

## HEATH AND SAFETY GUIDE CONTENTS

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

### CONTENTS

Part 1 General Statement of Health and Safety Policy

Part 2 Organisation of the Health & Safety Policy

### WHOLE SCHOOL POLICY AREA GUIDANCE

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

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

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

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

## SIGNIFICANT TEACHING RISK AREAS

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

PE  
Science  
Design & Technology  
Art  
Drama  
Home Economics  
Support (maintenance, caretaking, grounds)