BUCKINGHAMSHIRE COUNCIL

Buckingham Primary School & Nursery

Health and Safety Policy

Adopted by Governors Full GB: **June 2025**

Date of next review: **September 2027**

September 2026:
Page 31: Addition of Kai Kahembe as Co-Chair
Removal of Andy Gilder
Addition of David Churchyard

Buckingham Primary School

Where appropriate, this policy should be read in conjunction with the Buckinghamshire Council Health and Safety Policy.

PART 1: GOVERNING BODY STATEMENT OF INTENT

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a school. We are committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet our responsibilities under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.

We will achieve this by:

- Taking reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings
- Promoting a sensible and proportionate approach to health and safety, making use of competent health and safety advice when required
- Working in close partnership with the Headteacher and senior leadership team to support sensible health and safety management and to challenge as appropriate
- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance
- Ensuring staff receive adequate information, instruction and training to enable them to carry out their responsibilities competently
- Ensuring that health and safety management is an integral part of decision making and organisational processes
- Providing a safe and healthy working environment for our staff, pupils and others working in the school
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives
- Complying with statutory requirements and where possible best practice

- Investigating and learning the lessons from accidents, incidents, near misses and work related ill health incidents
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards.

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

PART 2: RESPONSIBILITIES AND ORGANISATION

1. INTRODUCTION

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned: (Appendix A – named job roles)

2. THE GOVERNING BODY

The Governing Body recognises its responsibilities for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the school and will endeavour to ensure that the local authority's policy is implemented with regard to its responsibility. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities
- A lead governor for health and safety is nominated
- People have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Health and safety performance is monitored and targets for improvement are set
- Ensuring that the site and premises is maintained in a safe condition and that sufficient funding is allocated
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with
- The school's health and safety policy is reviewed regularly (at least once annually) and

implementing new arrangements where necessary

3. THE HEADTEACHER

Leadership of health and safety is about managing risk sensibly – not trying to eliminate it altogether. The Headteacher will provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

The Headteacher is responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will:

- Ensure that the school is following Buckinghamshire Council's Health and Safety Policy and has effective arrangements for managing the real health and safety risks at the school
- Be fully committed to the Governing Body's Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership
- Act as the "Responsible Person" under the Fire Safety Order within the School.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site
- Nominate themselves or a senior manager as the Health and Safety Co-ordinator (site manager)
- Undertake all relevant training appropriate to their role and ensure staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly
- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health and safety risks to staff and any other people who may be affected by the school's activities
- Ensure that risk assessments are undertaken in relation to directly managed staff, for example, job based risk assessments, stress risk assessments, return to work risk assessments, personal emergency evacuation plans
- Ensure safe systems of work and procedures are developed and are implemented
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people
- Ensure that they seek timely assistance and advice where expert help is required from Health and Safety Consultancy team

- Ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations;
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported to County and the HSE (where appropriate) and investigated and the findings acted upon without delay;
- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them
- Ensure information that may assist safety representatives in their role is provided to them
- Participate and make recommendations to the Governing Body in relation to external independent audits carried out by the County Council or other bodies
- Report to the Governing Body any health and safety issues which cannot be resolved
- Ensure the requirements of the Occupier's Liability Acts 1957/1984 are complied with to reduce risk to lawful and unlawful visitors
- Monitor and review health and safety performance through:
    - termly health and safety inspections of work areas/practices
    - setting health and safety targets and objectives through appraisals and other supervisory reviews
    - reviewing incidents and accidents
    - monitoring commissioned and contracted work for compliance
    - ensuring that the management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act
    - ensuring audit action plans are implemented
    - reporting to the Governing Body at least annually on the school's health and safety performance

4. LEAD GOVERNOR FOR HEALTH AND SAFETY

The Lead Governor has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety
- To scrutinise and review health and safety performance
- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their health and safety responsibilities
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented
- To arrange a termly inspection of the school by either themselves or another Governor and to provide a report to the Governing Body

5. RESPONSIBILITIES OF THE SENIOR LEADERSHIP TEAM (SLT)

The SLT will support the Headteacher with the overall management of health and safety in

the school. This will include:

- Providing leadership by ensuring health and safety is considered as part of every decision
- Considering the health and safety impact of any new initiatives
- Informing the Headteacher of any health and safety issues that affect the school
- Agreeing strategic health and safety initiatives
- Monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing the annual health and safety report.

HEALTH AND SAFETY COORDINATOR

At Buckingham Primary School, the Site Manager, Finance Manager and Headteacher take the lead for health and safety on site. They often provide the focal point for the school's health and safety management arrangements. Their school wide roles may include:

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- advising contractors of site specific risks and overseeing their activities on site;
- ensuring staff and visitors are aware of the on-site procedures and the precautions to follow;
- accident and incident reporting;
- implementation, monitoring and review of training procedures;
- preparation of reports and returns for the school leadership team

Collectively, the Health and Safety Coordinators have the following responsibilities to:

- Attend appropriate health and safety training courses including IOSH Managing Safely and Managing Fire Safety Training to enable them to discharge their duties effectively
- Ensure that a fire risk assessment is completed by a competent contractor for the school and that it is implemented and reviewed at least annually
- Promote health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures
- Ensure the Fire Log, Asbestos Log and Legionella Log are kept up to date
- Ensure that the Health and Safety Notice Board is kept up to date
- Ensure the correct accident, incident and near miss reporting procedures are followed and that, where appropriate, accidents are investigated
- Arrange termly health and safety inspections and ensuring follow up action is completed and records kept available for audits
- Ensure appropriate procedures for school visits is followed

- Participate in any Health and Safety Audits arranged by the County Council
- Provide health and safety induction training for all staff
- Provide basic fire awareness training for all staff at least every six months. Refer to training notes section 3.3 Health and Safety Policies and Procedures
- Keep an up to date record of staff health and safety training
- Ensure that all statutory inspections are completed and records kept
- Make provision for the inspection and maintenance of work equipment
- Ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept
- Monitor contractors on site and ensuring they consult the Asbestos Log before starting work
- Coordinate and manage the annual risk assessment process for the school
- Coordinate performance monitoring processes
- Manage records of all health and safety activities including management of building fabric and building services in liaison with County and other contractors
- Advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally

6. TEACHING AND SUPPORT STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Head and Assistant Heads, Nursery team, Administration team, Caretaker/Site Manager

They have the following responsibilities to:

- Apply the school's Health and Safety Policy and the relevant health and safety Codes of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- Carry out regular health and safety risk assessments of the activities for which they are responsible
- Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews
- Ensure that all staff they manage are familiar with the relevant health and safety Codes of Practice, for their area of work
- Resolve health, safety and welfare issues that staff refer to them, or refer to the Headteacher any matters for which they cannot achieve a satisfactory solution within the resources available
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections where required

- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety
- Investigate any accidents that occur within their area of responsibility

7. SUBJECT LEADERS HAVE THE FOLLOWING SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES:

Curriculum Leaders have expertise in their topic areas and are often in the best position to advise or lead on the arrangements for assessing and managing risk in their department.

- Understanding of health and safety within their curriculum area in accordance with the health and safety policy
- Where relevant, reviewing curriculum policies, procedures and risk assessments
- Ensuring follow up and remedial action is taken following health and safety inspections
- Passing on health and safety information received, relevant to curriculum area, to colleagues, Site Manager and Headteacher
- Report all accidents, defects and dangerous occurrences to the Headteacher and/or Health and Site Manager

8. CLASS TEACHERS

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures
- Require the use of protective clothing and guards where necessary
- Make recommendations to the Headteacher or SLT regarding equipment and improvements to tools or equipment
- Integrate all relevant aspects of safety into the teaching process
- Report all accidents, defects and dangerous occurrences to the Site Manager

9. SAFETY REPRESENTATIVES

Safety representatives do not have responsibilities under this policy; however they do have functions as laid down in the Safety Representatives and Safety Committees Regulations.

The Governing Body believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

10. STAFF

All of the school workforce play an important part in sensible health and safety management in schools. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces, and helps develop sensible rather than over cautious approaches.

When developing learning opportunities, staff should focus on controlling the real risks, not eliminating all risks. Health and safety is about doing things safely, not finding reasons not to do them.

In particular staff must:

- comply with the school's health and safety policy and procedures at all times;
- take reasonable care for the health and safety of themselves and others when undertaking their work, for example
    - check classrooms/work areas are safe;
    - check equipment is safe before use
    - ensure safe working procedures are followed
- co-operate with managers in complying with relevant health and safety safe systems of work and procedures
- use all work equipment and substances in accordance with instruction, training and information received
- wear, use, store, maintain and replace personal protective equipment as appropriate
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
- report
    - accidents, incidents of violence and aggression and near misses;
    - ill health caused by work activities
    - defective equipment or premises, hazardous situations and other health and safety concerns
    - report immediately to their Headteacher/Site Manager any serious or immediate danger

11. PUPILS

Pupils, allowing for their age and aptitude, are expected to:

- take personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene

- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety

Governing Body
Ensures compliance with County H&S policies and arrangements

Headteacher
Ensures BPS is a healthy and safe school

Site Manager, Finance Manager
Responsible to and support the Headteacher as Health and Safety coordinators

PART 3: PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

1. LEAD GOVERNOR FOR HEALTH AND SAFETY

The lead governor with responsibility for scrutiny of health and safety performance is George Milne

2. ASBESTOS MANAGEMENT

The asbestos register and asbestos management plan is held in the Print room, on iamcompliant and also on the online portal in association with Buckinghamshire Council.

Site Manager and Headteacher are responsible for

- making arrangements for dealing with asbestos in compliance with Buckinghamshire Council's policy;
- ensuring that contractors who may be working in areas where asbestos has been identified consult and sign the register;
- ensuring that any changes to the register are notified to Building Services, Property Consultancy;
- informing Property Consultancy immediately on 01296 383238 if any asbestos containing materials are damaged releasing asbestos fibres or may have been released.

For further guidance refer to section 4.2 health and safety policies and procedures Schoolsweb H&S policies

3. AUDIT, REVIEW, PERFORMANCE MEASUREMENT AND ACTION PLAN

The Headteacher is responsible for reviewing the School's Health and Safety Policy and ensuring all staff signed a list to acknowledge that they have read and understood the policy.

The Headteacher, Finance Manager and Site Manager are responsible for ensuring the implementation of recommendations of any health and safety audit reports carried out by the County Council.

4. CATERING

Edwards & Ward is responsible for registering the food premises with the local

Environmental Health Officer, District Council;

Edwards & Ward are responsible for

- monitoring the preparation of food and the nutritional standards of meals;
- the maintenance of satisfactory hygiene standards;
- ensuring that temperature of the refrigerator and freezer are monitored and logged;
- ensuring an adequate schedule of deep cleaning is undertaken.

In addition, the Nursery Manager and the BPS Club Manager are responsible for the maintenance of satisfactory hygiene standards in their respective areas of responsibility.

5. CONSULTATION WITH EMPLOYEES

Any employee appointed as a safety representative by their Association or trade union willbe offered suitable facilities to undertake their work.

Union-appointed safety representatives are

Professional Association	Employee Name	Job Title
N/A		

Consultation with employees not represented by a union is provided through Headteacher

For further guidance refer to section 1.2 health and safety policies and procedures
Schoolsweb H&S policies

6. CONTRACTORS - SELECTION AND MANAGEMENT

Contractors are selected and managed following guidance and documentation in section 9.4 health and safety policies and procedures
Schoolsweb H&S policies

7. EDUCATIONAL VISITS

Headteacher is responsible for ensuring that educational visits, including residential visits and any school-led adventure activities, will be risk assessed and organised following guidance produced by the County's Education Visits Co-ordinator.

8. ENFORCING AUTHORITY VISITS

Headteacher, Finance Manager and Site Manager are responsible for implementing any recommendations following a visit by the Enforcing Authorities and reporting matters requiring authorisation/action to the Governing Body or LA.

9. FIRE AND OTHER EMERGENCY ARRANGEMENTS

Site Manager is responsible for

- ensuring fire risk assessment is undertaken by a competent contractor and regularly reviewed;
- regular reminders to staff on fire safety
- maintaining the Fire Log;
- checking daily that evacuation routes remain clear and that final exit doors are openable;
- checking firefighting equipment termly remains in a useable condition, e.g. fire extinguishers, fire blankets;
- testing the alarms every week from different call points and recording the tests in the Fire Log;
- testing the emergency lighting at appropriate intervals
- ensuring all checks carried out are recorded on the iamcompliant portal to show full compliance and issues reported accordingly
- developing local fire safety procedures to ensure
    - personal emergency evacuation plans (PEEPS) are carried out for people with disabilities, i.e. staff, pupils, visitors
    - fire evacuation drills are carried out at least termly
    - a roll call is taken at the Assembly Point
    - that no-one attempts to re-enter the building until the all clear is given by the emergency services
    - firefighting and fire detection equipment is serviced and maintained annually

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	**Location(s)**
Fire Evacuation Procedure	In classroom and workspace
Bomb Alert	File H&S Policies – Emergency Plan
Gas Leak	File H&S Policies – Emergency Plan
Electrical Fault	File H&S Policies – Emergency Plan
Water	File H&S Policies – Emergency Plan
Storm or Flood Damage	File H&S Policies – Emergency Plan
Lockdowns	File H&S Policies – Emergency Plan

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the Senior Leadership Team is informed immediately and that where appropriate the emergency services are summoned. A member of the Senior

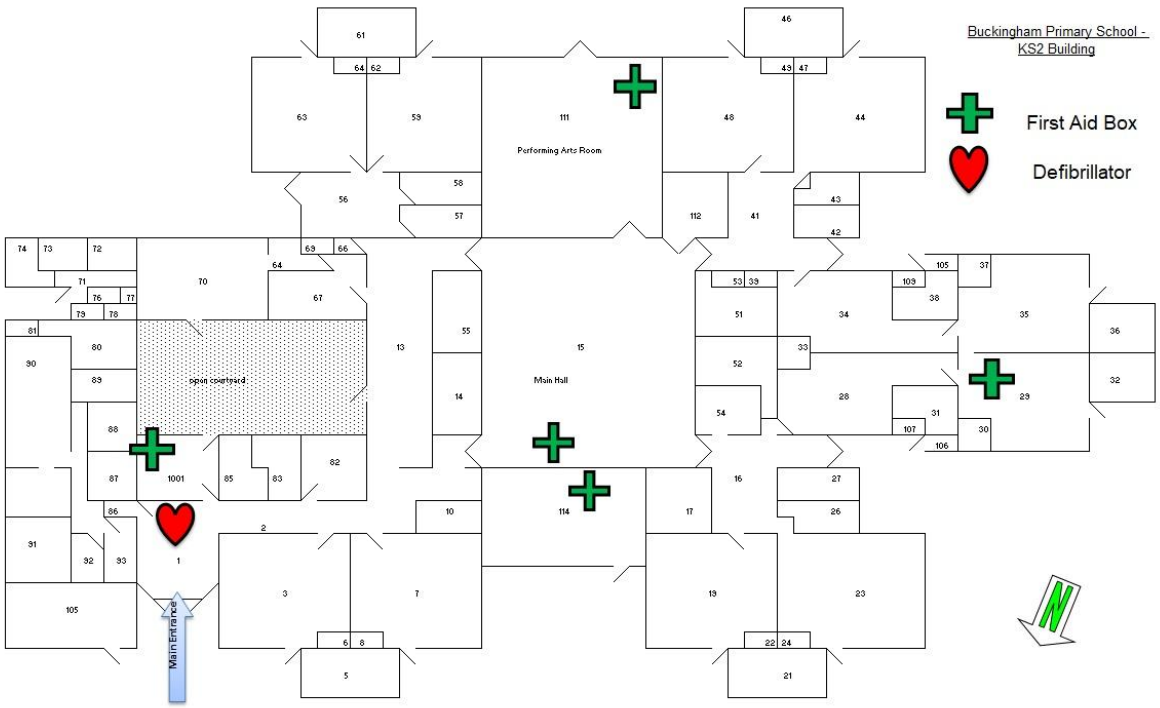
Leadership Team will liaise with the emergency services when they arrive and take advice from them.

Note: The priorities are as follows:

- *to ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate;*
- *to call the emergency services when appropriate;*
- *to safeguard the premises and equipment, if this is possible without putting persons at risk.*

10. FIRST AID

First aid boxes and first aid record books are kept in the medical room, and at the following points.



Travelling first aid boxes are kept in the medical room, and basic first aid supplies are also stored in classrooms.

Site Manager and Admin Assistant are responsible for making a termly check of the contents of all first aid boxes.

The nearest medical centre/NHS GP The Swan Practice – 01280 822777
The nearest hospital with accident and emergency facilities is Milton Keynes Hospital 01908 660033

We follow the Bucks County Council guidelines for qualified staff being First Aid trained and a list of qualified staff members is recorded on our SIMS data base and a hard copy is kept in the First Aid File in the Admin office

For further guidance refer to section 3.2 health and safety policies and procedures
Schoolsweb H&S policies

11. HEALTH AND WELL-BEING

Headteacher and Deputy Headteacher are responsible for monitoring absence owing to stress related illness and promoting wellbeing

11.1 Occupational Health

Access to occupational health services is through Employee Assist Group via HR

11.2 Employees Assistance Programme

Employees Assistance is provided by Employee Assist and is a completely independent and confidential personal support service, which is available 365 days 24 hours; Freephone number: 0800 058 1486.

12. INCIDENT REPORTING AND INVESTIGATION

Office Manager and Site Manager are responsible for reporting accidents, incidents and near misses, as soon after the event, as possible using the Assessnet on-line recording system and our internal system, iamcompliant.

Office Manager is responsible for contacting the Health and Safety Team immediately to report a serious incident (accident, incident (physical assault, threat, verbal abuse) or near miss). Where appropriate/practicable a Health and Safety Adviser will visit the school the same day to provide support and investigate the incident. Telephone 01296 674412 or email Schoolsweb H&S policies

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the First Aid Record of Treatment form. This information will be transferred directly to the iamcompliant portal for reporting.

Office Manager and Site Manager will investigate all incidents and act on findings to prevent a reoccurrence or similar accident/incident. Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

All Serious accidents, incidents and near misses will be discussed at staff meetings and minuted.

For further guidance refer to section 3.1 health and safety policies and procedures Schoolsweb H&S policies

13. INSPECTIONS

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by the Finance Manager and Site Manager.

Inspections of individual storage cupboards and specific work areas will be carried out by

Curriculum leaders or nominated staff.

Formal health and safety inspections will be carried out termly with the Health and Safety Governor.

14. INFORMATION, INSTRUCTION AND TRAINING

14.1 INFORMATION AND ADVICE

A Health and Safety Law Poster is displayed in the staff room and the nursery kitchen.

Health and safety advice is available from the Health and Safety Team via the HR Service Desk.
Telephone: 01296 382233 E-mail: hrservicedesk@buckscc.gov.uk

14.2 HEALTH AND SAFETY TRAINING:

14.2.1 Induction

Health and safety induction training will be provided for all new employees and for work experience placement students by Finance Manager, which covers the following guidance and documentation that is available from 12.7 Schoolsweb H&S policies

BCC Health and Safety Policy
Codes of Safe Practice and Guidance

Job Based Risk Assessment and other appropriate assessments
Accident Reporting Arrangements
Safe Use of Work Equipment
Good Housekeeping, Waste Disposal and Cleaning Arrangements
Special Hazards/Responsibilities Associated with their Work Activity
Safe Practice in School Swimming

School Health and Safety Policy
Education Visits Policy Document

Fire and other Emergency Arrangements

First Aid Arrangements
Procedures for Hazardous Substances
Hazard Reporting and Maintenance Procedures
Special Needs of Young Employees (e.g. Work Experience Placements)

14.2.2 Training Records and Training Needs Identification

Office & Finance Managers are responsible for identifying training and refresher training needs and keeping health and safety training records. Staff and governors have received or will receive health and safety training in the following areas, as appropriate:

Finance Manager

Asbestos Awareness	*IOSH Working Safely*	*Personal Safety of Employees*
COSHH Awareness	*Legionella*	
Emergency First Aid at Work	*Load Risk Assessor for Moving and Handling*	*Food Safety in Catering*
Fire Safety Training	*Manual Handling (Loads)*	*Safe Playground Inspection*
Governor's Role in Health and Safety	*Minibus Training (County)*	*IOSH Managing Safely/Refresher*
PAT Testing	*Working at Height*	*Visual Tree training*

Office Manager

First Aid at Work	*Paediatric Moving and Handling with/without hoists*
Supporting Pupils with Medical Conditions (formerly Managing Medicines)	*Paediatric First Aid (for schools with children below 5)*

14.2.3 Strategic Health and Safety Management and Premises Management Training

Specific course for Governors

- The Lead Governor Role for Health and Safety:

Courses for Senior Leadership Teams

- Asbestos Awareness Headteachers/Health and Safety Coordinators
- Fire safety training for Headteachers/Health and Safety Coordinators
- IOSH Managing Safely/Managing Safely Refresher 4 day/1 day course (for Headteachers/Health and Safety Coordinators
- Legionella Training Headteachers/Health and Safety Coordinators

14.2.4 Curriculum/Subject Specific Health and Safety Training

Primary and Secondary Art – Ceramic

- Training for the use of the kiln and control measures to reduce the risks from using clay

Primary PE and School Sport

All Swim England School Swimming Course. Contact is Mandy Carey at swimming@ahs.bucks.sch.uk or visit the BCC Swimming SchoolsWeb page at Schoolsweb Swimming
PE and Swimming Coordinator

Primary Food Technology and Occasional Catering Events

- CIEH Level 2 Award in Food Safety: Edwards & Ward and Nursery staff

14.2.5 Occupational Risks

- Emergency First Aid at Work: Site Manager
- Fire Warden Training available through National College & Fire Training Bucks and MK. List of trained staff is available on our SIMS data base.
- First Aid at Work: List of trained staff is available on our SIMS data base and hard file First Aid in the Admin Office
- First Aid for Schools/ Paediatric First Aid for schools with children up to age 5: List of trained staff is available on our SIMS data base and hard file First Aid in the Admin Office
- Load Risk Assessor for Moving and Handling of Pupils with Disabilities: As and when required
- Paediatric Moving and Handling training with/without hoists: As and when required
- Supporting Pupils with Medical Conditions (includes Managing Medicines): List of trained staff is available on our SIMS data base and hard file First Aid in the Admin Office
- Step Up Training: List of trained staff available on our SIMS data base.

14.2.6 Caretaking/Site Management

- Asbestos Awareness : Site Manager and Headteacher
- COSHH Health and Safety Workshop: Site Manager
- Legionella: Site Manager and Headteacher
- Manual Handling : Site Manager
- Personal Safety: Site Manager
- Safe Playground Inspection : Site Manager
- Visual Tree Assessment : Site Manager
- Working at Height: Site Manager

Checks are recorded on iamcompliant.

15. LEGIONELLA

Site Manager is the Premises Responsible Person for the management of Legionella

Site Manager is the Nominated Legionella Controller who has been trained to be responsible for checking water temperatures and flushing appropriate outlets as part of the Legionella programme

For further guidance refer to section 4.4 health and safety policies and procedures
Schoolsweb H&S policies

16. LETTINGS

Finance Officer is responsible for co-ordinating lettings of the premises and for giving health and safety including emergency information to hirers.

17. NOISE

Any employee concerned about the noise levels at work should report the matter Site Manager who will arrange for remedial action or for an assessment to be made by the Health and Safety Team or a specialist contractor.

For further guidance refer to section 9.3 health and safety policies and procedures
Schoolsweb H&S policies

18. OUTDOOR PLAY EQUIPMENT

Site Manager is responsible for ensuring outdoor play equipment and safety surfaces are:

- regularly inspected by person who has attended Safe Playground Inspection course;
- inspected and maintained annually by a competent contractor;
- repaired or taken out of use, as required.

Site Manager is responsible for inspecting the equipment and safety surfacing weekly.

Headteacher is responsible for ensuring outdoor play equipment is adequately supervised when in use.

For further guidance refer to section 10.7 health and safety policies
Schoolsweb H&S policies

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Suitable Personal Protective Equipment (PPE) goggles, gloves, hearing protection etc. will be provided free of charge, where identified as necessary by a risk assessment.

All employees are responsible for informing Site Manager when they become aware of a need to repair or replace PPE, which they use.

Site Manager is responsible for making arrangements for laundering soiled PPE, e.g. overall, aprons, etc.

For further guidance refer to section 11.1 health and safety policies
Schoolsweb H&S policies

19.1 Respiratory Protective Equipment

Site Manager is responsible for the provision, training in use, safe storage and replacement of respiratory protective equipment .

Site Manager is authorised and trained to use respiratory protective equipment .

For further guidance refer to section 11.1 health and safety policies
Schoolsweb H&S policies

PORTABLE ELECTRICAL APPLIANCES

Site Manager is responsible for ensuring that portable electrical appliance testing is carried out at the frequencies in section 10.3 health and safety policies and procedures Schoolsweb H&S policies

Staff should not bring electrical equipment onto the school site unless they have authorisation and the appliances have been portable appliance tested.

19. RISK ASSESSMENT

21.1 GENERAL RISK ASSESSMENT

General risk assessment will be coordinated by Headteacher and Site Manager following guidance and documentation in section 2.1 health and safety policies and procedures Schoolsweb H&S policies

They will be responsible for ensuring risk assessment relating to jobs, locations, work equipment, chemicals and activities are produced by appropriate persons and appropriately communicated to staff and ensuring the actions required are implemented.

21.2 FIRE RISK ASSESSMENT

Headteacher is the Responsible Person under the Fire Safety Reform Order;

Site Manager is the Competent Person (must hold a IOSH Managing Safety Certificate (or equivalent) and attended Fire Safety training) who is responsible for:

- ensuring a fire risk assessment is carried at regular intervals by a competent Fire Risk Assessor contractor;
- regularly reviewing the fire risk assessment;

For further guidance refer to section 3.3 health and safety policies and procedures Schoolsweb H&S policies

21.2 MANUAL HANDLING RISK ASSESSMENTS (LOADS)

Manual handling risk assessments will be carried out by Site Manager following guidance and documentation in section 5.1 health and safety policies and procedures Schoolsweb H&S policies

They will be responsible for ensuring any actions required are implemented, including training needs.

21.3 MOVING AND HANDLING RISK ASSESSMENTS (PEOPLE)

Moving and handling risk assessments will be carried out by Site Manager following guidance and documentation in section 5.2 health and safety policies and procedures Schoolsweb H&S policies

They will be responsible for ensuring:

- assessments are regularly reviewed by an appropriate person and actions required are implemented;
- appropriate people attend
    - Paediatric Moving and Handling training/refresher training annually:
    - Load Risk Assessor training/refresher training annually

21.4 COMPUTERS AND WORKSTATION ASSESSMENTS

Office Manager is responsible for identifying ‘users’ and ensuring workstation assessments are undertaken (Using HSE Guidelines) and any corrective action required implemented.

Users of display screen equipment; will be entitled to a regular eye test and spectacles if recommended by the optician for DSE use.

For further guidance refer to section 6.1 health and safety policies and procedures Schoolsweb H&S policies

21.5 VIOLENCE AND AGGRESSION TO STAFF

Assessments of the risks of violence and aggression to staff will be carried out by Office Manager following guidance and documentation in section 7.1 health and safety policies and procedures.
Schoolsweb H&S policies

21.6 RISK ASSESSMENTS OF CURRICULUM ACTIVITIES

Risk Assessments for curriculum activities will be carried out by relevant teaching staff and curriculum leads, using guidance from Bucks Grid for Learning, CLEAPSS, Association for Science Education (ASE), and Association for Physical Education (afPE), BCC Health and Safety Policies and other recognised sources of competent advice

21.7 RISK ASSESSMENTS FOR HAZARDOUS SUBSTANCES

Site Manager is responsible for

- ensuring an inventory is kept of hazardous substances:
- COSHH data sheets are available and risk assessments are produced and regularly reviewed by appropriate persons for Science, Design Technology, Caretaking and Cleaning, Catering, Grounds Maintenance;
- ensuring that the assessments have been communicated to staff and ensuring the actions required including provision of training are implemented.

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

• Caretaking and Cleaning	Site Manager – cleaning cupboard
• Catering	Edwards & Ward – kitchen
• Grounds Maintenance units	Site Manager – caretaking cupboard / container

For further guidance refer to section 4.1 health and safety policies and procedures
Schoolsweb H&S policies

22 SAFE PLANT AND WORK EQUIPMENT

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Governing Body /County

Any problems or defects regarding plant and equipment should be reported to Site Manager.

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to employees who have

been appropriately trained:

- Kiln

22.1 CARETAKING AND CLEANING EQUIPMENT

Site Manager is responsible for ensuring that

- caretaking and cleaning equipment is regularly inspected and maintained; this includes powered cleaning equipment, power and hand tools
- users/operators are trained and supervised;

All members of the site management team have been authorised and trained to use caretaking and cleaning equipment.

For further guidance refer to section 9.15
https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/

22.2 CATERING EQUIPMENT (dough mixers, slicing machines, potato peelers etc)

Edwards & Ward are responsible for ensuring that

- catering equipment is regularly inspected and maintained;
- users/operators are trained and supervised;

Edwards & Ward staff have been authorised and trained to use catering equipment

For further guidance refer to section 9.9 health and safety policies and procedures
https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/

22.3 GAS EQUIPMENT

Site Manager and Buckinghamshire Council are responsible for ensuring that

- gas equipment is serviced and maintained annually;

For further guidance refer to section 19.9 health and safety policies and procedures
Schoolsweb H&S policies

22.4 GROUNDS MAINTENANCE EQUIPMENT

Site Manager is responsible for ensuring that

- grounds maintenance equipment is regularly inspected and maintained;
- users/operators are trained and supervised;

Site Manage/Caretaker have been authorised and trained to use grounds maintenance equipment;

For further guidance refer to section 10.1 health and safety policies and procedures
Schoolsweb H&S policies

22.5 MANUAL HANDLING EQUIPMENT (LOADS)

This includes equipment used for the manual handling of loads

Site Manager is responsible for ensuring that manual handling equipment such as sack barrows; flat-bed, trolleys, pallet trucks etc are maintained in a safe condition

For further guidance refer to section 5.1 health and safety policies and procedures
Schoolsweb H&S policies

22.6 MOVING AND HANDLING EQUIPMENT (PEOPLE)

Site Manager is responsible for ensuring that:

- evacuation equipment (nursery) is serviced regularly
- chair lifts are inspected within timeframes by a competent contractor
- slings are laundered regularly and kept in a hygienic condition;
- all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition;
- other special needs equipment is kept in a hygienic condition and good working order;

For further guidance refer to section 5.2 health and safety policies and procedures
Schoolsweb H&S policies

22.7 WORKING AT HEIGHT - ACCESS EQUIPMENT

Site Manager has overall responsibility for the selection, inspection, and maintenance of all access equipment, e.g. leaning ladders, stepladders, tower scaffolds, powered access equipment, fall arrest equipment.

Site Manager is responsible for ensuring appropriate training is provided, employees are appropriately supervised and that suitable risk assessments are carried out.

Site Manager is responsible for inspecting access equipment and maintaining the Access Equipment Log (Ladder and Step Ladder Log)

For further guidance refer to section 10.2 health and safety policies and procedures
Schoolsweb H&S policies

22.8 EQUIPMENT AND MACHINERY IN CURRICULUM AREAS

22.8.1DESIGN AND TECHNOLOGY EQUIPMENT

All class teachers are responsible for ensuring that

- design technology equipment is regularly inspected, maintained and serviced annually;
- faulty equipment is taken out of use and repaired or removed;
- users/operators of equipment are trained and supervised;

22.8.2 PHYSICAL EDUCATION EQUIPMENT (PE)

Site Manager/Class teachers are responsible for ensuring that

- PE equipment is regularly inspected, maintained and serviced annually by a competent contractor;
- faulty equipment is taken out of use and repaired or removed;
- cleaning schedule for gym and sports hall floors is implemented;

22.8.3 STAGE LIGHTING

Site Manager is responsible for ensuring that

- stage lighting equipment is regularly inspected, and portable appliance tested at appropriate intervals by a competent contractor

20. RADIOACTIVE SOURCES - Not applicable

21. SEVERE WEATHER

Site Manager is responsible for making arrangements to ensure safe access and egress during adverse weather, e.g. snow and ice.

Site Manager is responsible for clearing and gritting appropriate pedestrian and vehicle routes on the site.

22.1 SUN SAFETY

Children and young people are more valuable to sun burn and heat stroke because they are not aware of the signs of overheating and skin damage, it's the parents and staff's responsibility to ensure they are kept safe during hot weather.

Children and staff should spend time in the shade when the sun is strongest. In the UK, this is between 11am and 3pm from March to October.

Parents are encouraged to apply sun cream before the children come to school and supply and instruct children on how to apply themselves.
Follow NHS guidelines for further information.

For further guidance refer to section 8.7 health and safety policies and procedures
Schoolsweb H&S policies

22. SITE SAFETY, HOUSE KEEPING AND WASTE MANAGEMENT

23.1 SITE SAFETY

All employees and governors must report any hazards to Site Manager/Caretaker/Finance Manager who will arrange for repairs or action to remove hazard.

23.2 LOCATIONS OF MAIN SERVICE ISOLATION POINTS

The locations of the positions of all main service isolation points are as follows:

Water	Adjacent to KS1 boiler room
Electricity	Bottom of stairs KS1/Room 69 in KS2
Gas	Gas room KS1 next to boiler room

23.3 HOUSEKEEPING

All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, classrooms, interventions spaces, offices, nursery rooms, art studios, PA room, PPA room and related storage areas.

23.4 CLEANING ARRANGEMENTS

All members of staff are responsible for clearing up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to Site Manager.

The school will be cleaned by school cleaning staff every day during the day and after school dependant on the area. Staff should avoid areas where floors have been wet mopped.

23.5 WASTE MANAGEMENT

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

Site Manager is responsible for arranging safe disposal of hazardous, special and/or clinical waste.

Site Manager is responsible for ensuring

- waste is collected daily and stored in appropriately sited secure containers;
- waste containers are secured in either a compound or by being chained

23. SITE SECURITY AND VISITORS

All visitors must report to school reception where they will be asked to sign the visitor's book and wear a visitors' badge.

Other arrangements to ensure the security of pupils and employees on site are: all staff must sign in and out/ late pupils must be signed in/pupils leaving during the school day must be signed out. All staff must wear ID badges. Staff/volunteers awaiting DBS checks must wear a red lanyard. Door into KS2 on a security lock only accessible with activated swipe card

Site Manager/Caretakers are responsible for unlocking and locking the building, arming and disarming security alarms etc

24. SMOKING and VAPING

Site Manager will ensure that

- all persons coming onto the school site understand that smoking and vaping is prohibited including the grounds and in school vehicles;
- no smoking and vaping signs are displayed at the entrance to the school;
- information on the no smoking and vaping policy is included in the lettings policy.

For further guidance refer to section 8.1 health and safety policies and procedures Schoolsweb H&S policies

25. SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Headteacher is responsible for writing or adopting the County Model Policy for Supporting Pupils with Medical Conditions following the statutory guidance issued by the DfE.

Admin Assistant is the accountable person for implementing the school's policy on Supporting Pupils with Medical Conditions.

Admin Assistant is responsible for

- keeping a log of pupil's medication;

- checking expiry dates on a termly basis; it is the parents' responsibility to ensure in date medication is provided and remove expired medication.
- ensuring consent forms are completed

Deputy Head/SENDCo is responsible for undertaking and reviewing Individual Health Care Plans using the template available in section 8.9.

Admin Assistant is responsible for compiling an inventory of pupils who have been diagnosed with asthma or have been prescribed a salbutamol inhaler. Admin Assistant is responsible for management of controlled drugs following guidance and documentation For further guidance refer to section 8.9 health and safety policies and procedures Schoolsweb H&S policies

26. SWIMMING

PE and Swimming Coordinator is responsible for school swimming and ensuring staff are appropriately trained.

For further guidance refer to section 12.10 health and safety policies and procedures Schoolsweb H&S policies

27. STEP UP

Deputy Head is responsible for arranging STEPs training and monitoring its effectiveness.

28. VEHICLES

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the County Council policy contained in *"Regulations for the Use of Vehicles 2016"*

Office Manager is responsible for ensuring that all employees who drive for work have a valid licence and business insurance (business insurance is also available for school from County Insurance)

For further guidance refer to section 9.12 health and safety policies and procedures Schoolsweb H&S policies

29.1 On-Site Vehicle Movements

The segregation of traffic and pedestrians will be controlled by the following measures:

Closed gate entrances after 7.30am and before 5pm, bollards in place during hours of 7.30am – 5pm, walkways clearly marked, zebra crossings in place, staff car park clearly marked, no pedestrian signs, speed limit signs. Deliveries before 8am where possible.

29. WORK EXPERIENCE

Office Manager is responsible for:

- co-ordinating work experience placements;
- ensuring risk assessments are completed by the employer;
- sharing work experience policy and code of conduct.

30. REVIEW OF POLICY

This policy will be reviewed annually.

APPENDIX A

Job Roles:

Headteacher: Sam Brewer

Co-Governors: Gemma Hopkin & Kai Kahembe

Lead Health and Safety Governor: George Milne

Health and Safety Coordinator: Alan Martin

Site Manager: Alan Martin

SLT: Sam Brewer, Sarah Gammon, Kelly Brookes, Laura Wilson, Clare Milne

Finance Manager: Jake Townsend

Office Manager: Ginny Baughan

Nursery Leader: Clare Milne

BPS Club Manager: Lyndsey McGuire

Deputy Headteacher: Sarah Gammon

PE and Swimming Coordinator: Andy Sloss

Finance Officer: Joanne Lever

Caretakers: Anthony McEvoy and David Churchyard