

Model Framework for a School Health and Safety Policy

Schools are required to have a Health, Safety and Welfare Policy in place. It is recommended that the School's Health, Safety and Welfare Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

What should you do with this Model Health and Safety Policy?

The Model Policy is designed as a model which schools may adapt, edit and upgrade for their own use.

The policy has 4 parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Information on organising for health and safety and the responsibilities of key people within the school.

Part 3 - The detailed arrangements & procedures in place for Health, Safety and Welfare

Part 4 – Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The School's Health and Safety Policy should make reference to, and be complemented by, the County Council Policy on Health Safety and Welfare which can be found on the Staffordshire Learning net (SLN) at;

<http://education.staffordshire.gov.uk/SchoolAdministration/HS/Policy/>

Health and Safety Policy Statement

Burton Pupil Referral Unit

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Management Committee and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Management Committee will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Mr M Cain Chair of Management Committee
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Mr Gareth Caldwell Headteacher

Part 2

Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises. In the case of the PRU, the Management Committee takes on the role of the Governing Body.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body (Management Committee) arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Headteacher CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Management Committee;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the Management Committee can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The Management Committee will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The Management Committee will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team School Governors Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise members of the Management Committee of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and members of the Management Committee.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the Management Committee and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)

- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the Management Committee and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Management Committee outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.

- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;

6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Assisters	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Management Committee to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Management Committee and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Students [This section should be drawn to attention of all students]

All students must be encouraged to follow all safe working practices and observe all school safety rules.

All students will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Management Committee is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3

Arrangements & Procedures for Health, Safety and Welfare within Burton Pupil Referral Unit - Winshill, Uttoxeter, Curzon & Waterloo St.

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:

1. Accident Reporting, Recording & Investigation

All accidents should be reported to the office. Pupil accidents should be recorded in the accident folder for each premise. Serious pupil accidents ALSO need recording on the County Accident and Investigation Form which should be sent to the Strategic Health and Safety Service at Stafford. Accidents to staff members and other adults should be recorded in the orange statutory accident book for Social Security purposes and also recorded on the County Accident and Investigation Form which should be sent to the Strategic Health and Safety Service at Stafford. All serious accidents will be investigated by the Headteacher and where appropriate reported to the Management Committee.

2. Asbestos

The Asbestos manual is kept in the offices of each individual site. All visiting contractors working on the building will be required to read it and sign the declaration of understanding. The Hazard exchange Form and Intrusive Works Risk assessment will be completed for any planned building works where the fabric of the building might be disturbed. Staff must not pin, drill or fix anything to walls without first obtaining permission from the Headteacher, and after the register has been checked. If suspected asbestos material is damaged the room must be immediately isolated so no-one can enter the area and the County Asbestos Team contacted. Suspected materials must not be swept or hoovered up but left in situ.

3. Contractors

The school will only use contractors approved by the County. The County's Property Services Unit will be consulted before any building works are planned. The Hazard exchange Form and Intrusive Works Risk assessment will be completed for any planned building works where the fabric of the building might be disturbed.

4. Curriculum Safety

Teaching staff must either develop a risk assessment or use other best practice guidance e.g. CLEAPPS when carrying out any curriculum activity that is potentially hazardous or involves some risk to students or the staff member due to either the equipment or materials, or behaviour of those involved in the activity. These risk assessments should be regularly reviewed for their effectiveness and a copy held centrally.

Educational visits will be managed in accordance with County guidance and must be risk assessed using the Employers Guidance and approved by the Educational Visits Co-ordinator and Headteacher using EVOLVE. Any overseas, residential (other than Staffordshire Approved Outdoor education Centres) and adventurous activities must have local authority approval from the County Educational Visits Advisor.

5. Drugs & Medications

County guidance will be followed where the school is requested to administer medicine to pupils. Medicines must be prescribed to the students concerned and be in its original

container with dosage details. The appropriate permissions form must be completed and also the administration record. Medicine will be stored securely in the safe, clearly identified by the students name. Care plans will be developed in conjunction with the school nurse, parents and other relevant agencies as appropriate.

6. Electrical Equipment

All portable electrical appliances are tested every 12 months and records held within the office. The fixed wiring is tested every five years. All electrical equipment must be visually checked before use for damage. Staff are not allowed to bring in their own electrical equipment for use within school unless they have proof of purchase and the item is less than 12 months old or has been PAT tested. No-one must work on any electrical equipment unless competent to do so.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Headteacher is responsible for developing and reviewing the Fire Risk Assessment for the school. Fire Drills are held termly. The fire alarm system is serviced by Trinity twice per year. The fire extinguishers are annually serviced by Chubb. The site technician is responsible for testing alarm call points at Winshill in rotation on a weekly basis and emergency lighting on a monthly basis. AW will undertake Uttoxeter checks, SS will undertake Curzon St checks. Waterloo checks are done by the centre management team.

The staff have been briefed on the schools Fire Evacuation Plan, Fire Action notices are clearly displayed and Fire Exit routes have been identified.

8. First Aid

The school's first aiders are Gareth Caldwell, Janet Freeman Smith, Mark Webberley, Simon Smith, Scott Lorimer. Refresher training will be provided as appropriate. First aid kits are available on all sites and in necessary rooms. There are portable kits for outside activities. First Aiders are responsible for maintaining first aid supplies. Any first aid administered should be reported with the accident record.

9. Glass & Glazing

All glass in doors, side panels and below waist height is safety glass. All replacement glass in these areas must be of the required to be of safety standard.

10. Hazardous Substances (COSHH)

No hazardous substances sites are allowed onto site unless required for curriculum activity and controlled by CLEAPPS guidance and a COSHH assessment. Safety Data sheets must be held for each substance and first aiders are aware of their location.

11. Health and Safety Advice

The school subscribes to Peninsula Business Services.

12. Housekeeping, cleaning & waste disposal

Minimise accumulation of rubbish. Wet floor cleaning must have relevant warning signs displayed to minimise risks of slips. The location of the waste bins are in the car park in front of the school.

13. Handling & Lifting

If there is a need for a significant handling task a manual handling risk assessment will be undertaken to avoid/reduce any risks to staff.

14. Jewellery

Teaching staff should ensure students are not wearing inappropriate jewellery during

practical lessons to avoid entanglement or all sporting injury.

15. Lettings/shared use of premises

There are no shared use of premises. Lettings are subject to the appropriate documentation being received i.e. booking form, insurance and conditions of hire. These should be signed by hirer and retained by the school.

16. Maintenance / Inspection of Equipment (including selection of equipment)

The multi-gym equipment is inspected by SportsafeUK. The last D & T inspection was carried out on 13.01.16 and was deemed serviceable. The fire extinguishers are checked by Chubb annually. The emergency lighting and fire call points are checked by the site technician who visits the PRU once a week from Paget High School, or the appropriate site manager for other sites. Records of these checks are kept in the fire log of each site and kept in office areas.

17. Monitoring the Policy and results

Compliance with the Health and Safety policy is monitored by Jean Edwards the Bursar. Accidents and complaints are monitored by the senior leadership team with support from the health and safety strategy service. The Senior Leadership Team will ensure that the County required Premise Checklist and Self Audit are completed annually. The schools' health and safety audit is carried out by Wendy Sears. Health and Safety reports are submitted to the Management Committee each year.

18. Poster on Health and Safety Law

The Health and Safety posters for all sites are displayed in the relevant staff area. The school Bursar ensures these are up-to-date.

19. Personal Protective Equipment (PPE)

PPE will be provided free of charge where risk assessment determines to be necessary.

20. Reporting Defects

Defects are now reported in the site technician book in the front office. Measures will be put in place to rectify these as soon as is possible. *Other sites to notify Winshill of any defects.*

21. Risk Assessments

Risk assessments are discussed with staff during staff meetings and these meetings are minuted. The headteacher has overall responsibility to ensure the general risk assessment record form is fully completed. The teaching staff are responsible for producing more detailed risk assessments where school visits are organised. Copies of these are to be checked by the headteacher and added to the health and safety folder held in the front office. Risk assessments are to be reviewed by all staff annually.

22. School Trips/ Off-Site Activities

All off-site activities require a risk assessment which needs to be submitted to the headteacher to be checked prior to the activity taking place. School Visits are recorded in EVOLVE. A school mobile phone has been purchased and an additional first aid kit. The member of staff in charge of the visit must take these with them. Students will have been given permission for the occasional trip out of school on a generic letter kept in their active working file, however for an organised school visit a separate letter of consent must be received from the parents in accordance with County Council procedure. Outdoor education approval is requested for all off site activities.

- 24. School Transport**
Only approved transport is used. Requests for taxis where appropriate are sent through to County Transport to be authorised and arranged.
- 25. Smoking**
The Burton PRU is a non-smoking premises and the grounds are also non-smoking premises. Non-smoking signage is clear on the front entrances of the sites and all staff and students are made aware they are not allowed to smoke on site in line with Staffordshire County Council Policy
- 26. Staff Consultation and Communication**
Health and Safety is a standing agenda item on weekly staff meetings. Staff are free to raise agenda items by Wednesday of the week before if they want an open discussion about an issue with links to health and safety. Staff are regularly updated with latest developments. The log book in the front office has been organised so that the site technician can be made aware of any improvements that need to be made. These will be prioritised and completed as soon as is possible. An annual Health and Safety report is made to the Management Committee. A copy of the Health and Safety policy is kept in the staffroom, in the shared area and in the Health and Safety file in the front office.
- 27. Stress and staff Well-being**
Staff receive six monthly performance management reviews, which are confidential, any concerns can be raised during these meetings. The school also operates an open door policy and if staff wish to discuss any concerns they may do so either with their line manager or by seeing the headteacher directly. Staffordshire County Council guidance is followed and where appropriate referrals to Occupational Health will be completed. Staff risk assessment forms are completed in discussion with members of staff where appropriate and reviewed accordingly.
- 28. Supervision** [including out of school learning activity/study support]
Students are supervised at all times throughout the school day. The school day runs from 8.45a.m. to 2.15p.m. All supervising staff must be enhanced DBS cleared. During school visits the ratio of staff to students is in accordance with County Council Policy.
- 29. Training and Development**
New staff are given a Health and Safety induction upon joining the school. This will be given by Jean Edwards, Bursar. All other training and development needs are discussed during performance management review meetings unless a relevant opportunity arises that links to the school development plan. In this instance a discussion is needed between the member of staff and his/her line manager and a professional development proforma must be completed.
- 30. Use of VDU's / Display Screens / DSE**
Where staff are defined as a DSE User, a [workstation assessment](#) must take place to ensure that the workstation is set up appropriately for the user and that the user is not experiencing any ill health effects or discomfort from the use of their workstation. Staff must complete a Display Screen Equipment (DSE) Checklist each two years. All users are eligible for free eye tests every two years. Suitable furniture and equipment is provided to support good posture.
- 31. Vehicles on Site**
Vehicles are parked in the shared car park at the front of the school entrance for

Winshill and Curzon St. These are at the rear of the building for Uttoxeter and Waterloo St. Owners park their cars at their own discretion. The PRU can not accept liability for any damage made to staff cars unless it is known to have been made by a student.

32. Violence to Staff / School Security

The school's main entrance is kept locked at all times. All visitors have to buzz and identify themselves before they are let into the school. This is the same procedure for Waterloo St. All visitors must sign in to the school and wear a visitors badge. All staff have completed their S.C.I.P. (Strategies for Crisis Intervention and Prevention) annual refresher training. All physical interventions are reported to the Deputy Headteacher and logged in the S.C.I.P. manual which is kept in the front office.

Any incidents of violence and aggression must be reported directly to the Headteacher and dealt with in accordance with the school's behaviour management policy.

33. Working at Height

Staff are not to use step ladders at work without completing the necessary training and completing a risk assessment form. Contractors will provide their own ladders where appropriate.

34. Water Hygiene

The site technician from Paget High School has responsibility to complete water testing and record this in the Water Hygiene Logbook which is kept on the shelf in the front office. AW to complete Uttoxeter checks, SS to complete Curzon St checks. Waterloo St's checks are completed by the centre management team. Any concerns with the water tests will be reported to the Headteacher for action with Property Services.

35. Work Experience

Work Experience is co-ordinated via Kevin Baldwin of Next Steps who arranges all necessary documentation and checks.

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

School KPI's may be added here:

At the PRU, our key performance indicators include:

- 3 fire drills per academic year – one per term and logged in the fire log book held in the appropriate site office/
- Fire call points tested weekly and recorded in the fire log book
- Fire alarms serviced quarterly
- Fire extinguishers visually checked each week and serviced annually
- 12 water tests – carried out monthly and logged in the appropriate folder in the appropriate site office
- Emergency Lighting checked monthly and recorded in the fire log book held in the appropriate site office
- Annual review of the health and safety policy
- Annual completion of Premise Evaluation Checklist
- Annual completion of Self Audit Tool

The County Council Health Safety and Welfare Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.

Started on:	September 2016
To be reviewed:	September 2018
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