



Sefton Park Schools Health, Safety, and Wellbeing Policy

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HEALTH, SAFETY & WELLBEING POLICY

This Statement of Health, Safety & Wellbeing Policy is produced in respect of Sefton Park Infant and Junior Schools Federation only and forms the basis of future planning and implementation of Health, Safety & Wellbeing matters within the schools. This Policy implements the Bristol City Council (BCC) Corporate Health, Safety and Welfare Policy¹

1 Statement of General Policy

1.1 The Governing Body accepts its responsibility for setting out the overall Sefton Park Schools Health Safety & Wellbeing Policy.

It is the policy of the Governing Body to take all reasonable steps within its power to prevent, or reduce the possibility of:

- harm and injury to pupils/students, employees, contractors, members of the general public, and
- damage to property, plant, machinery, equipment, tools, materials, and the environment. By providing protection from foreseeable risks and by promoting continuous improvement in Health, Safety & Wellbeing standards.

1.2 The Governing Body will ensure, so far as is reasonably practicable, that the Sefton Park Schools budget reflects the finance necessary to implement Health, Safety and Wellbeing requirements.

1.3 The Governing Body accepts its responsibility under the Health and Safety at Work etc. Act 1974 so far as is reasonably practicable to:

1.3.1 Provide plant, equipment and systems of work which are safe and without risks to health

1.3.2 Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health

1.3.3 Provide suitable and sufficient information, instruction, training, and supervision to enable all employees and pupils/students in the

Sefton Park Schools to perform their work and studies safely and efficiently

1.3.4 Promote the development and maintenance of sound health, safety and wellbeing practices ensuring that any actions taken are inclusive and non-discriminatory

1.3.5 Maintain the premises in a condition that is safe and without risks to health and maintain safe access to and egress from the premises

1.3.6 Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees and pupils/students

1.3.7 Provide as necessary personal protective equipment (PPE) to all employees and pupils/students in the Sefton Park Schools, for the safe use of plant, machinery, equipment, tools, materials, and substances

1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the Sefton Park Schools

1.3.9 Be kept informed of all developments relating to Health, Safety and Well-being matters by the clerks to the Governors Board who will include such matters on the agenda of regular meetings.

1.4 The Full Governing Body recognises the requirement to consult staff on health and safety matters which will be achieved by discussion through the Sefton Park Schools Health, Safety and Wellbeing Cttee.

1.5 The Full Governing Body will agree one of their number to be designated the Health and Safety Governor who will attend meetings of the Health, Safety and Wellbeing Cttee, and speak on Health, Safety & Wellbeing matters at the appropriate sub Committee and Full Governing Body.

1.6 The Full Governing Body will delegate authority for the development and implementation of this Policy to the Headteacher who will ensure that arrangements will be made to bring this Policy to the notice of all employees (including new, temporary, and part-time employees), agency and other contract

staff, and volunteer helpers, so that they fulfil their duties to co- operate with this Policy.

1.7 The Governing Body recognise their responsibility for monitoring Health, Safety and Wellbeing performance and will require the Headteacher or their delegate to present an annual report on health and safety performance including evidence of safety inspections carried out by representatives of the Sefton Park Schools at least three times a year. Safety Inspections should be completed using the Termly Health & Safety Reporting Template.

1.8 The Governing Body will adopt, adapt and improve the Health, Safety and Wellbeing Policies, Procedures, Codes of Practice, and Guidelines developed and circulated by Bristol City Council

1.9 This Policy will be reviewed by the Full Governing Body on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 24 months from the previous review date. This Policy will be re-edited and re- issued within three months of the review date, where this is deemed necessary.

2 ORGANISATION

2.1 The Full Governing Body recognises the need to identify organisational arrangements in the Sefton Park Schools for implementing, monitoring and controlling health, safety, and wellbeing matters.

The Full Governing Body also recognises the need to consult individuals before allocating particular health and safety functions. Individual duties including reporting arrangements and hence the organisation and accountability are as follows:

2.2. Headteacher

2.2.1 The Headteacher is accountable to the Full Governing for implementing the Sefton Park Schools Health, Safety & Wellbeing Policy and for all matters relating to Health, Safety and Wellbeing within the Sefton Park Schools.

2.2.2 The Full Governing Body require the Headteacher to ensure that the Sefton Park Schools Health, Safety & Wellbeing policy is implemented effectively and

understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.

2.2.3 The Headteacher may delegate the day-to-day administration and management of Health, Safety, and Wellbeing matters to an appropriate competent member of staff who will be designated the Health and Safety Coordinator. This has been delegated to the Caretaker until further notice.

2.2.4 The Headteacher will delegate the coordination of off-site visits to an appropriate competent member of staff who will be designated the Educational Visits Coordinator.

2.2.5 The asbestos register and any arrangements in relation to asbestos including inspections are managed locally by the competent person (Caretaker or SBM with relevant training). Where asbestos may need removing or we have had exposures then Property Services should be informed along with Corporate Safety. The Headteacher and competent person(s) will be designated joint Asbestos Duty Holders for the Sefton Park Schools, and will ensure compliance with the Control of Asbestos Regulations 2006 in so far as they relate to preventing the release of asbestos fibres in the Sefton Park Schools.

2.2.6 The Headteacher will be designated the Responsible Person for the Sefton Park Schools in accordance with the Regulatory Reform (Fire Safety) Order 2005, and will ensure that Fire Risk Assessments are regularly undertaken of the Sefton Park Schools and its activities, and as a consequence appropriate Fire Precautions are put in place.

2.2.6 The Headteacher will ensure that competent contractors are employed and will oversee the planning and safe execution of construction, refurbishment, and maintenance work on buildings, plant, and equipment carried out by contractors or other third parties. The Headteacher will delegate the day-to-day co-ordination of all contractual and maintenance work carried out on Sefton Park Schools premises to the Caretaker, who will liaise with SLT/Phase leaders and others to ensure safety procedures and policy agreements are observed.

2.2.7 The Headteacher is responsible for ensuring that all new, amended or updated documentation and information regarding Health, Safety and Wellbeing matters is brought to the attention of the relevant pupils/students, employees, contractors, and members of the general public.

2.2.8 The Headteacher must ensure that accidents and all other Health and Safety incidents including near misses are reported in accordance the BCC Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences at Education Establishments, and that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.

2.2.9 The Headteacher will actively seek Safety Representative(s) and will consult with them on all Health, Safety and Wellbeing matters and co-operate with them in the execution of their duties.

2.2.10 The Headteacher will be a member of, and participate in, the Sefton Park Schools Health, Safety and Wellbeing Cttee. The Deputy Head will attend in the absence of the Headteacher.

2.2.11 The Headteacher will, with the Health, Safety and Wellbeing Cttee, review at least once a year:

- i) Fire and Evacuation procedures; ii) First Aid provision both in the Sefton Park Schools and on off site visits and from time to time iii) all other Health, Safety, and Wellbeing polices, procedures, codes of practice, risk assessments, and guidelines

2.2.12 The Headteacher will seek advice, when appropriate, from outside agencies who are able to offer expert opinions.

2.2.13 The Headteacher will have the authority to stop what they consider unsafe practices, or the use of any plant, machinery, equipment, tools, materials, and substances which they consider to be unsafe.

2.2.14 The Headteacher will make arrangements, with appropriate members of staff, for improvements to premises, plant, machinery, and equipment which are the schools responsibility.

2.2.15 The Headteacher will ensure that appropriate training has been or will be given to employees (including temporary and part-time employees), agency and other contract staff, and volunteer helpers, to enable them to fulfil their responsibilities. This must include newly appointed staff and staff transferred within the Sefton Park Schools to other duties.

2.2.16 The Headteacher will ensure that appropriate health, safety, and wellbeing information, instruction, training and supervision is in place for all schemes of work for pupils/students, including both internal and external work experience arrangements.

2.3 Health & Safety Co-ordinator

The member of staff designated as the Schools Health and Safety Coordinator will administer and manage day-to-day health and safety matters on behalf of the Headteacher by:-

2.3.1 Acting as the day-to-day link between the Sefton Park Schools and:-

- BCC Health, Safety, and Wellbeing Team
- BCC Corporate Safety Advisors
- BCC Security Services
- BCC Occupational Health and Counselling Service
- other providers of Health, Safety, and Wellbeing services

2.3.2 Working with personnel in the Sefton Park Schools who have a lead role in Health, Safety, and Wellbeing for example the Educational Visits Coordinator; Caretaker; Special Needs Coordinator; by:-

- requesting inspections; coordinating inspection reports; reporting issues arising from inspection to the Sefton Park Schools Health, Safety and Wellbeing Cttee;
- requesting risk assessments; reporting issues arising from risk assessment to the Sefton Park Schools Health, Safety and Wellbeing Cttee. Holding the main Risk Assessment file and ensuring Risk Assessments are reviewed according to time scales.
- disseminating Health, Safety, and Wellbeing Information eg. passing on information from BCC and professional bodies eg. CLEAPSS, to appropriate persons and the Sefton Park Schools Health, Safety and Wellbeing Cttee;
- arranging for Instruction and Training; ensuring a Training Matrix (or equivalent) is kept up to date; reporting training statistics to the Sefton

Park Schools Health, Safety and Wellbeing Cttee;

- Completing the Termly Health and Safety Checklist, deducing relevant information(s) from CHASMS (Corporate Health and Safety Management System).

2.3.3 Taking a pro-active interest in the Health, Safety, and Wellbeing aspects of all Sefton Park Schools activities including:-

- joining with others to undertake inspections and risk assessments as appropriate;
- being involved in pre-start contract meetings with contractors;
- advising the Headteacher of potential breaches of legislation and/or Bristol City Council Policy;
- Prohibiting activities which may, in the opinion of the post holder, cause harm, injury, or damage, pending the involvement of the BCC Health, Safety, and Wellbeing Team/ Corporate Safety Advisors.

2.3.4 Organising the Sefton Park Schools Health, Safety and Wellbeing Cttee meetings as frequently as may be appropriate to give time and a full consideration of all aspects of Sefton Park Schools Health, Safety, and Wellbeing, and in so doing arrange for the:-

attendance of permanent committee members

- attendance of occasional contributors
- management of the agenda to include:-
 - Accident and near miss incident monitoring
 - Receiving Risk Assessments & Safe systems of work
 - Receiving Inspection Reports and resultant Action Plans
- taking and distribution of minutes

2.3.5 Recommending revisions to the Sefton Park Schools Health, Safety, and Wellbeing Policy to the Headteacher and Full Governing Body in consultation with the Health and Health, Safety and Wellbeing Cttee.

2.3.6 Referring irresolvable local matters via the Headteacher to the CHASMs team at BCC

2.3.7 Representing the Sefton Park Schools on BCC Health, Safety, and Wellbeing Working Groups, professional bodies etc

2.3.8 Being familiar with the content of Bristol City Council Health, Safety and Wellbeing Policies, Procedures, Codes of Practice and all other guidance bringing appropriate information to the attention of the Headteacher and others as necessary.

2.4 Caretaker

The Caretaker will be responsible for co-ordinating all contractual work and maintenance carried out on Sefton Park Schools premises and must make the Health and Safety Coordinator aware of all contractors and/or third parties entering the school to undertake maintenance, service, or works contracts whilst also liaising with others who have a lead role in Health & Safety to ensure safety procedures and policy agreements are observed.

The Caretaker will have authority from the Health and Safety Coordinator to check that contractors have adequate safety procedures in force and that they are aware of the Sefton Park Schools Health, Safety & Wellbeing Policy as it affects them.

The Caretaker will be responsible for:

2.4.1 Ensuring that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.

2.4.2 Health, Safety and Wellbeing matters regarding Grounds Maintenance, Cleaning, and Catering Contracts and in particular ensuring that the catering/ cleaning/ grounds maintenance managers are aware of any implications of the Sefton Park Schools Health, Safety & Wellbeing Policy as it affects their work activities. For example, the storage arrangements for materials, equipment(s), and substances.

2.4.3 Compiling a site 'Premises Log Book' identifying known hazardous substances and materials (eg. asbestos, lead, flammable materials and substances etc).

2.4.4 Ensuring that (i) a safety inspection is completed three times a year with defects reported accordingly and (ii) a property survey of the Sefton Park Schools buildings/premises is carried out every 5 years

2.4.5 Keeping Smartlog our Health and Safety Compliance software up-to-date with the results of repair & maintenance from our Helpdesk function, taking action to organise work when equipment is overdue for attention.

2.4.6 Establishing Emergency Procedures for the evacuation (e.g. gas leaks, fire, bomb warnings) or lockdown (e.g. severe weather, trespassers, industrial incident) of the site premises where this is necessary

2.4.7 Ensuring that competent person(s) or specialists are consulted as necessary to advice on Health, Safety and Well-being matters and, in particular, technical issues, sampling, monitoring and auditing requirements.

2.4.8 Ensuring that all plant, machinery, equipment, tools, materials, and substances etc. received from suppliers for Sefton Park Schools use is accompanied by appropriate information, including in particular, Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc. prior to use.

2.5 Phase Leaders, SLT Members and other Managers

2.5.1 Phase Leaders, SLT Members and other Managers, are accountable to the Headteacher for all matters relating to Health, Safety, and Wellbeing within their areas of activity.

Phase Leaders, SLT Members and other Managers will liaise on a day-to-day basis with the Health & Safety Coordinator and Caretaker regarding Health, Safety, and Wellbeing matters.

2.5.2 Phase Leaders, SLT Members and other Managers must ensure that all staff under their control:

- receive information on their duties regarding H S& W matters
- are appropriately inducted, instructed and trained to carry out their duties efficiently and effectively, and
- Are supervised appropriately according to their level of competence.

2.5.3 Phase Leaders, SLT Members and other Managers must, where applicable, make themselves familiar with Regulations and Approved Codes of Practice relevant to their specialist areas e.g. by applying guidance from appropriate professional bodies for example:

- Association for Physical Education <http://www.afpe.org.uk>
- Design and Technology Association (DATA) <https://www.data.org.uk/>

- Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) www.cleaps.org.uk (and in particular the Model

Health & Safety Policy for Science Departments L223

2.5.4 Phase Leaders, SLT Members and other Managers are responsible for carrying out all risk assessments and for producing their own phase or team safety procedures and safe working arrangements, and bringing them to the attention of members of staff including new entrants, supply teachers etc.

2.5.5 Phase Leaders, SLT Members and other Managers must ensure that all Learning Support Assistants, Supply Teachers, School Meals Supervisory Assistants, Reading Assistants and any other person or persons likely to work or be present in a classroom, laboratory, workshop or any other area for teaching and learning activity, are made aware of the phase or team arrangements and procedures, including risk assessments, relating to the work area, before commencing work.

2.5.6 Phase Leaders, SLT Members and other Managers are responsible for consulting with Safety Representatives and Trade Unions on Health, Safety, and Wellbeing matters.

2.5.7 Phase Leaders, SLT Members and other Managers are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace.

2.5.8 Phase Leaders, SLT Members and other Managers must ensure that a copy of the Fire Evacuation Procedure and Assembly Point are prominently displayed in all rooms and areas for which they are responsible. Where this is not the case they should approach the Caretaker or Business Manager for assistance in providing this documentation

2.5.9 Phase Leaders, SLT Members and other Managers are responsible for liaising with the Health & Safety Coordinator and making arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

2.5.10 Phase Leaders, SLT Members and other Managers are responsible for ensuring that all plant, machinery, equipment, tools, materials, and substances etc. received from suppliers are accompanied by appropriate information, including in particular Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc. so that appropriate risk assessments can be undertaken prior to use.

2.5.11 Phase Leaders, SLT Members and other Managers must carry out regular safety inspections of their phases. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments for the use of substances and general facilities.

2.5.12 Phase Leaders, SLT Members and other Managers must first isolate then report to the Premises Manager (or where they are unavailable the Business Manager) all problems, defects and hazards as soon as they become apparent. These should be reported verbally and/or in writing, as applicable

2.5.13 Phase Leaders, SLT Members and other Managers will report and if appropriate make recommendations to the Health and Safety Coordinator on any practices, premises, equipment etc, which give rise to risks to health, safety and wellbeing concerns.

2.6 Contract Managers

As a condition of contract the Catering/Cleaning/ Grounds Maintenance Manager must

2.6.1 Familiarise him/herself with the Sefton Park Schools Health, Safety and Wellbeing Policy and its implications for catering / cleaning / grounds maintenance activities and working arrangements for his/her staff.

2.6.2 Work in accordance with both the Sefton Park Schools Health, Safety and Wellbeing Policy and the Safety Policy of the Catering / Cleaning / Grounds Maintenance Company, and other appropriate guidance issued by the Sefton Park Schools and the Catering Cleaning / Grounds Maintenance Company, bringing any inconsistencies to the attention of the Caretaker.

2.6.3 The Catering Manager must be familiar with the Food Safety Act 1990 and the implications of other appropriate regulations as far as the Sefton Park Schools is concerned.

2.6.4 The Catering Manager must provide the Caretaker with a copy of all Environmental Health Hygiene inspection reports, the original of all repair and maintenance reports, and must inform the Caretaker of any potential hazard or defects.

2.6.5 The Cleaning Manager must provide the Caretaker with evidence that the repair and maintenance of equipment and the assessment of work activities is in accordance with Regulations relating to portable electrical equipment testing and the Control of Substances Hazardous to Health (COSHH).

2.6.6 New employees and other persons involved with catering / cleaning / grounds maintenance provision must be inducted into the health and safety practices and procedures for their work activity by the contractor

2.7 Employees

2.7.1. Every employee has a responsibility under the Health and Safety at Work Act 1974 and subsequent Acts to take reasonable care for the health and safety of him/her self and of other persons who may be affected by his/her acts or omissions at work and to cooperate with his employer in the performance of the employer's health & safety duties.

2.7.2 All employees will be given access to the Sefton Park Schools Health, Safety & Wellbeing policy and are required make themselves familiar with all documents relating to health, safety and wellbeing in the Sefton Park Schools. They should pay particular attention to the policy and risk assessments as they relate to their particular work activities.

2.7.3 All employees must be familiar with the Sefton Park Schools Health, Safety & Wellbeing Policy, the implications of that policy, and any procedures, arrangements and practices relating to their department/ section.

2.7.4 All employees are responsible and accountable to their Phase Leader or Manager for the implementation of the Sefton Park Schools Health, Safety & Wellbeing Policy in the performance of their duties.

2.7.5 All employees must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.

2.7.6 All employees must ensure that all pupils/students or persons under their control receive instruction and are provided with suitable training to enable them to operate in a safe and efficient manner.

2.7.7 All employees must first isolate then report, (verbally and/or in writing as applicable) all problems, defects and hazards to their Phase Leader or Manager as soon as they become apparent.

2.8. Safety Representative(s)

2.8.1 The Full Governing Body will encourage the appointment of Safety Representatives from both teaching and support staff.

2.8.2 The Headteacher, or those to whom the Headteacher has delegated administration and management of Health, Safety and Wellbeing, will consult regularly with Safety Representatives on health, safety and wellbeing matters. Safety Representatives will be encouraged by the Headteacher to fulfil their role, including being considered for release for training and development that is deemed necessary to perform their role.

2.8.3. Safety Representatives have the right to receive any reports arising from accidents, injuries and any investigations carried out by the HSE or other authoritative bodies.

2.9 Specialist Advisers

The Full Governing Body recognise there will be occasions when the Sefton Park Schools will require specialist advice. The procedures to be adopted and recommendations to obtain outside advice will be clarified and decided at Sefton Park Schools Health, Safety and Wellbeing Cttee level.

3. ARRANGEMENTS

3.1 Emergency Procedures

These will comply with the guidance on the Corporate share point site. Example Business Continuity Planning template

<https://bristolcouncil.sharepoint.com/sites/Corporate/SitePages/business-continuity.aspx>

3.1.1 Fire Precautions

The arrangements for general fire safety will be in accordance with the outcome of the Sefton Park Schools Fire Risk Assessment. The Sefton Park Schools Fire Log Book will be used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visits by the Fire Brigade, emergency crate inspections etc. The Sefton Park Schools Premises Log Book will hold the Fire Log Book repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting etc.

3.1.2. First Aid Provision

The arrangements for first aid in the Sefton Park Schools will be in accordance with the provisions of the First Aid Risk Assessment and the Medical Conditions, First Aid and Bereavement Policy.

Arrangements for the Administration of Medication in the Sefton Park Schools will also be in accordance with the provisions of the First Aid Risk Assessment and the Medical Conditions, First Aid and Bereavement Policy.

3.1.3 Incident Reporting/Investigation

The reporting procedure will be in accordance with the policy as laid down in the school Safeguarding and Child Protection Policy, Anti-Bullying Policy and Medical Conditions, First Aid and Bereavement Policy as applicable.

3.2 Wellbeing

The Governors/Managing Body recognise the benefits of Well Being and identify the links between improved staff well being and improved school performance in our Establishment. These are:

- Increased staff morale, helping to encourage staff retention and recruitment
- Lower supply costs and greater stability as a result of fewer staff absences
- Improved emotional wellbeing, which has contributed to a reduction in staff absence
- Improved standards through increased stability and motivation
- A contribution to self-evaluation processes through an online self- review of the organisation

- Improved communication and school effectiveness
- Strengthened relationships and mutual understanding, and
- A framework in which to monitor change.

A commitment is made to invest in Well Being.

3.3 Off Site Visits

3.3.1 Procedures for all Off-site Visits such as field trips and extra-curricular activities will comply with the Off-Site, Visits and Trips Policy, Procedures and Guidance

3.4 Transport

3.4.1 The use of transport by the Sefton Park Schools will be in accordance with the OffSite, Visits and trips Policy, Procedures and Guidance

3.5 Work Experience

3.5.1 Phase Leaders, SLT Members and other Managers will be responsible for internal work experience placements in their areas of activity. In accordance with the Work Experience Policy a Risk Assessment will be carried out prior to the commencement of the placement, and the identified control measures (e.g. appropriate personal protective equipment (PPE)) put in place. An induction will also be undertaken in advance of the placement by the HR Administrator, which relates the individual trainee to the working conditions which the trainee will experience.

3.6 Unacceptable Behaviour

3.6.1 The prevention of, and the dealing with, unacceptable behaviour will be in accordance with the Positive Behaviour Policy

3.7 Lone Working

3.7.1 The precautions to be taken in relation to lone working will be in accordance with the Council 'Lone Working Policy' available from <https://bristolcouncil.sharepoint.com/sites/HealthSafetyandWellbeing/Shared%20Documents/Lone%20working%20policy.pdf>

[Also saved on our Google drive:](#)

<https://drive.google.com/drive/u/0/folders/17RjyVP1hd0zWddxmwesZGAt7kDhPA2L>

If you cannot access BCC Sharepoint or the Googledrive please refer to the SBM.

3.8 Risk Assessment

3.8.1 The school will follow appropriate Government and HSC guidance on infection control in schools and will adopt specific Risk Assessments in line with current government / HSC guidance.

The procedure for assessing risks will be in accordance with the Corporate Risk Management Assurance Policy:

https://tradingwithschoolsit-my.sharepoint.com/personal/bf805rw2_bristolschools_uk/Documents/Business%20Manager/POLICIES/BCC%20Risk%20Management%20Assurance%20Policy.pdf

Also saved on the Google Drive:

<https://drive.google.com/drive/u/0/folders/17RjyVP1hd0zWddxmwesZGAt7kDhPA2L>

If you cannot access BCC Sharepoint or the Googledrive please refer to the SBM.

3.9 Contractors

3.9.1 All contractors entering or working on Sefton Park Schools premises will do so only with the permission and authorisation of the Headteacher/ Manager and will be expected to arrange their work so as to avoid disrupting the primary purpose of the Sefton Park Schools.

3.9.2 Health & Safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances will be examined when this is applicable prior to the work commencing.

3.9.3 The Caretaker will be responsible for liaising with contractors and ensuring safe working arrangements, and providing contractors with a copy of the Sefton Park Schools Policies, Procedures, Codes of Practice and other guidelines, including the Sefton Park Schools Asbestos Survey, appropriate to the working circumstances.

3.9.4 The Caretaker will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Full Governing Body aware of any specific problems.

3.10 Caretaking

3.10.1 The Sefton Park Schools will undertake a Safe Working Practices for Caretaking Personnel Risk Assessment

3.11 Lettings

3.11.1 The Sefton Park Schools will ensure that its 'Letting Terms' are explicit regarding the respective roles and responsibilities of both itself and the Hirer for Health, Safety, and Wellbeing matters including:-

- Insurance arrangements
- Risk Assessments
- First Aid
- Emergencies

All hirers of the Sefton Park Schools' premises or grounds must be given instructions regarding all relevant procedures operating in the Sefton Park Schools. All emergency exits must be unlocked, and a telephone must be available for emergency calls. The premises or grounds must be inspected and secured after use.

3.12 Extended Activity outside Core Hours

3.12.1 The Full Governing Body recognises the need to set down arrangements for Extended Activities such as Breakfast Clubs, Holiday Play schemes etc. In addition to arrangements already in place for Lettings (see 3.2.7), and according to specific circumstances, there will be a Service Level Agreement which clarifies handover arrangements, use of premises etc.

3.13 Portable Electrical Equipment (PAT)

3.13.1 PAT testing will be undertaken annually or in line with a risk assessment. Items that fail the PAT test will be disposed of or fixed.

3.14 Noise and Vibration

3.14.1 The Full Governing Body recognise there may be several problems experienced with noise and vibration. Phase Leaders, SLT Members and other Managers, will report all such cases to the Caretaker. If required, specialist advice will be sought to monitor the hazard.

3.15 COSHH (Control of Substances Hazardous to Health)

3.15.1 The Full Governing Body recognises the requirement for the Sefton Park Schools to carry out risk assessments in accordance with the COSHH Regulations.

3.16 Housekeeping

3.16.1 Arrangements will be put in place to ensure that the schools are kept clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms, battery rooms, the area under the stage, and all designated escape routes will be kept clear at all times. Rubbish bins, skips etc. will be located away from Sefton Park Schools' buildings and secured to suitable fixed points.

3.16.2 The Caretaker will make regular checks of their department, maintaining tidy work areas, arranging adequate storage and ensuring appropriate cleaning arrangements.

3.17 Playground Equipment

3.17.1 All playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in a sound condition. There will be:-

- An annual condition inspection by a competent person;
- A risk assessment at least annually by a competent person;
- Weekly visual inspections in accordance with the risk assessment.

3.18 Manual Handling

3.18.1 The manual handling of loads, including when necessary the lifting and carrying of children, will only be permitted after a risk assessment has been undertaken by a competent person

3.19 Training

3.19.1 Training must always be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and indeed a re-training programme for existing staff.

There are various categories of training requirements. They can be defined as induction training and specific 'hands-on' training.

3.19.2 Induction Training

This will apply to new employees, employees transferred within the Sefton Park Schools to other activities, contract & agency staff, and volunteer helpers all of whom will need to be shown over the Sefton Park Schools and host department, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements etc.

3.19.3 Specific Training

This is a hands-on training approach where it is recognised by the Full Governing Body that employees will require an accepted level of competence to perform their tasks.

- i) The arrangements for first aid in the Sefton Park Schools will be in accordance with provisions of the First Aid Risk Assessment and the Medical Conditions, First Aid and Bereavement Policy
- ii) Administration of Medication - Administration of Medication in the Sefton Park Schools will be trained in accordance with the provisions of the First Aid Risk Assessment and the Medical Conditions, First Aid and Bereavement Policy.
- iii) Other functions - where employees will require a recognised level of competence as deemed appropriate

3.20 Communicating Information to Employees

3.20.1 The Health and Safety Coordinator will be responsible for ensuring that any Regulations, information, guidance notes etc, received are passed immediately to employees who have a direct interest.

3.20.2 Information(s) relating to a department's activities shall be passed on or highlighted in that department's safety policy or safe working arrangements.

3.21 Sefton Park Schools Health, Safety and Wellbeing Committee

3.21.1 The Governing Body recognise that the way forward in achieving effective management of the Sefton Park Schools Health, Safety and Wellbeing Policy and the arrangements necessary to fulfil the obligation is through the Sefton Park Schools Health, Safety and Wellbeing Cttee.

The Health, Safety and Wellbeing Cttee will comprise:

The Governor holding the Health and Safety portfolio; Health & Safety Coordinator; Caretaker; Safety Representative(s); Other persons as appropriate to contribute to matters under discussion e.g. the Educational Visits Coordinator

3.21.2 The Health, Safety and Wellbeing Cttee shall meet frequently so as to give time and full consideration of:

- * Risk assessments, safety procedures and working practices;
- * Reports on premises inspections;
- * The resources required for training & development and other health, safety, and wellbeing matters

3.21.3 The Health, Safety and Wellbeing Cttee shall in addition meet annually in order to exercise an overview of the Sefton Park Schools' Health, Safety and Wellbeing performance and to produce a report for the Full Governing Body.

3.22 Arrangements for Safety Representatives

3.22.1 Phase Leaders, SLT Members and other Managers will liaise with and communicate to Safety Representatives about problems, hazards, or defects either arising from or relating to the Safety Representatives' sphere of activity. Problems other than sources of imminent danger will be discussed at the Health, Safety and Wellbeing Cttee.

3.22.2 Specific issues that require immediate action will be taken after consultation with the Health & Safety Coordinator.

4 Monitoring Health, Safety and Wellbeing Performance

4.1 The Governing Body will require the Health & Safety Coordinator to provide an annual report on all health, safety, and wellbeing matters which will identify strengths and weaknesses, propose achievable remedies, and set objectives for continuous improvement.

4.2 The report will provide an annual overview of:

- i) Reported incidents; incident investigations, bump book analysis, and resulting preventative measures;
- ii) Emergency procedures, including fire precautions and First Aid arrangements;

iii) Policies introduced, risk assessments undertaken, and procedures implemented; iv) Internal / external inspections and audits.