

# Bhaktivedanta Manor School



## Health and Safety Policy

| Version | Date     | Author/Role                             | Ratified by           | Review Date |
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| 1       | Jan 2018 | Wendy Harrison (Guru)<br>Headteacher    | Full GB               | Jan 2019    |
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# Health and Safety Policy

## Statement of Intent

This is a Statement of Organisation and Arrangements for the School. In accordance with the Health and Safety at Work etc. Act 1974, it is the policy of the Governors to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect non-employees such as pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

The School recognises Health and Safety as an integral element of its organisation, and it will be given equal status alongside other management functions.

## **Legal framework**

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)
- The Environmental Protection Act 1990

## **Aims of Health and Safety**

At Bhaktivedanta Manor School we intend to practice effective health and safety management by providing safe and healthy working conditions and environment for children, employees, as well as for visitors to the school.

Everyone working in the school can contribute to controlling health and safety risks. They need to know their responsibilities, understand what they must do, how they will be supervised and how they will be held accountable.

- We aim to make children, parents, staff, volunteers and visitors aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment
- Our link Governor, Nilesh Vadhvana is the officer responsible for health and safety in the school. They are competent to carry out these responsibilities and have undertaken health and safety training and regularly update their knowledge and understanding.
- We display the necessary health and safety at work poster in the school building

## **Insurance Cover**

We have public liability insurance and employer's liability insurance. The certificates are displayed in the windows at the entrance to the school reception area

This policy should be read alongside various associated policies which are referenced accordingly throughout the body of this policy where relevant

## **Planning and Implementation**

Bhaktivedanta Manor School ensures that the health and safety policy is implemented by involving Staff and Teachers and even students thus generating commitment needed for a positive healthy and safety conscious culture. This involves:

- communication
- co-operation
- control
- competence

The head teacher, administration and auxillary staff along with teachers identify hazards and assess risks and seek guidance from the Health and Safety Officer whether action is needed as detailed in the Risk Assessment Policy. Risks assessments are carried out for the:

- Identification of hazards associated with tasks
- Finding of the safe method of work or action to be taken.
- Ensuring that all staff and students concerned receive appropriate information, instruction and training on safe procedures relating to their areas of work and play.

## **Monitoring**

Active monitoring will provide information before things go wrong. It looks at how well the schools safety objectives and standards are met and ensures that:

- Inspections and reports are carried out regularly;
- Any common problems or weaknesses are identified;
- Any deficiencies identified at inspections have been remedied or assigned priority for remedial action;
- Resources implications have been recognised and programmed

## **Inspections**

The health and safety officer and headteacher will monitor areas by undertaking regular health and safety audits of the school and any hazard or risk of hazard will be noted. These will be brought to the attention of the management ( Finance and Premises Committee) as quickly as possible for logging into the risk assessment file.

Reports of unsafe conditions or practices from other employees or non-employees will be reported to the head teacher immediately , who in turn will inform the Health and Safety Officer for action

## **Organisational Role and Responsibilities for Health and Safety**

Health and safety management of the school requires school staff and the Proprietors (Management Committee) to work together to ensure health , safety and well- being objectives are achieved. Health and safety is everyone's responsibility.

### ***The main functions of the Proprietors/Governors in relation to health and safety are,***

- develop and maintain a positive and proactive health and safety culture.
- to ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- to ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;

- to provide and maintain plant and systems of work that are safe and without risks to health;
- to maintain any place of work under its control in a condition that is safe and without risks to health;
- to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in our premises;
- to provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- to give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information
- monitor health and safety performance to verify that The School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- to ensure that the Hirer of the premises, for any event is aware of his/her obligations under health and safety legislation and the school's health and safety policies where appropriate

***The main functions of the Headteacher in relation to health and safety are,***

- Implement the requirements of this Policy and for ensuring compliance with all health and safety legislation within our School.
- Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example.
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their School.
- Ensuring regular health and safety inspections of the site are carried out
- Carrying out investigations where issues are brought up
- Ensure all School decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- Ensure that School employees recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions.
- Ensuring the objectives and content of the Health and Safety Policy are fully understood by all and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.
- Ensuring that this Policy is brought to the attention of all employees.

The Headteacher will bring to the attention of the governing body any significant health and safety issues, will work with the governors in any policy matters and bring to their attention health and safety guidance received from enforcement authorities.

***The main functions of the Administration team in relation to Health and Safety are:***

- To record any health and safety issues that employees bring to their attention in the relevant log books and alert the headteacher as soon as possible
- To pass on health and safety information received to appropriate people i.e. Temple and management committees and or maintenance team, as and when directed by the headteacher
- To ensure when directed by the headteacher, that action is taken where and when it is needed in a timely manner

***The main functions of all Employees in relation to health and safety are:***

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- Reporting promptly, in the first instance to the headteacher (or appropriate administration staff who must pass this on to the Head and record in the accident and incident books and Risk Assessment logs as appropriate.) any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related illness, hazardous situations
- Report to the Headteacher or Health and Safety Officer, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- Wear any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observe safety rules, complying with codes of practice, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on school premises

***Special obligations of any Class Teacher and Teaching Assistant***

In addition to the general responsibilities of employees, outlined above, class teachers and teaching assistants are expected to:

- raise any health and safety concerns outside their control related to their class area with the headteacher;
- exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- detail safe methods and controls to be followed in their written lesson plans
- set a good example by following safe working procedures personally;
- ensure the use of protective clothing and guards where necessary;
- avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- build in safety education in curriculum planning.
- To ensure that a tidy, orderly and safe workplace is maintained as per the school, Learning Environment Policy in the Staff Handbook.

## **Awareness Raising and Training**

- Our induction training for staff and volunteers includes clear explanations of health and safety issues so that all adults are able to adhere to our policy and procedures. The induction training will include matters of employee well being including safe lifting and storing of potentially hazardous substances. Records are kept of the induction training sessions and new staff and volunteers are required to sign the records to confirm they have taken part.
- As necessary health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at our staff meetings
- The school operates a No Smoking Policy

## **Procedures for Health, Safety and Welfare at Bhaktivedanta Manor Primary School**

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

### ***Accident Reporting, Recording & Investigation***

The headteacher ( or admin officer in the Head's absence) will be notified of all serious accidents on the premises. All pupil accidents are entered on an accident form, which is completed by the member the first-aid team that dealt with the incident. Accidents for employees are also dealt with by a trained first aider and recorded in the employee accident form which is available in the school office. This form **MUST** be countersigned by the Head. The Head will then decide if the incident needs to be investigated.

Accidents involving parents, visitors or contractors will also need to be reported and advice from the Health and Safety Officer should be sought immediately.

For more serious accidents or if the employee/student is not able to return to school for more than 7 days, then the RIDDOR procedure should be followed. If an injury is RIDDOR reportable, the Health and Safety Advisor should be notified to give guidance and an accident/investigation form completed along with witness statements.

RIDDOR reportable accidents should be reported online via the HSE website [www.hse.gov.uk](http://www.hse.gov.uk) after advice from the Health and Safety Officer.

**Under no circumstances should employees contact the local Environmental Health Officer directly.**

Regular safety monitoring will include checking of the accident / incident records and risk assessment logs with actions and updates updated with findings from these as well.

### ***After School Clubs***

*All leaders of out of school activities are vetted and receive induction training on the schools Safeguarding and Welfare procedures, which includes pertinent health and safety information*

### ***Asbestos***

The Asbestos Register is kept in the school admin office in a blue folder ( entitled "Full Ofsted Inspection Non Teaching File"). Contractors must consult the asbestos register/survey prior to starting work on the premises and must sign the acknowledgement form indicating that they have read and understood the section of the register/survey pertaining to where they are to commence work. Only approved staff should undertake drilling or any other DIY work.

Any damage to asbestos should be reported to the Health and Safety Officer as soon as possible who will then contact the appointed survey company for advice.

## **Contractors**

Contractors are selected in line with the school Scheme of Delegation. Health and Safety issues are discussed with contractors in advance of commencing work and monitored by the Health and Safety Officer. Any concerns or issues over working practice will be communicated to the Head who will either contact the appropriate contract supervisor or contact the company concerned where appropriate.

The Head will ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Head, or by the contractor, in consultation with the Head.

## **Curriculum Safety** – including Educational trips and visits

Teachers are expected to ensure suitable risk assessments are in place for specific curriculum activities and areas of the school as necessary. Higher risk activities such as cooking, woodwork and energetic play are only undertaken with direct supervision of staff. Equipment that is offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to a younger / less able child. In addition, the following must be noted,

### **Educational Visits:**

*All visits are planned by the staff who carry out a pre-visit if possible to ensure and plan for the safety of that visit. Prior to attending a trip all students will require signed parental consent forms. The proper ratio of adults to pupils will be ensured. If a coach is required, the temple minibus will be used. The temple transport manager will ensure that the vehicle has current MOT and acceptable insurance for use by the school. A qualified and DBS checked driver will be used. - Also see Transport Plan and Policy*

### **P.E.**

*Pupils should wear appropriate clothing as per the uniform policy in the parent handbook. Inappropriate items of jewellery removed to prevent accidents. Surfaces and equipment should be checked for safety before the activity takes place*

### **Pond:**

*The pond area is surrounded by fencing and the gate is kept locked. Children only access the inside of the fencing under direct supervision with teachers for planned learning activities*

### **Technology**

*The safe use of the tools and equipment should be demonstrated to pupils before their use. These and other tools should be used only under the supervision of a teacher in accordance to the known capabilities of the children. Staff who use electronic communication technology will abide by the schools E-Safety, Networking & Mobile Phone policy and Children will follow and be made aware of the schools Acceptable Use Policy when using the schools IT technology.*

### **Outdoor Play**

*Children will have the opportunity to play in the fresh air daily throughout the year. We subscribe to the chief medical officer's recommendation of 180 minutes of physical activity per day and provide children the opportunity to work towards this goal. Outdoor play is only carried out in designated areas within the security fencing and children are supervised at all times. Play outside is supervised by teachers, lunchtime supervisors and teaching assistants. Children are not left unsupervised. All persons who are responsible for children have current DBS checks. Play areas are contained and during play times for the school, these areas are restricted to other visitors.*

## **Emergency Contacts**

There is a list of emergency contacts for pupils and staff, securely kept, in the school office

There are at least 2 emergency contacts for pupils

The contact information for pupils is updated regularly ( once per term)

### **Medication**

Parents/carers' requests for medicines (prescribed antibiotics) to be administered to their children by staff during school hours, must be received in writing using the form available from the school office/website, giving first aid staff permission to administer medication and stating how much medication is to be administered and how often. Medication is stored in a locked medical cabinet. The amount of medication and the time given is recorded and the form signed by the member of staff who has administered the medication.

In addition parents provide information relating to a child's medical needs as part of the induction pack. This information is collated into a medical register and given to the teachers and supervisors of each group of children. Parents are requested to update the school of any information update relating the children such as health, allergies, changes in address or changes in parents contact details. **PLEASE SEE ALSO THE POLICY ON PUPILS WITH MEDICAL NEEDS & FIRST AID POLICY**

### **Electrical equipment**

Equipment is monitored by the Health And Safety Office but it is the responsibility of all staff to alert the Head regarding any item of equipment which may be dangerous or defective. Personal equipment brought into the school must be tested before use and staff MUST gain authorisation from the headteacher before doing so.

#### **Portable Electrical Equipment**

*A visual inspection should be made of all portable equipment each time it is used.*

*Portable Appliance Testing will be undertaken by a qualified company annually..*

*Any item which fails such a test must have the appropriate 'fail' sticker attached to it and will be removed from use for repair or replacement.*

#### **Fixed Electrical Equipment**

*A comprehensive test of all fixed electrical equipment is carried out every five years by a qualified electrical company appointed by the school.*

### **Fire precautions and procedures and other emergencies, including bomb threats.**

The school complies with the Regulatory Reform (fire safety) order 2005 and works under the Temple Fire Safety Management Plan.

The Health and Safety Officer is responsible for ensuring that all fire exits are clearly marked and kept free from obstruction and that Fire extinguishers are checked regularly (annually) and not missing from the appropriate locations.

The Health and Safety Officer carries out weekly testing of the fire alarm system and monthly testing of emergency lighting, fire exits and records all findings using the fire log book (containing all fire safety records) which is located by the fire alarm panel

A planned fire evacuation drill takes place once each term as a minimum. In the event of a fire or fire drill everyone should leave the building on hearing the continuous ringing of the bell. All staff should familiarise themselves with the evacuation procedures and assemble the pupils in the designated fire meeting point as quickly as possible. Registers will be taken to ensure that all pupils are accounted for. The fire meeting point is located in the drive near the entrance gates behind the islands to enable safe movement of emergency vehicles. In the event that this location is unsafe, a second stage fire meeting point is located in the Hilton car park. In the event of an emergency, children would be escorted under direct supervision to this point in an orderly manner.

All equipment is maintained annually via the school's contract and any defective equipment is removed and replaced as necessary.

The Health and Safety Officer reviews the fire risk assessments twice per year. **Fire Risk Assessments** are held in the fire log book.

Maintenance of fire alarms, fire equipment and emergency lighting are contracted and overseen by the Health and Safety Officer

Fire warden staff have appropriate training provided and monitored by the Temple Fire Officer.

### **First Aid**

The school has a number of staff employees who are trained first-aiders working in various locations around the site. **PLEASE REFER TO THE FIRST AID POLICY FOR FURTHER GUIDANCE**

Checking, ordering and restocking of first-aid boxes is the responsibility of the Lunchtime Manager and the Office Admin Support

The Headteacher/office admin staff monitors when a first-aid certificate is due for renewal (every three years) and is responsible for booking staff on the renewal course.

### **General Safety Procedures**

- Movement around the school is controlled and orderly with pupils encouraged to be aware of others. There should be no running inside the classroom buildings. Children are not allowed to access the upstairs areas of the school buildings
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- Fire doors are kept unobstructed and closed at all times
- Hot drinks are only permitted during break times and not within reach of children.
- The premises are visually checked by staff prior to students entering an area and unsafe or potentially unsafe items are brought to the attention of the head teacher and the administration team who would update the risk assessment log and ensure take further appropriate action is taken.

### **Hazardous Substances (COSHH)**

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. The findings of regular setting risk assessments are acted upon and procedures updated as necessary
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
  - bleach;
  - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
  - anti-bacterial cleaning agents, except in the toilets, and food preparation areas. Anti-bacterial sprays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.

## **Health and Hygiene**

Our school promotes a healthy lifestyle and high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

### **Personal Hygiene**

- *Children are taught to wash their hands after using the toilet, and before and after school lunches (prasadam). Good hand washing techniques are promoted using pictograms.*
- *Children with pierced ears not allowed to try on or share each other's earrings*
- *Children encouraged to shield their mouths when coughing and to blow and wipe their noses when necessary -The school promotes this using the Catch it, Bin it, Kill it images.*

### **Food**

*The school has a food safety policy and also observes legislation regarding food hygiene. Food served to children is prepared by the Temple Kitchens and meets food safety and food hygiene requirements and Lunch supervisory staff have current food hygiene qualifications.*

*Persons involved in the serving of food will sign the Food Safety Advice forms stating they will:*

- *Not be suffering from any infections/contagious illness or skin condition*
- *Advise of any condition that would prevent them from handling food safely*
- *Wash fresh fruits and vegetables thoroughly before use*
- *Always wash hands under running water before handling food and after using the toilet.*
- *Never sneeze or cough over food*
- *Follow good food safety practices*
- *Keep logs of temperatures of hot food brought to site prior to serving*

*Lunch serving staff will ensure that children assisting do not serve hot food preparations*

### **Cleaning/Site staff will:**

- *ensure that cleaning is done to a high standard and that rubbish is kept to a minimum and is cleared away.*
- *ensure that wet floor warnings are in place to minimise risk of slips and falls. All areas are dry mopped to prevent any risk of slips.*
- *dispose of glass and sharp objects safely.*
- *put in place arrangements for snow shifting*
- *ensure, as far as possible, that waste and recycling bins are at safe distance from buildings and that they are secure.*

## **Lettings and shared use of premises**

Organisations which hire spaces on site have a copy of our Lettings Policy and will sign an agreement indicating that they agree with and, where appropriate, comply with insurance requirements; maximum numbers; safety requirements; fire alarm procedures, etc.

## **Lone working**

For Health and Safety reasons, all staff who work during school closure periods are required to sign in and out via the book in the main reception area. This means that the proprietors/ Head will know who to account for in the event of a fire or other emergency.

## **Pupil Collection**

If a child needs to leave early, parents need to email the teacher or school office directly or provide a signed note to the class teacher or to the school administration office. Children are only released to their parents or persons who are authorised to collect them. Records of people authorised to collect individual children are kept securely in the relevant classrooms and school office.

If in an emergency, parents/carers require their child to be collected by an unauthorised person/person unknown school staff, they will need to provide a codeword for identification of the unauthorised/unknown adult.

Pupil will not be released to siblings under the age of 16 years of age without the express written permission of the parents

### **Poster on Health and Safety Law**

These are located in a prominent place and will be updated by the Health and Safety Officer

### **Personal Protective Equipment (PPE)**

Where subject areas provide pupils, teaching and other staff with suitable PPE in accordance with their Risk Assessments, they must be worn when necessary.

### **Reporting defects**

Defects must be reported by entering the defect in the Repair file in the Reception Office. Jobs are made safe and items repaired or replaced in order of priority with Health and Safety issues being given priority.

### **Risk Assessments**

Dynamic Risk Assessments of the general areas, classrooms and outdoor play areas are carried out continuously by staff as they assess the everyday hazards.

Risk assessment forms are completed termly by all practitioners and those responsible for the buildings, the fabric of the school and those leading trips and educational visits. Risk Assessments of the premises, both indoors and out are in place. These are issued and monitored by the Health and Safety officer

Employees who are pregnant must notify their immediate line manager and a risk assessment completed on a monthly basis.

All risk assessments are stored in the school office

Further details relating to risk assessments are found in the schools **Risk Assessment Policy**.

### **Security:**

The school grounds are enclosed with security fencing. Security cameras record and store recordings of outside areas of the buildings and the site entrance. The gates are open to the grounds from 8.50am to 9.00am and at 3.15 to 3.30pm daily and they are supervised by a member of staff. They are open again at 4.30 for the dismissal of after school club children and supervised by the After School Club leaders. Apart from these times, all parents, visitors and staff enter the premises via the main school reception area.

### **School Transport – e.g. minibuses, use of parent vehicles**

*The school generally uses the temple minibus for educational visits and events. The temple transport manager will ensure that the vehicle has current MOT and acceptable insurance for use by the school. A qualified and DBS checked driver will be used. - Also see Transport Plan and Policy*  
*Occasionally parent vehicles are used to transport pupils to after school club events and procedures are in place to ensure the safety and welfare of all concerns- please see our **School Transport to Events Policy***

### **Visitors and Other Users of the Premises**

The Health & Safety at Work Act etc. 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces. All visitors to our establishment must comply with the School's Health and Safety Policy and procedures.

The Head, must ensure that a suitable system is implemented whereby visitors are required to record their visit (e.g. visitors book). Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the school  
Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him/her to the fire assembly point.

Persons 'hosting' visitors in school must ensure:

- a) Authorisation for the visit has been gained from the Head
- b) Visitors are alerted to the establishment's fire procedures,
- c) Visitors adhere to the School's 'No Smoking' Policy,
- d) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
- e) Visitors record their presence on the premises in the appropriate log book,
- f) Where applicable, visitors are provided with and wear an identification badge,
- g) Visitors are accompanied or authorised to enter the premises,
- h) Visitors remain within authorised areas and not enter any restricted area
- i) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk
- j) Visitors report all accidents, incidents and near misses to the host,

### ***Vehicles on site***

As far as possible, the movement of contractors' and other vehicles on site is restricted at times of high risk. Wherever possible, most deliveries are dispatched in a set-down point which reduces the necessity for large vehicles to move around the site.

### ***Water hygiene***

Water sampling was completed at the commissioning of the building and the reports are in the Full ofsted Non Teaching Standards file. Signage is displayed to indicate water that is suitable for drinking. Water is supplied by Affinity Water who conduct their Water Hygiene tests regularly and the Health and Safety Office is responsible for ensuring this takes place.

### **Conclusion**

We feel that the health and safety management systems of the school are best integrated into routine school procedures. When this is achieved, there will be a reduction in injuries, occupational ill health and accidental property damage. The school will be a safer and healthier workplace for everyone.

The school will review this policy at least annually and will ensure that it is effectively communicated to all staff

Failure on the part of any employee, irrespective of their position, to comply with this policy, may render that employee liable to disciplinary action and could result in criminal/civil proceedings

Next Review Date : **February 2020**

## Resources

### Useful Organisations

- Adventure Activities Licensing Authority
- Health and Safety Executive: education, information sources and guidance [www.hse.gov.uk](http://www.hse.gov.uk)
- Watch your Step in Education - Health and Safety Executive
- Health and Safety Executive link to Guidelines on school trips [www.hse.gov.uk/schooltrips](http://www.hse.gov.uk/schooltrips)
- Safety and Health of Pupils on Educational Visits - Department for Education and
- Skills Safety and Health on Educational Excursions: A Good Practice Guide - Scottish Executive **Publications**
- The Association for Physical Education (UK) [www.afpe.org.uk](http://www.afpe.org.uk)
- Safe Practice in Physical Education and School Sport, Association for Physical Education
- Teacher net website: [www.teachernet.gov.uk/wholeschool/healthandsafety](http://www.teachernet.gov.uk/wholeschool/healthandsafety) includes information on:
  - Safety and health on educational visits
  - Managing medicines in schools
  - First-aid for schools
  - Safe practice in PE
  - School security
  - Coping with the sudden death of a pupil
  - Rights of way through school premises
  - Other safety and health material