

# **Fairburn View Primary School**

## **Health and Safety Policy**

**May 2026**

**Prepared By: Craig Norris**

**Date Taken to Governors: 19/5/26**

**Signed by: \_\_\_\_\_**

**Head Teacher – A Webb**

**Signed by: \_\_\_\_\_**

**Chair of Governors – Jonathan Foster**

**Review Date: May 2027**

## Health & Safety Policy for

# Fairburn View Primary School

### 1. Policy Statement

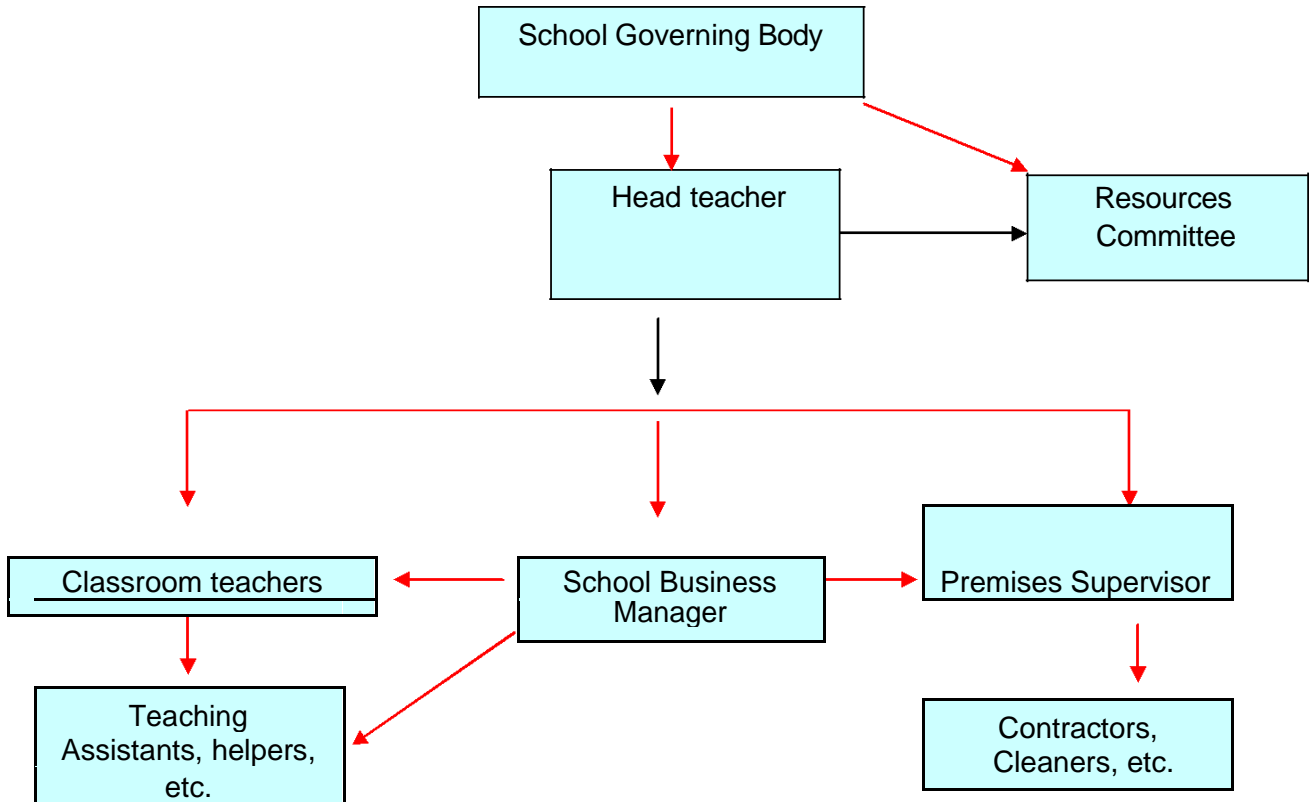
The aim of the governing body and the Head teacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy.

This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide, so far as it is reasonably practicable, for its employees when working on the premises or elsewhere:

- Instruction, training and supervision to enable its employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health;
- Safe systems and methods of work that are without risk to health
- Machinery and equipment that is safe and without risk to health
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary by the Key Manager;
- Any other suitable protection, where appropriate, where staff might be at risk
- For the safety of visiting contractors, members of the public and authorised visitors
- For arrangements to involve all members of the school community including pupils in developing this health and safety policy.
- For our responsibility towards the environment and ensuring that our activities do not adversely affect it.

## 2. Responsibilities

*These organisational arrangements for staff with health & safety responsibilities are represented diagrammatically for schools be*



### Governing Body

The Governing Body has due responsibility for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

We will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

## **The Head of establishment (Head teacher)**

The Head teacher has primary responsibility for Health and Safety matters within the establishment. In the Head teacher's absence, the Deputy or whoever is nominated, will assume this responsibility.

The School Business Manager has delegated responsibility for managing the arrangements for health and safety in the school and for liaising with the Health and Safety Manager coordinator from Wakefield Local Authority for advice and information on health and safety matters. The Premises Supervisor is line managed by the School Business Manager and has responsibility for implementing instruction and carrying out procedures as prescribed by the School Business Manager, as required and linked to job description.

### **Responsibilities:**

- Setting up arrangements to cover all health and safety legal requirements;
- Monitoring the effectiveness of the arrangements
- Producing a written Health and Safety policy to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time
- Resolving health and safety problems
- Bringing to the attention of the Local Authority Health and Safety coordinator those instances where delegated local executive has proved to be inadequate to reduce the identified hazard and to act to avoid danger pending rectification
- Noting all the guidance produced by the Local Authority, in line with legislation, and bringing any issues to the attention of relevant staff
- Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access
- Maintaining a list of Safety Representatives appointed to represent staff on site
- Being readily available to Safety Representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties
- Receiving written reports from Safety Representatives and responding to them within a reasonable time
- Establishing a school Health and Safety Committee in accordance with Council policies
- Ensuring that all areas of the site are inspected termly by the Safety

## Representatives with the Senior Management on site

- Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary;
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that firefighting equipment is available and maintained;
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting the Local Authority, school staff, service providers and parents.
- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In particular to ensure that they are given a copy of this statement of local arrangements and the opportunity to read it, before starting work.
- Ensuring that arrangements are made for suitable training for all aspects of their work.
- Ensuring that suitable records are kept of:
  - Employee health and safety training
  - Accidents
  - Resources committee
  - Premises safety inspections – including by the governing body
  - Fire equipment tests
  - Machinery and equipment safety tests and inspections

A full record is kept of statutory testing linked to health and safety requirements.

### **All employees are responsible for:**

- Taking care of the health and safety of themselves, their colleagues and for any child under their charge, as well as for the work they carry out.
- Keeping up to date with current safety procedures.
- Attending training as directed.
- Following instructions issued by the employer on matters of Health and Safety.
- Reporting any accidents, dangerous occurrences or safety concerns to Senior Management.
- Not misusing any equipment provided for their safety.
- Not access any area that has temporary or permanent health and safety restrictions in place or is designated Authorised Personnel Only. To take note and abide by all Safety signs and signals as posted.
- To request training on any work activity where it is felt the employee is not competent to undertake.
- Familiarise themselves with all health and safety arrangements associated with work activities and their work environment.
- Not initiate, or continue, any process or activity that places themselves or others, in danger, or is in breach of statutory obligations with respect to the Health and Safety policies and procedures.
- Report all accidents, incidents including near miss occurrences to their line manager as soon as possible. Notify Health and Safety via the accident form available in the main office and the incident reporting system on the day of the accident or as soon as reasonably practicable.
- Report all defects noted of property, plant, equipment, and related processes to their line manager or member of the SLT, and the Premises Supervisor on the day of the observation or as soon as reasonably practicable.

**SLT are responsible for:**

- The safety of their staff and pupils within their work area by ensuring staff receive necessary training and supervision.
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection.
- Making arrangements for cover of staff with key safety responsibilities.
- Coordinating the school science policy.
- Monitoring health and safety practice in science throughout the school.

**Classroom teachers are responsible for:**

- The safety of all children under their charge by effectively supervising their activities.
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid.
- Observing all safety procedures and instructions.

**Technicians are responsible for:**

- The safety of the preparation rooms, workshops and all other areas in which they work.

**The Premises Supervisor is responsible for:**

- The safety and physical condition of all areas of the school including playgrounds and outbuildings.
- Arranging for the maintenance and servicing of firefighting equipment and fire alarm systems, premises security systems
- Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
- Informing all contractors of any known hazards, which might affect them whilst at work.

## Contractors

Contractors should notify any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the school office on arrival. The premises supervisor will be responsible for controlling the work of contractors to ensure the safety of pupil's staff and visitors. In the interests of safety, major work should take place out of school hours and during school holidays.

Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which requires a permit to work are:

- Work on mains electrical wiring, mains incomers and distribution boards.
- Removal of asbestos or work where asbestos materials are known or Suspected to be in place.
- Major excavations
- Access to roofs and roof voids
- Sterilising of water systems with chemicals
- Access by anyone to confined spaces such as voids sumps and drains

## Catering

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

The Catering contractor is responsible for:

- the safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises
- ensuring that its employees are competent in working safety in the kitchens with particular regard to the following:

**Hygiene -** To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas

**Fire -** To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.

**Training -** Providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen firefighting equipment.

## **Hirers, Contractors & Others Using or Working in the School**

This section should be read in conjunction with the Wakefield guidance, **Community Use of School Premises and Facilities**.

When the school's premises are used for purposes not under the direction of the Head teacher then the principal person in charge of the activities or use will have responsibility for safe practices.

The Head will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety directives of the governing body. They will not, unless with prior consent of the governing body:

- (a) Introduce equipment for use on the school premises
- (b) Alter fixed installations
- (c) Remove fire and safety notices or equipment
- (d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

## **Visitors**

All visitors must report to Reception where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the Premises Supervisor.

Visitors should wear a suitable visitor's badge when on the premises.

## **Provision of first aid**

See policy for provision of medicines and supporting pupils with illnesses.

The schools designated first aiders are:

Michelle Moore  
Patricia Rowett  
Paige Platt

Lunchtime designated first aiders are:

Patricia Rowett  
Sara Agar

A significant number of staff have had first aid training.

The designated persons responsible for checking and maintaining the contents of the first aid boxes are Michelle Moore, Paige Platt, Sara Agar and Patricia Rowett. Class based first aid bags are to be maintained by TAs.

**Note:** If necessary, a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training.

If an ambulance is required the emergency 999 service should be used.

Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorize an ambulance to be called and this should take place without delay.

It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis.

## **Accident Reporting**

Accidents must be reported using the link provided by the school.

The new process will take no longer than 5 minutes to complete. The form asks for basic information such as your name, date and time of the accident you are reporting and some details of the actual accident. If there are witnesses, then details ( name, address, and or phone ) will be needed.

The accident forms are then submitted electronically to the Safety, Health, Environment and Quality Team (SHEQ) at Wakefield Council, along with all supporting documentation. Advice on further action to be taken is provided by the SHEQ Team, as part of the Service Level Agreement school has in place.

This form allows you to report accidents directly, which will then be reported back to the premise's supervisor. The premises supervisor will then investigate the accident and forward the information on to the head teacher for completion.

In the case of minor accidents to non-staff, i.e. pupils or parents, where there are no issues of liability and there have been no contributory failures of premises,

procedures or equipment, details may be recorded in a school's minor injuries book which should be retained for at least 3 years.

Certain injuries must be reported to the HSE under the RIDDOR Regulations under the guidance of the Wakefield Council SHEQ Team. (See [www.riddor.gov.uk](http://www.riddor.gov.uk))

A near miss must be reported on the schools near miss report form. The near miss report forms can be obtained from the Premises Supervisor.

### **Fire and emergency arrangements**

It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

The Premises Supervisor is responsible for a formal check of the premises fire equipment on a weekly basis. This will include fire doors; fire signage and alarm systems and they will assess their suitability and any repairs or improvements required.

As part of an annual health and safety check, the governing body will also show due regard to fire safety.

### **Firefighting and precautions**

All firefighting equipment is annually inspected and serviced by the Wakefield Council Appointed Contractor.

It is the responsibility of the Premises Supervisor to ensure that fire-fighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date.

### **Fire alarms**

The fire alarms should be tested weekly and recorded in the fire alarm logbook by the Premises Supervisor. Fire alarms should be serviced annually by a competent contractor and records kept of the tests.

### **Fire drills**

Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers.

Suitable arrangements must be in place for evacuating those with disablement or with special educational needs.

### **Notifying the Emergency Services**

The following staff have specific responsibility to call emergency services:

<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Tel no.</u></b>	<b><u>Area of Responsibility</u></b>
Mrs M Moore	Reception	01977 558350	SAO
Miss Paige Platt	Reception	01977 558350	SAO

### **Clearing premises in an emergency**

The following staff have specific responsibility to check all areas are cleared:

<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Tel no.</u></b>	<b><u>Area of Responsibility</u></b>
Mr Craig Norris	Outside Pods & Main Admin offices	01977 558350	Premises and Admin
Mrs Julie Pratt	As above in absence of CN	01977 558350	Premises and Admin
Mr Will Owen	Main and dining halls	01977 558350	PE pupils and staff
Mr Craig Tyson	First floor	01977 558350	KS2 pupils and staff
Miss Jenny Alison	Ground Floor	01977 558350	KS1 pupils and staff
Miss Jenny Alison	Ground Floor	01977 558350	EYFS pupils and staff
Mrs J Winstanley	Little Ducklings	01977 558350	Little Ducklings pupils and staff

### **Assembly Areas**

At the assembly point, the Senior Administrative Officers will assist with the whole school checking of pupils, staff and visitors. They will have the evacuation iPad with access to the Inventory system evacuation report, and copies of the emergency evacuation class lists.

The following staff have specific responsibility to take charge of the assembly area and check numbers correspond with attendance figures:

<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Tel no.</u></b>	<b><u>Area of Responsibility</u></b>
Miss A Webb	Playground	01977 558350	Oversee Whole School
Mr Craig Tyson	First floor	01977 558350	KS2 pupils and staff
Miss Jenny Alison	Ground Floor	01977 558350	KS1 pupils and staff EYFS pupils and staff
Mrs J Winstanley	Corner of MUGA	01977 558350	Little Ducklings pupils and staff

## **Gas Safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure they have adequate ventilation

## **Legionella**

A water risk assessment has been completed on 03-08-2024. Craig Norris, the school Premises Supervisor is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

The risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated from the following:

- Temperature checks, water sample monitoring
- Heating of water to the correct temperature
- Disinfection of showers
- Flushing in periods of inactivity, during holidays
- 

## **Asbestos**

The site, Fairburn View Primary School has no known Asbestos.

## **Lone working**

Lone working may include

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and /or remote learning

Fairburn View Primary School has and will operate a Lone Worker Escalation Plan.

Potentially dangerous activities, such as those where there is a risk of falling from height will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

## **Working at Height**

We will ensure that the work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

- The Premises Supervisor retains ladders for working at height
- Pupils are prohibited from using ladders

- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels such as roofs, is only permitted by trained persons
- Access to high ceilings such as the hall, is only permitted by trained persons and by using scaffolding
- 

### **Manual Handling**

It is up to individuals to determine whether they are fit to lift or move equipment or furniture. If an individual is unfit to lift an item and could result in injury or exacerbate an existing injury, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid such as a trolley, or ask another person to help
- Take the more direct route that is clear from the obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practical.

### **Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

### **Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate threatening behaviour towards our staff.

All staff will report any incidents of aggression or (or near miss) directed to themselves to their line manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

### **Smoking**

Smoking, e-cigarettes and vaping is not permitted anywhere on the school premises.

### **Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues.

We will encourage staff and pupils to follow this good hygiene practice, outlined below where applicable.

## **Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating and handling food, and after handling animals
- Cover all cuts and abrasions with appropriate dressings

## **Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissue

## **Personal Protective Equipment**

- Wear disposable gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example nappy changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning Chemicals

## **Cleaning of the environment**

- Clean the environment, including toys and equipment, frequently and thoroughly.
- Teaching staff to bring to the attention of the Premises Supervisor and the cleaning staff anything they are aware needs cleaning.

## **Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the effected surface

## **Animals**

- Wash hands before and after handling any animals
- Keep animals living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advise on any animal welfare and animal welfare issues, and suitability as a pet

## **Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **New and expectant mothers**

Risk assessments will be carried out when any employee or pupil notifies the school that they are pregnant

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with the cause of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), they should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer and GP as this must be investigated promptly.

## **Occupational Stress**

We are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stresses through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## Information, documentation and training

Staff should either receive copies or have their attention drawn to relevant safety information contained in the School's health & safety manual. The Head teacher must ensure that the guidance or safety standards are current and adhered to at all time.

Health & Safety documents are held by the school office and identified staff; heads of department, etc. must ensure that their staff are familiar with all relevant documentation.

It is the responsibility of the Senior Leadership Team to identify the health and safety training needs of staff.

Training records of those attending training and the type of training are to be kept on file with other relevant Health and Safety documents by the Premises Supervisor.

## Repairs and maintenance

All damage, signs of wear and defects in the premises must be reported to:

Name	Tel no.	Area of Responsibility
Mr C Norris	01977 558350	Premises Supervisor

**Note:** A record must be kept of all reported items in the Premises Supervisor's report book. This will be managed by the Premises Supervisor and action taken will be quality assured by the School Business Manager.

## School Premises Plans

A copy of this plan should be held in the school office to be available in the school office for use by the fire brigade.

## Electrical equipment

All portable electrical equipment is tested by Premise Supervisor every year.

A copy of the inventory of the electrical equipment tested including the results should be kept with the school health and safety manual, which is held in the office.

All staff must visually check all electrical appliances prior to their use and report any defects to the Premises Supervisor

All defective equipment must be taken out of use immediately and reported to the Premises Supervisor. Privately owned appliances must typically not be used on the School's premises (unless their use has been approved and/or they have been tested under the PAT test).

## **Machinery and plant**

All machinery and plant will be of suitable safety specifications and will carry a CE marking which shows that it complies with the European Community safety standards

Certain pieces of equipment and plant must be inspected and or tested as part of a statutory safety regime. These include for example lifts, boilers, extraction equipment for the control of hazardous substances, pressure systems etc. The following people carry out these tests:

<b>Name</b>	<b>Equipment/plant to be tested</b>	<b>Frequency or interval</b>
Orona	Lifts	Annually
WMDC Appointed Contractor	Heating system & Boiler	Annually

## **Furniture and equipment**

All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported to the Premises Supervisor who should arrange for repairs or replacement where necessary.

## **Control of Substances (COSHH)**

All substances, chemicals, etc. purchased and used within the school, preparation and storage rooms must comply with the COSHH guidance contained in the cleaner's manual. Risk assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept. (Wakefield Council's SHEQ template to be used).

Substances will be used in accordance with the guidance notes and in accordance with the manufacturers, instructions and advice on the label, and the Premises Supervisor is to ensure all cleaning staff are aware of the COSHH Risk Assessments, trained in the use and safe storage of these substances, and that staff comply with the guidance.

Any substance, which it is proposed to use for a purpose not covered in either of the above texts, should be the subject of further advice from the manufacturer and to the consent of the Head teacher. Any substance not identified should be disposed of.

## **Cleaning arrangements**

The School's premises are cleaned by cleaners employed by the school. Specification for the cleaning regime is held by the Premises Supervisor.

Any problem relating to the cleaning should be made primarily to the Premises Supervisor, and then to the School Business Manager.

Cleaning contractors or the school should provide a specification of the cleaning arrangements and will include:

- The health and safety policy of the contractor
- Risk assessments of the arrangements for cleaning tasks. Arrangements for supervision and control of their employees. Arrangements for training their employees in working safely and particularly the safe handling of hazardous substances.
- Coshh assessments for the use and storage of cleaning materials.
- Arrangements for maintaining testing and inspecting electrical equipment such as vacuums and floor polishers which require regular inspections to ensure electrical leads have not been damaged. Use and storage of personal protective equipment
- Training in responding to emergencies such as fire and accidents particularly when they occur out of hours when they may be alone in the building.

Regular meetings should be arranged if using cleaning contractors to review the suitability of safety arrangements and records kept of the meetings

## **Risk assessment**

The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities.

Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health.

Schools as employers have a duty to carry out risk assessments for all of their activities, which affect their employees, students, visitors and contractors.

Risk assessments are carried out by teachers for areas they are responsible for. For specific specialist subjects, the subject lead is responsible for the risk assessments required. All other risk assessments are carried out by the Premises Supervisor. In all cases, copies of risk assessments are to be given to the Premises Supervisor, for our records and for monitoring purposes. All Risk Assessments must be reviewed annually by the person responsible, as noted in this paragraph.

## **Offsite Visits**

It is important that suitable arrangements are made for all offsite visits by students. The school have appointed and trained an Educational Visits Coordinator (EVC) Joe Mulroy DHT who will take a central role in planning and administrating offsite visits, ensuring all risk assessments are carried out and recorded.

The school uses the EVOLVE system for Risk Assessments, as advised by the Local Authority.

## **Conclusion**

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general wellbeing.

## **Reference to Wakefield Council's Health and Safety Policy.**

Reference is made to the Wakefield Council Health & Safety Policy, which states that maintained schools must have their own Health and Safety Policy in place. The Council's Corporate Director Children & Young People, supported by the Service Director for Education & Inclusion are responsible to ensure Maintained School Governing Bodies and Head teachers are aligned and understand their roles and responsibilities to manage health and safety as applicable.

The Council has a duty to support schools where the Council are the owner of the school land or properties.

A copy of this policy is also available.















