



HEALTH AND SAFETY POLICY STATEMENT

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| Approved | 7th June 2014 (CSCST) | | |
| Review Date | With governors on 17th November 2016 | | |
| Signed (Headteacher) | | Name | |
| Signed (Chair of Local Governing Body) | | Name | |
| Signed (Company Secretary) | | Name | |

PART 1. STATEMENT OF INTENT

The Board of Directors of Chapel Street Community Schools Trust and the Local Governing Body of Benedict Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff and a reference copy will be kept in the school office and on the shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements the Chapel Street Community Schools Trust General Statement of Health and Safety at Work Policy.

PART 2. ORGANISATION

As the employer, Chapel Street Community Schools Trust has overall responsibility for Health and Safety in Academy and Free Schools.

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Local Governing Body

The Local Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to Chapel Street Community Schools Trust health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements the school's and Trust's health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to any official body as necessary any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive HEALTH AND SAFETY culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of Chapel Street Community Schools Trust policy and procedures.

Responsibilities of the Head Teacher:

Overall responsibility for the day-to-day management of health and safety in accordance with Chapel Street Community Schools Trust's health and safety policy and procedures and the Local Governing Body's health and safety policy and procedures rests with the Head Teacher.

As manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with Chapel Street Community Schools Trust and the Local Governing Body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Local Governing Body and Chapel Street Community Schools Trust where necessary;
- Setting up a Health and Safety committee to meet at least termly in school to review the accident log book and other issues around the subject
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Chapel Street Community Schools Trust and the DfE any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with Chapel Street Community Schools Trust and DfE policy.

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day-to-day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site will be delegated by the Head Teacher to the School Business Manager and site supervisor.

Responsibilities of employees

Employees holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the School Business Manager and Site supervisor for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, and inform the Head Teacher or the individual with delegated authority any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of all employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. ARRANGEMENTS

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Moving and Handling
- Appendix 13 - Asbestos
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Stress
- Appendix 19 - Legionella

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated by the site supervisor and are approved by the Head Teacher.

These risk assessments are available for all staff to view and are held centrally within the shared drive.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant line manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department and subject teachers using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in the daily use scheme of work.

CLEAPSS publications¹ in science and DT can be used as sources of model risk assessment.

In addition the following publications can be used as sources of model risk assessments:

BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice

Safeguards in the school laboratory 11th edition, ASE 2006 <http://www.ase.org.uk/>
Topics in safety, 3rd Edition ASE 2001

¹ CLEAPSS Science and DandT publications CD Rom or via www.cleapss.org.uk

National Society for Education in Art and Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'
<http://www.afpe.org.uk/>

APPENDIX 2

OFFSITE VISITS

All offsite visits will be planned following procedures contained in Park Community School's **Educational Visits Policy** document.

Chapel Street Community Schools Trust Company Secretary must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. The Company reserves the right to approve **all** offsite visits

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the *Head Teacher*.

APPENDIX 3

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| HEALTH AND SAFETY MONITORING AND INSPECTION |
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A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the Site supervisor.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Records of such monitoring will be kept by the Administrator.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Head Teacher. Responsibility for following up items detailed in the safety inspection report will rest with Site Supervisor.

The health and safety subcommittee of the LGB will review procedures, reports and any outcomes from investigations on an annual basis and report to the full governing body.

Pro forma inspection checklists should be used for the monitoring and inspections.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The *Head Teacher* is responsible for ensuring a fire risk assessment is undertaken and implemented in liaison with the local Fire Service.

The fire risk assessment is located in the fire log book and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process. Every room will have a sign clearly displayed informing users of the fire evacuation procedures.

An outline of evacuation procedures will be made available to all contractors and visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact details (for emergency services and press representatives) and key holder details are maintained by School Business Manager who will let all staff know of an emergency contact for them in the event of critical incidents

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book. A practice fire drill at a known time will be undertaken on the first month of the school opening in September of each year in order that all new pupils know what the procedures are;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff will be made aware of the type and location of portable fire fighting equipment.

- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the site supervisor and relevant Heads of Department as appropriate, for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the site supervisor or an allocated member of staff and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract between Benedict and appropriate provider is in place and the system is tested by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Benedict has in place contracts for the school site which includes an annual maintenance service of all fire fighting equipment.

Weekly, the site supervisor checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to contractor.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by Facilities Manager and annually by an external contractor.

Test records are located in the site's fire log book.

MEANS OF ESCAPE

Daily, it is the responsibility of all staff and the site supervisor to check for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

APPENDIX 6

FIRST AID AND MEDICATION

Administration of First Aid and Medication will be done in accordance with the school's First Aid and Medication Policy

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Main office, KS1 area and Early years unit.

The site supervisor is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid:

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|------------------|---------------------------------|
| Vanessa Bevan | Paediatric |
| Chloe Blagrove | Paediatric |
| Elaine Casey | Paediatric |
| Luisa Edgell | Paediatric |
| Kazden Farruggio | Paediatric |
| Sharen Glanfield | Paediatric |
| Lucy Gumble | First aid at work |
| Nicki Jones | Paediatric |
| Lisa Littlechild | Paediatric |
| Julie Marney | Paediatric |
| Louise Naylor | Paediatric |
| Anna Olszewska | Paediatric First aid at work |
| Annette Reid | Paediatric |
| Elaine Winter | First Aid At Work |

The Head Teacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

The class teacher will check that any vehicles are properly equipped with first aid boxes before they are used. When pupils walk to an off-site location a first aid box will be taken with them.

Transport to hospital: If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document **"Managing Medicines in Schools and Early Years Settings"**

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Head Teacher. Records of administration will be kept by the Admin Assistant.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school are securely stored with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, insulin, epi-pen etc., it will be kept in the reception in a marked fridge and clearly labelled. At no time will the medicine of one child be used for another.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc)

These plans are reviewed annually by the Admin Assistant and ensures that all relevant staff are aware of medical conditions and what action is.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) by a health professional as appropriate.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Reporting within Benedict and to the Trust

Employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

Copies of these forms are available electronically and via the school office.

- A local accident book located in the School Office is used to record all incidents to pupils and staff; more significant reportable incidents must also be reported to the LGB, HSE and Chapel Street Community Schools Trust.
- School accident reports will be monitored by the HEALTH AND SAFETY Committee termly for trends and a report made to the Governors, annually.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Chapel Street Community Schools Trust Company Secretary and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring.

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc;
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to Chapel Street Community Schools Trust and the LGB.

APPENDIX 8

HEALTH AND SAFETY INFORMATION and TRAINING

Consultation

The Health and Safety committee will meet at least termly as well as when there has been a reportable accident. The committee will be made up of the Site supervisor and a staff member responsible for each of science, DandT, art and PE (once appointed) and the Head Teacher.

Action points from meetings are brought forward for review by the LGB

Communication of Information

The Health and Safety Law poster is displayed in the medical room and staff room of the School.

Chapel Street Community Schools Trust will seek competent Health and Safety advice.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees.

The Head Teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records are held by the Head Teacher who is responsible for co-ordinating health and safety training needs and for including details in

the training and development plan. This includes a system for ensuring (for example in first aid) is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the Head Teacher's and line Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head Teacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".

APPENDIX 10

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by Chapel Street Community Schools Trust. Records of such monitoring will be kept in the School Office by the Facilities Manager.

The site supervisor is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised / have received specific training is detailed in the school's central register of equipment and labelled on the relevant equipment

All staff are required to report any problems found with plant/equipment to the site supervisor. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Curriculum areas

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented in conjunction with the site supervisor.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within curriculum areas (in particular science and DT) then heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the site supervisor.

They shall ensure:

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

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

RADIOACTIVE SOURCES

The school does not possess any ionising radiation sources at this moment in time. If this were to change then a risk assessment would ensue and all actions would be implemented in line with official guidance.

APPENDIX 12

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the site supervisor and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

APPENDIX 13

ASBESTOS

The asbestos register is held in the school office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officers are Christine Smith and Diane Seccombe refresher training is required 3 yearly.

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to the Mouchel asbestos helpdesk.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

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

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer

Any damage to materials known or suspected to contain asbestos should be reported to Diane Seccombe who will contact the Asbestos Helpline on 0845 6030369.

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

APPENDIX 14

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to school office via the visitor entrance where they will be asked to sign the visiting contractors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The site supervisor is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

Where the school undertakes projects as an employer the governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the site supervisor who will ensure that the landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations will apply.

To ensure contractor competency the school uses registered contractors. These contractors have satisfied the site supervisor that they understand and abide by health and safety regulations.

² CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

APPENDIX 15

WORK AT HEIGHT

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

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

The establishment's nominated person(s) responsible for work at height is the site supervisor.

The nominated person(s) shall ensure:

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

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

APPENDIX 18

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Chapel Street Community School's Trust management standards.

APPENDIX 19

LEGIONELLA

The school complies with official government advice on the potential risks from legionella.

A water risk assessment of the school will be completed and the site supervisor is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

This will include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly)
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)