

# *St. John Baptist Church in Wales High School*



## HEALTH, SAFETY AND WELFARE POLICY

Signed by Chair of Governors on behalf of the Governing Body.....

Signed by Headteacher.....



## **HEALTH, SAFETY and WELFARE POLICY STATEMENT**

This Health, Safety and Welfare Policy has been formally adopted by the School Governors. The Policy accompanies and complements the policy set out by the Local Authority.

**It is the Health Safety and Welfare Policy of this school to provide and maintain a safe health conscience environment for the welfare of staff, pupils and others who visit the school premises and /or use its facilities.**

## **RESPONSIBILITIES FOR HEALTH AND SAFETY**

The Governors recognise that the position of Voluntary Aided Schools requires some further explanation.

In “Aided” schools, the Governors employ the teachers and, normally, all non teaching staff except the school canteen staff and are responsible for school buildings. While the premises are customarily legally vested with the Trustees, it is the Governors who have the day to day responsibility for their control and maintenance although the actual responsibility for repair is under the Education Acts, limited to external repairs and alterations to the buildings. Responsibility for internal repairs and alterations to the “accepted buildings” and for school grounds, remains with the Local Authority. However, under the Local Delegation arrangements certain of the responsibilities will now be delegated to the school Governors.

At a Voluntary Aided School, responsibility for repair and alteration work will fall into one of three categories:

- (i) That which is, by statute, the direct responsibility of the Governors for which they are directly accountable to the Welsh Government;
- (ii) That which is, by statute, the responsibility of the LA but which has been delegated to the Governors, who have to work within a budget figure determined by the LA.
- (iii) That which is, by statute, the responsibility of the LA and for which it has retained such responsibility and financial control.

The issues noted above, can be relevant to the “so far as is reasonably practicable” requirement of the HSW Act, and also to the defence that an alleged offence “is due to the act or default of some other person”.

## **THE AIMS OF THE POLICY**

In implementing the Policy the Governors will, so far as is reasonably practicable, provide adequate resources to:

1. provide and maintain a safe and healthy working and learning environment for staff, pupils and others visiting the school premises and for using its facilities;
2. provide, monitor and review safe systems of work;
3. promote a positive culture which recognises that health and safety is a corporate responsibility in which all have a part to play;
4. encourage participation in health and safety issues through systems in which all are concerned to raise health and safety matters immediately when perceived as requiring urgent attention or at regular meetings of staff and others;
5. allocate duties and responsibilities for safety matters and implementing the arrangements to ensure that the policy is executed;
6. review regularly, the policy to meet changes in personnel and circumstances;
7. monitor the effectiveness of the policy.

## **ORGANISATION OF HEALTH AND SAFETY**

As an integral part of this policy the Governors, set out below information on the organisation and levels of responsibility for Health and Safety at school.

### **A. GOVERNORS**

The Governors have the overall responsibility for Health, Safety and Welfare at the school. The health and Safety Governor is Mr Richard Ingre. To fulfil their responsibility they require that:

- (i) the various functions associated with Health, Safety and Welfare matters are clearly set out for all who use the school;
- (ii) the Headteacher ensures that staff are aware of the requirements of the Policy and that they are able to fulfil the prescribed tasks and functions;
- (iii) all staff cooperate in health and safety matters to control risks, to comply with legal requirements and to know that this is being achieved;
- (iv) where safety representatives are appointed by trade unions or associations their contribution to health and safety is recognised;
- (v) there is effective liaison with specialist advisers and representatives of outside agencies and contractors;
- (vi) health, safety and welfare objectives and performance standards are set for the school;
- (vii) appropriate risk assessments are in place to identify problems and possible solutions;
- (viii) inspections of the school premises are carried out regularly;
- (ix) they are informed of any reports on health, safety and welfare matters;

- (x) a report be made to parents through Governors' Minutes and the Annual Report.

## **B. LEVEL 1 - THE HEADTEACHER**

The Headteacher's representative is the Deputy Headteacher, Mr M Love.

Some specific responsibilities are delegated to staff with particular functions, i.e. Science, Technology Curriculum areas via CLEAPSS, the Physical Education Curriculum Area, Art, Home Economics and Site Maintenance. All of these curriculum areas will carry out specific risk assessments accordingly.

The Headteacher's representative for Health and Safety is the Deputy Headteacher, Mr M Love who shall:

- (i) Be the focal point for day to day references on safety and give advice or indicate sources of advice;
- (ii) Co-ordinate the implementation of the approved procedures in school;
- (iii) Maintain contact with outside agencies able to offer expert advice;
- (iv) Report all known hazards immediately and stop any practices or the use of any plant, tools, equipment, machinery etc considered to be unsafe, until satisfied as to their safety;
- (v) Make recommendations to the Headteacher/Governing body for additions or improvements to plant, tools, equipment machinery etc which are dangerous or potentially so;
- (vi) Make arrangements for investigation of premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazardous situations;
- (vii) Review the emergency regulations at regular intervals and make recommendations for improving the procedures laid down;
- (viii) Review regularly the dissemination of safety information concerning the school;
- (ix) Recommend necessary changes and improvements in facilities

The Deputy Headteacher line manages the Estates Manager, Mr A Scorey.

### **C. LEVEL 2: SUPERVISORY STAFF**

This policy also identifies those who have curriculum responsibilities and those who represent the non-teaching staff or have responsibilities for buildings and who are required to manage safety in those areas on a daily basis.

As such, the supervisory staff is directly responsible to the Deputy Headteacher for:

- (i) the correct implementation and operation of the school Health, Safety and Welfare Policy and other regulations, rules and procedures and Codes of Practices that are specific to their own area of responsibility;
- (ii) introducing, maintaining and monitoring those procedures and conditions which ensure the health, safety and welfare of all pupils, staff, visitors and other persons using their area of responsibility;
- (iii) accepting that within certain departments in the school whose activities are perceived as giving rise to potential hazards will require them to produce individual Health, Safety and Welfare documents for approval by or on behalf of the School Governors. These curriculum areas will include Science; Design and Technology; Physical Education; Art, Home Economics and Site Maintenance. These policies must be consistent with the School Health, Safety and Welfare Policy and that they:
  - require planning and assessment of risks before lessons start;
  - are controlled through regular checks;
  - are monitored and reviewed regularly;
  - are reviewed annually;
  - are effective in providing information and training (as appropriate) for staff, pupils and others concerning Health, Safety and Welfare issues;
  - Promote a positive attitude and approach to Health, Safety and Welfare while recognising the need to discipline those who consistently fail to consider their own Health, Safety and Welfare of others.
- (iv) in particular, supervisory staff should ensure that:
  - safety inspections are regularly made in their areas of responsibility;
  - appropriate action is taken whenever necessary to ensure Health, Safety and welfare of all pupils, staff and others;
  - all machinery and equipment in their specific areas is in good and safe working order and that safety guards (where applicable) are in place;
  - supervision and end of day procedures are followed in those specific areas to prevent unauthorised and improper use of all machinery and equipment in those areas of responsibility;
  - appropriate protective clothing and equipment for pupils and staff are provided, first aid and fire fighting equipment are present and maintained and proper training given on the operation of such equipment.
  - all chemicals and substances are the subject of written risk assessment, carefully used, stored and labelled especially toxic, hazardous and/or highly flammable substances;
  - Health, Safety and Welfare information contained in this policy is communicated to their staff.

- they report any Health, Safety and Welfare concerns to the Deputy Headteacher or Estates Manager by the correct procedures;
- They act upon reports received from Level 3 staff within an agreed timescale.

### **LEVEL 3: ALL STAFF**

- (i) All staff have a duty to take reasonable care of their own Health, Safety and Welfare of other persons who may be affected by their action or omissions at work;
- (ii) to this end all staff should practice, maintain and develop working practices under direction by those appointed, which ensure the health, safety and welfare of other staff, pupils, visitors and any other person in their charge by:
  - exercising effective supervision of pupils and to know emergency procedures
  - checking that work areas, machinery and equipment are adequately guarded and in good working condition before, during and after use;
  - Ensuring that toxic, hazardous and flammable substances are used correctly, labelled and stored and that potentially dangerous equipment is carefully counted back at the end of the lessons e.g. scalpels, scissors etc.
  - ensuring that safe procedures are followed by all pupils and visitors
  - ensuring that the correct and appropriate equipment and tools are used for the job and that protective equipment and safety devices are used by staff and pupils e.g. goggles, noise suppression apparatus, gloves, aprons, extraction equipment, fume cupboards etc.
  - knowing special safety measures in own subject area and ensuring they are applied
  - giving clear instruction, direction and warnings
- (iii) All staff must cooperate with the Governors in all matters concerning Health and Safety by:
  - not interfering or misusing anything provided for their Health, Safety and Welfare;
  - not making improper use of machinery or equipment;
  - reporting all accidents and “near misses” arising using the established accident reporting procedures;
  - taking an active interest in, promoting and contributing to the assessment of Health and Safety;
  - reporting hazards or defects in plant, premises, equipment and facilities as set out in this policy.

### **PUPILS**

The pupils are expected:

- (i) To exercise personal responsibility for the safety of themselves, class mates, members of staff and visitors as commensurate with their age and responsibility.
- (ii) To observe standards of dress consistent with safety and/or hygiene considered dangerous or unsuitable by any member of Staff/ Governing Body (either individually

or collectively).

- (iii) To observe all the safety rules of the school and in particular the instructions from staff, given in an emergency.
- (iv) To use and not wilfully misuse, neglect or interfere with things provided for their safety.

## **VISITORS**

Regular visitors and other users of the premises (eg delivery personnel from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the Health and Safety arrangements applicable to them, through the teacher to whom they are assigned.

## **ARRANGEMENTS ESTABLISHED TO CARRY OUT**

To enable the Deputy Headteacher, Headteacher and Governors to meet the requirements of the legislation referred to in this document, all staff must follow procedures and arrangements:

## **ACCIDENTS**

All accidents must be reported to the school office. As soon as possible after each incident, the circumstances must be fully and accurately reported on the appropriate accident form (HS5)(A) and the record must be kept in the first aid book as well and where necessary, detailed statements should be obtained. All accidents, near misses incidents and acts of aggression must be recorded.

If a member of staff or pupil is hospitalised, following an accident in school the accident form must be completed and faxed in the first instant to the health and safety section of the LA the same day, as it is a reportable occurrence. RIDDOR Incident/Accident Investigation and Injury Record form (HS5)(A) must be completed appropriately and forwarded to Health & Safety section of The LA.

These reports will normally be made by the member of staff or supervisor on duty (at break times and lunchtimes), or by teachers in charge (in lessons).

## **FIRST AID**

In case of illness or accident, first aid should be rendered only as far as knowledge and skill admit. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger. There are first aid boxes in designated areas. All first aid incidents must be recorded. Mrs Ison is responsible for First Aid and for organising training for first aiders and keeping up to date supplies.



## **TRANSPORT TO HOSPITAL**

If an ambulance is required, the emergency '999' service should be contacted by a member of staff. A responsible adult member of staff (who need not be a teacher but must be security vetted) should accompany a pupil to hospital. It may be appropriate to transport a pupil to a casualty department without using the ambulance service in cases of less severe nature. The pupil's parents/guardians must be contacted and asked to arrange this.

## **FIRE EMERGENCY PROCEDURES**

It is the duty of all members of staff to carry out these procedures as described in the staff handbook (With Reference).

## **HAZARDS**

Members of staff who have special areas of responsibility will be the first points of reference for colleagues reporting defects or problems of a hazardous nature.

Curriculum Leaders have a specific responsibility for health and safety within their own subject areas; when they cannot discharge that responsibility within the resources available to them, they must refer to problem to the Estates Manager or Deputy Headteacher. Curriculum Leaders should proceed immediately with interim measures pending rectification and liaise with the Estates Manager over remedial works.

Curriculum Leaders and other staff should be aware of the implications of the Control of Substance Hazardous to Health (COSHH) Regulations, and the Electricity at Work Regulations, where these are relevant to their work.

## **IN ADDITION TO THE SCHOOL HEALTH, SAFETY and WELFARE POLICY**

**The following is with reference too and in no way is it to be taken as a replacement or be substituted in the place of current legislation and law.**

## **CIVIL ENGINEERING AND CONSTRUCTION WORK**

Civil Engineering and construction work will be undertaken in conformity with all appropriate legislation, i.e. 'Construction Design & Management Regulations'. These Regulations will be applied with regard to client, designer and contractor responsibilities.

## **ASBESTOS**

The Management of asbestos within the school establishment will be afforded high risk priority. An asbestos register is kept at the main office for information and inspection by those required to know its content.

## **WORKING AT HEIGHT**

Arrangements of working at height will be made for the safety of employees, contractors and sub-contractors required to work in elevated positions. This includes the means of access and egress and protection against falls.

## **CONTROL OF NOISE**

So far as is reasonably practicable, any exposure of staff, pupils and others to noise will be minimised. Noise levels will be assessed at prescribed intervals to determine whether they are within guidelines, if they are in excess of 80db (A) Arrangements for the protection of staff, pupils and others will be taken in accordance with the 'Noise at Work Regulations'. Equipment and Machinery will be assessed and where necessary, noise levels reduced so far as is reasonably practicable. Where noise levels cannot be reduced, the correct protective equipment must be available and used.

## **GUARDING OF MACHINERY**

Machinery will be appropriately and properly guarded whilst in accordance with the Provision and 'Provision Use of Work Equipment Regulations' and 'The British Standards of Safeguarding Machinery'. Staff, pupils and others will ensure that, where guards are fitted, they are correctly used and properly maintained.

## **MANUAL HANDLING**

Manual Handling assessments will be undertaken to conform with 'The Manual Handling Regulations' and measures introduced to reduce any risk of injury.

## **FIRST AID**

All staff, pupils and others must comply with the 'Health and Safety (First Aid at Work) Regulations' by ensuring adequate provision of 'First Aiders, Appointed Persons'. Names of designated 'First Aiders, Appointed Persons' will be displayed and distributed. These Persons must be trained to the appropriate standard and can only be allowed to practice 'First Aid' after the required certificate has been issued. The Deputy Headteacher organises this.

## **DISABLED STAFF AND PUPILS**

Arrangements will be made to ensure that disabled staff, pupils and others will not be treated less favourably because of their disability. The Disability Discrimination Act will be adhered to, so far as is reasonably practicable.

## **FIRE**

Those Persons 'Nominated' (Adrian Scorey, Richard Ingrey, Derek Williams, Jason Jones, Heidi Nicholas and Adrian Jones) in this 'Health and Safety Policy' as far as is reasonably practicable, will comply with the legal requirements, laid down by regulatory reform (fire safety) order.

## **DISPLAY SCREEN EQUIPMENT**

Arrangements will be put in place for the use of visual display units and will conform with HSE guidelines under The Display Screen Equipment Regulations.

## **ENVIRONMENT CONTROL**

There is a statutory responsibility of schools with the new Carbon Reduction Commitment (CRC) Energy Efficiency Scheme Regulations, which came into force April 2010.

An appropriate environmental standard will be implemented and monitored, involving heating, lighting, ventilation and waste including recycling and will be in accordance with, The Workplace (Health, Safety and Welfare) Regulations.

## **ELECTRICAL SAFETY**

Governors recognise that the risks associated with electricity and electrical equipment, which includes the risk of electrocution, burning, fire, explosion and arcing. Periodic inspection of portable electrical equipment is required by law and where necessary, records must be kept along with equipment inventories. It is required that a system of Portable Appliance Testing (PAT) is widely used to ensure all portable appliances are tested periodically. In certain circumstances 'RCD's are fitted to be used as additional control measures. Residual Current Devices (RCD) will also require periodic testing.

The LA organises this as part of the service level agreement.

## **HAND / ARM VIBRATION**

Control measures for the monitoring of such equipment that is likely to cause levels of vibration should be identified and the risk assessed.

Control measures such as vibration monitoring, appropriate maintenance, provision of gloves and the purchase of low level vibration machinery, tooling etc should be implemented.

Training should be given to all staff, pupils and others who use vibration equipment, to reduce the risk presented and familiarise themselves with the control measures required.

## **DUST EXTRACTION IN WORKSHOPS (LEV)**

Where Local Exhaust Ventilation (LEV) is fitted in a workshop environment, the competent person(s) must risk assess the situation. The exposure to staff, pupils and others must be controlled. The adequate training of staff, pupils and others must take place.

Competent staff must ensure that, the (LEV) be thoroughly examined and tested annually and question whether existing controls are working well enough. Complete the appropriate log book. Follow the instructions of the manufacturers user manual.

## **VIOLENCE AT WORK**

The Governors will ensure an appropriate system of work which effectively manages the risk of violence to staff. This measure is not limited to physical assault but includes equally distressing intimidation, verbal aggression and discriminatory behaviour.

## **LEGIONNELLA**

The Management of legionnella is aimed at employers who manage premises with hot and cold water services. The main duty of managing is prevention of an occurrence.

Assessments to ensure that water services are acceptably safe with regard to the Control of Legionnella Bacteria in water systems and to show compliance with current Legislative requirements.

## **AIR CONDITIONING**

It is a legal requirement, that where air conditioning units are installed there is a legal responsibility placed, for the necessary maintenance of such units. This has been legislated for and the responsibility lies with the present occupier.

## **USE of ELECTRICAL EQUIPMENT by OUTSIDE BODIES**

Although Governors recognise that electrical equipment will needed to be used by contractors and other external bodies who either visit the school site on a regular basis and/or are based at the school, the current legislation requires that all electrical items are tested as required under the current law and satisfies The Health, Safety and Welfare Policy currently in use.

## **UPDATING**

1. The policies developed so far will be amended in light of any changes, other policies will be developed as appropriate.
2. All documentation will be kept under review and updated to accommodate changes in policy, organisational arrangements and or standards and legislation.
3. Those requiring information will be kept informed accordingly.

## **ENVIRONMENT**

Defects in heating, lighting, ventilation, etc, should be reported to the Estates Manager who will initiate repairs/action as necessary. Any alterations to the school site must be agreed in the first instance by the Finance & Premises School Committee and Governors.

## **TRAFFIC MANAGEMENT**

As part of the traffic management health and safety process, the below measures are put in place to endure the safe circulation of pedestrians and vehicles.

Also to allow sufficient parking spaces for staff and visitors to part within the school grounds.

<b><u>Hazard</u></b>	<b><u>Control</u></b>
Vehicles on site including: <ul style="list-style-type: none"><li>• Parents/carers dropping off/picking up</li><li>• School transport</li><li>• Deliveries</li><li>• Refuse collections</li><li>• Visitors</li><li>• Environmental health/engine emissions</li></ul>	<ul style="list-style-type: none"><li>• Adequate signs</li><li>• Access onto school site for vehicles is prohibited at start/end of school day</li><li>• Designated bus bays with double parking for smaller vehicles</li><li>• Permit parking scheme and clear rules for students' vehicles</li><li>• Staff supervision</li><li>• One way traffic system</li><li>• Traffic calming speed ramp</li><li>• Designated crossing zone</li><li>• High vis jackets worn by staff during supervision of buses</li><li>• Buses not to arrive earlier than 14.50</li><li>• Yellow lined crossing where buses stop, including no waiting signs</li><li>• All buses/school transport to switch off engines whilst waiting for pupils</li></ul>
Reversing vehicles in particular: <ul style="list-style-type: none"><li>• Refuse collection</li><li>• Buses</li><li>• Cars</li></ul>	<ul style="list-style-type: none"><li>• Refuse vehicles arrive before pupils arrive</li><li>• Buses arrive and manoeuvre into place before end of school day</li><li>• At start of day pupils alight buses directly into 'safe area'</li></ul>
<ul style="list-style-type: none"><li>• Haphazard parking of vehicles</li></ul>	<ul style="list-style-type: none"><li>• Designated parking bays clearly marked/signed</li><li>• No parking areas clearly marked/signed</li></ul>
<ul style="list-style-type: none"><li>• Pedestrian routes</li></ul>	<ul style="list-style-type: none"><li>• No movement of vehicles from bus bays and car bays at end of day until all pupils are on buses or have departed on foot</li></ul>

## **ACTION AND RESPONSES TO HEALTH, SAFETY and WELFARE ISSUES**

An essential pre-requisite for response and action on any Health and Safety issues is that all items are reported through a single control point at the school which allows initial decisions to be taken quickly and on an informed basis as to what appropriate action needs to be taken. **The control point is the Maintenance Manual which is kept in the Reception Office** and in which any issues must be recorded in writing, in accordance with the directions accompanying the file at all times.

Over and above the ordinary working arrangements described above, in any matters identified by anyone as requiring urgent attention to avoid accident and injury, it is expected that those will be made known to the Deputy Headteacher and/or Estates Manager.

The school has established a working party comprising the Deputy Headteacher, Estates Manager and assistant and others who meet regularly to review those issues which relate to Health and Safety and to arrange for any appropriate remedial action to be taken.

Representatives of all areas of work or appointed by professional associations or trade unions are welcome to become members of this group.

In addition to those responsibilities included in the above sections are others whose Health and Safety implications are likely to be recognised only by nominated persons who have a particular responsibility to monitor and report on those matters.

These include:

(0) CLEAPSS	Dr G Williams (Science) Mr J Cates (Design & Technology)
(i) COSHH Regulations	Mr A Scorey (Estates Manager) Dr G Williams (Science Department). Mr J Cates (Design and Technology). Mr R Bradbeer (Art and Design)
RIDDOR	Mr A Scorey (Estates Manager)
(ii) Ionisation and Radiation Regulations.	Dr G Williams
(iii) Reporting Accident.	Mr A Scorey (Estates Manager)
(iv) Emergency Procedures	Mr M Love (Deputy Headteacher)
(v) Inclement Weather Procedures	Mr M Love (Deputy Headteacher)
(vi) First Aid	Mr M Love (Deputy Headteacher)
(vii) Work Experience	Mrs L Ison

(viii) School Trips/Risk Assessments	Mr M Love (Deputy Headteacher)
(ix) Dispensing Medicines	Mr M Love (Deputy Headteacher)
(x) Contractors on Site	Mr A Scorey (Estates Manager)
(xi) First Aid	Mrs Ison

### **CONTRACTORS ON SITE**

The involvement of contractors on the school site will vary:

#### **SUPERVISION/LIAISON**

- |  |   |
|--|---|
| (a) Day to day maintenance work and repairs                                | - Mr A Scorey (Estates Manager) and Site Maintenance Support. |
| (b) Major Capital Works/Projects involving construction and major repairs. | - Supervising Architect and Mr M Love (Deputy Headteacher)    |

All reasonable steps will be taken to ensure that such contractors are competent and will comply with statutory and advisory safety requirements and this policy statement.

To this end all contractors who are employed on the school premises must;

- have sufficient Third Party Liability Insurance to satisfy Diocesan and LA requirements;
- take reasonable care of their own Health and Safety and any others who may be affected by their omissions or acts at work, including their own employees, school staff, pupils and any other persons who may visit or use the school premises;
- report any pupils' poor behaviour to the teaching staff so that any matter can be dealt with in accordance with the school's disciplinary policy and procedures;
- only remove or alter such installations, fire safety notices and safety equipment that has previously been agreed with the Deputy Headteacher as part of any contract for repairs, maintenance or new additional works.

The Deputy Headteacher must take immediate and appropriate action if any contractor creates a hazard and refuses to remove it or reduce it to a safe level. This may require the suspension of the work and/or contract and an instruction for them to leave the school premises.

Through this policy the Governors have sought to put in place arrangements that are, so far as is possible, consistent with the LA's policy document. Where differences occur, it is the Governors' own policy which must prevail.

## **MONITORING THE HEALTH, SAFETY and WELFARE POLICY**

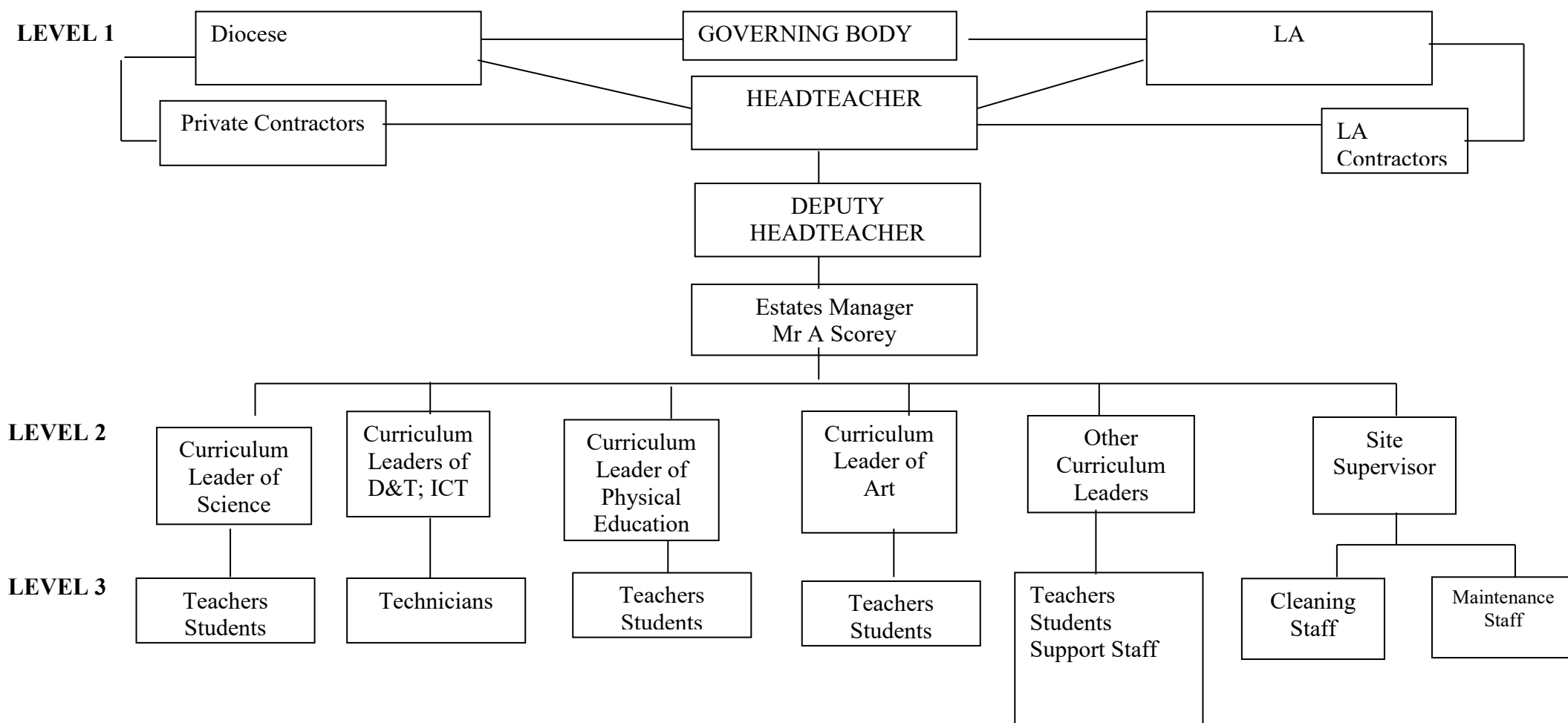
The Governors recognise the importance of monitoring the practices and procedures set out in this policy. This will be achieved by:

- (i) receiving regular reports from the Deputy Headteacher on issues concerning Health and Safety at the school including any remedial action taken to resolve the issues;
- (ii) monitoring accident and/or incident reports;
- (iii) reference to any report or advice provided by the Diocese and/or Local Authority, DFET and HSE on issues related to Health and Safety;
- (iv) reviewing and amending procedures as required by statutory changes or from experience of given situations;
- (v) by inviting a School Governor to work with the school Health and Safety group on issues related to Health and Safety, repairs and improvements;
- (vi) carrying out risk assessments of areas of the school and curtilage on a regular basis throughout the year.

## **REVIEW OF THE POLICY**

The Policy will be reviewed annually to ensure that the content, practices and procedures are appropriate to meet the continuing Health, Safety and Welfare needs of all pupils, staff and others at the school.



**HEALTH AND SAFETY****Management Structure**

## **PROCEDURES FOR RECORDING ANY HEALTH AND SAFETY MATTERS, REPAIRS AND SUGGESTED IMPROVEMENTS**

1. All teaching staff and support staff must, without delay, enter all identified items relating to Health and Safety, repairs and suggested improvements to the Estates Team or Mr Love.
2. The Estates Manager must instruct the cleaning staff to report any matters relating to Health and Safety to him.
3. Form teachers should encourage pupils to be aware of such matters and to report to them.
4. Any items having an urgent bearing upon Health and Safety must be brought to the attention of the Estates Manager or Deputy Headteacher at the same time.
5. A health and safety representative keeps a record of all health and safety issues occurring through the year.

## **PROCEDURES TO AUTHORISE AND ACTION ANY REMEDIAL WORK RELATED TO HEALTH AND SAFETY MATTERS, REPAIRS AND IMPROVEMENTS**

1. The Estates Manager in consultation with the Deputy Headteacher, Headteacher and Health and Safety Committee and, if necessary, outside agencies, will take any action required to attend to any issues presenting an immediate hazard to Health and Safety.
2. The Deputy Headteacher will arrange for the Health and Safety group to meet at a regular time every week during the term for the purpose of:
  - (a) reviewing any Health and Safety matters where instructions have been given for attention during the previous week and to monitor progress;
  - (b) discussing any outstanding items relating to Health and Safety matters, repairs and suggested improvements that were entered the previous week and to agree items to be attended to and when;
  - (c) categorising and prioritising any matters needing attention into “direct labour” work and/or works requiring external contractors;
  - (d) consulting with outside agencies or arranging meetings to discuss further action upon considered items;
  - (e) noting in the Maintenance Book the decisions and actions agreed at the weekly meeting.

Any instruction for any work to be undertaken either by direct labour or by external contractors within the school building and curtilage must be agreed by the Deputy Headteacher.