

LONDON STEINER SCHOOL

**HEALTH AND SAFETY POLICY AND
PROCEDURES**

Reviewed Annually

Date of Review

SEPTEMBER 2021

LONDON STEINER SCHOOL
HEALTH AND SAFETY POLICY
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DISTRIBUTION OF COPIES

Master Copy	Helen Fraser, Health and Safety officer
Copy One	Management Group
Copy Two	College of Teachers
Copy Three	MAIN OFFICE H&S and SAFEGUARDING POLICY FOLDER – For Viewing by all Staff, Visitors, Contractors & Parents

HEALTH AND SAFETY POLICY

REVIEW PROCEDURES

The Health and Safety Policy for London Steiner School will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Trustees and Management Group for acceptance.

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

LONDON STEINER SCHOOL

London Steiner School recognizes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the School.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Trustees, staff and pupils will play their part in its implementation.

Name: _____ **Signature:** _____
(Trustees)

Name: _____ **Signature:** _____
(College of Teachers)

Date _____

ORGANISATION

1.0 INTRODUCTION

1.2 In order to achieve compliance with the Statement of Intent the School's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.¹

2.0 THE GOVERNING BODY (the Trustees and Management Group)

2.1 The Trustees and Management Group are responsible for ensuring that:

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- b) The Chairperson of the College of Teachers is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

3.0 The Chairperson of the College of Teachers

3.1 Reporting to the Trustees, the chair has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

- a) He/she will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) He/she provides the final authority on matters concerning health and safety at work.
- c) The chair will make decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks in an appropriate manner.
- d) He/ she delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to Helen Fraser, Health and Safety Officer.

¹ School to insert organisation chart

4.0 THE OFFICER RESPONSIBLE FOR HEALTH AND SAFETY

4.1 The Health and Safety officer, working in conjunction with The School's Health & Safety Consultants Judicium, will advise the Trustees and Management Group on health and safety policy. Acting for and on behalf of them, she/he has the responsibility for implementing and monitoring the policy, principally through the Heads of Department.

The Health and Safety Officer achieves this by ensuring that:

- a) This Policy is clearly communicated to all relevant persons
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their safety representatives
- d) All staff are provided with adequate information, instruction and training on health and safety issues
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them
- f) Risk assessments of the premises and working practices are undertaken
- g) Safe systems of work are in place as identified from risk assessments
- h) Emergency procedures are in place
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled
- n) A report to the Governing Body on the health and safety performance of the school is completed termly

5.0 STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

5.1 This includes the Senior Leadership Team, Heads of Departments, School administration team, and Health and Safety officer/Premises Manager. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Trustees and Management Group for the

- application of the health and safety procedures and arrangements.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
 - c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Trustees and Management Group.
 - d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
 - e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Trustees and Management Group any problems to which they cannot achieve a satisfactory solution within the resources available to them.
 - f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
 - g) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
 - h) Ensure all accidents are investigated appropriately.
 - i) Include health and safety in the annual report for the Trustees and Management Group.

6.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Trustees and Management Group or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National requirements for safety education.
- h) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.

- i) Regularly check their classrooms for potential hazards and report any observed to the Premises manager.
- j) Report all accidents, defects and dangerous occurrences to the Health and Safety officer/Premises Manager.

7.0 OBLIGATIONS OF THE KITCHEN MANAGER

The Health and Safety Officer is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the school Health and Safety Policy.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all staff using the kitchen are instructed and informed to work in accordance with these documents.
- d) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Health and Safety Officer.

8.0 HEALTH AND SAFETY COMMITTEE

The School's Health & Safety Committee provides a forum for joint employer/employee discussions of health & safety matters. This committee will meet once per term as a minimum. All employees are encouraged to bring health & safety concerns to this Committee either directly or through their safety representative

- 8.1 The Committee will review all health, safety and security matters, including a review of policy at least annually.
- 8.2 The Committee will advise the Trustees and Management Group and/or the health and safety officer, of any current issues in respect of Health, Safety and Security.
- 8.3 The Health and Safety Committee will comprise ... Management group advisors, Administration Manager and Health and Safety/premises officer.
- 8.4 Safety Representatives, whether appointed by a recognized trade union or elected by the workforce, are automatically members of this Committee.

9.0 OBLIGATIONS OF ALL EMPLOYEES

- 9.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Trustees, Management Group, **College of Teachers, Health and Safety/Premises officer** or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform the **Health and Safety officer** of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform the **Health and Safety officer** of any shortcomings they identify in the Academy's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

10.0 OBLIGATIONS OF CONTRACTORS

- 10.1 When the premises are used for purposes not under the direction of the **Health and Safety officer**, then, ***subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 10.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the **Health and Safety officer** of any risks that may affect the school staff, pupils and visitors.
- 10.3 All contractors must be aware of the School's health and safety policy and emergency procedures and comply with these at all times.
- 10.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the **Health and Safety officer** or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

11.0 PUPILS

11.1 Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the **Health and Safety officer** who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Asbestos - if applicable – The School is currently awaiting a date for an asbestos survey.

The Health and Safety officer is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the **Health and Safety officer**.

Staff must report any damage to asbestos materials immediately to the Head/Principal.

Where damage to asbestos material has occurred the area must be evacuated and secured. **The Health and Safety officer will take action immediately, and notify the relevant authorities.**

Contractors

The Health and Safety officer and Management Group representatives are responsible for the selection and management of contractors in accordance with the school policy.

Curriculum Safety (*including out of school learning activities*)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The **Health and Safety officer** is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The **Health and Safety officer** is responsible for ensuring that all school trips are managed in accordance with the school policy for Educational visits which all teachers must be familiar with.

Electrical Safety

The Health and Safety officer is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Health and Safety officer will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Health and Safety officer. Staff are reminded that they must not bring electrical equipment into school without the permission of the **Health and Safety officer**.

Fire Precautions and Emergency Procedures

The **Health and Safety officer** is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) That the school emergency plan and evacuation procedures are regularly reviewed.
- c) The provision of fire awareness training to all staff.
- d) That an emergency fire drill is undertaken every half term.
- e) The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Health and Safety officer is responsible for:

- a) The formal maintenance and regular testing of the fire alarm and emergency lighting.
- b) The maintenance and inspection of the fire fighting equipment.
- c) The maintenance of exit/escape routes and signage.
- d) Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

First Aid

The names of the school's qualified First Aiders are displayed on the notice board in the main office.

First Aid kits are available on every floor of the school, and travel kits are taken on educational visits. Supplies are kept in the First Aid room and it is the responsibility of Health and Safety officer to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

Hazardous Substances

The Health and Safety officer is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the **Health and Safety officer**, who will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

Substances used in Woodwork and Science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

Inclusion

London Steiner School complies with the Local Authority policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The **Designated Safeguarding Lead and the Health and Safety officer** are responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with Special Educational Needs and Disabilities.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the **Chairperson of the College of Teachers**.

Lettings/shared use of premises/use of Premises outside School Hours

The Health and Safety officer is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

The Health and Safety officer is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Health and Safety officer of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines & Drugs

No pupil is allowed to take medication on the school site without written agreement between the school and the parent/carer.

Staff must notify the **Health and Safety officer** if they believe a pupil to be carrying any unauthorised medicines/drugs.

The school policies for First Aid and Supporting pupils at school with medical conditions provide detailed guidance and all staff should be familiar with these policies.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the **Health and Safety officer**.

Where Heads of Department hold budgets for maintenance they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair

All faulty equipment must be taken out of use and reported to the **Health and Safety officer**. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The **Health and Safety officer** will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the **Health and Safety officer** for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

PE Equipment

The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the **Health and Safety officer**.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the **Health and Safety officer's** responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the **Health and Safety officer**.

Risk Assessments

It is the **Health and Safety officer** responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The **Health and Safety officer** is responsible for undertaking general risk assessments with the exception of the areas listed below.

Heads of Dept will undertake risk assessments for their specialist areas.

The Health and Safety officer will undertake risk assessments for maintenance and cleaning.

The Educational Visits Co-ordinator (**Health and Safety officer**) will ensure that risk assessments are completed by all staff who organise and lead school visits.

Security/Violence

The **Health and Safety officer** is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Health and Safety officer is also responsible for the security of the site during after school use and lettings.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to the main office.

If an intruder becomes aggressive staff should seek assistance from the main office.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the school where **assistance is close and readily available**. The

Health and Safety officer should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the **Health and Safety officer**.

Site Maintenance

The **Health and Safety officer** is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

She will undertake routine inspections of the site, deal with any hazards immediately, and make arrangements for work to proceed to make safe.

All staff are responsible for reporting any damage or unsafe condition to the Premises **Health and Safety officer** immediately. The Maintenance book is kept in the main office and office staff will contact her by mobile if the matter is urgent.

Smoking

It is illegal to smoke anywhere on the school premises.

Staff Training & Development

The **Health and Safety officer** is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and Safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

Stress

The school Trustees and **College of Teachers** are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Swimming

Each venue is visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facilities' Normal Operating Procedures.

Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices are located around the poolside. All teachers and pupils are made aware

of the site's Emergency Evacuation Procedures. This is refreshed following any change in teachers or pupils.

Visitors

All visitors must sign in and out at the main office. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

The **Health and Safety officer** is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The **Health and Safety officer** is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Premises Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Appendix 1 – Organisational Chart

School to insert organizational chart

Appendix 2 – Supporting Policies and Procedures

Supporting Policies and Procedures in Health and Safety Management Folder and on School's One Drive

1. Educational Visits
2. First Aid Policy & Policy for Supporting pupils at school with medical conditions
3. Managing Contractors
4. Safeguarding and Child Protection Policy
5. Curriculum Specific Policies
6. Behaviour Handbook
7. Fire risk assessment and procedures

APPENDIX 3 - The following people have responsibility in the following areas

- Safeguarding....HELEN FRASER (Designated Safeguarding Lead) MAUDE WRIGHT (Designated Safeguarding Deputy) & SUE PEAT (Trustee for Safeguarding)
- Maintenance of health and safety files ... HELEN FRASER
- Fire protection... HELEN FRASER
- Hygiene HELEN FRASER
- First Aid provision HELEN FRASER
- Maintenance of site and buildings HELEN FRASER
- Maintenance of electricity and gas supplies and equipment HELEN FRASER
- Pest controlHELEN FRASER
- Science department..... ALEXANDER WOOGIE
- Control of substances hazardous to healthHELEN FRASER
- General and site specific health and safety induction, training, information and guidance..... HELEN FRASER
- Monitoring of staff health.....CAOIMHE KITT & HELEN FRASER
- Emergency procedures..... HELEN FRASER

- General risk assessments will be undertaken byHELEN FRASER
 - The findings of these will be reported to..... THE COLLEGE OF TEACHERS
- Risk assessments for activities will be undertaken by..... HELEN FRASER **AND STAFF UNDERTAKING THE ACTIVITIES**
 - The findings of these will be reported to..... THE COLLEGE OF TEACHERS
- Responsibility for monitoring implementation of actions to control risks is delegated to...**CAOIMHE KITT**
 - Risk assessments will be reviewed annually and as necessary byHELEN FRASER

Approved date: **Submitted to College of Teachers and Trustees**

Next review: September 2022 **and as necessary**

Signed: Helen Fraser

On Behalf of the **College of Teachers**

HEALTH AND SAFETY POLICY

Please sign below and return to Helen Fraser

Member of Staff Acknowledgement

I have read the school Health and Safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: _____

Employees Signature: _____

Date of Signature: _____