

# Park Hill Primary School

## Health and Safety Policy



Approval Level	Governing Board
Date Reviewed	18.03.25
Approved On	24.03.25
Category	Statutory
Next Review Date	Annually – March 2026
Policy Availability	On request or direction/School SharePoint/Staff Induction
Written By	SIPS
Related Document(s)	Glossary of Acronyms (available on school website)

### **Policy Version Control**

<b>Date of Change</b>	<b>Details of Change</b>
September 2022	Change of Chair of Governors
November 2022	Added Health and Safety Governor to key personnel
January 24	Change to Health & Safety Governor
March 2025	Added Part Time Site Manager to Key Personnel
March 2025	Added Health & Safety Governor to Key Personnel

## **Contents**

Health and Safety Policy Statement  
Organisation/Responsibilities  
Responsibilities  
Governing Board  
Head Teacher  
Deputy Head Teacher/Senior Management Team  
Educational Visits Co-ordinator  
Business Manager/Site Manager  
All Employees  
Organisation – Health and Safety Management System  
Policy Development  
Cooperation, Consultation and Communication  
Competent Advice  
Planning and Prioritising  
Measuring Health and Safety Performance  
Auditing/Inspecting Health and Safety Performance  
Reviewing Health and Safety Performance  
Arrangements  
Accidents and Aggressive Incidents  
Asbestos Management  
Contractors and Service Providers  
Control of Substances Hazardous to Health  
Display Screen Equipment  
Electrical Equipment  
Fire Procedures  
First Aid Arrangements  
General Workplace Safety  
Legionella (water safety)  
Lifting Equipment  
Manual Handling

New and Expectant Mothers

Off-Site/ Out of Hours Activities

Premise Management

Protective Clothing and Equipment

Risk Assessment

Security and Lone Working

Stress and Occupational Health Services

Vehicle Movements On-site

Violence and Aggression

Training

Appendix One H&S Training Requirements for school based staff

## Health and Safety Policy Statement

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations to both employees and others who may be affected by our activities at Park Hill Primary School.

To meet these obligations, we will:

- Ensure that health and safety is embedded into all our activities and that effective health and safety management systems are in place
- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health
- Consult our employees on matters affecting their health and safety
- Promote a positive health and safety culture where employees and their representatives are able to raise health and safety issues and are empowered to work safely
- Provide information, instruction and supervision for employees to enable them to do their work safely
- Ensure all employees are competent to do their tasks, and are given adequate training
- Provide and maintain safe plant & equipment and ensure that substances are handled and used safely
- Provide an environment in which staff can work without fear of violence, intimidation or threats; and
- Regularly review our health & safety performance by monitoring and auditing

We are committed to continuous improvement in health & safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by;

- Effective leadership by Governors, the Head Teacher and senior staff
- Participation of all employees; and
- Open and responsive communication

### **Key Personnel in Relation to this Policy**

<b>Name</b>	<b>Role(s)</b>
Mrs L. Lohan	Chair of Governors
Mrs D. Shepherd-Green	Health and Safety Governor
Mrs C. Logan	Head Teacher Premise Manager
Mrs A. Boardman	Deputy Head Teacher
Mrs J. Ffrench	School Business Manager
Mrs J. Hickman Mr J. Hardwick	Site Manager
Mrs N. Glover	Educational Visits Co-Ordinator
SIPS Education	Health & Safety/Risk Management Team

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; copies will be displayed on Office 365 SharePoint - Policies and available as a hard copy on request. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes

It is only by securing a total commitment to health, safety and welfare matters from those who work for, or on behalf of Park Hill Primary School that the high standards we set ourselves will be achieved.

## **Organisation / Responsibilities**

This section of the health and safety policy sets out lines of communication and how duties are delegated and tasks allocated. It includes an outline of the roles of the Governors, Head Teacher and senior leadership team along with more specialist roles such as Educational Visits Co-ordinator, School Business Manager and Site Manager. It also details the role of competent advisors at Health and Safety Support team SIPS Education.

### **Responsibilities**

#### **Governors will:**

- Ensure health and safety issues concerning the school are identified and appropriate action taken
- A school safety policy is produced and that the policy is regularly reviewed
- Receive and action regular and routine H&S reports from the Head Teacher/Business Manager to enable them to monitor and evaluate the effectiveness of the H&S management system
- Ensure that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensure that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensure appropriate arrangements are in place to consider health and safety issues at Governing Board level

#### **Head Teacher will:**

- Establish H&S objectives and ensure the development and implementation of a school H&S action plan for continuous improvement in H&S
- Ensure adequate resources are available to successfully manage H&S in their school
- Ensure detailed policies, procedures and arrangements with regard to health, safety and welfare matters within the school are established in writing, and that they are communicated, understood and followed by all members of staff, including temporary/supply staff
- Ensure that risk assessments are undertaken by a competent person and reviewed on an appropriate basis
- Ensure staff are aware of their responsibilities and ensure that those to whom Health and Safety responsibilities have been delegated, are suitably trained and competent to undertake the tasks
- Ensure systems are in place for the adequate consultation and communication of H&S matters with employees
- Assume the role of Premise Manager and Responsible Person under the Regulatory Reform Order Fire Safety
- Ensure the effective proactive and reactive monitoring of H&S
- Ensure procedures are in place for reporting and recording and investigation of accidents and where appropriate preventive measures are taken to reduce the number of incidents
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order

- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises
- Ensure the school has access to competent H&S advice

### **Deputy Head Teacher/Senior Management Staff/Business Manager**

- Support the Head Teacher and carry out duties in their absence
- Develop and implement arrangements and procedures to protect the health and safety of staff, pupils and others
- Undertake risk assessments as appropriate and ensure that suitable controls are in place
- Put forward suggestions to improve health and safety controls to the Head Teacher

### **Class Teachers**

Staff timetabled to be in charge of classes have the following responsibility to assist the Head Teacher:

- To follow safe working procedures personally
- To ensure the safety of pupils in classrooms and other areas of the school whilst in their charge
- To be aware of and to adopt safety measures within their teaching areas
- To request special safe working procedures, protective clothing, guards, etc., where necessary and ensure they are used
- To make recommendations to the Head Teacher regarding the safety of equipment or tools, in particular any equipment or machinery which are potentially dangerous
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out

### **Educational Visits Co-ordinator (EVC)**

Follow the National Guidance <http://oeapng.info/> where full responsibilities are outlined:

- Ensure that staff involved in educational visits, are aware of their responsibilities regarding the off-site visits policy and school trip procedures and have ready access to it. (Both can be found on Office 365 SharePoint – Policies/Staff Shared area)
- Inform the Head Teacher of all non-routine visits

### **Site Manager**

- Ensure all building related registers/log books i.e. asbestos, fire, legionella are in place and kept up to date
- Ensure that statutory testing and any inspections identified from site related assessments are carried out at the required intervals either by the site team or by competent contractors/persons
- Ensure that arrangements are in place for the safe management of any substances used on site
- Ensure the building is secured at night

- Undertake risk assessments as appropriate and ensure that suitable controls are in place

### **Business Manager**

- Ensure that funds are available to carry out actions identified in the school's health and safety action plan
- Carry out regular site inspections with the Site Manager and Deputy Head Teacher

### **Employees General Responsibilities**

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully
- To use correctly any equipment provided for his/her safety
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative
- Report accidents or dangerous occurrences at the earliest possible opportunity
- Be familiar with and observe at all times all safety policies and procedures
- Take reasonable precautions to ensure the safety of all persons in their charge

### **Organisation – Health and Safety Management System**

This section of the policy explains Park Hill Primary School's health and safety management system.

#### **Policy Development**

Park Hill Primary School will keep our health and safety policy, including organisation/responsibilities and arrangements, under regular review to ensure they remain current and effective.

All local policies and procedures, and revisions to them will be authorised by the Head Teacher and Governing Board and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

#### **Cooperation, consultation and communication**

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health and safety systems, policies, procedures and risk assessments.

To ensure that health, safety and welfare is considered at a local level the Governing Board has decided that school health, safety and welfare matters be dealt with by the Resource Committee.

The Resource Committee will consist as a minimum of, the Head Teacher and representatives of the school Governing Board.

Our policies, procedures and assessments will be made available to staff Office 365 SharePoint – Policies/Staff Shared Area or a hard copy on request.

## **Competent Advice**

Key health and safety competencies required within the school will be determined by use of a training analysis, see appendix one. In addition, competent and trained school staff will receive expert guidance and advice from the Health and Safety Support Unit at SIPS Education.

## **Planning and Prioritising**

We will ensure that health and safety is embedded into all our activities and that effective health and safety management systems, including a School Improvement Plan are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health.

## **Measuring Health and Safety Performance**

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governing Board on a regular basis (annually), or as required.

In order to substantiate that health and safety standards are actually being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school will use different types of systems to measure health and safety performance:

### **Active Monitoring Systems:**

- Regular inspections of the workplace – daily inspection from Site Manager and weekly inspection by Deputy Head Teacher, Business Manager and Site Manager
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken

### **Reactive Monitoring Systems:**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, hazard reports by the senior management team to ensure appropriate remedial action is taken to help prevent recurrence

## **Auditing/Inspecting Health and Safety Performance**

- As part of our active monitoring we will carry out regular health and safety inspections/self-audits in accordance with our health and safety plan
- Periodically arrangements will be made for Cleaning and H&S Audits to be undertaken by Health & Safety Support – SIPS Education

## **Reviewing Health and Safety Performance**

- Our health and safety performance, including progress on our health and safety plan, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated each term by the Head Teacher, Deputy Head Teacher, School Business Manager and Site Manager. Termly reports will be presented to the Resource Committee

## **Arrangements for Health, Safety and Welfare**

### **Accidents and Aggressive Incidents**

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction
- Employees must report accidents (Form SCW012), violent incidents, dangerous occurrences, and near misses on the relevant forms. These can be obtained from the School Business Manager and are also available on Office 365 SharePoint – Staff Shared area
- Accident and aggressive incidents will be monitored and reported to the Governing Board each term in order to identify issues/trends and put in place measures to reduce the number of incidents
- For every accident, where appropriate, the School Business Manager will investigate all accidents and take remedial steps to avoid similar instances recurring
- Any incident subject to RIDDOR (i.e. fatality, major injury, over 7-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to the HSE via the on line reporting system apart from fatalities and specified injuries **only** which must be reported by calling the Incident Contact Centre on 0845 300 9923. The Head Teacher/School Business Manager is responsible for reporting all incidents subject to RIDDOR
- Accident/Incident forms completed subject to RIDDOR, (SCW012), should be sent to Sandwell Council's Corporate Health & Safety Unit

### **Asbestos Management**

- The Head Teacher / Site Manager is responsible for the management of asbestos on the school site and has a legal duty to prevent exposure to staff, pupils and contractors etc. to asbestos
- An asbestos management survey has been carried out by a competent asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACM's) Areas that were not surveyed are presumed to contain ACM and managed accordingly. These are located in the Site Manager's office
- The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when ACM's have been removed)

- A risk assessment has been carried out and an asbestos management plan has been produced. (Asbestos Log Book)
- Before contractors / staff are allowed to work on our buildings, they are made aware of any ACM's they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the Site Manager
- Site Manager has been nominated to manage ACM's on site and has attended training on the management of asbestos
- A refurbishment/demolition survey will be carried out prior to any major work e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs
- If ACMs are accidentally damaged we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation

### **Contractors and Service Providers**

For the purpose of this section, the term 'contractor' includes anyone who is carrying out repairs, maintenance and improvements at the establishment

- The Head Teacher/Site Manager has a responsibility to ensure that contractors on site do not endanger the health, safety and welfare of employees, visitors, service users and the public
- When the school is used for purposes not under the direction of the Head Teacher, (Lettings) then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control. The building and general responsibilities for on-site health and safety remain with the Head Teacher, as the primary occupier
- Contractors working on the school premises are required to identify and control risks arising from their activities and to share this information with the school in advance of work starting
- Where we commission work ourselves we will ensure that appropriate health and safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements on site
- Contractors must ensure that they share all relevant information with any sub-contractors they use

### **Control of Substances Hazardous to Health (COSHH)**

- Wherever possible we will use non-hazardous products in school
- An inventory of substances held within school is located in the Site Manager's office

- All hazardous substances used in the school will have a COSHH assessment undertaken by the Site Manager before they are brought into use. No substance will be used until the appropriate assessment has been undertaken (COSHH assessments relating to classroom items can also be found in each classroom)
- All hazardous substances will be stored appropriately and securely when not in use
- Staff will be informed how to use products safely and will receive training if appropriate
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it

### **Display Screen Equipment**

- All DSE Users will complete a DSE self-assessment
- All self-assessments will be checked by the Site Manager who will decide if any further action/controls are required

### **Electrical Equipment**

- All electrical equipment will be properly maintained
- Risk assessment will identify the frequency that equipment should be electrically tested. Testing will be carried out by a competent person and records kept. The Site Manager will arrange PAT testing on an annual basis
- All members of staff are encouraged to visually inspect electrical equipment prior to use for any obvious signs of damage. Any defects should be reported to the Site Manager or Business Manager
- Any item failing an inspection/test should be taken out of service immediately and until such time as it can be repaired and retested, or a decision is made to scrap the item
- Second hand or acquired electrical equipment, or employees/visitors own equipment, may not be used within the school until it has been inspected and tested

### **Fire Procedures**

- The school will ensure that a fire risk assessment is carried out on the premise by a suitably trained competent person
- The fire risk assessment and fire log are located in the Site Manager's office
- Any actions identified by the fire risk assessment will be addressed by an appropriate action plan
- The assessment will be reviewed on an annual basis
- The Site Manager will carry out Personal emergency evacuation plans (PEEPs) for any staff or pupils requiring one due to disability or ill health

- Firefighting equipment, fire alarm systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessment
- The Site Manager will be responsible for ensuring that all checks identified by the fire risk assessment are carried out at the required frequencies and recorded in a Fire Log Book
- A fire evacuation plan will be produced and appropriate staff will be appointed and suitably briefed to act as fire marshals
- Fire safety drills will take place at least once a term
- All staff will receive training in the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precaution
- Pupils will be briefed on the evacuation procedure at the start of the school year
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise

### **First Aid Arrangements**

- We will complete a risk assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident
- Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities
- The Head Teacher/Business Manager will ensure that all first aiders are suitably trained and that their certification is up to date
- First aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given
- First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately
- Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes
- All staff will make themselves familiar with the details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents
- The First Aid Policy can be found on Office 365 SharePoint – Policies

## **General Workplace Safety**

- Robust housekeeping is essential in assisting to reduce the likelihood of accidents resulting in slips, trips and falls, the most common cause of accidents in the workplace
- All members of staff are responsible for ensuring that their work area is kept orderly with equipment stored away in an appropriate manner to ensure general traffic routes and access to and egress from the workplace are kept free from obstructions at all times
- All spillages must be cleared up immediately to reduce the risk of slip accidents. Materials to assist staff in this area are stored in each classroom
- Training in dealing with bodily fluid spillages is provided to all staff, and delivered by SIPS Education, who are expected to clean up such spillages in the absence of the Site Manager

## **Legionella (Water Safety)**

- A legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly
- Any remedial work identified by the risk assessments will be addressed
- A copy of the risk assessment is located in the Site Manager's office
- We have a written scheme to manage the risk from legionella which includes the following controls:
  - Weekly flushing of little used outlets by the Site Manager
  - Monthly temperature checks by HSL
  - Quarterly de-scaling of shower heads by HSL
  - Annual water sampling by HSL

## **Lifts and Lifting Equipment**

- All our lifting equipment will be serviced and inspected by a competent person at the required intervals as required by LOLER
- Identified staff will be trained in the safe use of lifting equipment

## **Manual Handling**

- All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled
- Manual handling risk assessments will be undertaken by the Head Teacher

- A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task
- All staff must employ the principles of safe manual handling techniques and act in accordance with the guidance given through training and instruction provided by the school
- All moving and handling of pupils will be risk assessed and recorded by the Head Teacher. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor
- All staff who move and handle pupils will receive appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

### **New and Expectant Mothers**

- When notified a risk assessment will be carried out for any new or expectant mothers
- This risk assessment will be reviewed at regular frequencies

### **Off Site/Out of Hours Activities**

- All offsite/out of hours' activities undertaken by the school are conducted in line with the requirements outlined in Sandwell's Offsite / Out of Hours Educational Activities Policy and accompanying procedures
- The school has appointed an Educational Visits Co-ordinator, whose role is to act as liaison and provide assistance to the Group Leaders and to link with Sandwell MBC Educational Visits Advisers, to ensure all requirements of the policy are met

### **Premise Management**

- The school premise manager is the Head Teacher
- The school buys into Sandwell Council's Property Maintenance Account (PMA) on an annual basis. This covers maintenance and service arrangements for plant and equipment within the building, and records of specific safety checks including those for gas appliances, legionella, water hygiene, glass and safety glazing. Arrangements for minor repairs and safety inspections, such as PE equipment etc. are arranged and funded by the school

### **Protective Clothing and Equipment**

- Protective clothing and equipment (PPE) will only be provided when an assessed risk cannot be eliminated or controlled by some better means or where it is required by legislation
- Employees who are required to use PPE will be provided with appropriate information, instruction and training on its use and care

- Records will be kept of equipment issued, and to whom

### **Risk Assessments**

- The Site Manager is responsible for ensuring premises risk assessments are completed
- SLT/Class teachers are responsible for ensuring curriculum and outside activities risk assessments are completed
- Risk assessments are available for all staff to view and are held centrally in the Site Manager's office, as well as Office 365 Staff Share point.
- Classroom risk assessments are available in each classroom
- Risk assessments will be reviewed at least annually
- Specific risk assessments relating to individuals are held in the personal file

### **Security and Lone Working**

- This establishment is committed to creating a secure and safe environment for all pupils, staff and visitors to the school. A security risk assessment is carried out for the site which considers, for example, external fencing, controlled access to the establishment building and security of the building overnight and during the establishment holidays
- Any concerns over security or suspicious behaviour of individuals on/around the establishment site should be brought to the attention of the Head Teacher or Business Manager in their absence
- All visitors arriving at school must follow the signing in and out procedures
- Procedures in place for Lone working

### **Stress and Occupational Health Services**

- The school has adopted the Local Authorities Stress Management and procedures. This can be found in Office 365 SharePoint – Policies
- Stress risk assessments are undertaken by the Head Teacher
- Any concerns which staff have, should be brought to the attention of your supervisor as soon as possible
- The School purchases the 'Rise' employee support package in addition to the HR SLA. Employees have access to free counselling and other support services such as debt management
- Staff should familiarise themselves with the contents of the school stress policy which is located on Office 365 SharePoint – Policies

## **Vehicle movements on site**

- We will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover school events and maintenance activities where vehicles may need to access vehicle restricted areas

Arrangements for segregating pedestrians/vehicles:

- The use of separate pedestrian/vehicular access gates
- The majority of pupils enter the site via the playground gates that do not have vehicular access
- Low level fencing separates the pedestrian pathway and the driveway
- The school driveway has an electronic barrier system in operation. This is operated by the school office. Deliveries/visitors are given approval on to the site by the office staff
- School staff have the use of an electronic fob to activate the use of the barrier

## **Violence and Aggression**

- We will ensure that risk assessments and suitable controls are in place to cover any circumstances where staff may be subject to aggressive incidents
- All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature
- Signs are in place, sited in the main entrance of the school, informing visitors that violence or aggression of any form will not be tolerated

## **Working at Height**

- The schools nominated person responsible for work at height will be the Site Manager
- 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
  - Staff are trained to use the step ladders safely
  - Pupils will not be permitted to use ladders/stepladders

- Contractors will not be permitted to use any of the school's work equipment

## **Training**

- We will ensure that all staff, including temporary and agency staff, are competent and given appropriate health and safety training to undertake their role safely and carry out duties assigned to them
- All staff will receive a health and safety induction when they first start working at the school and further training requirements will be identified with reference to the training matrix at appendix one

## **Appendix One**

### **Health and Safety Training Requirements for School Based Staff**

Once staff have been designated with responsibility, they must receive appropriate training to enable them to discharge their duties competently.

#### **Induction**

The following basic training should form part of the induction training for all new members of staff:

- The School's Health and Safety Policy
- Any statutory requirements with regards to health, safety and welfare
- The major hazards which exist within the school (location of any asbestos for example)
- Risk Assessment procedures
- Safe working methods and accident prevention procedures
- Fire and Emergency procedures
- First Aid arrangements

The following table is indicative of the training requirements for different categories of employee within the school, and is not exhaustive. A suitable and sufficient risk assessment will also indicate the type and level of training required.

All training courses mentioned below are available through the Risk Management team at SIPs Education.

<b>Course Name</b>	<b>Category of Employee</b>	<b>Course Duration</b>
CIEH Level 3 Health& Safety in the Workplace	Essential learning for Head Teachers & Business Managers	3 days
CIEH Foundation Certificate Health & Safety in the Workplace	Essential learning for Premise managers	1 day
Asbestos awareness	Essential learning for Head Teachers & Site Managers	Half day
Fire Safety Management	Essential learning for Head Teachers & Business Managers & Site Managers	1 day
Compilation of Premise Log Book	Essential learning for Head Teachers & Site Managers	Half day
Stress & Workplace Violence Awareness	Recommended for members of the senior leadership team	Half day
General Risk Assessment	Aimed at a wider staff audience, role specific	1 day
Practical/Principles of Manual Handling	Aimed at a wider staff audience, role specific	Half day
Understanding COSHH	Aimed at a wider staff audience, role specific	Half day
Visual Electrical Equipment Testing	Aimed at a wider staff audience, role specific	Half day
DSE Training	Aimed at a wider staff audience, role specific	Half day
Incident Investigation	Aimed at a wider staff audience, role specific	Half day
Non-technical Playground Inspection	Aimed at a wider staff audience, role specific	Half day
Working with Contractors	Aimed at a wider staff audience, role specific	Half day

For training enquiries, please contact the Risk Management team, SIPs Education on 0121 296 3000