



Health and Safety Policy

This policy was agreed by the Governing Body in October 2012 and implemented in October 2012.

It will be reviewed in May 2019

Signed Chair of Governors Signed Headteacher

HEALTH & SAFETY POLICY

ABBREVIATIONS

The following are used in the policy:

AfPE – Association for Physical Education

CLEAPSS – Is an advisory service providing support in Science and Technology for a consortium of local authorities and their schools

COSHH – Control of Substances Hazardous to Health

DATA – Design and Technology Association

DSE – Display Screen Equipment (Computers)

H&S – Health and Safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

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PART A - GENERAL STATEMENT

PREAMBLE

This policy is produced in respect of Treorchy Comprehensive School only and is supplementary to the Authorities & Departmental Safety Policy Statements.

STATEMENT OF POLICY

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:

1. Plant, equipment and systems of work are safe and without risks to health.
2. The handling, storage or transport of articles and substances will be safe and without risk to health.
3. Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
4. The site is maintained in a safe condition and without risks to health.
5. Access to and egress from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.
6. A working environment is provided that is safe and without risks to health.
7. There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

The persons with specific responsibilities for H&S are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

Signed - Chair of Governors.....Date.....

Signed - Headteacher.....Date.....

Approval of the Policy by the Governing Body at its meeting dated

PART B – ORGANISATION

GOVERNORS

The School governors will ensure that:

- a) The Senior Management Team produces a school H&S policy for approval by the Governing Body and that this policy is annually reviewed;
- b) Risk assessments of work activities are undertaken and a written record of the assessments kept;
- c) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- d) Regular safety inspections are undertaken;
- e) A positive H&S culture is established and maintained.

HEAD TEACHER

The Head Teacher will ensure that:

- a) A school H&S policy is produced for approval by the Governing Body and that the policy is regularly reviewed and revised as necessary;
- b) Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly;
- c) Safe systems of work, identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;
- d) Information and advice on H&S is acted upon/circulated to staff and governors. In particular that relevant H&S policies, procedures and information is retained so that it is available to all staff and governors, and the Schools Safety information is circulated for the attention of staff and governors;
- e) A regular safety inspection is undertaken;
- f) An annual report is provided to the school governors on health and safety;
- g) He/she cooperates with the Authority in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- h) Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- i) That the duties of the H&S Coordinator are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to deliver H&S requirements.

H&S COORDINATOR

The Business and Facilities Manager has been delegated with specific responsibilities by the Headteacher in respect of the management of H&S.

The H&S Coordinator will:

- a) Receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
- b) Advise the Headteacher and Governors on action required to comply with relevant H&S Legislation;
- c) In consultation with Headteacher, Senior Management Team and Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- d) Carry out regular safety inspections;
- e) Chair and manage the schools H&S Committee.

H&S COMMITTEE

The Governing Body and the Headteacher have established a H&S Committee. Representatives on this committee cover all appropriate departments and areas of work within the school. The Health and Safety Committee reports to the Governing Body Premises Committee, Head teacher and Senior Management.

The Committee has the important role of promoting health, safety and welfare across the School. It has staff side representation and meets at least three times a year.

The duties of the School Safety Committee will:

- a) Review School policies on health, safety and welfare;
- b) Review the annual School health and safety action plan;
- c) Consider the implications of changes in legislation and suggest appropriate actions to ensure compliance by the School;
- d) Review accident, incident, near-miss and consider remedial actions and preventative measures.
- e) Promote the School safety policy and systems;
- f) Consider any other health, safety or welfare issue raised through the LEA;
- g) Develop health and safety policy and make recommendations to the Senior Management Team and Governing Body Premises Committee.

MANAGERS (Includes Head of Department)

The Manager is responsible for the day-to-day management of Health and Safety issues within an Area/Department.

The Manager will:

- a) Ensure that H&S is a standard item on the agendas' of Area/Departmental meetings;
- b) Where specified, produce an Area/Departmental H&S Policy, which follows the conventions of the school safety policy, i.e. will include a statement indicating it supplements the school safety policy, include any specific H&S responsibilities and any specific arrangements or standards followed;
- c) Assist the H&S Coordinator in identifying competent persons/carrying out risk assessments;
- d) Ensure that H&S requirements, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for in the Area/Department budget or brought to the attention of Head/H&S Coordinator/Governors as appropriate; and
- e) Ensure that staff are made aware of H&S information relevant to them and have access to the H&S publications provided or referred to as standards.

EMPLOYEES (All Staff)

All employees must:

- a) Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- b) Report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;
- c) Not misuse anything provided for health and safety purposes;
- d) Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- e) Cooperate with management in respect of complying with H&S requirements.

NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Authority does not hold insurance to cover use of private vehicles.

CATERING AND CLEANING STAFF

Have the responsibilities indicated for all employees together with those indicated in supplemental Authority or company safety policies.

VOLUNTEER HELPERS

Have the same duties as those indicated for employees.

PUPILS

Although pupils are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, schools will have expectations as to what is appropriate behaviour.

Pupils are expected to:

- a) Comply with school rules relating to general behaviour;
- b) Take note of and comply with information provided for safety with regards activities undertaken;
- c) In cases of emergency to remain quiet, listen and obey instructions given by staff; and
- d) Not to misuse anything provided for H&S reasons.

PART C – ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. Specified Area/Departments will produce a supplemental policy covering the organisation and specific arrangements within Area/Department and these will be listed in appendices.

GENERAL ARRANGEMENTS

1 ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 – PUPILS – All accidents to pupils are to be recorded on a specific Incident/Accident Form. (Standard Authority form). In addition any reportable incident will be immediately reported to the Authorities Health and Safety Department. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative.

1.2 – STAFF – All accidents to staff are to be recorded on the specific Incident/Accident Form. (The same standard Authority Incident/Accident Form used for pupils).

1.3 – VISITORS – All accidents to visitors/contractors recorded on the same form as above.

1.4 – NEAR MISS INCIDENTS – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an incident/accident form is to be completed. The form will be sent to the H&S Coordinator who will then decide if it needs to be forwarded to the Schools H&S Department.

1.5 – BEHAVIOUR INCIDENTS – These include violence, bullying and harassment and are to be dealt with in accordance with the Schools Behaviour Policy and reporting procedures.

2 ASBESTOS

The school Asbestos Management Plan (AMP) is kept by the Business and Facilities Manager and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

NB All staff are advised that asbestos containing materials in school are only labelled in places where students do not have access so always check before pinning or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

3 CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

3.1 – SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. contractors authorised and approved by the Authority to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school. Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, pupils and other visitors on site. The school will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will also be provided to them.

3.2 – BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- a) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) being hit by falling objects dropped by persons working above head height;
- c) Inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- d) Coming into contact with machinery or vehicles.

These are only a brief outline of the hazards associated with this activity that may occur in areas.

Where pupils, staff and visitors have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of pupils.

3.2.1 – SMALL SCALE BUILDING WORKS – This will include day-to-day maintenance work and all work undertaken on site **where a pre-site meeting has not taken place.**

- a) On their arrival all contractors must report to Reception (or Duty Caretaker outside of normal school hours or school holidays) and under no circumstances are they to commence work until given approval to do so by the **Site Manager (or Duty Caretaker in his absence)**.
- b) Before any work is commenced, it is essential that the **Site Manager (or Duty Caretaker in his absence)** is made aware of;
 - i) What work is to be undertaken,
 - ii) Where the work is to be carried out,
 - iii) An indication of the likely timescale,
 - iv) What equipment is to be used?
 - v) What services are required?
- c) Before work is to commence, the contractors must be advised by the **Site Manager (or Duty Caretaker in his absence)**,
 - i) Where they can gain access to services,
 - ii) What the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the **Main Yard**,
 - iii) Any particular problems with the work, e.g. access may still be required to the area.
- d) The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

3.2.2 – LARGE SCALE WORKS - This encompasses all work where a pre-site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein. For all large-scale works the LEA's Premises and Facilities surveyors would be involved and a pre-meeting will take place including LEA surveyors, contractors, Business and Facilities Manager and Site Manager. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

4 CONSULTATION WITH EMPLOYEES

The school complies with the H&S (Consultation with Employees) Regulations 1996 by:

- a) Having H&S as a standard item on the agenda of departmental staff meetings;
- b) Establishing a School Health and Safety Committee including a cross section of staff and staff side representative; and
- c) Regularly communicating with staff including circulating safety information/bulletins to all staff.

5 COMPETENCY

All staff appointed are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management and is

essential in respect of the control of dynamic work situations, e.g. teaching a class of pupils. For each job/role basic competency requirements are included in the job description but for health and safety the school has a list of items that need to be covered at induction and a supplemental list within each Department.

6 E-SAFETY

E-safety is included within the Schools Child Protection and Safeguarding policy and a copy of this policy can be found on Public Folders – Q Drive. The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

7 FIRST AID

The school exceeds the basic recommendation for first aiders. A list of staff who hold a first aid at work certificate are detailed in a First Aid policy available on Public Folders – Q Drive and in all staff rooms.

7.1 ACCIDENTS - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance**. In cases involving pupils, their parent/guardian will be contacted as soon as possible, but this should not result in a delay obtaining medical attention. For cases involving injuries to pupils that are less serious but still of concern, e.g. sprains, strains, cuts etc. parents/guardians will also be contacted and action taken according to parents/guardians instructions.

NB in the event of a bump/injury to the head it is essential that persons be monitored and not left alone or unsupervised.

7.2 – RECORDING - Any accident where first aid is administered to pupils will be recorded on the normal incident/accident form and reported to the authorities H&S Department accordingly.

7.3 – FIRST AID BOXES/MATERIALS - First aid boxes are kept on site and these only contain approved materials. A list of approved materials is listed in the First Aid policy. The boxes are available for use by all staff and visitors on site.

7.4 – INJURIES INVOLVING BLEEDING - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in first aid boxes.

8 GENERAL MAINTENANCE CONTRACTS

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

a) ELECTRICAL INSTALLATION

The fixed electrical installation is tested by maintenance contractors arranged by the LEA every 5 years as required by the electricity at Work Legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

b) FIRE EXTINGUISHERS

Fire extinguishers are subject to an annual check by a specialist contractor arranged by the LEA and on a regular basis the extinguishers are checked, by the Site Management Team to ensure that they are in position and that the pins are in place.

c) PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use and reported immediately to the Site Management Team. In addition the portable electrical equipment is subject to an annual check in line PAT regulations.

9 INFECTIOUS DISEASES

The school follows the national guidance produced by Public Health for managing and controlling infectious diseases in schools. The Authority coordinates circulation of information in relation to any outbreaks, warnings, advice or general information from the Public Health Department.

10 MEDICAL NEEDS

The school will try to accommodate pupils with medical needs wherever practicable in line with the Schools Policy of Child Protection and Safeguarding. This policy is available on Public Folders – Q Drive

11 RISK ASSESSMENTS

The school risk assessment process is on-going. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site/departmental specific. This information is then included within schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, pupils and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

11.1 – COMPUTER WORKSTATION ASSESSMENTS - Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test, claim forms available from the Administration Office.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. If staff have any questions on DSE they should initially speak to their line manager or Head of Department who will refer the matter on to the H&S Coordinator if unable to resolve it.

11.2 – FIRE – A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire drills are carried out every term.

NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building. Fire extinguishers are provided across the school site and the Site Management Team have been trained in how and when they can be used.

11.3 – HAZARDOUS SUBSTANCES - The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards. The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant Areas/Departments or in the standards followed, e.g. CLEAPSS documentation for both Science and DT. If staff have any questions on hazardous substances these should be raised with line managers or the Head of the Area/Department.

11.4 – MANUAL HANDLING – Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of

manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment. All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.** Within school the following written assessments are in place.

11.4.1 – REGULAR OPERATIONS – EQUIPMENT/MATERIALS – A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency with which it is carried out and whether viewed as a high medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Within each Department a supplemental list has been produced, in a similar format, where there are specific additions or changes from the generic. Staff who undertake a significant amount of manual handling will be provided with training i.e. Site Manager, Caretakers, Learning Support Assistants whilst basic information on safe practice is available.

11.4.2 – MANUAL HANDLING – PUPILS – All pupils who may need to be lifted or supported are assessed using the manual handling assessment forms. The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the pupils use, e.g. standing frames, wheeled chairs.

11.5 – NOISE – The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise assessment in school has identified areas with a high level of machinery as potentially exceeding the noise levels as well as Music. Noise assessments have therefore been undertaken for those Departments and introduced noise reduction including ear protection measures as appropriate. If staff have any questions on Noise levels they should initially speak to their line manager or Head of Department who will refer the matter on to the H&S Coordinator if unable to resolve it.

11.6 – SECURITY – Security of the school site has been risk assessed and security issues are regularly reviewed. If staff have any questions on Security they should initially speak to their line manager or Head of Department who will refer the matter on to the H&S Coordinator if unable to resolve it.

11.7 - WATER ASSESSMENT – An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

11.8 – WORKPLACE - An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace.

11.9 - WORK AT HEIGHT – Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a work at height assessment. Within school the following written assessments are in place.

11.9.1 – REGULAR OPERATIONS – A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Within each Area/Department a supplemental list has been produced in a similar format where there are specific additions or changes from the generic.

11.9.2 – SPECIALIST OPERATIONS – These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

12 SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is available on Public Folders – Q Drive and also the leaflet ‘Safeguarding Guidance for Staff Working with Children and Young People’.

13 EDUCATIONAL VISTS

A separate school trips policy including procedures and risk assessment process is established based on Welsh Assembly and Authority guidance. This is available on Public Folders – Q Drive and a brief provided in the staff handbook. The Schools Business and Facilities Manager is the designated Educational Visits Coordinator (EVC) for the school.

14 TRANSPORT

The school has adopted the authorities’ guidelines for the transportation of pupils. One of the following options will therefore be used.

1 - Staff transport pupils/equipment in their own cars or drive to other venues during the working day. Staff who use their own cars must confirm that their insurance policy covers them for this business purpose as such cover is not provided by the Authority or School.

NB Staff driving their own vehicles for work/school need to ensure they are covered for Business Use by their insurer.

2 - Staff transport pupils/equipment in the school minibus or a minibus hired in for the purpose.

NB: Only Staff who hold a D1 Category on the driving license can drive a minibus.

3 - Transport and driver are hired in from a reputable source. This is the usual practice for school trips.

15 WELLBEING

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable worklife balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or line manager but also have access to the authorities’ confidential counselling service. Sickness absence or health concerns will be dealt with under the authorities’ absence policy. The Governing body endorses the principals set out by the authority and the established framework to support staff wellbeing.

16 ASSOCIATED POLICIES, PROCEDURE AND GUIDELINES

The School also has in place the following associated H&S policies, procedure and guidelines. These should be read in conjunction with this Health and Safety Policy.

Asbestos
Alcohol and Substance Misuse (RCT)
Control of Substances Hazardous to Health COSHH
Confidentiality
Dignity at Work (RCT)
Display Screen Equipment
Domestic Abuse and Sexual Violence (RCT)
Educational Visits
Electricity at Work
Emergency Planning

Eye and Eyesight Tests (RCT)
 Extreme Weather Conditions
 First Aid and Medication
 Harassment at Work
 Home School Agreement
 Manual Handling
 Guidelines for Staff on Working Alone Safety (RCT)
 Health and Safety in Swimming Pools
 Health and Safety Training
 Legionella
 Lone Working (RCT)
 Maintenance
 Managing Contractors
 Minibus Guidelines and Policy for Use
 Noise at Work (RCT)
 PAT
 Pregnant Women at Work (RCT)
 Pressure Systems
 Reporting of Injuries, Diseases, Dangerous Occurrences (RCT)
 Security
 Smoking at Work (LEA)
 Use of School Premises and Facilities
 Use of Personal Protective Clothing (LEA)
 Visitors
 Violence at Work (LEA)
 Waste Disposal
 Work Experience Placements
 Work Equipment (LEA)
 Workplace Health and Safety and Welfare (LEA)
 Workplace Stress

Fire Safety

Arson
 Construction of Buildings
 Control of Contractors
 Escape Lighting
 Fire Safety
 Fire Fighting Equipment
 Fire Safety Signs and Notices
 Fire Regulations and Legislation
 Fire Alarms
 Hot Permits to Work
 Management of Fire Safety
 Means of Escape
 Mitigating the Effects of Fire
 Planning a Response to Fire
 Prevention of Fire
 Training (Fire)

Medical/First Aid

First Aid and Medication including Asthma

Compiled by: Business and Facilities Manager, Health and Safety Committee	Revision Number: 6
Approved by: Premies and H & S Committee, SMT	Revision date: May 2018 Person Responsible for Revision: Business and Facilities Manager