



BROOKSWARD SCHOOL
HEALTH AND SAFETY POLICY

Approved March 2024
Due for Review March 2025

BROOKSWARD SCHOOL

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The Governing Body of Brooksward School are committed to providing and maintaining a safe and healthy environment for staff, students, visitors, contractors and members of the public involved with the activities of Brooksward School by adherence to relevant legislation and by creating an integral and positive ethos towards health & safety.

The Governors will:

Actively promote a supportive culture where all stakeholders engage in health, safety and well-being in the workplace

Appoint competent personnel to ensure the implementation of a safety management system that will comply with all the relevant legislation

Ensure that suitable and sufficient risk assessments have been carried out and that significant findings are recorded and the results are made known

So far as reasonably practicable ensure that premises are maintained in a condition that is safe and without risk to health and that access and egress from these premises are similarly safe and without risk

In order to comply with legislation, make certain that work equipment is suitable for the purpose for which it is provided, maintained in good order and inspected, where appropriate, by a competent person

Make sure that safe systems of work are in place so that no hazard arises from the proper use, handling, storage and transportation of equipment and substances

Engage in consultation between management and employees on the content and arrangements of this Health & Safety policy in accordance with the Health & Safety (Consultation with Employees) Regulations 1996 and Safety Representatives and Safety Committees Regulations 1977

The policy will be part of a controlled system that will audit and review the Brooksward School and the arrangements for health and safety detailed in this document on an annual basis. This monitoring shall be both active and reactive to determine immediate and underlying causes of failings. Performance will be measured against agreed standards to establish when and where improvements are needed.

ORGANISATIONAL STRUCTURE FOR HEALTH & SAFETY

Roles and Responsibilities

Governing Body

- Overall responsibility for all legal duties with regard to health & safety
- Will appoint a competent person who will ensure that all safety legislation, procedures, training and monitoring are adhered to
- Will provide support to the Nominated Person for Health & Safety and the Health & Safety Officer (the Site Manager) with regard to safety
- Will receive and review safety reports from the Health & Safety Governor regularly and minute that this has been completed.
- Will support the Head Teacher in the implementation of this policy

Head Teacher and Nominated Person for Safety

- Overall responsibility for operational legal duties with regard to health & safety in the organisation
- Will lead in the promotion of a positive safety culture and adherence to the safety management system
- Will appoint a competent person to the role of Health & Safety Officer
- Will support the Health & Safety Officer in the implementation of this policy and the safety management plan
- Will make certain that the necessary resources are given to ensure that the policy and any appendices are implemented
- Will make recommendations to the Governors based on reports from the Health & Safety Officer on ways to improve health & safety standards
- Will ensure consultation takes place on matters relating to health, safety and welfare and that it involves Governors, Trade Union Representatives, Staff and students as appropriate.
- Will work alongside the office staff responsible for trips with regard to ensuring that all safety checks and mandatory documentation is completed for external trips and visits – via Evolve.

Health & Safety Officer (Site Manager)

- Day to day responsibility for health & safety within Brooksward School with support from the Head Teacher.
- Take a lead role in the writing and implementation of this policy and ensure that Staff have access to it
- Monitor the effectiveness of the health & safety policy, safety procedures and practices in relation to Brooksward School and its premises
- Ensure that Brooksward School is aware of its statutory and recommended codes of practice

- Where appropriate maintain contact with HSE, LA and any other relevant bodies
- Interpreting and keeping the Head Teacher, Governors and Staff informed of all new and developing legislation and other standards including dissemination of advice and information.
- Advising where improvements in health & safety standards are appropriate
- Arranging for regular health & safety inspections, which cover buildings, equipment, services and fire arrangements to ensure conformity with regulations and safety policy
- Arranging for maintenance of statutory records in addition to health & safety records required by Brooksward School
- Advising on possible hazards when considering the introduction of new machinery, new materials or processes, or changes in existing ones
- Oversee safety parameters and requirements of all external contractors
- Liaise with all contractors to ensure that any piece of work equipment supplied by a third party with the intended use by Brooksward School Staff conforms to the Provision and use of Work Equipment Regulations 1998. Ensure the appropriate risk assessments have been carried out by a competent person and the results known
- Overseeing and reviewing accident investigations and reporting to the Health and Safety Executive under the Reporting of Injuries Disease and Dangerous Occurrences Regulations (RIDDOR) as necessary
- Advising Staff of their responsibilities for accident prevention and avoidance of health hazards
- Identifying Health and Safety training needs and advise appropriately;
Training to be provided for:
 - Induction of new employees
 - Repeated at regular intervals
 - On transfer or promotion to new duties
 - On introduction of new technology
 - On changes to systems of work
 - When risk assessment identifies a training need
- Arranging for provision of written safe systems of work
- Arranging for provision of protective personal equipment based on risk assessment as required by the Personal Protective Equipment at Work Regulations 1992
- Ensuring the fire and emergency procedures requirements
- Ensuring that all risk assessments required by legislation are carried out by competent Staff
- Will take the lead role in tendering and selection of contractors and approval for sub-contractors used relating to safety
- Arranging for provision of written procedures for contractors
- Will oversee and agree to all lettings in regard to safety and use of building.

First Aid Lead – Office Staff

- Take a lead role in all matters relating to first aid
- Assist in conducting a first aid assessment of need
- Identify the level of first aid cover required
- Ensure that first aid training needs are identified and appropriate training sought
- Make sure that first aid boxes are sufficient in number
- Establish first aid boxes in appropriate locations
- Ensure that first aid boxes are appropriate for the likely risk

- Keep first aid boxes correctly stocked with appropriate dressings etc. and ensure they are in date
- Maintain all statutory records up to date
- Inform Staff of any health matters relevant to both Staff and students
- To ensure the provision of First Aid is kept regularly replenished.

Fire Lead (Site Manager)

- Take a lead role in all matters relating to fire within Brooksward School
- Conduct or arrange for a suitable and sufficient assessment of risk from fire in accordance with Regulatory Reform (Fire Safety) Order 2005
- Ensure that the fire procedure is clearly displayed throughout the premises
- Make the results of assessment known to the relevant persons
- Draw up an emergency action plan as a result of the risk assessment
- Be responsible for ensuring that fire evacuation practice drills are conducted
- Be responsible for record keeping of practice drills
- Review all fire safety matters on a regular basis
- Where necessary will liaise with the fire authorities or other competent bodies
- Will oversee and ensure all fire wardens carry out their checks and have appropriate training.

Site Manager

- Must be aware of their duties under this policy
- To co-operate with Brooksward School in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and others who may be affected by their acts or omissions
- To not intentionally or recklessly interfere with or misuse anything provided in the interest of health & safety
- All accidents, dangerous occurrences and near misses are reported immediately to Brooksward School in accordance with local codes of practice
- Be fully conversant with any fire procedures applicable to the area in which they are working
- Will assist with the safety of buildings including external fixtures and fittings and all sports, playground and grassed areas
- Ensuring that all current and new equipment and substances meet statutory requirements
- Check with the Health & Safety Officer, that any piece of work equipment supplied by a third party with the intended use by Brooksward School Staff conforms to the Provision and use of Work Equipment Regulations 1998.
- Any remedial action is carried out in a timely and reasonable manner and any unsafe equipment is safely immobilized.
- Oversee the work of any contractors or sub-contractors who are engaged on any building or maintenance works within Brooksward School grounds and complete permit to work scheme

- Ensure that all Contractors are made aware of the safeguarding protocols, safety procedures and hazards applicable to the areas in which they work
- Review Safe Systems of Work of all Contractors to make sure that all work undertaken is carried out appropriately
- Produce risk assessments for all PPE used by them or any staff reporting to them
- Write and maintain manual handling risk assessments in accordance with the appropriate legislation
- Record risk assessments for all works that carry a significant risk of injury and ensure these are available for inspection.
- Ensure all firefighting detection systems and alarms are regularly inspected and tested and a log of the same retained
- Ensure all emergency lighting is regularly tested and inspected and a log of the same retained
- See that all inspections and statutory requirements are met under the relevant legislation covering maintenance of the site and that, in so far as reasonably practicable, any risk to those who may be affected is reduced or removed

Cleaning and Catering Staff

- Must be aware of their duties under this policy
- To co-operate with Brooksward School in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and others who may be affected by their acts or omissions
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of health & safety
- All accidents, dangerous occurrences and near misses are reported immediately to Brooksward School
- Be fully conversant with any fire procedures applicable to the area in which they are working
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use and any defects reported immediately
- Assume responsibility for all cleaning/catering activities defined by the contract within Brooksward School including the production of COSHH and Manual Handling risk assessments, where appropriate
- Where a member of Staff identifies any condition, which, in their opinion, is hazardous, the situation will be reported immediately to their supervisor and to the Site Manager

Person nominated to maintain training records (School Business Manager)

- Ensure all records of training relating to health & safety are maintained and kept up to date

Staff

- Must be aware of their duties under this policy
- To co-operate with Brooksward School in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and others who may be affected by their acts or omissions

- Undertake relevant safety training as required by Brooksward School and adhere to it at all times
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of health & safety
- All accidents, dangerous occurrences and near misses are reported immediately
- Be fully conversant with any fire procedures applicable to the area in which they are working
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use and any defects reported immediately
- Liaise with the Health & Safety Officer to ensure that new equipment or chemicals are not purchased until their hazards have been assessed in accordance with appropriate legislation
- During the course of their normal duties, Staff will use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner only as provided in the following categories:
 - Arranged, provided and or otherwise approved by Brooksward School
 - Provided by a third party with specific authorisation that employees of Brooksward School may use them
 - Provided for unrestricted use by members of the public
- Will check with the Health & Safety Officer, any piece of work equipment supplied by a third party with the intended use by Brooksward School Staff conforms to the Provision and use of Work Equipment Regulations 1998. Ensure the appropriate risk assessments have been carried out and the results known
- Where a member of Staff identifies any condition, which, in their opinion, is hazardous, the situation will be reported immediately

Staff holding positions of responsibility will ensure:

- As far as reasonably practicable, that Staff have all the training and information they require to carry out their duties safely and to avoid hazards for themselves and others.
- That risk assessments have been carried out and the outcomes known for all significant hazards relating to activities and premises tasks and that these risk assessments are recorded and reviewed as appropriate

Students

- All students will be encouraged to understand their duty of care for themselves and others in terms of health and safety
- All students will be trained in fire evacuation procedures on a regular basis
- All students will undertake lockdown training once a year
- Students will be encouraged to report and identify any significant hazards or safety failings to Brooksward School
- Students will be instructed in how to respond to intruders

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Appendices

Appendix 1 Fire and Other Emergencies

Emergency procedures exist covering a range of situations (e.g. medical emergency, serious injury, severe weather, fire, severe electrical fault, bomb alert, laboratory accident) which will or may arise.

- These documents will be kept in the positions indicated.
- 1. Fire Evacuation Procedure All rooms
- 2. First Aid Procedure Medical room & School Office
- 3. Closing School Head's Office
- 4. Lockdown Procedure School Office

In an emergency, procedures should be followed as agreed in the above policies depending on the nature of the emergency.

- Once emergency procedures have been actioned, the Headteacher will report the circumstances to the local authority.
- first priority : in all hazardous situations is the safety of people and their removal from danger, care and the application of first aid.
- second priority: all the emergency services where necessary
- third priority: safeguard premises and equipment, if possible.

The school Business Manager is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of these hours.

Fire drills are held termly and are initiated by the Site Manager and Headteacher. Records of these are kept by the Site Manager, along with test records for Smoke/Heat Detection and the Emergency Lighting System.

Details of the following isolation points (water, electricity, gas) are kept in the Site Manager's office.

The Site Manager and the Health and Safety Governor are responsible for conducting a visual inspection of the fire fighting equipment as part of the termly health and safety inspection.

The Site Manager is responsible for ensuring the annual test of fire fighting equipment is conducted.

Appendix 2 Hazard Reporting

All employees and governors should report hazards of which they become aware by means of the Site Manager's Health and Safety board in the staff room.

The Site Manager is responsible for initiating a risk assessment and any remedial action decided upon. This may include the provision of safety signs which comply with regulations where necessary.

Appendix 3 First Aid

BROOKSWARD FIRST AID TRAINED STAFF

The following employees have been trained to **First Aid at Work** level: -

Job Role	Name	Type of Certificate	Expires
(PE Instructor	David Dowse	Emergency First Aid at Work	Jan 2025)
Site Manager	Vic Garcia	Emergency First Aid at Work	June 2022

The following employees have been trained to Paediatric First Aid level

TA	Terri Ashford	Paediatric First Aid	May 2024
HLTA	Lauren Addison	Paediatric First Aid	July 2023
TA	Stacie Appleby	Paediatric First Aid	Sept 2023
TA	Elaine Murphy	Paediatric First Aid	Sept 2023
HLTA	Lindsey Moore	Paediatric First Aid	Oct 2023
PE Teacher	Dave Dowse	Paediatric First Aid	Oct 2023
TA	Katie Felce	Paediatric First Aid	July 2024
TA	Laura Clifford	Paediatric First Aid	Nov 2022
TA	Sophie-Hannah Harris	Paediatric First Aid	Oct 2023

The following employees have been trained to **Emergency Aid** level:-

Job Role	Name	Type of certificate	Expires
Administrator	Andrea Bates	First Aid for Schools	Mar 2025
TA	Irene Boothman	First Aid for Schools	Mar 2025
HLTA	Ritu Jain	First Aid for Schools	Mar 2025
MDS	Donna Giordano	First Aid for Schools	Mar 2025
MDS	Arulini Surenthikumar	First Aid for Schools	Mar 2025
TA	Leigh O'Rourke	First Aid for Schools	Mar 2025
MDS	Sally Curran	First Aid for Schools	May 2024
MDS	Sugi Raveenthiran	First Aid for Schools	May 2024
TA	Hiba Safi	First Aid for Schools	May 2024
TA	Cressie David	First Aid for Schools	May 2024
TA	Culley Brown	First Aid for Schools	May 2024
TA	Rachel Sharp	First Aid for Schools	May 2024

When the certificate expires or when an employee who has been trained as a first aider leaves the school, the headteacher will make arrangements for training and retraining staff as appropriate.

The names of current first aiders are displayed at the following points in the school: Medical Room, Classrooms, Halls, Office, Staffroom

Additionally, Dave Dowse Mental Health First Aider Trained November 2022

When the certificate expires or when an employee who has been trained as a first aider leaves the school, the Headteacher will make arrangements for training and retraining staff as appropriate.

The names of current first aiders are displayed at the following points in the school: Medical Room, Shared Areas, Halls, Office, Staffroom

First aid boxes are kept at the following points in the school: Main School Office, Foundation Stage outside area, Medical Room, Foundation Stage Shared Area, KS1 Shared Area, Year 3/4 Shared Area, Year 5/6 Shared Area, Outside of the Willow Room, and one each in both School Halls.

Portable First Aid Boxes are kept in the School Office and the Medical room.

Details of contact numbers for the nearest hospital casualty department and other medical services are kept in the school office

A termly check on contents of boxes will be made by a named LTA in each building. It is the responsibility of the TA to ensure the First Aid box is fully stocked and alert the School Office when supplies are running low so that replacements may be ordered.

First Aid Records are logged and stored in each of the shared areas. Every term these records are given to the School Office where they are filed.

Appendix 4 Accident Reporting and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

An employee who witnesses an accident or dangerous or violent incident, or to whom one is reported, will make an entry in the accident report book which is kept in the school office as soon as practicable afterwards.

Accident reports should be drawn to the attention of and counter-signed by the Headteacher. Where they are found to be caused by faulty equipment, premises or unsafe systems of work, the Headteacher and Site Manager will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident it will be reported in accordance with the Council's procedures and serious incidents reported through the RIDDOR system.

Appendix 5 Entering and Leaving the Premises

The Site Manager is responsible for opening and securing the building as necessary. On occasions where this is not possible senior staff undertake this duty. The procedure is set out (including the disarming of the intruder alarm) in the Site Manager's office.

During period of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Headteacher and Site Manager.

Appendix 6 Housekeeping

All doorways, corridors and passageways should be kept clear of rubbish and obstructions. The Site Manager will make a daily check. All employees are required to co-operate with decisions taken as a result of this check.

An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard should report this to the site manager.

The Site Manger is responsible for ordering repairs which are the school responsibility.

The Headteacher in conjunction with the Governing Body and Site Manger is responsible for determining the programming of any structural maintenance works having taken into account AMP priorities.

Appendix 7 Adaptions or Improvements to Premises (Buildings and grounds)

The Governing Body is responsible for ensuring that any necessary approval is obtained and that all works and practices comply with relevant Health and Safety legislation and guidance.

Appendix 7 Safety Training

Safety training comes from an assessment of need by the Headteacher and Governors or from a risk assessment. The Headteacher is responsible for the school's training plan and as part of this will identify health and safety training needs in consultation with the employees concerned. The headteacher will also review the effectiveness of any such training.

When certificates of competence are required for potentially hazardous activities (e.g., swimming) the School Business Manager is responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary. Employees who feel that they do not have the skill set to complete a task safely should notify the Headteacher

The Headteacher and the Site Manager are responsible for distributing all Health and Safety information received by the school.

All employees have been informed of the relevant site safety information via the Staff Handbook and the Health and Safety Policy, and have signed to confirm that they have read and understood them. This record is kept in the School Office. New employees will be informed of all the relevant Health and Safety Information as part of the Induction process.

All Health and Safety documentation is kept on the Health and Safety notice board in the Staff Room and is maintained by the site manager. The exception is where information is kept at a particular location, for instance the Site Manager's office. In such instances the Site Manager or the Headteacher will inform the relevant employees of the location and information kept on these files. Copies of the Health and Safety Policy are readily accessible on the shared drive or available from the School Office.

All new Health and Safety information received at the school will be copied and distributed as appropriate. Employees will sign to confirm they have read and understood the document. The original will be filed. A copy of the information will also be displayed by the Site Manager for two weeks on the school Health and Safety notice board. The noticeboard is sited in the staff room and has an abstract of the Health and Safety at Work Act 1974 in place.

Appendix 8 Work Equipment

All work equipment should be fit for purpose. Employees should report defective equipment as soon as possible.

There is some equipment that has specific risks to health and safety and its use. Inspection and repair of these items is checked and the Site Manger holds a record of such equipment in the Site Managers office. This includes PAT (Portable Electrical Appliance) Testing which is done annually by an external company. The Site Manager keeps records of such tests in the Site Manager's office.

The person responsible for the fitting, replacement or new plugs and checking fuse ratings before they are brought into use is by the Site Manager.

Dangerous Parts of Machinery

The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety e.g. paper guillotines, paper cutters. Classteachers will (i) conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or pupils, and (ii) will take follow-up action (i.e. taking machines out of service) when necessary.

Classteachers are responsible for instructing employees and pupils on the correct use of equipment (including use of guards) before they are authorised to use it. They are responsible for reporting to the Headteacher any equipment which is not fitted with appropriate safety features (e.g. guards) or which is in need of maintenance to ensure safety, and for taking such equipment out of use in the meantime.

Work Equipment and Specific Risks

There is some equipment which has been identified as likely to involve a specific risk to health and safety and its use. As a result this equipment is inspected on a regular basis and documented.

PAT (Portable Appliance Testing)

The Site Manager arranges for PAT testing on a yearly basis. Records of these tests are held in the Site Manager's office.

Access Equipment – such as ladders. The Site Manager will inspect yearly

Caretaking and Cleaning Equipment – the Site Manager will inspect this termly.

PE and Play Equipment – The Site Manager arranges for an annual inspection. This is carried out by an external company and records are retained by the Site Manager.

Dangerous Parts of Machinery – Paper cutters

Classteachers will (i) conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or pupils, and (ii) will take follow-up action (i.e. taking machines out of service) when necessary.

Personal Protective Equipment is provided free of charge where identified as necessary in a risk assessment. All employees are responsible for informing the Headteacher as soon as they become aware of a need to repair or replace PPE which they use.

PPE is to be inspected regularly and a check made at least termly to ensure that PPE is being used by employees and staff.

Appendix 9 Monitoring and Reviews

Health and Safety inspections of the premises will take place at least once every term. The Site Manager as Health and Safety representative will conduct the inspection with the Health and Safety Governor.

The Site Manager and Health and Safety Governor will complete the Health and Safety report. This report is kept in the Site Manager's office.

The Site Manager advises that as part of Asbestos monitoring, all staff are requested not to attached anything into ceilings by any means and must not attempt to remove anything already attached.

Appendix 10 Adaptations or Improvements to Premises (Buildings and Grounds)

The Governing Body is responsible for ensuring that any necessary approval is obtained and that all works and practices comply with relevant health and safety legislation and guidance.

Appendix 11 Provision of Information

The Headteacher and Site Manager is responsible for distributing all health and safety information received by the School for the maintenance of a health and safety information reference system.

All employees have been informed of Health and Safety procedures relevant to them by The Headteacher or Safety Officer and have signed to confirm they have read and understood them. Records of this are kept in the school office. New employees will be informed of all relevant Health and Safety Information as part of the Induction process.

All health and safety documentation is kept in or with the Departmental Health and Safety Hand book which is kept in the main office and is readily available for reference by all employees. The exception is where information is kept at a particular location (e.g. risk assessments of hazardous substances). In such cases the Headteacher will inform the relevant employees of the location and information kept on these files. A record of the content and location of these files will also be kept on the master file by the Business Manager.

All new health and safety information received at the school will be copied and distributed as appropriate. Employees will sign to confirm they have read and understood the document. The original will be kept on the appropriate file. A copy of the information will also be displayed by Health and Safety Officer for two weeks on the school health and safety notice board. The noticeboard is sited in the staff room and has an abstract of the Health and Safety at Work Act 1974 in place.

Appendix 12 Educational Visits

We follow the Guidance Document from Milton Keynes Council ‘Guidance for Off-Site Visits and Related Activities with National Guidance and Evolve’.

Appendix 13 Dangerous Substances

The Site Manager is responsible for ensuring that any hazardous chemicals such as cleaning products are stored and used correctly. The Site Manager will complete a COSHH Assessment. These records are displayed on the Health and Safety board.

Appendix 14 Manual Handling

All staff will be advised in regards Manual Handling by the Site Manager. Advice will be given and training via online Learning System will be carried out. Records will be kept by the site manager and the Business Manager

Appendix 15 Waste Management

Waste is collected daily by the cleaners and they and the site manager will arrange for its safe storage in appropriately sited secure containers. **All employees** are responsible for reporting accumulation of waste, or large items of waste that require special attention to the site manager who will arrange for its disposal.

All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the site manager who will arrange for them to be dealt with.

The site manager is responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA.

The cleaning arrangements for the school are set out in job descriptions; copies in school offices.

An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the caretaker who will assess whether the arrangements can be changed.

Appendix 16 Use of Premises by other companies/Lettings

The School Business Manager is responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.

The Site Manager is responsible for informing other users of the building of the presence of any hazards which they may encounter and how the risks have been controlled (eg. Cordoning off, warning notice).

The Site Manager or other nominated person is responsible for checking that the premises are left in reasonable order by other users before locking up.

Appendix 17 Visitors and Contractors

Refer to Visitors Guidance Document (which is due for review) A risk assessment for Visitors and Volunteers is always carried out by the School.

Appendix 18 Contractors

The Site Manager, overseen by the Headteacher is responsible for vetting contractors to ensure that they are competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act. DBS checks are held by the Business Manager when required. The Site Manager gives a safety induction to each contractor who is on site working. A risk assessment for Contractors is always carried out by the Site Manager and overseen by the Headteacher. A copy of this is stored in the Site Managers office.

Appendix 19 Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.

All goods are purchased in line with the school Policy for financial control and management. The Headteacher will satisfy herself that arrangements for the receipt and use do not compromise the health and safety of employees, pupils and visitors.

The risk assessment for the cash handling arrangements in the school is undertaken by the finance sub-committee and kept in the Headteacher's office.

Deliveries of goods will be reported to the school office.

Arrangements for the safe movement and storage of supplies will be made by the Headteacher, Site Manager or school office.

Appendix 20 Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made by a competent (i.e. trained) assessor of their workstations. They will be entitled to a regular eye test.

Headteacher, Deputy Head, School Business Manager, Office Staff

The Headteacher is responsible for initiating action required as a result of the assessment.

Every year a display screen equipment questionnaire is sent out to all staff across the school. A copy of this is in appendix 20.1 below.

Appendix 20.1

DISPLAY SCREEN EQUIPMENT REGULATIONS 1992 (VDU's) USER CLASSIFICATION

The *Health and Safety (Display Screen Equipment) Regulations 1992* aim to protect the health of people who work with DSE and places duties on Brooksward School to carry out an analysis and assessment of work stations to ensure that they meet basic requirements and do not expose employees to unacceptable risk. In order to understand the scope of the assessment for each employee please complete the questionnaire below and Re.

Display Screen Equipment User Questionnaire

Name of Employee:	
Workstation/Desk Location:	

Return to the school office : Thank you

1. If necessary, could you adequately complete your daily tasks, without using a VDU (input, retrieval and viewing of data)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. On an average day, what do you consider the maximum length of time you would continuously use a VDU, without having a break or doing something else?	<input type="checkbox"/> 0-1 hrs <input type="checkbox"/> 2-3 hrs	<input type="checkbox"/> 1-2 hrs <input type="checkbox"/> 3hrs +
3. On average, how many days a week would you use a VDU continually for a period of one hour or more?	<input type="checkbox"/> 1 day <input type="checkbox"/> 2 days <input type="checkbox"/> 3 days	<input type="checkbox"/> 4 days <input type="checkbox"/> 5 days
4. Is the fast transfer of information between you and the screen an important requirement of your job?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Do you use a laptop for a significant part of your work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. In connection with your job on average how many hours each day do you normally spend, away from your usual place of work, continuously using a piece of Display Screen Equipment?	<input type="checkbox"/> 0-1 hrs <input type="checkbox"/> 2-3 hrs	<input type="checkbox"/> 1-2 hrs <input type="checkbox"/> 3hrs +

Appendix 21 Noise

An employee concerned about the noise levels at work should report the matter to the Headteacher who will arrange for remedial action or for an assessment to be made by the Health and Safety Officer.

Appendix 22 Smoking

The Governing Body has prohibited smoking on the school site and in vehicles under its control. All job applicants will be informed by the Headteacher of the no smoking Policy. No smoking signs will be displayed.

Appendix 23 Vehicles

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Headteacher (prior to the first use of any vehicle). She will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with suitable seat belt for each passenger.

Appendix 24 Advice

This policy is to be reviewed annually and is approved by Governors Finance, Premises, Health and Safety Committee:

N.B.

The following documents should also be read in conjunction with the school's Health and Safety Policy.

- Risk Assessment Documents
- Brooksward ESafety Policy
- Security Policy
- Trips and Visits Policy

Advice and assistance is available from Vic Garcia, Site Manager and Health and Safety Officer, the Headteacher, the School Office and line managers.