



# St Michael's Prep School Health & Safety Policy

Date of Last Review:	Dec 2018	Review Period:	As required
Date of Next Review:	Nov 2019	Owner:	JBO, H&S committee & H&S Governor
Type of Policy:	Welfare, Health and Safety	Board Approval	

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## Section 1: Statement of Intent

**1.1** The Governors recognise that under the Health and Safety at Work etc Act 1974 (and all subsequent regulations including those implementing EC Directives), they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.

**1.2** The Governors accept these duties and it will continue to be their priority to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School.

**1.3** All members of staff have a responsibility to

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with their employers on health and safety matters;

- do their work in accordance with training and instructions; and
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

**1.4** The Governors will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:-

- the creation of a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Leadership level;
- to systematically identify and control risk as an effective approach to injury, ill-health and loss prevention;
- to maintain safe and healthy working places and systems or work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
- to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
  - to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently;
  - to develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;
  - to provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;
  - to control effectively the activity of all outside contractors when on the school's premises. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' safety policies at the tender stage;
  - to encourage full and effective two-way consultation of health and safety matters by utilising the management structure of the School and the Committees already existing;
  - to use health and safety to preserve and develop human and physical resources and hence contribute to the School's performance;
  - to ensure that this Policy is used as a practical working document and that its contents are publicised fully;

**1.5** The Governors are committed to providing adequate resources to ensure its health and safety objectives and this Policy are met.

**1.6** St Michael's Prep School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.

**1.7** The Governors and School are aware of, and will meet, the requirements under the Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the School's Health and Safety policies and practices. It is the intention of the School to follow the advice given in 'The Children Act Guidance and Regulations Volume 5'.

**1.8** The Governors and School recognise the guidance contained in 'Managing Health and Safety in Schools' (Education Service Advisory Committee of the Health and Safety Commission) and "Health and Safety Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies 2013" (DfE) and intends to follow the good practice recommendations they make.

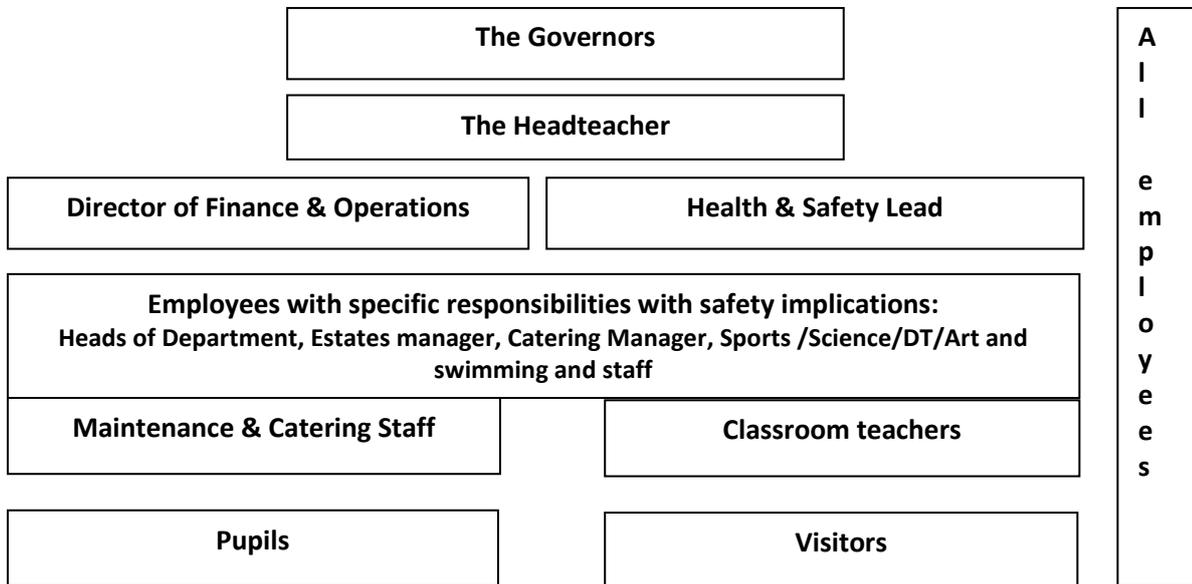
**1.9** The School will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.

**1.10** The Governors and School recognise the good practice contained in 'Health and Safety of pupils on Educational Visits', prepared by the DfE and intends to follow the recommendations it makes.

**1.11** The Governors consider that this Health and Safety Policy is an integral element of the overall School Business Plan and other resource policies.

**1.12** This policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

**1.13 St Michael’s Prep School’s Health and Safety Hierarchy**



**Section 2: Organisation and Responsibilities**

**2.1. The School Governors**

2.1.1 The School Governors are responsible for Health & Safety within the School. It will be a standing agenda item for Governors’ meetings. They will monitor the effectiveness of the implementation of this Policy, and the Health & Safety briefings. The Governors will revise this policy document where and when necessary, and they will ensure that any changes are drawn to the attention of all employees. Emma Sharman is the current Governor responsible for Health & Safety.

2.1.2 The Governors will, so far as is reasonably practicable, ensure the Health, Safety and Welfare of all Staff and pupils at the School. However, responsibility for the day-to-day implementation of the Policy rests with the Head teacher and with the Director of Finance & Operations (DFO) who, in turn, will work in collaboration with the Staff and the recognised safety representative to ensure compliance.

**2.2. The Headteacher**

The Headteacher will be responsible to the Governors for the safe functioning of all School activities. S/he will:

2.2.1 Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors as appropriate;

2.2.2 Recommend changes in the Health and Safety Policy in the light of experience;

2.2.3 Ensure the co-operation of all staff at all levels as regards working to this Policy;

2.2.4 Be responsible for ensuring that all Heads of Department and teaching staff recognise and fully understand their responsibilities and are given both the time and encouragement to pursue them effectively;

- 2.2.5 Take steps to ensure that any changes in the School curriculum and systems of work are considered for their Health & Safety implications;
- 2.2.6 To report hazards that cannot be rectified immediately or from within the resources of the Governing Body to the Chair of Governors. Stop any practices or the use of any equipment etc. which he/she considers to be unsafe until satisfied as to its safety.
- 2.2.7 To arrange appropriate health and safety training for employees, with particular reference to induction training.
- 2.2.8 In delegating responsibility, to satisfy herself that appropriate arrangements have been made to ensure the safety of pupils, visitors and staff, e.g. on school journeys.

**2.3. Employees with specific responsibilities with safety implications  
(The Health and Safety Leader, Director of Finance & Operations, Heads of Department)**

On a day-to-day basis the Headteacher's responsibility as regards the administrative side of Health and Safety in the School will be devolved to the Director of Finance & Operations and the Health & Safety Leader.

In particular, the **Health and Safety Leader** will:

- 2.3.1. Monitor the effectiveness of this policy and report back to the Headteacher as appropriate;
- 2.3.2. Have responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the School via the normal line management structure;
- 2.3.3. Chair the School's Health & Safety Committee;
- 2.3.4. Establish a system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, should then be discussed by the School's Health & Safety Committee
- 2.3.5. To initiate a termly safety inspection and to ensure that appropriate follow-up action is taken.
- 2.3.6. To ensure that accidents etc. are reported as required under RIDDOR Regulations.
- 2.3.7. To ensure that incidents are investigated and that appropriate corrective action is taken where necessary.
- 2.3.8. To ensure all staff are consulted and have a chance to put forward their ideas and concerns regarding health and safety.

The **Director of Finance & Operations (DFO)** will:

- 2.3.9. Be responsible for the safe operation of all administrative, maintenance and janitorial staff;
- 2.3.10. Be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School's non educational functions are fully used and kept up to date;
- 2.3.11. Where individual employees in the various operational functions listed above are given posts of intermediate responsibility, ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions they have been given;

- 2.3.12. Following completion of work associated with the COSHH Regulations, ensure that the ordering of all substances is monitored so that decisions may be taken for additional assistance;
- 2.3.13. Be responsible for liaison with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is properly indemnified;
- 2.3.14. Be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the School premises and, in this context liaise fully with the appointed architect as appropriate.
- 2.3.15. To ensure that appropriate arrangements to control the activities of contractors are in place.
- 2.3.16. To formulate financial plans which make appropriate provision for the maintenance, repair and replacement of furnishings, equipment and non-structural building elements and for the training of staff.
- 2.3.17. To make appropriate arrangements for the safe storage and disposal of waste as required by the Environmental Protection Act 1980.
- 2.3.18. To provide good housekeeping throughout the establishment.
- 2.3.19. To make arrangement for the testing of portable electrical appliances as required by the Electricity at Work Regulations 1989.

**Heads of Department will:**

- 2.3.20. Be responsible for the application of the school's health and safety policy in his/her area of responsibility and directly responsible to the Headteacher for the application of same.
- 2.3.21. Where necessary, establish, maintain and monitor safe procedures within the area of responsibility, e.g. the use, handling, storage and transport of articles and substances/ the removal of dangerous items ie flint prior to commencing sport
- 2.3.22. Act on reports of health and safety problems that staff may refer to him/her and refer to the Health and Safety Leader any matter for which he/she cannot achieve a satisfactory solution within the resources available to him/her.
- 2.3.23. Carry out regular safety inspections of their area of responsibility as directed by the Health and Safety Leader
- 2.3.24. Ensure so far as it 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 and that of others.
- 2.3.25. Ensure adequate supervision for pupils both inside the School during normal teaching activities, and outside the School during external trips;
- 2.3.26. Ensure that the teaching staff for whom they are responsible co-operate fully with any fire practices and emergency drills.

**The Subject teachers in Depts highlighted as having increased health and safety risks will**

- 2.3.27 Be familiar with the specific details of RAs for these subjects and handbooks relating to dept Health and Safety procedures.

The **Class Teacher** should:

2.3.28

Check that classroom/work area and equipment is safe before use,

2.3.29 Exercise effective supervision of the pupils and be aware of the emergency procedures and carry them out when necessary,

2.3.30 Be aware of safe systems of work to be adopted in his/her teaching area and to ensure that they are applied,

2.3.31 Give clear instructions and warning of hazards and safety measures before work starts and to remind pupils of them as and when necessary (notices, posters, work sheets, etc. are not enough on their own),

2.3.32 Ensure personal protective equipment is used.

2.3.33 Report promptly all hazards, potential trip, slip or other hazards, defects in equipment and any shortcomings in the school's health and safety systems and procedures.

2.3.34 Manage the entrance and exit of pupils to all spaces so as to allow for safe and fast emergency evacuation

***N.B. These rules apply also to students who are allocated to the school for teaching practice/observation. They must be made aware of their responsibilities for health and safety when they arrive as part of their induction.***

**Maintenance Staff should:**

2.3.35 Ensure that the premises and access to it is safe and without risk to health and to report any deficiencies to the DFO,

2.3.36 Ensure the safe use, handling and storage of articles and substances for which they are responsible and report any deficiencies to the DFO,

2.3.37 Ensure that the boiler room and swimming pool operating plant room are maintained in a safe condition and kept free of rubbish and other obstructions,

2.3.38 Ensure the secure storage and correct selection and use of equipment for which he is responsible and that this equipment is regularly inspected and a record of these inspections is kept and any equipment found to be unsafe is taken out of service until it has been properly repaired or replaced. Establish and maintain a unique identification system where necessary, e.g. access equipment,

2.3.39 Ensure that the toilet and shower facilities are in a clean and hygienic condition and maintained to comply with our duties relating to the control of legionella, adequately ventilated and disinfected and supplied with adequate supplies of soap and towels (if warm air drying is not available),

2.3.40 Ensure that the school grounds, including playgrounds and playing fields, are kept in a safe condition free of broken glass, dog fouling and other hazards to health and safety,

2.3.41 Carry out regular visual inspections of trees, contacting the arboricultural consultant if they have any concerns or need professional advice

2.3.42 Supervise the delivery and safe portage and storage of supplies,

2.3.43 Ensure that storage areas and cupboards under his control are maintained in a tidy and safe condition with uncluttered floors and appropriate access equipment to enable shelves to be reached without danger,

- 2.3.44 Undertake the weekly fire alarm test and enter record in the fire procedures book and carry out appliance testing and record these annually.
- 2.3.45 Carry out regular checks in accordance with the safe management of asbestos and ensure that contractors read and sign our Asbestos Register
- 2.3.46 Provide, on days with larger than normal vehicle flow, car-parking assistance for visitors and follow up non adherence to signage (speed controls or disability access)
- 2.3.47 Follow training when using dangerous equipment, working at heights or manual handling
- 2.3.48 Ensure that vehicles used in performing their maintenance duties are moved when children are not using the same spaces
- 2.3.49 Carry out expected protocols to control hazardous substances

## **2.4 All Employees**

It shall be the duty of every employee while at work:

- 2.4.30 To take care of the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions,
- 2.4.31 To co-operate with the employer in all matters of health and safety as to enable the law to be complied with,
- 2.4.32 To contact the maintenance team or their Line Manager should they notice an unhealthy or dangerous situation. (i.e. tripping hazards or items with the potential to cause harm) and to use Every Works request to report all issues which require Estates team intervention
- 2.4.33 Not to recklessly or intentionally interfere with or misuse anything provided for health and safety at work.
- 2.4.34 It is important that employees do not under any circumstances carry out operations which could cause danger to themselves or compromise the safety of other persons
- 2.4.35 To observe training on manual handling when moving items or deliveries
- 2.4.36 To attend safety training courses as and when arranged. No person should undertake to do any hazardous job for which they have not been trained.
- 2.5.7 To carry out annual risk assessments for their environment and their activities.
- 2.5.8 To report any undue stress to their line-manager so that this can be alleviated.
- 2.5.9 To attend an Occupational Health Assessment if required.
- 2.5.10 Not to take any risks if faced with a violent aggressor but to summon help and remain calm.

**Each employee is also responsible for co-operating with their Line Manager and obeying instructions and advice on health and safety matters. There is a general duty on every employee to report, either to his/her Line Manager or safety representative, all matters which he/she considers a hazard to health and safety in the workplace and to take such immediate action as is necessary, where this is reasonably practicable (e.g. erect a clear written notice to render the hazard safe).**

## **2.5 Responsibilities of Pupils**

Pupils should be informed of and required to comply with the following health and safety rules:

- 2.5.30 Exercise personal responsibility for the safety of themselves and others with whom they work.
- 2.5.31 Observe all the health and safety rules of the school.
- 2.5.32 Observe standards of dress that are consistent with high standards of health, safety and hygiene.
- 2.5.33 Listen to and follow the instructions of any member of staff, especially in an emergency.
- 2.5.34 Use and not wilfully misuse, neglect or interfere with equipment and notices provided for their health and safety.
- 2.5.35 Respect and not enter Out of Bounds areas in the school.

## **2.6 Responsibilities of Visitors**

Visitors should be informed of and required to comply with the following health and safety rules:

- 2.6.30 Visitors are required to report to the School Office so that staff are aware of their presence on site and appropriate safety arrangements, e.g. in connection with contractors work, can be made.
- 2.6.31 Visitors are required to comply with health and safety directives issued by the member of staff responsible for liaising with them.
- 2.6.32 Visitors should report any unsafe practice to the Office

## **Section 3: Monitoring Arrangements and Policy Review**

3.1 Each half term there is a Health and Safety meeting with a standard agenda (see Appendix 2). The committee includes the governor with responsibility for overseeing Health and Safety.

3.2 Termly safety audits will be carried out by the Estates Manager and the Health and Safety Leader and a safety report completed each term. These documents will form the basis for monitoring and review, to ensure that an appropriate standard is maintained. Annually the Health and Safety Leader reports to governors.

3.3 This policy will be regularly reviewed by the Health and Safety Leader, as necessary (but at least annually).

3.4 A review of the school's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

3.5 Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.

3.6 All job descriptions will contain safety requirements and instructions highlighting the health and safety responsibilities of that specific job.

3.7 The school receives updates from ISBA, IAPS, Optimus, DfE, KELSI, HSE and ISI regarding changes to Health and Safety legislation.

## **Section 4: First Aid**

4.1 A full list of qualified first aiders is kept with the Office Manager and School Nurse in Prep and Office Secretary in Preprep. This can be located in Appendix 1 of the [First Aid Policy](#).

4.2 The location of First Aid boxes is listed in Appendix 2 of the [First Aid Policy](#).

4.3 The separate [First Aid Policy](#) and [Administration and Storage of Medicines Policy](#) sets out all the information relating to pupils bringing in medication, storing etc.

4.4 A Defibrillator has been installed in Prep School Staffroom, Preprep Office and Pavilion. More information on the schools Defibrillators can be read via the school's [First Aid Policy](#) – Section 8 on Pg 5.

## **Section 5: Fire Precautions**

5.1 Responsibility for fire drills:

5.2 Fire Safety Officer – Cal Wade (Prep) and Mandy McCracken in Preprep.

5.3 Fire Incident Controller – Ian Smith and the Estates Team – See section 1.2. on Pg 1 of the [Fire Safety Policy](#)

5.4 Calling the Fire Brigade – See section 1.4 of the Fire Safety Policy.

5.5 Escape Routes: See section 3.1.1. of the [Fire Safety Policy](#)

5.6 Fire Alarms: See section 3.1.3. of the Fire Safety Policy

5.7 Fire Equipment: See sections 3.1.4. of the [Fire Safety Policy](#) onwards.

## **Section 6: Educational Visits**

The Trip Leader has ultimate responsibility, this is delegated to supervising staff and occasionally parent helpers. Under common law, the teacher has the ultimate responsibility for acting “in loco parentis”. The supervising staff will follow the fire evacuation of the venue is applicable. Educational visit risk assessments focus on the real risks and are checked by the Head. The headteacher signs off all risk assessments and documentation e.g. Form A and Bs for educational visits in advance.

## **Section 7: Vehicle Maintenance**

7.1 The school maintains 3 minibuses, two MPVs a van and two tractors. The person responsible for all vehicles is the Estates Manager. He insures that they are roadworthy, serviced, taxed and for the payment of any road charges (e.g. Dart charge).

The buses and cars are maintained on a regular basis and the signing in out protocols include reporting of any defects and fuel levels by each driver.

The drivers are trained using KCC approved instructors.

Each bus bag contains First aid equipment and these are taken on each journey. The maintenance and servicing records are also kept in these bags. The office manager is responsible for checking and resupplying the First Aid bags and the Estates Team Manager is responsible for checking the logs. The school's insurance is with Ecclesiastical except for motor insurance which is provided by Marsh & McLennan, Tel: 01444 335142 – Policy No: CV/CV-002663405/31/08.

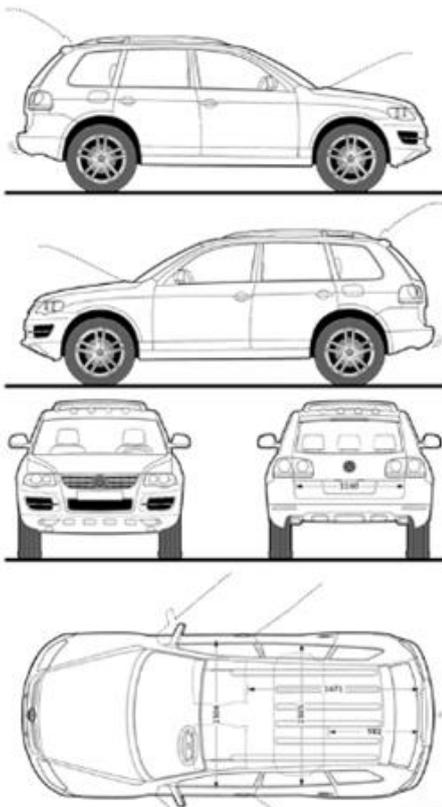
Breakdowns Tel: 01277 720710 or 0800 0850361 Claims: 0345 609 1284

Buses are booked out using the Vehicle diary which is located in the Secretary to the Head teacher's office in the reception area.

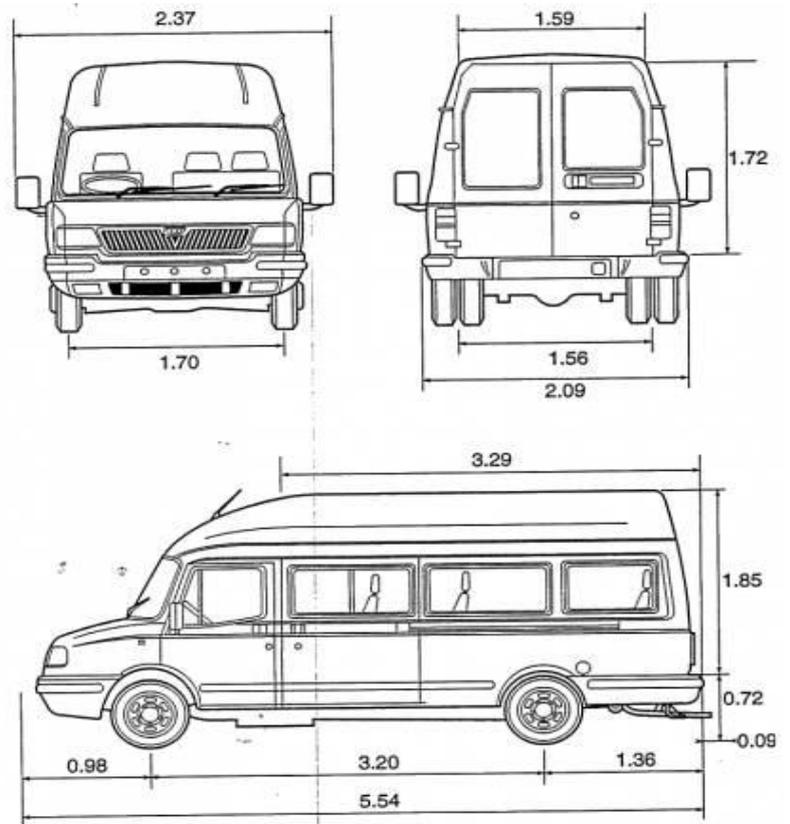
Prior to use, drivers carry out a visual inspection and sign the vehicle in and out.

The visual check identifies any defaults or damages. There is a diagram on the reverse of the log where damages / faults such as dents, scratches can be recorded / drawn on the diagram and reported to either the Estates Team Manager or the Director of Finance at their earliest Convenience.

**Staff Car**



**Mini Bus**



The log records the following:

Acceptance of:
Keys
AA Card
Petrol Card
First Aid Box
Destination
Staff responsible for vehicle
Mirrors (working etc)
Lights (working etc)
Tyres "OK"
Petrol Level Checked (please ensure ½ tank if present at end of journey)

<b>Mileage at Start:</b>
<b>Mileage at End:</b>
<b>Return of:</b>
Keys
AA Card
Petrol Card
First Aid Box
<b>If refuelling was necessary for this trip:</b> Receipt attached <b>Yes/No</b> Mileage on Refuelling:
Were there any problems with the vehicle? <b>Yes/No</b>
Is so, has it been reported and who to?

7.2 When buses are loaned to third parties as part of our community commitment, the same signing in and out, checking and reporting protocols apply and an agreement is signed by the third party.

### 7.3 Tractors

The estates team are trained in their use and the times they are used are largely not when children are outside. Where a vehicle and children must share the same space (such as at crossing points) the vehicles always give priority to pedestrians and follow the signed speed limits. Tractors are maintained and serviced by the estates manager and records are kept by him.

### 7.4 Accessible Parking

The school has three designated accessible parking spaces which can be made available through a permit system on a permanent or temporary basis through the office.

### 7.5 Vehicles and on-site movements

St. Michael's School is conscious of the inherent risk associated with large numbers of cars moving on the site. There is specific drop off and pick-up areas and direction are given parents on how and where to pick up their children. Movement of coaches and other vehicles on the site are where possible arranged to be outside of these hours. Maintenance and grounds staff using school vehicles around the site are instructed to avoid drop off and pick up times. They are also made aware of the need for diligence when moving around the site and do not do so when breaks are happening or sports lessons are taking place outside. There is a speed limit of 10 mph for all vehicles on school property. De-mountable bollards restrict access to the playground area. In the event of an emergency/ fire, the key for the padlocks on these bollards is kept by the Estates Manager.

Contractors are (where possible) allocated specific areas of movement and times of movement around the site.

## Section 8: Out of Bounds Areas

### Pre-Prep:

- Woods and land around the car park

### Prep:

- The tractor and equipment area opposite the staff room
- Behind the school site
- The Warren unless accompanied by staff
- Old Pitch unless accompanied by staff
- The Swimming Pool unless supervised by suitably qualified staff
- The Science and ICT labs unless accompanied by staff
- The Woods beyond the marked trees/ map play area.
- Any part of the school deemed temporarily out of bounds for safety or curriculum reasons (there will be a notice)

- The fire stairwell beyond the Y5 landing

## Section 9: Accidents and Near Misses

### 9.1: Accidents

Both the Health and Safety Officer and the Headteacher (via the H&S Officer) are to be notified of all accidents and Near Miss (no injury) incidents and the following details entered into **EdAware**:

- Full name, address and occupation of the injured person
- Date and time of the accident/incident
- Place where the accident/incident occurred
- Clear concise description of the accident/incident
- Cause and nature of the injury
- Name and occupation of the person entering the details (if not the injured person).

9.1.1: Near Miss Spreadsheet can be located in: <T:\Whole School\Health and Safety 2019\Near Misses>

Accident and Near Miss records will be kept for at least 3 years from the date of the last injury, though it is prudent to retain these records indefinitely. In any event, they should not be destroyed or disposed of without the prior consent of the school's insurers.

9.1.2: The Health and Safety Officer is to investigate all serious incidents. Serious accidents or potentially serious will be investigated and provision put in place as soon as is reasonably practicable to avoid reoccurrence.

9.1.3: The school must notify the enforcing authority (HSE) by the quickest practicable means (normally by telephone) and complete and submit (RIDDOR) Form F2508 within 15 days, where:

- Any person dies as a result of an accident in connection with work
- Any person at work suffers a major injury as a result of an accident in connection with work
- Any person at work suffers an injury as a result of an accident in connection with work and is taken from the school to a hospital for treatment which requires admittance for more than 24 hours
- There is a dangerous occurrence.

The latest HSE RIDDOR reporting stipulations for schools are to be found on the HSE website here:

<http://www.hse.gov.uk/pubns/edis1.pdf>

## Section 10: Health & Safety Management

The school's Governors have overall responsibility for the implementation of the policy and will prioritise financial decision making to support the policy. In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the school's management team during management and board meetings. A copy of the policy will be given to all employees when they join the school. When changes have been made to the policy, copies will be placed on the school's notice boards and/or the school's website.

## Section 11: Related Documents, Policies and Guidance

- Working at Heights fact sheet
- Manual handling fact sheet
- Online-Safety Policy
- Near Miss Procedure
- Safeguarding Policy
- First Aid Policy (for recording and reporting of accidents)

- Fire Safety Policy (for monitoring, service and review of Fire equipment)
- Asbestos Management Policy
- Stress Management Policy
- Training Log
- Legionella policy
- Security and Lone Working Policy
- Educational Trips and Visits Policy (for procedures for off-site visits),
- CIMP – Critical Incident Management Plan for all relevant contact details for health and safety emergencies
- Health and Safety Handbook
- Management of Contractors Policy
- Control of Hazardous Substances
- Maintenance Logs
- Administration and Storage of Medicines Policy
- Behaviour Management Policy
- Mini Bus Policy
- Risk Assessments Policy

Signed .....

(Chair of Governors)

Date .....

Signed .....

(Head Teacher)

Date .....

CF January 2010 Reviewed January 2013  
 Updated March 2014  
 Reviewed May 2015 JAI  
 Updated June 2016 JAI and by FGP 9<sup>th</sup> June 2016  
 Revised October 2016 JAI and Feb 2017  
 Updated July 2018 JAI / JBO  
 December 2018 JAI

## Appendix 1 - Trained Minibus Drivers

Full Name	Training Course Title	Training Course Start Date	Training Course End Date	Renewal Date	Certificate Held
Mr F Wiseman	Mini bus Training	21st June 2016	21st June 2016	21st June 2019	Yes
Mrs Sarah Grayland	Minibus re-assessment	21st June 2016	21st June 2016	21st June 2019	Yes
Mrs Z Leech	Minibus re-assessment	30 June 2015	30 June 2015	July 2018	Yes
Mr Ian Smith	Minibus re-assessment	19th June 2018	19th June 2018	July 2021	Yes
Mrs Cal Wade	Minibus re-assessment	21st June 2016	21st June 2016	21st June 2019	Yes
Mr Steve Wade	Minibus re-assessment	21st June 2016	21st June 2016	21st June 2019	Yes
Mr Andrew Bannister	Minibus re-assessment	19th June 2018	19th June 2018	01 July 2021	Yes
Mrs Jude Caswall	KCC Minibus Driver Training	19th June 2018	19th June 2018	Jul-21	Yes
Mrs Di Birmingham	KCC Minibus Driver Training	14th October 2015	14th October 2015	14th October 2018	Yes
Mrs Cat Ward	KCC Minibus Driver Training re-assessment	21st June 2016	21st June 2016	21st June 2019	Yes
Mrs Laura Andrade	KCC Minibus Driver Training/PCV	21st June 2016	21st June 2016	21st June 2019	Yes
Mrs Tracie Jane Smith	KCC Minibus Driver Training	14th September 2016	14th September 2016	14th September 2019	Yes
Mrs Julie Barnes	KCC Minibus Driver Training	14th September 2016	14th September 2016	15th September 2019	Yes
Gordon Baird	KCC Minibus Driver Training	Nov-16	Nov-16	Nov-19	Yes
Joel Thomas	Full PCV	In process			
Tom Cobb	Full PCV	In process			
Dr Andrew Dodd	KCC Minibus Driving Training	9th October 2017	9th October 2017	9th October 2020	

## **Appendix 2**

Standard agenda for health and safety meetings

# **Health and Safety Committee Meeting**

## **Standard AGENDA**

**Attendees:**

**Apologies for absence:**

- 1. Matters arising from the previous Minutes**
- 2. Accident Review**
  - Preprep
  - Prep
- 3. Staff Concerns/Issues**
- 4. Near Misses**
- 5. Training**
- 6. Policies and Procedures**
- 7. Inspections and Audits**
- 8. New/revised legislation**
- 9. Any Other Business**
- 10. Date of Next Meeting**

## Appendix 3

HSE – Report of an Injury document can be accessed via this link: <https://extranet.hse.gov.uk/lfserver/external/F2508IE>



Health and Safety  
Executive

Health and Safety at Work etc Act 1974  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Zoom

### Report of an injury

#### About you and your organisation

*Title	*Forename	*Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Job Title	<input type="text"/>	*Your Phone No <input type="text"/>
*Organisation Name	<input type="text"/>	
Address Line 1	<input type="text"/>	<i>(eg building name)</i>
Address Line 2	<input type="text"/>	<i>(eg street)</i>
Address Line 3	<input type="text"/>	<i>(eg district)</i>
*Town	<input type="text"/>	
County	<input type="text"/>	
*Post Code	<input type="text"/>	Fax Number <input type="text"/>
*E-Mail	<input type="text"/>	

Remember me

\*Did the incident happen at the above address?  Yes  No

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