

HEALTH AND SAFETY POLICY



St. James' Church of England Primary Academy

Approved By: Local Governing Body

Date: October 2024

Next Review Date: October 2026



HEALTH AND SAFETY POLICY

All our policies are written with the objective of continuously improving our school in our aim of realising St. James' vision, which is to create a community that reaches their full potential:

"He told them another parable: "The kingdom of heaven is like a mustard seed, which a man took and planted in his field. ³² Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches."

Matthew 13: 31-32

We believe a small act of kindness and an act of faith can have a huge impact on another's life.

Our Governors, leaders and staff uphold the vision of

'We grow together, through God we are Giving, Loving and are Honest'

SECTION ONE POLICY STATEMENT

We believe that it is essential that we look after all our staff, pupils and visitors making this place of work a safe and pleasant place to visit. Philippians 2:4 tells us 'not looking to your own interests but each of you to the interests of others.' Health and safety is everyone's responsibility.

The Trust Board, along with the Local Governing Body and the Senior Leadership Team, recognise and accept their legal responsibilities for health and safety within St. James'. We recognise as responsible employers and/or as persons in control of premises, the need to provide a safe working environment for employees, pupils and others who may be affected by activities.

In particular, we will ensure, so far as is reasonably practicable that:

- compliance with all relevant health and safety legislation applicable to us is managed;
- all places under our control, where employees are required to work, are maintained in a condition that is safe and without risk to health, and that access to and egress from the workplace is similarly safe and without risk;
- a safe and healthy working environment is provided, with adequate facilities and arrangements for employee's welfare at work;
- no hazards arise from the use, handling, storage and transportation of articles and substances used in connection with work;
- systems of work are safe and without risk to health along with the provision of plant and equipment; and
- adequate welfare facilities exist at all times.

We undertake to provide whatever information, instruction, training and supervision is necessary to enable employees to identify and to avoid hazards and contribute positively towards their own health and safety at work and that of other employees.

We will ensure, so far as is reasonably practicable, that the health and safety of persons not in the school's employ such as pupils and visitors is not placed at risk by either the school's activities or premises or facilities made available to them.

Arrangements for ensuring safe and healthy working conditions is a primary responsibility of the MAST Governing Body exercised through the managerial and supervisory staff of the school.

All staff have a responsibility for their own safety as well as a duty of care towards their colleagues, pupils and members of public visiting the school.

In particular, they must comply with the arrangements detailed in this policy and comply with safety instructions, report defective equipment and take reasonable care for health and safety of others that may be affected by their acts or omissions at work. Employees must not interfere with or misuse anything provided in the interest of health, safety and welfare.

Health and safety consultation is important and we will undertake, as appropriate, on matters affecting the health and safety of employees, pupils and/or visitors to St. James'.

This policy statement supersedes that previously issued.

SECTION TWO

ORGANISATION FOR HEALTH AND SAFETY

The following is an overview of the main roles and responsibilities in St. James' Church of England Primary Academy. This is not exhaustive, more detailed tasks and responsibilities can be found in the Health and Safety Policy.

- MAST Trust Board
- Local Governing Body
- Headteacher
- Employees
- Caretaker
- School Finance Manager

MAST Trust Board

As the management body, the MAST Trust Board and the Local Governing Body should ensure that school staff and premises comply with (the LEA) Medway's health and safety policy, practices and procedures. The MAST Trust Board will agree, with the Headteacher, a review for financing health and safety matters which come within the responsibility of the school.

The MAST Trust Board, having control of the premises, must take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of persons at risk whilst they are on the premises.

Local Governing Body

The Local Governing Body and Headteacher must comply with any direction given to them by the MAST Trust Board and LEA concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere.

The Local Governing Body has a legal duty to ensure, so far as is reasonably practicable:

- the health, safety and welfare at work of its employees, and
- the health and safety of persons who are not their employees so far as it may be affected by the activities of the school's workforce and its premises.

This responsibility extends to:

- providing a health and safety policy document that includes a general statement of intent and the organisation and arrangements for ensuring that the policy is effective;
- providing other supplementary documents as may be necessary;
- ensuring the policy statement and all supplementary documents are reviewed regularly and revised as necessary. The review must be done at least annually;
- bringing the policies to the attention of their employees;
- ensuring that the school is represented at consultation meetings with employees on health and safety matters;
- ensuring so far as is reasonably practicable that workplaces, methods of work, machinery, equipment and materials used at work shall not constitute a risk to either the school's employees, pupils or others;
- ensuring that resources are made available for health and safety; and
- ensuring that appropriate remedial actions arising from the Council's health and safety visits are implemented in a timely manner.

Headteacher

- The Headteacher is responsible to the Local Governing Body for the implementation, management and monitoring of the school's Health and Safety and Welfare policies and procedures and where applicable those of the LEA and of the DfE.
- The Headteacher has delegated responsibility for the day to day management of the school and has a particular role in seeing that all health and safety policies and procedures laid down are carried out.
- The Headteacher must ensure the effectiveness of the School Policy for Health, Safety and Welfare.
- The Headteacher, along with staff with special responsibility and/or other competent persons, will administer a systematic assessment of the risks involved in order to carry out work safely.
- The Headteacher must ensure that systems are in place for communication and consulting with staff on health and safety matters.
- To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- To receive health and safety reports prepared by school staff and to act upon them as appropriate.
- To draw up a programme of work in conjunction with the school Governors to implement health and safety requirements where the responsibility lies with the school in accordance with the scheme of delegation.
- To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and guidelines supplied by the council and monitor the processing of accident forms in accordance with the accident reporting procedure.
- To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations and guidelines supplied by the HSE/DfE.
- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.
- To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Safety Officer immediately of any actions taken.

Employees

All employees are responsible for their own actions; they are required to:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their work.
- Exercise effective supervision of their pupils.

- Co-operate with Managers to achieve a healthy and safe workplace.
- Understand the fire evacuation procedures for the school and assembly points to evacuate to.
- Follow instructions given to them by the Senior Leadership Team.
- Understand the first aid and accident reporting procedures and to comply with them.
- Report all accidents/incidents, defects and dangerous occurrences as soon as possible.
- Personally follow safe working procedures and ensure pupils follow good examples of safe working.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.
- Staff who have been delegated by the Headteacher as managers of others and/or, having responsibility for particular aspects of the school, (for example as Phase Lead or as Caretaker) have a duty to take all practicable measures to ensure that those under their management, or working in the areas for which they have responsibility, maintain all relevant legal and corporate requirements. They must contribute to the implementation and monitoring of the health and safety policies and procedures of the school.
- Report to the Headteacher or Caretaker any safety issues or omissions identified so that they can be rectified.

Caretaker

- The Caretaker will undertake daily checks of the school fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly.
- The Caretaker will undertake regular informal and formal workplace inspections and ensure that defects are dealt with and where necessary reported to the Headteacher or Deputy Headteacher and Local Governing Body.

Finance Manager

- Assisting the Headteacher in ensuring the day to day management of all health and safety matters in the school in accordance with the health and safety policy.
- Ensuring that monies allocated for health and safety are used for this purpose and not reallocated to non-health and safety issues.

St. James' Health and Safety Representative

The Local Governing Body and Headteacher recognise the role of the safety representative and support this role to pursue employee complaints and be involved in school safety inspections.

Pupils

All pupils will be responsible for:

- complying with school rules, procedures and any instructions given in an emergency situation;
- taking reasonable care of themselves;
- co-operating with class teachers and school staff;
- using equipment and substances in the manner in which they are instructed;
- making full use of personal protective equipment provided for them when it is required;
- observe standards of dress consistent with safety and hygiene requirements;
- not misusing anything provided for the purpose of safety or fire requirements; and
- reporting to their teacher or the Headteacher anything they believe to be harmful or dangerous.

Lines of Communication

- Teachers and employees may refer health, safety and welfare matters to either the Headteacher and/or their appointed representative.
- Wherever possible, the Headteacher will rectify unsatisfactory conditions, eliminate hazards or otherwise resolve problems referred to them by the Safety Representative and will, where appropriate, enlist the assistance of the Council's Safety Section.
- In instances where necessary action is beyond the resources of the Headteacher or where the action taken or proposed is unacceptable to the Safety Representative, the matter will be referred through the normal Management reporting line to the Chair of the Local Governing Body and the CEO.
- Employees will be informed of the actions taken in respect of the matters they raised and if no action is to be taken, they must be informed of this, together with the reasons.
- All employees are encouraged to submit suggestions for better health and safety to the Headteacher or the appointed representative.

ARRANGEMENTS FOR HEALTH AND SAFETY

Hazard Reporting

Any hazards seen should be reported immediately to the Headteacher, Safety Representative or Caretaker and steps taken where necessary to minimise the risks of an accident occurring. In the event of a major hazard being discovered take action immediately by reporting the incident to the Headteacher or Caretaker.

Risk Assessment

- The Management of Health and Safety at Work Regulations 1999 places a responsibility on the Local Governing Body to provide a comprehensive system of health and safety 'risk assessment' to be carried out by competent person(s) in every workplace.
- The duty to carry out risk assessments has been delegated to the Headteacher and extends to ensuring that assessments go beyond the health and safety of employees to include any other person who may be affected by our work, for example pupils, visitors, contractors etc.
- The purpose of risk assessment is to enable the school to identify hazards, evaluate the risk and take appropriate measures to control that risk. By doing this the school will not only comply with statutory provisions but also create a safe working environment for employees and pupils.
- The risk assessment must be disseminated to all those affected by it along with all relevant information.
- Appropriate training and instruction arising from any assessment must be implemented.

School Visits

All visits must be planned along with detailed written risk assessments. Parents/guardians must be given sufficient information to allow them to consent to the school visit and no pupil will be taken on a visit without parental/guardian consent. School visits must be conducted following the procedures and processes through Evolve.

A useful framework for assessing requirements for ratios and effective supervisions is SAGED:

- **S**taffing requirements - Trained? Experienced? Competent? Ratios?
- **A**ctivity characteristics – Specialist? Insurance issues? Licensable?
- **G**roup characteristics – Prior experience? Ability? Behaviour? Special and medical needs?
- **E**nvironmental conditions – Like last time? Impact of weather? Water levels?
- **D**istance from support mechanisms in place at the school – Transport? Residential?

Any visit will require a minimum of two adults. However, these are minimum requirements.

Please also refer to our Educational Visits Policy.

Hazardous Substances in School

The principle requirement of the Control of Substances Hazardous to Health (COSHH) Regulations is that an assessment be made of the use at work of substances which are classified as hazardous to health, and that steps are taken to prevent or, where this is not reasonably practicable, to adequately control exposure to such substances.

Violence to Staff

St. James' will not tolerate violent behaviour from parents, visitors or others who enter the school.

If any member of staff is subjected to any aggression on school premises they must inform the Headteacher/Deputy Headteacher immediately. Staff are asked to keep written accounts of such episodes in the form of an accident/incident report. In the event of violence towards a member of staff appropriate steps will be taken by the Headteacher/Deputy to deal with the situation, if necessary the Governors, LA and Police will be informed and involved.

Prevention

To reduce the risk of violence, staff should consider the following guidance:

- Consider the working environment e.g. exits, space available.
- Do not meet parents when colleagues are not in the near vicinity.
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school. Consult with the Senior Leadership Team if this is the case.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.

Procedure to Follow

- Staff remain calm and non-confrontational.
- Staff to call on a colleague to try to help calm the situation.
- If the situation worsens staff must ask the parent/carer to leave the building to calm down.
- If they refuse to leave, staff remind that it is a school and as such they cannot allow the children or other staff to witness any aggressive behaviour
- If they do not leave and you feel the situation warrants it, ask another member of staff who is away from the situation to call the police, 999.
- The incident will be recorded as soon as possible and within 24 hours, and an investigation will follow to decide on the course of action to take.

Manual Handling

Manual handling means any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force. Any load which is to be handled and poses a risk of injury must be risk assessed and where appropriate records identifying the significant risks and control measures kept on file; these must be reviewed regularly.

The Headteacher must ensure that teachers and staff make proper use of equipment and systems of work provided for them all in accordance with the training and the instructions given to them. Where manual handling of loads is required kinetic lifting techniques are to be used.

Contractors

No work will be carried out by contractors unless they have reported to the Caretaker or Headteacher/Deputy and submitted a suitable and sufficient risk assessment and method statement as required by the Management of Health and Safety Regulations. With a suitable safety plan and any other information required by the Construction Design and Management Regulations.

Contractors must work within the bounds of current safety legislation. Where possible they will be expected to securely fence their work area to prevent access.

If in the opinion of the Headteacher/Caretaker the contractors are not working safely, they will be stopped until the problem is rectified.

Security

The Headteacher will ensure that suitable arrangements are put into operation to minimise the risk of trespass occurring during the school day onto school property. Once the school day commences only one entrance will be open.

- All visitors including contractors working at the school will be issued with a badge.
- Anyone found without identification will be escorted to the office or asked to leave immediately.
- The fire access gates will be kept clear of materials and parked cars.
- Termly recorded checks will be kept of perimeter fences.
- Police will be called to deal with trespassers.

St. James' is kept as a non-smoking site – this also includes the use of all forms of electronic cigarettes.

Entry to the Key Stage 1 and Key Stage 2 playground is through the appropriate gate, which is unlocked 15 minutes before the start of the morning session. These gates are locked at 8.55am each morning and unlocked at 3.05pm for collection of children at home time. Gates are then locked at the end of the school day at 3.30pm.

The school alarm is set each day.

Security of Data

The MAST Trust Board recognise their responsibility to ensure that measures are taken to ensure no breach of security.

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, data:

- Accessed by personal passwords.
- Passwords give staff different access levels.
- Senior Leadership Team only has access to limited management files.
- Financial files are accessed via further passwords.
- Printed material is disposed of by shredding.
- Personal data is not disclosed over the telephone, unless it is required under safeguarding.
- School anti-virus software is updated regularly.

Accident Reporting

The Headteacher is responsible for ensuring that all accidents and incidents (including simple bumps and bruise type accidents, dangerous occurrences, near misses and acts of violence and aggression) are reported and investigated and procedures on accident reporting and investigation are followed.

As part of the accident investigation process, risk assessments must be completed and/or reviewed and/or revised in order to establish the effectiveness of existing control measures and to identify further control measures that can be put in place to eliminate or reduce the hazards identified and prevent recurrence.

The level of first aid provision should be determined by a risk assessment. This should take into account the age of the pupils, the number of pupils and staff, the variety of tasks and activities undertaken, the existing level of provision, type and nature of previous accidents and injuries etc.

During the day there are to be at least two qualified first aiders in school. In addition, other members of staff, including lunch staff, are trained in first aid.

The level of first-aid provision for school trips must be determined as part of the overall school trip risk assessment.

Emergency Evacuation Procedures

The emergency evacuation procedures and designated assembly point are displayed throughout the school. This information is located at the fire alarm call points.

The school has a completed fire risk assessment that is current and includes procedures for monitoring and review.

Control measures are implemented as appropriate to reduce the risks identified.

There are procedures for the maintenance, testing and recording of fire safety equipment, along with regular emergency evacuation drills (at least one per term) recorded by the Caretaker - any necessary changes in the procedure to the staff will be disseminated by the Headteacher.

Pupils should leave in single file when instructed by the teacher. They should leave by the nearest available escape route and go to the football cage. The last person to leave the classroom must close the door.

Asbestos

The asbestos survey is held with the health and safety folders kept by the Headteacher and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The schools asbestos monitoring persons will be the Caretaker and an approved contractor.

The survey will be reviewed yearly.

Refresher training is required three yearly.

The school shall ensure:

- The asbestos log is maintained and that any changes are acted upon.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under **no** circumstances must staff drill or affix anything to walls without first obtaining **approval** from the Headteacher.

Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher and the CEO, who will contact the relevant agencies.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Headteacher.

Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g. Office Manager and Headteacher etc. shall carry out a self-DSE assessment.

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards.

The Headteacher is responsible for co-ordinating display screen equipment assessments.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every two years by a qualified optician.

Flammable and Hazardous Substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations).

The school's nominated person responsible for substances hazardous to health will be the Caretaker. They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- COSHH assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Legionella

The school complies with advice on the potential risks from legionella as identified in guidance from the HSE. A legionella water risk assessment of the school has been completed by a competent contractor.

The Headteacher is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book.

A contractor will be responsible for the following:

- Quarterly temperature checks.
- Sampling and disinfecting of water tanks where necessary.

The Caretaker will:

- Identify and carry out flushing of rarely used outlets on a regular basis and during school holiday periods.
- Monthly temperature checks.

Lettings and Shared Use of Premises

Lettings will be managed by the Headteacher following guidance from the Trust.

Prior to any agreement for letting out of the school premises/equipment, a written contract detailing the terms and conditions including insurance arrangements must be signed by the hirer.

Information will be given to the hirers regarding the emergency procedures.

The hirer is responsible for ensuring they have sufficient first aid arrangements in place.

Work at Height

Working at height can present a significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The school's nominated person responsible for work at height is the Caretaker. The nominated person shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.

Pupils will not be permitted to use ladders/stepladders.

Contractors will not be permitted to use any of the school's work equipment.

Sun Protection

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

At school, we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

Education

- All pupils will have at least one sun awareness lesson per year as part of a PSHE lesson.
- We will talk about how to be sun smart in assemblies at the start of the summer term.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Clothing

We encourage parents to provide sun hats to protect the children whilst outside.

Sunscreen

- Children will be asked in Reception, KS1 and KS2 to administer their own.
- Nursery parents are asked to put sunscreen on their child before the start of a session.

- Sunscreen use will be encouraged on school visits.
- If required staff would apply sunscreen where required.

Shade

- Nursery and Year R have a sun canopy, which can be used as a sunshade.
- Shade is a permanent fixture within the Key Stage 1 and Key Stage 1 playground.

Stress and Wellbeing

The school is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

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

- Regular appraisals
- Mid-year and end of year reviews
- Open-door policy of Headteacher and SLT
- Mentoring of new staff
- Regular staff meeting
- Weekly briefings

Work Experience

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before working in the school regarding school arrangements and health and safety responsibilities.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a verbal job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract.
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact students' parents/guardians should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

Volunteers in School

We define a volunteer as any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom or working in a support capacity within another area of school.

We value volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at our school will require an Enhanced Disclosure and Barring Check prior to starting their placement in school. This must be confirmed with the Headteacher and recorded on the central record by the Office Manager.

Providers must understand the legal obligations upon the Governors and Headteacher are the ones who decide on who may come into the school as speakers and service providers.

There are some exceptions:

- Law enforcement officers in certain circumstances;
- HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005);
- Local Authority; and
- Standards and Framework Act 1998.

It is the responsibility of the school to ensure that its child protection policy is adhered to at all times.

Volunteers will not be asked to undertake certain duties:

- Those which would normally fall within a teacher’s responsibility under loco parentis.
- Covering for staff absence within the classroom.
- Unsupervised 1:1 work with children.
- Those which would normally be undertaken by a contractor engaged by school or the Local Authority (LA).
- Those requiring full financial or budgetary responsibilities.
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school’s staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems.

Please also refer to our Volunteering, Work Experience and Students in School Policy.

Training

Health and Safety training will take place during induction and as necessary depending on the employees’ duties. Training records will be the responsibility of the Headteacher. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the Headteacher’s attention to their own personal needs for training and for not undertaking any duties unless they are confident that they have the necessary competence.

Workplace Inspections and Health and Safety Audits

This list is not exhaustive but will include:

Type of Inspection	Frequency	Completed by
Asbestos review	Yearly	Site H/S Team
Work equipment	Termly	Caretaker
Electrical (building) Electrical (PAT)	Five Yearly Yearly	External Contractors External Contractors/MAST employee
Water (legionella) Water (temperatures)	Quarterly Monthly	External Contractors Caretaker/Headteacher
Health and Safety Inspections (With Governor) (Audits)	Termly Yearly Three yearly	Caretaker Governors Outside agency

Type of Inspection	Frequency	Completed by
Gas Maintenance	Yearly	External Contractors
Boiler Maintenance	X2 yearly	External Contractors
Fire Alarms	Weekly Six monthly	Caretaker External Contractors
Fire Extinguishers	Monthly Yearly	Caretaker External Contractors
Fire Risk Assessment	Yearly	Site H/S Team
Emergency Lighting	Monthly Yearly	Caretaker External Contractors
Mist Water System	Yearly	External Contractors
Risk assessments	Yearly	Site H/S Team
COSHH data Assessments	Yearly	Site H/S Team
Intruder Alarm	Six monthly	External Contractors

St. James' Church of England Primary Academy

HEALTH AND SAFETY STRUCTURE

