

HEATH AND SAFETY GUIDE CONTENTS

Our mission is to develop happy, confident and successful children
who are well prepared for their future.

CONTENTS

Part 1 General Statement of Health and Safety Policy

Part 2 Organisation of the Health & Safety Policy

WHOLE SCHOOL POLICY AREA GUIDANCE

Please contact the School Office if you would like to view any of the policies listed below.

Accident Reporting (RIDDOR)	Requirements for recording accidents and reporting them to enforcing authorities
Anti-Bullying Policy	Guidance on how to prevent and tackle bullying in schools.
Asbestos	Requirements for managing asbestos within buildings, arranging for works and maintaining records
Catering and Good Hygiene	Guidance on catering and hygiene and food allergy.
Child Protection and Staff Behaviour Policy and Allegations Against Staff Policy	Guidance on a template policy including code of conduct for staff.
Competent Advice	Requirement for health and safety advice from competent persons (internal and external)
Construction Work (CDM)	Guidance on the role of the Client under the Construction (Design and Management) Regulations covering all construction work
Contractor Management	Guidance on the selection and appointment of any persons employed on contracting activities
Control of Substances Harmful to Health (COSHH)	Requirements for the usage, storage and generation of hazardous substances
Critical Incident Plan	Guidance on areas for consideration when planning for school contingency plans
Display Screen Equipment	Guidance on usage of computer equipment, associated furniture/workplace needs and

	provision of eye tests
Dog Policy	Guidance on bringing dogs into to school premises for parents and staff
Drugs and Alcohol	Guidance on drugs and alcohol within school premises and on school activities

Educational Visits	Guidance for each area on the process for assessing, approving and undertaking of educational visits
Electrical Safety	Guidance on usage maintenance of electrical systems and portable appliance testing
E-Safety	Requirements for usage and monitoring of electronic based systems by pupils and staff
Fire Safety	Guidance to ensure risks are assessed and policy put in place to ensure safety
First Aid	Requirements for the provision and implementation of first aid for pupils and staff
Fire safety, procedures and risk assessment	Guidance on fire risk assessment requirements, the testing of fire protection systems and management of evacuations; also the keeping of records
General Workplace Safety	Guidance on general requirements including lighting, temperature control, maintenance of workplace conditions and welfare activities
Hot Works	Process for controlling all hot work activities such as welding, brazing, etc
Human Flu Pandemic	Guidance on contingency planning for a human flu pandemic
Infection Control	Guidance on notification and control of infection outbreaks
Letting and Hiring	Guidance on usage of school premises by third parties
Lightning Protection	Requirements for testing, maintenance and usage of contractors on lightning protection equipment
Manual Handling	Guidance on safe techniques and areas for consideration when undertaking manual handling
Minibus Use	Guidance on the management and usage of vehicles including driver competence
New and Expectant Mothers	Requirements for the notification, assessment and monitoring of new and expectant mothers

Noise	Guidance on the assessment of noisy activities and the provision of noise control measures
Occupational Health	Guidance on the areas for consideration when assessing the needs of pupils and staff
Pupil Supervision	Requirements supervision ratios and appropriate conduct for staff
Radon	Guidance on the identification, access to information and control of exposure to radon
Risk Assessment	Process for identification of hazards, assessment of risk and implementation of control measures

Safety Training (including induction)	Guidance on general training requirements and the need for record keeping
Security, workplace safety and lone working	Guidance on a template policy for schools to ensure the safety and security of their premises.
Smoking	Guidance on smoking within school premises and on school activities
Special Education Needs (SEN) and Learning Difficulties	Guidance on areas for consideration when providing educational needs to pupils
Stress	Guidance on the management of the workplace and activities to control stress
Swimming Pools	Guidance on maintenance of pools and managing pool bases activities
Vehicles and on-site movements	Guidance on the control of school premises when dealing with all vehicle/pedestrian movements
Vibrations	Guidance on the assessment of vibration levels and their control
Visitor Policy	Guidance on the processes surrounding visitors to the School
Water Quality (including Legionella)	Requirements for the testing and maintenance of water systems, including the use of third parties for specialist activities
Working at Heights	Requirements for deciding on the management of activities at height, including access arrangements

SIGNIFICANT TEACHING RISK AREAS

All checklists are prompts for Heads of Subjects or equivalent on the areas for consideration when carrying out teaching area risk assessments. They are not risk assessments in themselves.

PE

Science

Design & Technology

Art

Drama

Home Economics

Support (maintenance, caretaking, grounds)