelines to reduce risks to members of staff when undertaking home visits. 	<p>WCO</p> <p>WCO</p> <p>WCO</p> <p>ZMI</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>ALL STAFF</p>

4.6.2	<p>Visitors</p> <ul style="list-style-type: none"> • All visitors must be registered on the Schools central DBS Register or be accompanied whilst on the School's premises by a member of staff. • All visitors must sign in and out at the reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times whilst on the premises. • Visitor badges are colour coded to identify which safeguarding checks have taken place to ensure correct controls are in place during the visit • Visitors will be made aware of the Emergency Procedures and other Safety information relevant to them. • Contractors undertaking maintenance work will be informed of the Emergency Procedures and any risks in their work area, e.g. asbestos, fragile roofs (see Contractor section). 	<p>Front Office</p> <p>WCO</p>
4.6.3	<p>Lettings/Shared use of Premises/Use of Premises outside normal hours</p> <ul style="list-style-type: none"> • The Business Manager is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with the Health & Safety Policy and the Lettings policy • Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it. • The Operational Facilities Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, Fire and Emergency arrangements, and any restriction on the use of facilities and equipment. • The Sports Centre and Jubilee Centre are subject to separate long-term agreements. 	<p>NSH</p> <p>WCO</p>
4.6.4	<p>Smoking</p> <ul style="list-style-type: none"> • It is illegal to smoke anywhere within the premises. 	<p>All</p>
4.7	STUDENT FOCUS	
4.7.1	<p>Supervision of Students</p> <ul style="list-style-type: none"> • Staff will actively promote sensible, safe behaviour to students. • Dangerous or risky behaviour displayed by students will be addressed and dealt with in the school rules. • Students will only be allowed into or stay in classrooms under adult supervision. • Appropriate supervision of cloakrooms and toilet access will be in place at busy times. 	<p>All Staff</p>
4.7.2	<p>Jewellery</p> <ul style="list-style-type: none"> • The wearing of jewellery is covered in the School's Uniform policy. 	

4.8	SUBJECT FOCUS	
4.8.1	<p>Curriculum Safety (including out of school learning activity / study support)</p> <p>Curriculum Leaders have access to risk assessments and health and safety documents specific to their curriculum areas.</p> <p>All curriculum leaders are responsible for ensuring:</p> <ul style="list-style-type: none"> • Risk assessments are in place for curriculum activities where there is a potential risk to staff and students. • Risk assessments must be made known to all teaching and support staff and reviewed annually and action plans are drawn up. • Guidance from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Equipment), AfPE (Association for Physical Education) and other lead bodies should be adopted as appropriate. 	Curriculum Leaders
4.8.2	<p>Inclusion (Equality policy)</p> <ul style="list-style-type: none"> • The School complies with the policy for Inclusion, and all teaching and support staff should be familiar with this policy and supporting guidance. • The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the Health, Safety and Welfare of any student with SEND. • All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs. • The SENCO and Curriculum Leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEND. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process. <p>Where it is considered essential to exclude a student from all or part of activity this exclusion must be authorised by Headteacher.</p>	
4.8.3	<p>Hazardous Substances (COSHH)</p> <ul style="list-style-type: none"> • The Operational Facilities Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used. • All staff are reminded that NO hazardous substances should be used without the permission of the Operational Facilities Manager. • (COSHH) Risk Assessments are to be completed by the relevant experts who are COSHH risk assessment trained within each 	WCO

	<p>department and circulated to all employees who work with authorised hazardous substances.</p> <ul style="list-style-type: none"> • COSHH substances are stored securely in accordance with the manufacturer’s instructions and original packaging, and only used by authorised persons trained in the safe use of the product. • Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision. • Substances used in DT, Art, and Science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS. • 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. • Staff will also be provided with protective equipment, where necessary. • Schools are required to control hazardous substances, which can take many forms, including: <ul style="list-style-type: none"> ○ Chemicals ○ Products containing chemicals ○ Fumes ○ Dusts ○ Vapours ○ Mists ○ Gases and asphyxiating gases ○ Germs that cause diseases, such as leptospirosis or legionnaires disease 	
<p>4.8.4</p>	<p>Maintenance, Housekeeping and Inspection of Equipment</p> <ul style="list-style-type: none"> • 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. • 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. • 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. • In the event an item of furniture, apparatus or equipment has been identified as unsafe it must be taken out of use and reported to the Operational Facilities Manager who will organise its removal. • Staff must not attempt to repair equipment themselves. 	<p>WCO</p>

	<ul style="list-style-type: none"> • 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. • The detailed arrangements for the maintenance and inspection of equipment are under the control of the Operational Facilities Manager who maintains appropriate records. • Where Heads of Department hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair. 	
4.8.5	<p>PE, Design Technology and Playground Equipment</p> <ul style="list-style-type: none"> • The Head of PE is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students. • The Head of DT is responsible for ensuring that all DT equipment is suitable and safe for the activities planned and the age and abilities of the students • The Operational Facilities Manager is responsible for ensuring all playground, PE and DT equipment is inspected at least annually by a competent person and that playground equipment is inspected by the Facilities Team, being checked monthly to ensure it is suitable and safe. • Any concerns about the condition of the gym floor or other apparatus will be reported to the Operational Facilities Manager. • Students are taught how to carry out and set up PE and DT equipment safely and efficiently. • Staff will visually check that equipment is set up safely before lessons and returned to the designated storage area after use. • Risk assessments have been completed by the Head of Department for all Playground, PE and Design Technology activities, and all staff must be familiar with these. • Students must not use the PE, Playground or Design Technology equipment unless supervised. • Any faulty equipment must be taken out of use and reported immediately to the Head of Department and Operational Facilities Manager who will organise for its removal. 	<p>Head of PE</p> <p>Head of DT</p> <p>WCO</p>
4.8.6	<p>Educational Visits and Journeys</p> <p>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.</p> <p>When taking students off the School premises, we will ensure that:</p>	<p>EVC</p>

	<ul style="list-style-type: none"> • Risk assessments will be completed using Evolve 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 students along with the parents' contact details. • First Aid requirements are reviewed within the school trip risk assessment. 	
4.8.7	<p>Work Experience</p> <ul style="list-style-type: none"> • 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. 	
4.8.8	<p>School Transport</p> <ul style="list-style-type: none"> • 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. <p>The Facilities Team monitor the minibuses weekly and arrange the annual MOT tests and servicing to be carried out.</p>	Facilities Team
4.8.9	<p>Risk Assessments</p> <ul style="list-style-type: none"> • Subject specific risk assessments are produced by Head of Departments for all curriculum areas to ensure that potential hazards are identified, and risk assessments are completed for all significant risks to involve specialist and high-risk areas arising from the School undertakings. 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 Business Manager. • Educational Visits have a bespoke risk assessment process, refer to the section 3.7 • The Operational Facilities Manager will undertake risk assessments for maintenance and cleaning. • The Educational Visits Coordinator (EVC) will ensure that risk assessments are completed by all staff who organise and lead Educational Visits 	<p>Head of Depts</p> <p>Team Leaders</p> <p>WCO</p> <p>EVC</p>

4.8.10	<p>Personal Protective Equipment (PPE) Staff identified as requiring PPE follow must guidelines based on safe working practices and risk assessments.</p> <ul style="list-style-type: none"> • Where the need for PPE has been identified, in risk assessments, it is relevant line manager’s responsibility to ensure adequate supplies of suitable PPE. • Where a need for PPE is identified by risk assessment, staff and students should wear PPE as per instructed on the risk assessment. • Any staff member or student who refuses to use the PPE will be subject to disciplinary action. • PPE must be kept clean and stored in designated areas. • Staff must report any lost or damaged PPE to their line manager in the first instance. If issues arise, they should be brought to the attention of the Business Manager. 	
4.9	SITE RELATED	
4.9.1	<p>Site Maintenance</p> <ul style="list-style-type: none"> • The Operational Facilities Manager is responsible for ensuring the safe maintenance of the School premises and grounds, and for ensuring cleaning standards are maintained, with a number of weekly, quarterly and annual checks and inspections undertaken. • The Facilities Team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Business Manager. • All staff are responsible for reporting any hazards/defects to the Operational Facilities Manager via ‘Every’ electronic reporting package or via the Comms team in the main office if the request is urgent. 	<p>WCO</p> <p>Facilities Team</p> <p>WCO</p>
4.9.2	<p>Manual Handling and Lifting</p> <ul style="list-style-type: none"> • Risk Assessments identify that lifting should not be carried out by staff apart from the Operational Facilities team who are trained in Manual Handling. • The Business Manager or line manager will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible. • No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Operational Facilities Team for assistance. • Students are not allowed to move or lift any heavy or unwieldy furniture or equipment. 	<p>NSH / Line Managers</p>

	<ul style="list-style-type: none">• Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.	
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	<ul style="list-style-type: none"> All contractors / visitors must be registered on the Schools central DBS register or be accompanied whilst on the School's premises by a member of staff. 	
4.9.5	<p>Asbestos</p> <ul style="list-style-type: none"> All employees must read and ensure they have read and understood the school's Asbestos Management Policy. 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, by reporting this immediately to the Operational Facilities Manager. The Operational Facilities Manager is responsible for monitoring items identified in the register and ensuring that the School Asbestos Log is read and signed by all contractors before starting any work on the premises. 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. Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Operational Facilities Manager. Where damage to asbestos material has occurred, the area must be evacuated and secured. The Headteacher will immediately notify the Governing Body. 	<p>All staff</p> <p>WCO</p>
4.9.6	<p>Electrical Safety</p> <ul style="list-style-type: none"> All Staff must be familiar with School procedures and report any problems to the Operational Facilities Manager. Staff must not bring electrical equipment into school without the permission of the Operational Facilities Manager. The Operational Facilities Manager will ensure that annual portable appliance testing (PAT) will be carried out of all equipment, including personal items used by staff and students, by a competent person in accordance with the timescales recommended by the Health and Safety Executive. Any electrical items brought onto site should be notified to the Operational Facilities Manager who will arrange PAT testing. The Operational Facilities Manager is responsible for ensuring that the Fixed Electrical Testing is inspected every five years by an external contractor, and any identified remedial work is undertaken without delay, last undertaken in 2019. 	<p>All Staff</p> <p>WCO</p>

	<p>All Staff are responsible for ensuring:</p> <ul style="list-style-type: none"> • They use and handle electrical equipment sensibly and safely. • Any student 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 immediately. • Only trained staff members can check plugs. • 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 	All Staff
4.9.7	<p>Gas Safety</p> <ul style="list-style-type: none"> • The Operational Facilities Manager is responsible for ensuring that the installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer, and any remedial work is undertaken without delay. • The Operational Facilities Manager will ensure that all gas pipework, appliances and flues are regularly maintained. • All rooms with gas appliances are checked to ensure that they have adequate ventilation. • Any potential hazards must be reported to the Operational Facilities Manager or Business Manager immediately. • All staff are responsible for ensuring that they use and handle gas equipment sensibly and safely. • Any student or volunteer who handles gas appliances does so under the supervision of the member of staff who direct them. 	WCO
4.9.8	<p>Water Hygiene Management (Control of Legionnaire' Disease)</p> <ul style="list-style-type: none"> • A water risk assessment is undertaken by an external specialist contractor, 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 storage tanks, shower heads and taps etc. • The Operational Facilities Manager will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the Operational Facilities Manager specialist external contractors. • The school will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried 	WCO

	<p>out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.</p> <ul style="list-style-type: none"> • Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective. • The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept. 	
4.10	STAFF FOCUS	
4.10.1	<p>New and Expectant Mothers</p> <ul style="list-style-type: none"> • Risk Assessments will be carried out whenever any employee or student notifies the School that they are pregnant. • Staff that is a new or expectant mother should notify their line manager as soon as practicable. • The Human Resources Manager is responsible for ensuring that New and Expectant Mother risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy. • The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother. • The school should consider these risks when completing the risk assessment: <ul style="list-style-type: none"> ○ Working with hazardous substances ○ Stressful environments ○ Movement around the site (including stairs and distances between classrooms etc.) ○ Doing duties that involve physical effort which might be too arduous ○ Standing for long periods ○ Inherent risks in certain departments, e.g. PE, Science ○ Manual Handling ○ Working in a confined working space ○ Using an unsuitable workstation ○ Infectious Diseases ○ The provision of appropriate sanitary and rest facilities 	ZMI
4.10.2	<p>Display Screen Equipment</p> <ul style="list-style-type: none"> • All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 	All Staff

	<p>'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.</p> <ul style="list-style-type: none"> • 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) • The Business Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. • Regular laptop users will be provided with docking stations. • Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces. 	NSH
4.10.3	<p>Lone Working</p> <p>Lone workers can be defined as anyone who works by themselves without close or direct supervision.</p> <ul style="list-style-type: none"> • Lone working may include: <ul style="list-style-type: none"> ○ Late Working ○ Home or site visits ○ Weekend working ○ Site manager duties ○ Site cleaning duties ○ Working in a single occupancy office/classroom ○ During holiday times • 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 Business Manager, you must notify the Operational Facilities Manager, a colleague, friend or family member with your location and your intended time of departure. • The Lone worker will ensure that they are medically fit to work alone. • Lone workers should not undertake any activities which present a significant risk of injury. • A Home Visits Policy is in place which aims to ensure good working practice and to provide guidelines to reduce risks to members of staff when undertaking home visits. 	All Staff

4.10.4

Harassment, Violence and Aggression

- We believe that staff should not be in any danger at work, violence, threatening behaviour or abuse to staff will not be tolerated so all members of the School community, and all visitors can be confident that they are operating within a safe environment.
- Policies, Procedures and Risk Assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff, which are reviewed annually.
- All staff will report any incidents of harassment, aggression or violence (or near misses) directed to themselves from students, visitors or other staff, to their line manager/headteacher immediately. in accordance with the Accident Reporting and Investigation procedure.
- Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed.
- Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault.
- Individual student risk assessments or Care Plans will be completed when necessary.
- Regular reviews to monitor the effectiveness of the control measures are completed.
- If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.
- To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

All Staff

<p>4.10.5</p>	<p>Wellbeing</p> <p>We are committed to promoting high levels of Health and Wellbeing and recognise the important of identifying and reducing workplace stressors through risk assessment.</p> <p>Systems are in place within the school for responding to individual concerns and monitoring staff workloads, Staff can also contact the Human Resources Manager who will be able to provide details of the Employee Assistance provider who can offer confidential advice.</p> <ul style="list-style-type: none"> • The Human Resources Manager is responsible for taking steps to reduce the risk of stress in the School by taking measures to ensure colleagues are supported through: <ul style="list-style-type: none"> ○ Staff Wellbeing policy ○ An environment in which there is good communication, support, trust and mutual respect. ○ The provision of training to enable them to carry out their jobs competently. ○ Control to plan their work and seek advice as required. ○ Involvement in any significant changes. ○ Clearly defined roles and responsibilities. ○ Consideration of domestic or personal difficulties. ○ Individual support, mentoring and referral to outside agencies where appropriate. 	<p>ZMI</p>
<p>4.10.6</p>	<p>Training and Development</p> <ul style="list-style-type: none"> • The CPD-Assistant Head Teacher is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training. • Our staff are provided with specific information and 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 students with special educational needs (SEN), are given additional health and safety training. • All staff will receive Health and Safety and Fire Safety Awareness Training on an annual basis. • Staff given specific Health and Safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties. • Health and Safety will be a regular agenda item for Curriculum staff meetings and on the September INSET day in each new academic year. 	<p>COA</p> <p>All Staff</p>

4.11	MISCELLANEOUS	
4.11.1	<p>Health and Safety Advice</p> <ul style="list-style-type: none"> • The School retain Judicium, 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 Business Manager as is necessary. 	
4.11.2	<p>Safety Records</p> <p>These include;</p> <ul style="list-style-type: none"> • 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. 	
4.11.3	<p>Monitoring</p> <p>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.</p> <p>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.</p> <p>This policy will also be reviewed by the Business Manager every year. At every review, the policy will be approved by the Resources Committee.</p>	

4.11.4	Conclusions (other associated policies) This Health and Safety policy reflects the School's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy. <ul style="list-style-type: none">• This Policy is supported by other associated policies that explain how the school manages specific issues:<ul style="list-style-type: none">○ Asbestos Management Policy○ Control of Infections Policy○ Curriculum Policies○ Educational Visits Policy○ Home Visit Policy○ Emergency Plan○ First Aid Policy and Supporting Students with Medical Needs Policy○ Managing Contractors Policy○ Managing Wellbeing Policy○ Lettings	
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5. Reference

Thamesmead's existing policy incorporating Judicium's model template, as we were informed Thamesmead's existing policy did not provide enough detail on responsibilities. Policy reviewed/approved by Judicium February 2021.

Further Guidance and Resources

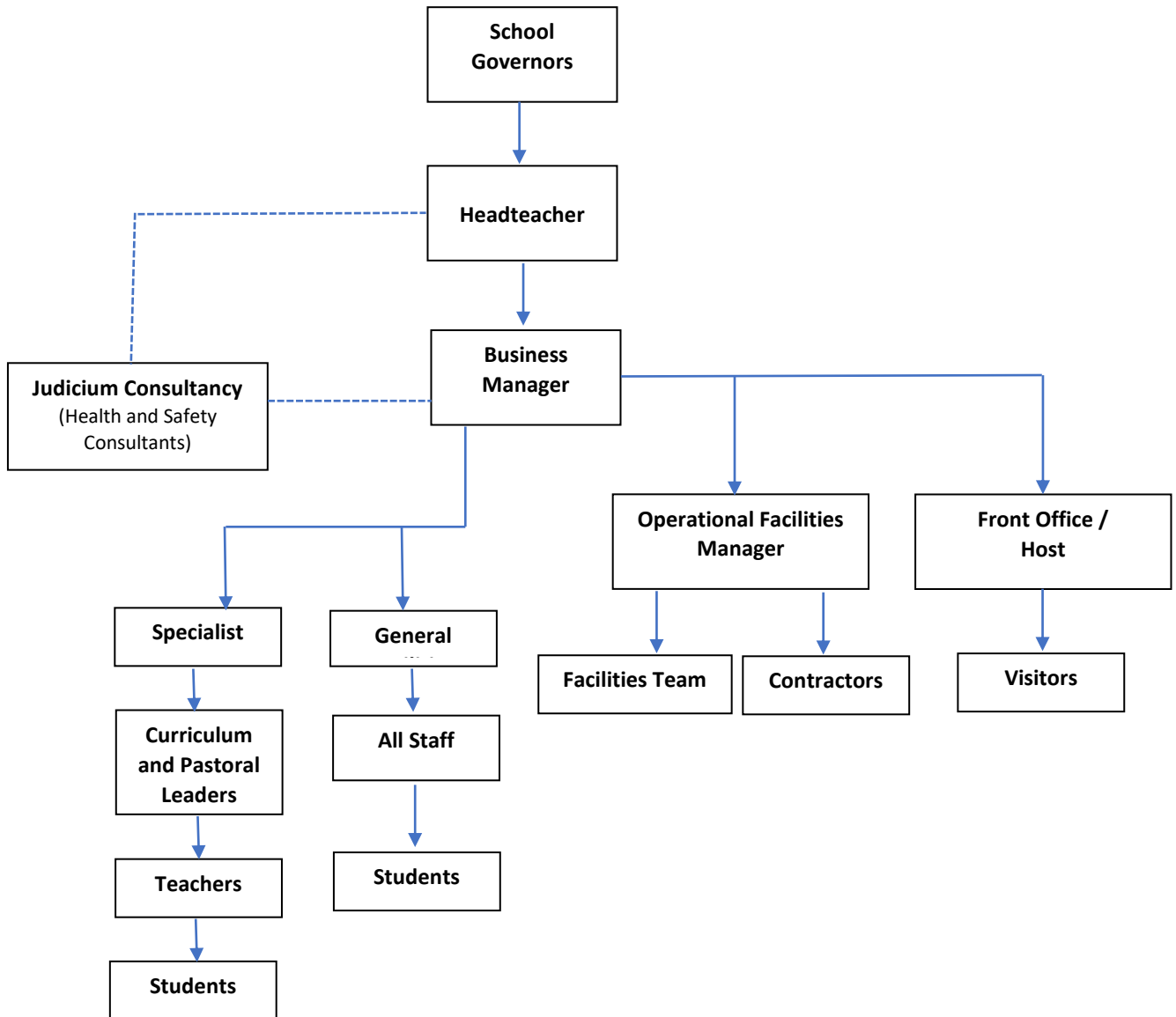
Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The Health and Safety lead in the school will keep under review to ensure links are current.

- HSE
<https://www.hse.gov.uk/>
- HSE - Sensible health and safety management in schools
<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>
- Department for Education - Health and safety: responsibilities and duties for schools
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- National Education Union (NEU) – Health and Safety Advice
<https://neu.org.uk/health-and-safety-advice>

Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges
<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf>

Appendix 1. Health and Safety Organisational Chart



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 Headteacher, 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

HR - Human Resources

SFO - Senior Finance Officer

SEND - Safeguarding

LM - Line Managers

Safety Arrangements	GB	HT	BM	OFM	HR	SFO	SEND	LM
Managing Safety & Health at Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Accident, Incident, Ill Health Reporting and Investigation			<input checked="" type="checkbox"/>					
Workplace H&S Consultation – One-to-one			<input checked="" type="checkbox"/>					
Risk Assessment and Hazard Reporting			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Occupational Health and Health Surveillance			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Substance & Alcohol Abuse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Purchasing			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
New and Expectant Mothers			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Lone Working			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Home Visits		<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
Health & Safety Training			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
Health & Safety of Visitors		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Personal Protective Equipment				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Home Working			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
Employing Agency and Temporary Staff			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Safe Systems of Work			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Action on Enforcing Authority Reports	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>					
Equality and Disability Discrimination Compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
H&S Information for Employees			<input checked="" type="checkbox"/>					
Fire Safety - Arrangements and Procedures			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
First Aid			<input checked="" type="checkbox"/>					

Safety Arrangements	GB	HT	BM	OFM	HR	SFO	SEND	LM
Welfare, Staff Amenities, Rest Rooms & the Working Environment		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
Housekeeping and Cleaning			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Pest Control			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Building Services			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
The Control of Hazardous & Non Hazardous Waste			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Access, Egress, Stairs & Floors			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Windows, Glass & Glazing in the Workplace			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Workplace Signs			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Premises			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Electrical Safety			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
The Provision, Use & Maintenance of Work Equipment			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Hand Tools			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Office Equipment			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
Storage of Chemical Substances & Agents			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Control of Flammable Liquids			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Dangerous Substances & Explosive Atmospheres			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Slips, Trips & Falls			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Special Events			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
The Provision & Use of Machinery			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
The Safe Use of Machinery								<input checked="" type="checkbox"/>
Abrasive Wheels								<input checked="" type="checkbox"/>
Lifting Equipment & Lifting Operations			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Work at Height			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Access Equipment			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Permits to Work			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Hot Work			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Isolation & Lock-Off Procedures			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Workplace Transport & Pedestrian Control			<input checked="" type="checkbox"/>					
Occupational Road Safety			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Water Hazards			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Safety Harnesses, Lanyards & Fall Arrest Equipment			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Ionising Radiations			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Manual Handling			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Display Screen Equipment & DSE User Eye Tests & Spectacles			<input checked="" type="checkbox"/>					
Legionella Control			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Asbestos at Work-ACMs Present & Off Site Risk			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Stress in the Workplace	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

Safety Arrangements	GB	HT	BM	OFM	HR	SFO	SEND	LM
Aggression & Violence in the Workplace	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Local Exhaust Ventilation			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Metalworking Fluids			<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
Gym Equipment			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Playgrounds			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Work with Children		<input checked="" type="checkbox"/>						
Educational Visits		<input checked="" type="checkbox"/>						
Contractor Control & Management			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Roof Work			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
CDM - Client			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

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.