

Bridgnorth Endowed School Health, Safety & Welfare Policy

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Bridgnorth Endowed School

Health, Safety & Welfare Policy

1 Policy Statement

- 1.1 The School Governors and Head Teacher of Bridgnorth Endowed School (the **School**) recognise their responsibility to provide a safe and healthy environment for all employees, pupils, visitors and contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation the Governors and Head Teacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.
- 1.2 The School's policy is to plan for, and safeguard, the health, safety, and welfare of all pupils, employees, visitors and contractors at the premises and those affected by the school's activities elsewhere, in line with section 2(3) of the Health and Safety at Work etc. Act 1974.
- 1.3 The Governors Statement of Intent with regard to health and safety of our staff, students and visitors will be signed by the Headteacher and Chair of Governors and kept on display where it can easily be seen within the Academy. (see Appendix 7)

Aim and Objectives

- 1.4 The aim of this policy is to reduce the number of Health and Safety incidents which have a potential to be serious to an absolute minimum and progressively reduce work-related accidents and illnesses to the lowest levels, thereby reducing human and financial losses, improving the quality of education delivered, and improving the School's effectiveness.
- 1.5 The objectives of the Bridgnorth Endowed School Health & Safety Policy are:
 - 1.5.1 to promote high standards of safety, health and welfare in compliance with Health & Safety At Work Etc Act 1974, other statutory instruments and approved codes of practice
 - 1.5.2 to ensure that that School accommodation, equipment, facilities, materials, substances, transport and working practices are safe and without undue risk to health
 - 1.5.3 to protect employees, whether they be employees, pupils, members of the general public visiting the school or contractors and their employees from any foreseeable hazards
 - 1.5.4 to ensure that adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable
 - 1.5.5 to ensure a safe and healthy working environment for all employees and that there are sufficient facilities and arrangements for their welfare

- 1.5.6 to ensure that awareness with regards to all aspects of safety is fostered by all employees Make pupils, visitors and employees aware of potential hazards, safe working practices and arrangements for emergencies
 - 1.5.7 to ensure that employees are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety
 - 1.5.8 to ensure that full and effective consultation on all matters is encouraged Consult employees on matters affecting their health, safety, and welfare at work, and nurture a spirit of collaboration among them, their trades unions/professional bodies and Safety Representatives; and seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- 1.6 The School will ensure:
- 1.6.1 Appropriate arrangements are in place for liaison with other employers that share and/or work on shared premises:
 - a) Taylor Shaw (caterers)
 - b) Leisure Services
 - 1.6.2 It complies with statutory requirements, and
 - 1.6.3 It continues to develop a culture that recognises the importance of Health and Safety.
- 1.7 In addition to assist in the proper implementation of this policy, the School will:
- 1.7.1 keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
 - 1.7.2 bring this policy statement and relevant health and safety arrangements not only to the attention of all employees, but other persons affected by the school's activities.

This policy and the School's Health and Safety organisation and arrangements will be reviewed and amended as often as necessary and, in any event, at least once every three years.

2 Scope

- 2.1 This policy applies to all areas of the School and all individuals employed by the School including contractors, volunteers, students and agency employees.
- 2.2 It applies to all premises where the School provides services and to all School employees working within other organisations. All employees that arrange or participate in **extended school** activities must follow the guidance given in this policy.

3 Health and Safety Organisation – Statement of Arrangements

3.1 This policy sets out the broad framework for ensuring Health and Safety within the School. The School's detailed organisational arrangements for the following are set out in the Statement of Arrangements in Schedule 1 to this Policy:

- 3.1.1 Completion of risk assessments and their use;
- 3.1.2 Safe Working procedures;
- 3.1.3 Fire safety arrangements;
- 3.1.4 Smoking
- 3.1.5 First aid arrangements
- 3.1.6 Out of school visits and activities
- 3.1.7 Plant and Equipment
- 3.1.8 Electrical Equipment
- 3.1.9 Safe Handling & Use of Substances (COSHH)
- 3.1.10 Means of access
- 3.1.11 Noise
- 3.1.12 Arrangements for visitors and visiting contractors
- 3.1.13 Use of Vehicles
- 3.1.14 Legionellosis
- 3.1.15 Manual Handling of Loads
- 3.1.16 Protective Clothing and Equipment
- 3.1.17 Lettings
- 3.1.18 Grounds and Common Areas
- 3.1.19 Documentation
- 3.1.20 Accidents – Reporting and Investigations

3.2 Detailed requirements and procedures are contained in several other policies, procedures and guidelines, the key ones of which are set out in Section 8: Associated Policy and Procedural Documentation. School-wide procedural documents shall be approved by the Schools Security, Health & Safety Committee. Local procedural documents (i.e. documents applicable to specific departments or areas) shall be approved by the manager / subject leader of the area/department concerned.

3.3 The School will put in place arrangements, so far as it reasonably can, to:

- 3.3.1 maintain all places of work, including the means of access and egress from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health

- 3.3.2 identify, eliminate, or reduce by controls, hazards which exist at the place of work through workstation and work activity risk assessment, and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practice of effective procedures for use in the event of serious risk or imminent danger.
 - 3.3.3 Protect pupils, visitors and employees from risks at work through effective risk assessment and implementation of appropriate preventive or protective measures for the welfare of employees and pupils, including adequate provision for first-aid treatment;
 - 3.3.4 Provide pupils, visitors and employees, where appropriate, with personal protective equipment, together with information and guidance regarding its use;
 - 3.3.5 ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary;
 - 3.3.6 Help employees to meet their legal duty of care, by involving them, and encouraging their co-operation, in the management of their own health and safety, through appropriate information and training;
 - 3.3.7 Provide support to managers to assist them to continuously improve and maintain a consistently high standard of health and safety management in their areas of responsibility.
 - 3.3.8 bring to the attention of all regular and temporary employees, pupils, visitors and contractors, at the school premises, sites and undertakings, their responsibilities with regard to their own safety and the safety of others who may be affected by instruction, training and supervision as is necessary.
- 3.4 Definitions
- In this policy:
- 3.4.1.1 Accident means any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. The definition includes fire and near misses.
 - 3.4.1.2 Nominated Manager means the post holder identified by the Headteacher, as having responsibility for carrying out the duties set out in Section 3 of this policy for a particular area or department (details of Nominated Managers shall be notified to the Safety Officer). Unless notified otherwise, the Nominated Manager for a department shall be the Subject Leader for that department.
 - 3.4.1.3 Safety Representatives means employees appointed either by unions or professional bodies, or at the request of employees in the relevant area/department to represent the employees in consultation with management on any general or specific matters affecting their health, safety and welfare.
- 3.5 Competence
- 3.5.1 All employees, students, persons on authorised attachment, agency employees and

contractors must be competent to undertake any work in the School. To establish competence may involve checking credentials/training history and establishing levels of experience (checked by local management and/or Human Resources as appropriate). Only when appropriate competence levels are established should any person be allowed to work within the School.

3.6 Training

- 3.6.1 All employees must be given health and safety induction training;
- 3.6.2 Job-specific training will be provided as part of local induction;
- 3.6.3 Training needs for new equipment/systems of work should be identified as part of the risk assessment process. The provision of new training, information and supervision must be considered if risks change or new processes/equipment are introduced. If competency is eroded due to infrequent use of skills/knowledge refresher training must be provided;
- 3.6.4 All training must be recorded on the School training records system (SIMS);

3.7 Health and safety information and advice

- 3.7.1 Health and safety information and advice is available on all aspects of health, safety and welfare from the Safety Officer.
- 3.7.2 Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.
- 3.7.3 Information regarding Health & Safety is available to all employees on the School Intranet;
- 3.7.4 The School shall display the official HSE Health and Safety Law poster 'What you need to know' within School premises and in prominent common areas;
- 3.7.5 Any information from professional bodies that have Health and Safety implications should be made available to affected employees and contractors.

3.8 Consultation & Safety Representatives

- 3.8.1 The School recognises the need for consultation and co-operation between executives of the School and employees in all School Health and Safety matters. This consultation may be undertaken directly with employees or through staff side representatives.
- 3.8.2 The appointment of safety representatives, either by unions or professional bodies, or at the request of employees in the department is recognised by the School;
- 3.8.3 The identity of, and any changes to, Safety Representatives should be notified by email to the relevant Nominated Manager.
- 3.8.4 The function of safety representatives is to:
 - 3.8.4.1 Represent the employees in consultation with management on any general or specific matters affecting their health, safety and welfare;

- 3.8.4.2 Carry out inspections of work places;
 - 3.8.4.3 Bring to managers' attention unsafe or unhealthy conditions or working practices;
 - 3.8.4.4 Investigate incidents within the workplace and to examine the cause of those incidents and liaise with management on prevention; and
 - 3.8.4.5 Investigate Health and Safety complaints made by any employee.
- 3.8.5 Nominated Managers and Safety Representatives shall as far as possible resolve Health and Safety problems at a local level. If a resolution cannot be made locally it shall be taken to the Safety Officer.

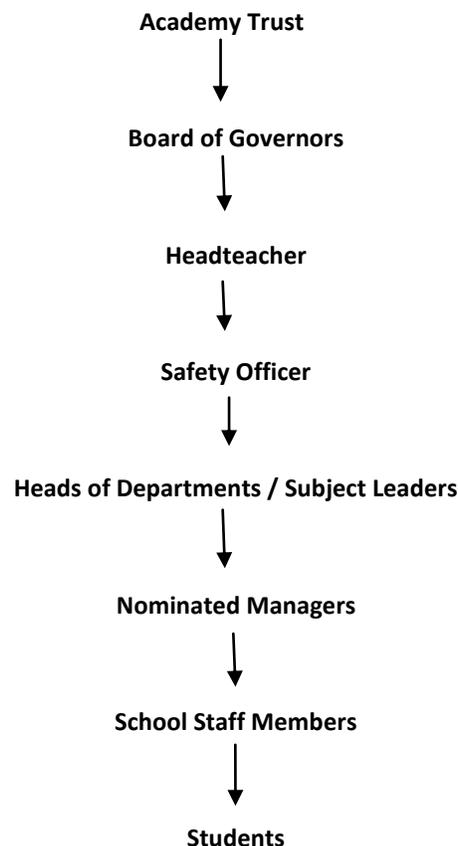
3.9 School Compliance & Risk Committee

- 3.9.1 Details of this committee are set out in 'Monitoring' and Appendix 4.

3.10 Health and Safety Advice and Assistance

- 3.10.1 The School shall ensure that appropriate support and advice is available to managers and risk assessors from the Safety Officer.
- 3.10.2 Where specialist knowledge is required advice will be sought from Telford & Wrekin Council (service level agreement) and other external agencies who will either advise / assist directly or where appropriate identify other competent persons to provide support.

4 Responsibilities



Responsibilities of individuals within the school are as follows:

4.1 Board of Governors

- 4.1.1 will be responsible in conjunction with the Head Teacher to ensure formulation, reviewing and subsequent amendment of the School Safety Policy Statement and Organisation and Arrangements;
- 4.1.2 will cause the Health and Safety Policy to be translated into effective action at all levels within the school;
- 4.1.3 will ensure that Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that Employees and Pupils are operating safe working practices;
- 4.1.4 will ensure that Health and Safety is put on the agenda of every Governor meeting;
- 4.1.5 in liaison with the Head Teacher will ensure that adequate professional safety advice is available and that a Safety Officer for the premises appointed;
- 4.1.6 will make adequate financial provision for carrying the Policy into effect;
- 4.1.7 will cause the effectiveness of the policy and safety performance of the school to be monitored;
- 4.1.8 will cause the Health and Safety Policy to be amended whenever necessary;
- 4.1.9 will promote an interest in, and enthusiasm for Health and Safety matters throughout the school.
- 4.1.10 will ensure that those appointed and charged with responsibility of implementing the school Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their duties.

4.2 The Head Teacher

4.2.1 The Head Teacher has overall responsibility for all Health and Safety issues and compliance with statutory requirements and legislation throughout the School, and, as such, the Board of Governors has assigned responsibility to the Head Teacher for overseeing compliance with this policy throughout the School. In line with the School philosophy, maximum delegation of responsibility will occur and managers will be accountable for the active management of Health and Safety within their designated areas. The Head Teacher will:

- 4.2.1.1 be responsible for the implementation of the School Safety Policy and will liaise with the Governors to ensure full compliance with its requirements;
- 4.2.1.2 appoint persons as listed in appendix 2 so as to deal with the day to day issues on Health, Safety and Welfare;
- 4.2.1.3 periodically review the school Policy on Health and Safety and draft amendments to it whenever necessary;
- 4.2.1.4 monitor the safety performance of the school and take such steps as

may be necessary to improve the performance;

- 4.2.1.5 ensure that all Employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the Policy, particularly those parts of the Safety Policy which affect them or the responsibilities that are individually allocated;
 - 4.2.1.6 ensure that effective channels of communication and consultation with employees and safety representatives are maintained;
 - 4.2.1.7 be responsible for the provision of the Health and Safety Training for employees, in order for them to undertake their work activity safely;
 - 4.2.1.8 ensure that a suitable and sufficient assessment of the risks to the Health and Safety of all persons on the school premises are carried out;
 - 4.2.1.9 promote an interest in, and enthusiasm for Health and Safety throughout the school;
 - 4.2.1.10 ensure that appropriate employees liaise with subject advisers and safety officers on health and safety matters;
 - 4.2.1.11 will provide assurance to the Board of Governors through the Compliance & Risk Committee on compliance with this policy and will report any material failures of compliance or other concerns regarding Health and Safety to the Board of Governors
 - 4.2.1.12 provide ongoing recommendations and present an annual report on Health and Safety to the Board of Governors;
 - 4.2.1.13 be responsible for dealing with visits from the Health and Safety Executive Inspectorate. Inspectors do not have to make an appointment to visit and inspect the premise and have extensive powers under Section 20 of the Health and Safety at Work Act. Although the day to day liaison with the HSE can be delegated, perhaps, to the Safety Officer (Business Manager) the HSE do expect to talk to the Head Teacher on overall policy matters.
- 4.2.2 The Head Teacher and Safety Officer will be responsible for reviewing and, where necessary, amending this policy.

4.3 The Safety Officer

- 4.3.1 will on behalf of the Head Teacher be operationally responsible for all safety duties and arrangements;
- 4.3.2 will assist the Head in the promotion of interest and enthusiasm for Health and Safety matters throughout the school;
- 4.3.3 will initiate and maintain positive measures to raise the level of safety performance;
- 4.3.4 will ensure that all are conversant with current legislation affecting the Health, Safety and Welfare of employees, pupils and others;
- 4.3.5 will advise the Head of all matters requiring attention;
- 4.3.6 will liaise with Union Safety Representatives;

- 4.3.7 will create a positive approach to accident prevention and the Health and Safety of employees, pupils and others on the school premises;
- 4.3.8 will carry out investigations and periodically inspect the premises and activities in order to determine where the law is being complied with and whether the highest standards of Health, Safety and Welfare, which it is reasonably practicable to attain, are being achieved;
- 4.3.9 will liaise with outside Safety Advisers, Enforcement Authorities (Health and Safety Executive and Environmental Health Officers etc), the Fire Prevention Officer etc;
- 4.3.10 will co-ordinate the activities of other persons with H&S responsibilities.

4.4 Heads of Department/ Subject Leaders / Line Managers

- 4.4.1 In carrying out their normal functions, it is the duty of all Heads of Department / Subject Leaders / Line Managers to do everything possible to prevent injury to individuals.
- 4.4.2 Heads of Department / Subject Leaders / Line Managers will:
 - 4.4.2.1 ensure that employees under his/her immediate control are familiar with those parts of the Health & Safety Policy which affect them or the activities in which they are engaged;
 - 4.4.2.2 arrange for all levels of all employees under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters;
 - 4.4.2.3 initiate and maintain positive measures to raise the level of safety performance within the department;
 - 4.4.2.4 ensure that all are conversant with current legislation affecting the Health, Safety and Welfare of employees, pupils and others;
 - 4.4.2.5 advise the Safety Officer of all matters requiring attention;
 - 4.4.2.6 liaise on, health and safety matters, with subject advisers and safety officers;
 - 4.4.2.7 promote an interest in, and enthusiasm for Health and Safety throughout the school.
- 4.4.3 All managers are accountable to the Head Teacher for ensuring that this policy is properly applied in their area of control. In particular, they shall:
- 4.4.4 Implement School Health and Safety Policies, procedures and programmes;
- 4.4.5 Ensure adequate supervision of all employees and students is provided, commensurate with their skills and competency;
- 4.4.6 Ensure that all incidents that occur in their area are reported and investigated in accordance with the School's Incident Reporting policy.

4.5 **Nominated Managers**

Each Nominated Manager shall:

- 4.5.1 Ensure there are electronic Health & Safety folders/database or equivalent system covering their area and that the contents of the their system are accurate and up to date;
- 4.5.2 Ensure their area has a current Risk Register and that they can demonstrate progress on that register;
- 4.5.3 Ensure that there are appropriate emergency procedures in place for their area and that these procedures are known to employees and checked/rehearsed regularly in accordance with the Fire Safety Policy.
- 4.5.4 Ensure that risk assessments (e.g. General, COSHH, Slips and Trips, **Working at Height**, Manual Handling, **Display Screen Equipment**, Stress and Violence and Aggression) are carried out and reviewed at least annually and filed in electronic folders/Health & Safety Database or other approved electronic system;
- 4.5.5 Monitor work practices as appropriate to ensure procedures are being implemented;
- 4.5.6 Ensure that all external people coming into their department are properly instructed in Health and Safety matters;
- 4.5.7 Be involved in joint inspections of their area of responsibility (with employees representatives and/or senior managers).

4.6 **Teaching Employees**

- 4.6.1 will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- 4.6.2 will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- 4.6.3 will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in technical papers, and in specialist publications from bodies such as the CLEAPPS, DATA, the Assoc. of Science Education and BAALPE;
- 4.6.4 will report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management or the Safety Adviser as appropriate.

4.7 **All Employees**

- 4.7.1 All employees have a statutory duty to co-operate in fulfilling the objectives of this

Policy and a personal responsibility to take reasonable care to ensure their actions do not cause injury to themselves or others. They shall:

- 4.7.1.1.1 notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- 4.7.1.2 observe special rules and safe methods that apply to their own work and report all accidents, dangerous occurrences and potentially dangerous practices and situations discovered by them to their Subject Leader / Line Manager;
- 4.7.1.3 will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety.
- 4.7.1.4 Use machinery, equipment, dangerous substances, transport or safety devices in accordance with any instruction and training provided by the employer; and
- 4.7.1.5 Attend training sessions as required and put training into practice.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

4.8 The Site Manager

- 4.8.1 will ensure that employees under his immediate control are familiar with those parts of the Health & Safety Policy which affect them or the activities in which they are engaged;
- 4.8.2 Will deputise and assist the Safety Officer as required;
- 4.8.3 will arrange for all levels of employees under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters;
- 4.8.4 will identify health and safety repairs and put into operation as necessary emergency work required to ensure the Health and Safety of employees, pupils and others;
- 4.8.5 will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
- 4.8.6 will liaise with outside bodies on matters of Health and Safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- 4.8.7 will ensure that the school transport system includes for safety repairs to be carried out where necessary and be maintained in a safe condition;
- 4.8.8 will promote an interest in, and enthusiasm for Health and Safety throughout the school.
- 4.8.9 Will liaise with all contractors to ensure that:

4.8.9.1 Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the Director of Business & Finance in the first instance.

4.8.9.2 All contractors are required to read and sign the asbestos register held in Administration.

4.9 Students

- a) Students will exercise personal responsibility for the health and safety of themselves and others
- b) Students will dress consistent with safety and hygiene standards
- c) Students will respond to the introduction of staff given in an emergency
- d) Students will observe the health and safety rules of the Academy
- e) Students will not misuse, neglect or interfere with items supplied for their, and others students', health and safety.

5 Implementation

5.1 This policy shall be implemented by all levels of management in the School (see Duties). This policy will be available to all employees on the intranet.

6 Managers' Health & Safety Documentation

To support employees in fulfilling their Health and Safety responsibilities, the School has provided a consistent filing system for Health and Safety records.

7 Monitoring

7.1 The policy standards and the School's monitoring arrangements to ensure policy compliance are detailed in Appendix 5.

8 Audit

8.1 The Safety Officer carries out general H&S audit and will audit the School annually, with the objective of identifying both deficiencies and successes within the School and advising on appropriate prevention and control of any identified health and safety risks. Monitoring of audits will be carried out by the Compliance & Risk Committee.

9 Compliance & Risk Committee

9.1 The Compliance & Risk Committee is responsible to the Board of Governors, for monitoring the management of risks and the implementation of Health and Safety throughout the School and considering the appropriate action to be taken (see Appendix 5 for the Committee Terms of Reference). To ensure that the School achieves the aims and objectives as specified in this Policy the committee shall:

9.1.1 Consider Health and Safety policies, including specific policies for identified risks, and make recommendations to the Board of Governors;

- 9.1.2 Approve School-wide Health and safety procedures;
- 9.1.3 Advise the Board of Governors on the implementation of policies by means of regular audits, reports and recommendations;
- 9.1.4 Recommend action as appropriate where standards are not being met;
- 9.1.5 Consider reports on health, safety and environmental issues, e.g. incident reports, DOps Reports and audit reports;
- 9.1.6 Facilitate policy, procedures and information development in accordance with School systems;
- 9.1.7 Ensure Health and Safety performance is regularly monitored.
- 9.1.8 There will be an annual report from the Committee to the Board of Governors at its meeting in the summer term and then additionally the Committee shall provide copy minutes and an update report to the Board of Governors once per term.

10 References

HMSO - reprinted 1989 Health and Safety at Work etc. Act 1974
HMSO - Statutory Management of Health and Safety at Work
Instrument 1999 No. 3242 Regulations 1999
HSE Books - reprinted in HSG65 Successful Health and Safety
2003 (ISBN 0 7176 1276 7) Management
www.hse.gov.uk Health & Safety Executive Website

11 Associated Policy and Procedural Documentation

A list of all School Health and Safety related policies and procedures can be found on the School's intranet, under Health and Safety.

Key Policies

Anti Arson Policy
CCTV Policy
Visits & Journeys Policy
Fire Safety Management Policy
First Aid Policy
Medical Policy
Policy & Guidance on Young Persons & Work Experience Placements within the School
Prevention and Management of Incidents including Serious Untoward Incidents Policy

Key Procedures/Guidance

Accident & Incident Reporting Procedures
Asbestos Policy and Procedures
COSHH Procedure
Critical Incident & Disaster Recovery Plan
Display Screen Equipment Procedure
Educational Visits & Journeys Guidelines

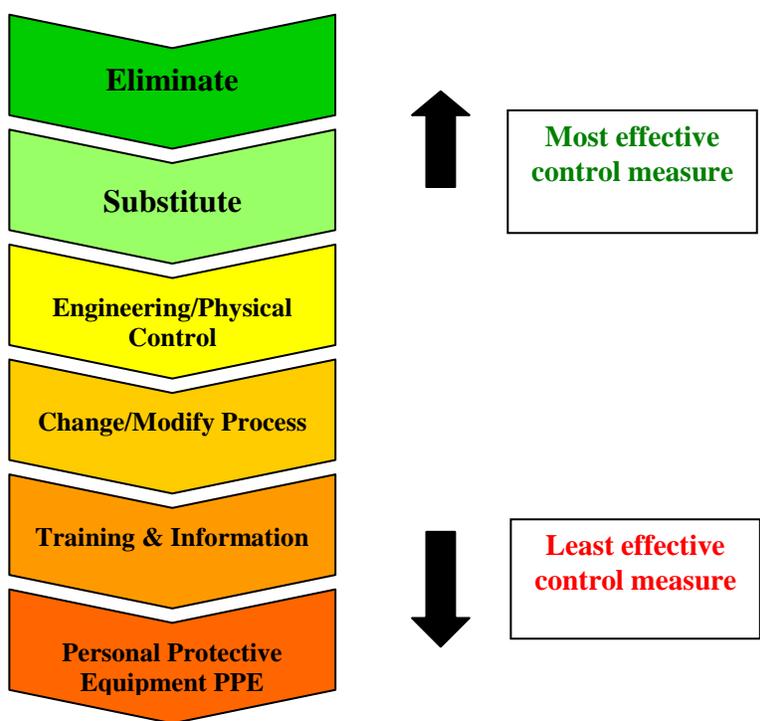
Health & Safety Records Guidelines
Manual Handling Procedure
Lone Workers Guidelines
Employees Fire Safety Guidance and Procedures

Schedule 1 - Statement of arrangements:

1 Risk Assessments

Health and Safety risk assessments for all activities and areas of the School must be undertaken by management. Those assessments must be reviewed if the activity, equipment, substance or location changes; new assessments must be done if the risk changes as a result. All assessments must be reviewed by the Nominated Manager at least annually in any event.

Where risks are identified, appropriate measures must be put in place by management to reduce the risk to an acceptable level or eliminate the risk. All risk assessments must take into account employees abilities and disabilities. Appropriate measures should follow the HSEs hierarchy of control:



Where the risk cannot be reduced to an acceptable level, the activity must not be allowed to continue.

2 Safe working procedures

Heads of area must ensure that safe working procedures detailed below are developed through:

Assessing the tasks

- Identifying the hazards
- Defining a safe method
- Implementing the system

- Monitoring the system

Once developed, safe-working procedures must be promulgated to protect all employees working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that employees under their control are fully conversant with these procedures.

3 Fire safety arrangements

- 3.1 Fire orders are available for all employees to read in their area.
- 3.2 They cover all aspects of fire prevention.
- 3.3 'Action To Be Taken In The Event Of A Fire' is to be posted in all buildings at fire points and each classroom must have a printed notice clearly identifying the evacuation route and assembly area to be used.
- 3.4 Employees are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- 3.5 The most important part of fire control is prevention. It is with this in mind that all employees are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable.
- 3.6 Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation and the fire safety policy.

4 Smoking

Smoking is not permitted anywhere on the school site.

5 First Aid Arrangements

- 5.1 A list of designated first aiders will be maintained by the safety officer. Their names will be clearly displayed at first aid points around the school building.
- 5.2 Where there is no designated First Aider available, the first aid kit must be the responsibility of a nominated person.
- 5.3 A First Aider must ensure that a record of all treatment given is kept and passed to admin employees for processing and ensure that an incident report is completed.
- 5.4 For detailed information regarding location of first aid boxes see Appendix 3. Cross refer to First Aid Policy.

6 Out of school visits and activities

All employees that arrange or actively participate in school visits or out of school activities

must follow the procedures outlined in the separate document stored within Report Manager drive on the school's IT network, entitled: Educational Visits Forms & Guidelines. All employees should also seek specific guidance from the Safety Officer on the arrangements for managing Health & Safety at the venue(s) in which such activities are taking place.

7 Emergency Procedures and Emergency Services

- 7.1 Every area of the School shall have emergency procedures in place for fire and other emergencies that may require evacuation. These shall be assessed, implemented and checked in accordance with the School's Fire Safety Policy.
- 7.2 Fire, police or ambulance services can be contacted by dialling 9/999 and asking for the service required.
- 7.3 There is a first-aider on site within the school during working hours.

8 Plant & Equipment

- 8.1 The School shall ensure that all plant and equipment for which it is responsible that requires maintenance is identified, that the maintenance is done and that new or second-hand plant and equipment meets health and safety standards before purchase by the Site Manager.
- 8.2 Inspections of Health and Safety equipment shall be undertaken in accordance with legislation and maintenance contracts. Records of maintenance must be kept and stored with the Site Manager.
- 8.3 Any problems or defects found in hand tools, power tools or any other equipment must be reported immediately to the heads of department, who will appraise the situation.
- 8.4 The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been affected.
- 8.5 All heads of departments, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation:

The Factories Act 1961: Safety (General Provisions)
The Abrasive Wheels Regulations 1970
Woodworking Machine Regulations 1974
Operations at Unfenced Machinery Regulations 1938
Lifting Plant and Equipment (Records of Test & Examination, Etc.) Regulations 1992
Provision and Use of Work Equipment Regulations 1992
Health and Safety (Safety Signs and Signals) Regulations 1996
Electrical Equipment (Safety) Regulations 1994

9 Electrical equipment

- 9.1 Only authorised and fully qualified employees are to install, repair or attempt to repair electrical equipment.

- 9.2 Where 13 amp sockets are in use, only one plug per socket is permitted.
 - 9.3 The protective outer sleeve of electric cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
 - 9.4 Electrical equipment that is known to be, or suspected of being faulty, must not be used.
 - 9.5 If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.
 - 9.6 All portable equipment is to be tested annually and all employees must be aware of their responsibilities under the Health & Safety Act. For further details of the portable electrical equipment testing procedure see appendix 4.
- 10 Safe Handling & Use of Substances (COSHH)
- 10.1 The risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH), in accordance with the COSHH Procedure, must be assessed using specialist advice where necessary. All new substances will be assessed before use.
 - 10.2 No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for the use by the heads of department. The user department is to be in possession of a Safety Data Sheet.
 - 10.3 Some specimen COSHH assessments for substances in common use in schools are available as worked examples.
 - 10.4 When using harmful substances, whether they be material or chemical substances, all employees must ensure that adequate precautions are taken to prevent injury to health.
 - 10.5 Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Safety Officer.
- 11 Means of access
- 11.1 When using access equipment such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
 - 11.2 Always use correct routes of access. Do not use short cuts, they can result in serious accidents.
- 12 Good Housekeeping
- 12.1 Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.
- Ensure all heaters are not obstructed.

13 Noise

13.1 Where noise cannot be controlled at source all employees are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

14 Visitors

14.1 It is the duty of all employees within the school to ensure the health and safety of all visitors to the school.

14.2 Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

15 Use of vehicles

15.1 Only those persons authorised by the Safety Officer and in possession of the appropriate licence, are to drive vehicles on school business.

15.2 Periodic checks of a driver's licence will be carried out by the Safety Officer.

15.3 All drivers must report all driving incidents to the Safety Officer immediately.

16 Legionellas

16.1 The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows:

- i. Checks of the water system are carried out by the LEA contractors.
- ii. All showers are to be turned on and left running for five minutes weekly.
- iii. All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- iv. The water temperature is not to be below 20c or above 55c and this is to be checked monthly by LEA contractors.

- v. Records are to be maintained of all cleaning and temperature checks carried out.
- vi. Water storage tanks are to be covered.
- vii. Records are to be maintained of any maintenance, water treatments or disinfection.
- viii. The Safety Officer and Site Manager shall ensure that these measures are carried out.

17 Manual handling of loads

- 17.1 Employees must not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. Refer to Manual Handling Procedure for further information and guidance.

18 Protective clothing and equipment (PPE)

- 18.1 Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some other means, or where it is required by law.
- 18.2 Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.
- 18.3 Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.
- 18.4 Site employees are advised to wear safety protective footwear.

19 Lettings

- 19.1 A copy of 'conditions of hire' booklet and fire safety arrangements is made available to all external hirers of the school buildings and facilities in advance. All external hirers are expected to comply with this policy and assume responsibility for its enforcement.

20 Grounds & Common Areas

- 20.1 Where risks are identified in common areas (e.g. corridors, stairs, lifts, footpaths, roads) any information from risk assessments, incident reports and complaints shall be sent to the Safety Manager. The risks, if local, should also be entered onto local risk registers by the Nominated Manager.

21 Documentation

21.1 Health and Safety Records

All Health and Safety Records, including electronic Health & Safety folders, training records, and inspection reports, shall be maintained in accordance with legislation and School procedures.

21.2 Risk Registers

Risk Registers for all areas and department within the School shall be maintained in

accordance with the School template.

22 Accidents – Reporting and Investigations

Accident Reporting

- 22.1 Any accident or injury is to be reported to the Safety Officer by the person or persons involved in the accident, or by the line manager and entered on an accident form. Accident forms are held with the First Aid Lead. The Safety Officer is to ensure that the Headteacher and board of governors are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR, 1999) with regard to external reporting .
- 22.2 In the event of an accident to a member of the public, an incident report form must be completed by an employee, not by the member of the public.
- 22.3 See Accident and Incident Reporting Procedures booklet for further details.

Accident Investigation

- 22.4 All significant accidents or incidents that are considered to be dangerous ‘near miss’ situations are to be reported to the Safety Officer.
- 22.5 The Safety Officer is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.
- 22.6 Investigations such as these are essential in order that accidents damage to equipment and property, and losses, are kept to a minimum.
- 22.7 All contractors must insure that accidents involving their employees are reported to the Safety Officer of the school as well as their own reporting chain.

Reporting Procedures

- 22.8 All accidents or any matter, such as a “near miss”, that may be considered likely to have an adverse effect on health and safety of employees, or damage to equipment or property, are to be reported to the Safety Officer. Such reports are to be recorded.

23 Specific Areas of Risk

Members of employees must be aware of the hazards within their areas of responsibility. The following hazards are listed as a reminder for employees and to ensure that employees know their need to minimize these hazards.

In Workshops: Moving parts of machinery
Hand tools
Cutting and welding operations
Moulding and casting
Electrical equipment
Long Hair/Loose clothing
Unsuitable footwear
Inadequate ventilation and heating
Excessive noise.

Codes of Practice covering workshops are held by the Design and Science Faculties.

In Swimming Pools: Drowning
 Contamination by chlorine
 horseplay

Codes of Practice relating to Swimming Pools are held by the P.E. Department.

In the Boiler House: Moving parts of pumps and other machinery
 Oil/water leakages
 Electrical switchgear
 Untidiness
 Accumulation of combustible materials
 Fire
 Breaking of insulation which could contain asbestos.

In corridors and other circulation areas:
 Smoke-stop doors left open
 Fire exits locked or obstructed
 Means of escape in case of fire - routes obstructed
 Over-polished and slippery floor surfaces
 Lack of signing of exit routes
 Lack of bold, easily-readable fire instructions
 Trapping of fingers in doors
 Tripping hazards
 Ineffective fire alarms.

In classrooms: Defective equipment or furniture
 T.V. sets mounted on a single column support
 Trailing electrical leads to videos recorders, etc..
 Doors and windows which are of glass to floor level, and through which a person
 might be tempted to walk
 Obstruction to exits, fire alarm call points and extinguishers.

In Offices Falls from tripping
 Fire
 Electrical equipment
 Under-heating or poor ventilation
 Unfenced machinery.

In the Art Department:
 Pottery kilns
 Glazes containing lead
 Manufactured/Natural gases
 Toxic/Corrosive/Inflammable substances
 Eating/smoking in pottery studios.

Codes of Practice covering the above are held by the Art Department.

In Food Technology areas:

- Fire, burns and scalding
- Lifting, carrying heavy objects
- Siting and installation of cookers.

Codes of Practice covering the above are held by the Design Faculty.

In Laboratories: Toxic/Inflammable/Corrosive substances

- Risks of splashes to eyes and other parts of the body
- Being struck by objects during experiments
- Fire risk.

Codes of Practice covering the above and other hazards within laboratories are held by the Science Faculty.

In School Kitchens:

- Slippery floors and surfaces
- Dampness of walls near electrical gear
- Slicing and mincing machines
- Waste disposal and other machines
- Fire, burns and scalding
- Lifting, carrying heavy objects
- Siting and installation of cookers.

Codes of Practice covering the above are held by Taylor Shaw.

Appendices

Appendix 1

Organisational arrangements by name and responsibility

The following sets out the organisational arrangements by name and responsibility.

Non-teaching employees

Safety Officer Mrs Sue Underhill

Union Safety Representative

Representatives of Employee Safety

Site Manager Mr Roy Breakwell

Catering Manager Taylor Shaw

Deputy Safety Officer Mr Roy Breakwell

Compliance & Risk Committee

Chair Mr David Burbridge

Members
In attendance Mr Richard Wood
Miss C Smith
Mrs R Wakeley-Jones
Mrs Sue Underhill
Mr Martin Davey

Appendix 2

Names, positions and duties of persons responsible for controlling each of the following:

Health Safety and Welfare Advice and Training

Health & Safety Manager Telford & Wrekin advisers

Safety Officer Sue Underhill

Fire Control / Emergency Evacuation

External Fire Prevention Advisers MAG Fire

Nominated Premises Fire / Emergency Co-ordinator Sue Underhill

Deputy Fire / Emergency Co-ordinator Roy Breakwell

Reporting and Recording of Accidents etc

Persons nominated for the documentation and reporting of Accidents, Diseases, Dangerous Occurrences, and Incidents of Violence Sue Underhill

Health and Safety (First Aid) Regulations 1981

Certificated First Aiders

| Name | Qualification | |
|---------------------|---------------|------|
| Sarah McWilliams | FAW | 2017 |
| Lindsay Donegani | FAW | 2017 |
| Deanna Humphries | FAW | 2017 |
| Joanne Jones | FAW | 2016 |
| James McAdam | FAW | 2017 |
| Louise Poole | FAW | 2017 |
| Mike Jones | FAW | 2017 |
| Nicki Bills-Brown | FAW | 2017 |
| Sarah Capewell | FAW | 2017 |
| Lis Jennings | FAW | 2017 |
| Mark Clayton | FAW | 2017 |
| Ruth Crichton | FAW | 2017 |
| Colleen Lloyd Bowen | FAW | 2017 |
| Sharon Taylor | FAW | 2017 |

| Name | Qualification | Renewal Date |
|------------------|----------------------|---------------------|
| Pam Gough | EFAW | 2017 |
| Collette Shelley | EFAW | 2017 |
| Rose Dimelow | EFAW | 2016 |
| Gemma Barratt | EFAW | 2017 |
| Rachel Wagstaff | EFAW | 2016 |
| Steve Broome | EFAW | 2017 |
| Liam Hall | EFAW | 2017 |

Field Trips, Expeditions and Visits

Co-ordinator Sue Underhill

Portable Electrical Testing

Co-ordinator for arrangements Roy Breakwell

Trained & Qualified Electrical Testers Roy Breakwell, Rob Williams, Graham Bailey

Control of Substances Hazardous to Health

Assessment Co-ordinator (Whole School) Safety Officer

Departmental COSHH Co-ordinators

| | |
|-----------------------------|---------------|
| HOD Science | N Hayre |
| HOD D&T | R Underhill |
| HOD Art | L Tristham |
| HOD PE | S Broome |
| Premise Manager / Caretaker | Roy Breakwell |

Risk Assessment

Health & Safety Training Co-ordinator (Whole School) Safety Officer

Departmental Risk Assessment Co-ordinators

| | |
|-----------------------------|---------------|
| HOD Science | N Hayre |
| HOD D&T | R Underhill |
| HOD Art | L Tristham |
| HOD PE | S Broome |
| Premise Manager / Caretaker | Roy Breakwell |

Safety Audit

Safety Audit Co-ordinator (Whole School)

Safety Officer

Departmental Safety Audit Co-ordinators

Science

N Hayre

D&T

R Underhill

Art

L Tristham

PE

S Broome

Buildings & Environment

Sue Underhill/Roy Breakwell

Equipment Safety

Equipment Safety Co-ordinator (Whole School)

Roy Breakwell

Equipment Safety Co-ordinators for

Science

N Hayre

D&T

R Underhill

Art

L Tristham

PE

S Broome

Buildings & Environment

Roy Breakwell/Safety Officer

Appendix 3

Location of First Aid Boxes

D&T Department

Science Department

Reception

Inclusion Block

6th form study centre

Food prep room

Admin office

Rooms 19/20

Appendix 4

Further Details Regarding Portable Mains Electrical Equipment

All portable equipment is tested annually and all employees must be aware of their responsibilities under the Health and Safety Act.

- A "tested" label is affixed to each item of equipment and bears an expiry date, **after which the equipment must not be used.**
- The use of any **equipment which does not have a current tested label is forbidden.** This applies to **privately owned, borrowed or hired equipment** used on school premises.
- **New equipment** must be registered and a registration label affixed. The equipment may then be used until the next testing date.
- **Anyone using** portable electrical equipment must, before use, carry out **a visual inspection** to ensure that there is no outward sign of mechanical damage to the equipment cable or plug.
- Any **equipment found by a user to be faulty** must be immediately withdrawn from service and returned to the responsible officer who will remove the "tested" label and affix a "defective" label. After repair the item **cannot be used** until a new test is carried out.
- The use of **privately owned** equipment whilst on school premises is **expressly forbidden** until it has been tested.
- Designated members of employees are trained and certificated to test electrical equipment. Testing will take place on an annual cycle.

Compliance & Risk Committee

Terms of Reference

(adopted [])

(v1.0/01 2013)

Reference to “the Committee” shall mean the Risk and Compliance Committee.

Reference to “the Academy” shall mean the Bridgnorth Endowed School Academy.

1. **Constitution**

The Governing Body has resolved to establish a Committee of the Governing Body to be known as the Risk and Compliance Committee.

2. **Role**

The role of the Committee is to:

- 2.1. Provide an independent and objective review of the Academy’s systems of internal control, including financial systems, financial information, governance arrangements, approach to risk management and compliance with legislation and other regulatory requirements;
- 2.2. Monitor the integrity of the financial statements of the Academy;
- 2.3. Review the probity of all Academy communications relating to these systems; and
- 2.4. Notify the Governing Body should any irregularity be identified.

3. **Membership**

The Committee shall be appointed by the Governing Body from amongst the Governors of the Academy and shall consist of not less than three members. One of the members will be appointed Chair of the Committee by the Governing Body. Neither the Chair of the Governing Body or the Headteacher shall be a member of the Committee.

4. **Attendance**

- 4.1. The Director of Business & Finance and other appropriate management representatives shall normally attend meetings. However at least once a year the Committee should meet privately with the External Auditors.
- 4.2. The Chair and the Headteacher shall be invited to attend the Committee at least once a year, to discuss with the Committee the process for assurance that supports the Statement on Internal Control.
- 4.3. Other school staff may be invited to attend to discuss particular items on the Agenda.
- 4.4. The Company Secretary, or his/her nominee, shall act shall be Secretary to the Committee and shall attend to provide appropriate support to the Chair and committee members.

5. **Frequency**

Meetings shall be held not less than three times a year. The Chair may request a meeting if they consider that one is necessary.

6. Quorum

The Committee shall be deemed quorate if there is representation of a minimum of three Governors. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and duties vested in or exercised by the Committee.

7. Authority

7.1 The Committee is invested with the delegated authority to act on behalf of the Governing Body. The limit of such delegated authority is restricted to the areas outlined in these Terms of Reference. The Committee is authorised to investigate any activity within its Terms of Reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.

7.2 The Committee is authorised by the Governing Body to obtain independent legal and professional advice and to secure the attendance of external personnel with relevant experience and expertise, should it consider this necessary. All such advice is to be arranged in consultation with the Company Secretary.

8. Duties

8.1. Governance, Risk Management and Assurance

8.1.1. The Committee shall review the establishment and maintenance of an effective system of governance, risk management and internal control across the whole of the Academy's activities (both educational and non-educational).

8.1.2. The Committee shall ensure that there is an effective internal assurance programme established by management that provides appropriate assurance to the Committee and the Governing Body. This will be achieved by:

8.1.2.1. review and approval of an internal Assurance programme, ensuring that this is consistent with the needs of the Academy; and

8.1.2.2. consideration of the major findings of the Assurance programme (and management's response).

8.1.3. In particular, the Committee will review the adequacy of:

8.1.3.1. all risk and control related disclosure statements (in particular the Statement on Internal Control), together with any accompanying external audit opinion or other appropriate independent assurances, prior to endorsement by the Governing Body;

8.1.3.2. the structures, processes and responsibilities for identifying and managing key risks facing the Academy;

- 8.1.3.3. the policies and systems for ensuring that there is compliance with relevant regulatory, legal and code of conduct requirements; and
 - 8.1.3.4. the operational effectiveness of controls, policies and procedures.
 - 8.1.4. In carrying out this work the Committee will utilise the work of External Audit, but will also seek reports and assurances from the senior leadership team on the overall arrangements for governance, risk management and internal control, together with indicators of their effectiveness. They may also request specific reports from individual functions within the Academy.
 - 8.1.5. The Committee will review the Governing Body's governance policies and procedures and make recommendations to the Governing Body as to amendments to same.
- 8.2. Financial Reporting**
 - 8.2.1. The Committee shall review the Annual Report and Financial Statements before submission to the Governing Body, focusing particularly on:
 - 8.2.1.1. the wording in the Statement on Internal Control and other disclosures relevant to the Terms of Reference of the Committee;
 - 8.2.1.2. changes in, and compliance with, accounting policies and practices;
 - 8.2.1.3. unadjusted mis-statements in the financial statements;
 - 8.2.1.4. major judgemental areas; and
 - 8.2.1.5. significant adjustments resulting from the audit.
 - 8.2.2. The Committee should also ensure that the systems for financial reporting to the Governing Body, including those of budgetary control, are subject to review as to completeness and accuracy of the information provided to the Governing Body.
- 8.3. External Audit**
 - 8.3.1. The Committee shall review the work and findings of the Auditor appointed by the Governing Body and consider the implications and management's responses to their work. This will be achieved by:
 - 8.3.1.1. discussion and agreement with the Auditor, before the audit commences, of the nature and scope of the audit as set out in the Audit Plan;
 - 8.3.1.2. discussion with the Auditor of their local evaluation of audit risks and assessment of the Academy and associated impact on the audit fee;
 - 8.3.1.3. receiving and reviewing all External Audit reports, including agreement of the annual audit letter before submission to the Governing Body and any work carried outside the annual

audit plan, together with the appropriateness of management responses;

8.3.1.4. annually reviewing the effectiveness of the External Auditor.

8.4. Other Assurance Functions

8.4.1. The Committee shall review, and consider the implications of, the findings of other significant assurance functions, both internal and external to the Academy, including any reviews by Department of Education, Ofsted and any other Arms Length Bodies or Regulators/Inspectors (e.g. accreditation bodies, etc.)

9. Agendas and Reporting

9.1. Agendas and briefing papers should be prepared and circulated in sufficient time for Committee Members to give them due consideration.

9.2. Minutes of Committee meetings should be formally recorded and distributed to Committee Members within 10 working days of the meetings. Subject to the approval of the Chair, the Minutes will be submitted to the Governing Body at its next meeting and may be presented by the Committee Chair.

9.3. An annual report from the Committee to the Governing Body should be produced, to demonstrate the Committee's effective discharge of its duties, at the first possible Governing Body meeting of each financial year, following receipt of the draft Auditors' opinion. The report should include comment on the Committee's work in support of the Statement on Internal Control, specifically commenting on the fitness for purpose of the Assurance Framework, risk management in the Academy and the appropriateness of the Academy's self-assessment against [ofsted].

9.4. The Committee should also report to the Governing Body as appropriate, to inform the Governing Body of any issues that require resolution by the Governing Body.

10. Other Matters

10.1. The Committee shall be supported administratively by the Company Secretary, or his/her nominee, whose duties in this respect will include:

10.1.1. Agreement of agenda with Chair and attendees and collation of papers;

10.1.2. Arranging for the taking the minutes & keeping a record of matters arising and issues to be carried forward;

10.1.3. Advising the Committee on pertinent areas; and

10.1.4. Arranging for the Committee to receive independent legal and professional advice, if required.

11. Conduct of Business

The conduct of business will conform to guidance set out in the Governing Body's Standing Orders, unless alternative arrangements are defined in these Terms of Reference.

Appendix 6: Policy Standards

| Policy Standard | Evidence | Where held | Monitored By | Responsible for Action |
|--|--|---|---|---------------------------------|
| Nominated managers will ensure risk assessments are carried out and review them at least annually | Completed risk assessment forms, blank forms available on School Intranet. | Electronic Health and Safety folders | H&S Audit Safety Officer Compliance & Risk Committee | Nominated managers |
| All health, safety and welfare risks identified by risk assessment or incidents will be managed. | Priority actions completed on Risk Registers at all levels in the School | Risk register held departmental and centrally | H&S Audit Safety Officer Security, C&R Committee | All Managers in School |
| All Health, Safety and Welfare Incidents will be reported, recorded and followed up with identified actions completed | Termly incident report to School Security, Health & Safety Committee | Centrally with Safety Officer | Safety officer | All managers in school |
| All nominated managers will undertake appropriate Health and Safety training. | Training attendance data and sign in sheets. | Electronic Employees Record Departmental training records. | Relevant Line Managers | Nominated managers |
| Departmental Managers will carry out a rolling program of inspections of their departments. | Completed inspection checklist proformas | Departmental Managers Safety Officer Schools Intranet | Safety Officer | All relevant managers in school |
| Relevant Departmental Managers to maintain a chart detailing Health and Safety responsibilities and accountabilities for their department. | Schools Health and Safety Chart | Departments Safety Officer Schools Intranet | C&R Committee | All relevant managers in school |
| Monitoring across the | Inspection | Schools | Safety Officer | Safety Officer |

| Policy Standard | Evidence | Where held | Monitored By | Responsible for Action |
|--|---|---|---|--|
| School to ensure Health, Safety and Welfare strategies are implemented successfully. | reports Audit reports | Intranet Safety Officer | C&R Committee | |
| The School Health and Safety audit team to conduct a rolling program of departmental audits. | Audit reports | Safety officer Schools Intranet | C&R Committee | Relevant Departmental managers and Safety Officer |
| All employees to attend mandatory and job specific Health and Safety training | Training attendance data Training data at departmental level | Electronic Employees Record Departmental training records | Learning & Development Dept. Line Managers Safety officer | All employees Line managers |
| Inclusion of Health and Safety performance data and future objectives in the annual School Development plan. | School development plan | Safety officer | Leadership Team Governing Body | All relevant leaders |
| C&R Committee to meet termly. | Minutes of meetings | Clerk to Governors | Chair of committee Clerk to Governors | Chair of Governing Body |
| Full Governing Body have Health and Safety as a standing agenda item | Minutes of meetings | Clerk to Governors | Clerk to Governors | Chair of C&R Committee |
| Annual report on Health and Safety to be submitted to the Full Governing Body. | Copies of reports | Clerk to Governors | Clerk to Governors | Chair of C&R Committee |
| Safety Officer will submit termly Health and Safety reports to the C&R Committee. | Minutes of meetings Termly incident report to C&R Committee | Safety officer Clerk to Governors | C&R Committee | Safety Officer |

Appendix 7

Statement of intent

At Bridgnorth Endowed School we are committed to the health and safety of our staff, students and visitors. Ensuring the safety of our Academy community is of paramount importance to us and this policy reflects our dedication to creating a safe Academy.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work related illness.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives on health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop on culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our Academy.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

Signed by

_____ **Headteacher**

Date: _____

_____ **Chair of Governors**

Date: _____

Next review date: _____