



Health and Safety Policy

Issue 03 /May 2023



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Introduction

Barnes Farm Infant School recognises and accepts the responsibilities within its undertaking to provide a safe environment for all of its employees, contractors, visitors and members of the public. Every aspect of Barnes Farm Infant School must have a responsible and thorough approach to safety, with safety being integrated into all aspects of its work.

Barnes Farm Infant School through its management team, strives to provide a safe and pleasant environment for employees, visitors, contractors, and customers. Throughout all projects to improve and develop Barnes Farm Infant School, continuous improvement in safety performance will remain a priority. Barnes Farm Infant School will work and co-operate with all parties to develop and maintain a positive safety culture.

We encourage all to safeguard their own and others safety by evaluating the risks encountered and to adopt sensible precautions to remove or minimise risk. With regard to Barnes Farm Infant School employees, as your employer, Barnes Farm Infant School must carry out assessments of the risks that you may face. I encourage you to inform your manager of any safety concerns that you may have.

1.0 The Philosophy of the Board of Trustees

The Board of Trustees of Barnes Farm Infant School is responsible, within the terms of the appropriate legislation, for the safety of its employees, visitors and customers. It accepts that the avoidance of accidents involving injury and the consequential human suffering is a common interest to all. Great importance is attached to safety with the commitment to play an influential role in providing a safe working environment. The Plan, Do, Check, Act approach achieves a balance between the systems and behavioural aspects of management. It also treats Health and Safety management as an integral part of good management generally, rather than as a stand-alone system.

<p style="text-align: center;">Plan</p> <ul style="list-style-type: none"> • Think about where you are now and where you need to be • Say what you want to achieve, who will be responsible for what, how you will achieve your aims, and how you will measure your success. You may need to write down this policy and your plan to deliver it • Decide how you will measure performance. Think about ways to do this that go beyond looking at accident figures - look for leading as well as lagging indicators. These are also called active and reactive indicators • Consider fire and other emergencies. Co-operate with anyone who shares your workplace and co-ordinate plans with them • Remember to plan for changes and identify any specific legal requirements that apply to you 	<p style="text-align: center;">Do</p> <ul style="list-style-type: none"> ▪ Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what you will do to manage the risk ▪ Decide what the priorities are and identify the biggest risks ▪ Organise your activities to deliver your plans In particular, aim to: ▪ Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues - develop positive attitudes and behaviours ▪ Provide adequate resources, including competent advice where needed ▪ Implement your plan ▪ Decide on the preventive and protective measures needed and put them in place ▪ Provide the right tools and equipment to do the job and keep them maintained ▪ Train and instruct, to ensure everyone is competent to carry out their work ▪ Supervise to make sure that arrangements are followed
<p style="text-align: center;">Check</p> <ul style="list-style-type: none"> • Measure your performance • Make sure that your plans have been implemented, 'paperwork' on its own is not a good performance measure • Assess how well the risks are being controlled and if you are achieving your aims. In some circumstances formal audits may be useful • Investigate the causes of accidents, incidents or near misses 	<p style="text-align: center;">Act</p> <ul style="list-style-type: none"> ▪ Review your performance ▪ Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations ▪ Revisit plans, policy documents and risk assessments to see if they need updating ▪ Take action on lessons learned, including from audit and inspection reports

1.1 Health, Safety and Welfare Statement of Intent

Barnes Farm Infant School recognises that high standards of health, safety and welfare are an integral element of a successful and efficient business. Effective Health and Safety management is central to our strategy for the wellbeing of the Company, its employees and those affected by our undertakings. We acknowledge Health, Safety and Welfare is a shared responsibility and is of equal importance to all other parts of the business.

As a company we are committed to ensuring compliance with the requirements of The Health and Safety at Work Act etc 1974 and other such relevant Health and Safety legislation that may from time to time be introduced. We will therefore ensure -

- All relevant statutory requirements are observed and are treated as the minimum standards to be applied to any work activities.
- Health, safety and welfare considerations are included in our business planning and decision making.
- Adequate information, instruction, training and supervision will be provided.
- Through risk profiling and risk assessment, the communication of the control measures will be adopted to eliminate and/or reduce risk in the workplace. Individuals will be made aware of the risk assessment findings.
- Plant, equipment and materials provided for work will be fit for purpose and adequately maintained to be free from unnecessary risk.
- Employees and stakeholders are actively encouraged to take care of their own safety and that of others affected by their works and to cooperate with Barnes Farm Infant School on Health and Safety matters.
- The immediate/underlying causes of accidents/incidents/near misses will be identified with the necessary preventive action implemented to prevent a re-occurrence.
- Provision and maintenance of a safe working environment and adequate welfare facilities.

To assist in the promotion of a positive Health, Safety and Welfare culture the Company, we will develop, implement, and maintain management controls. We will instigate sound communication of information on safety and health, monitor, audit and review matters of Health and Safety & Welfare, where necessary.

This Policy will be reviewed at least annually and/or as other circumstances dictate to ensure it remains effective.

1.2 Organisation

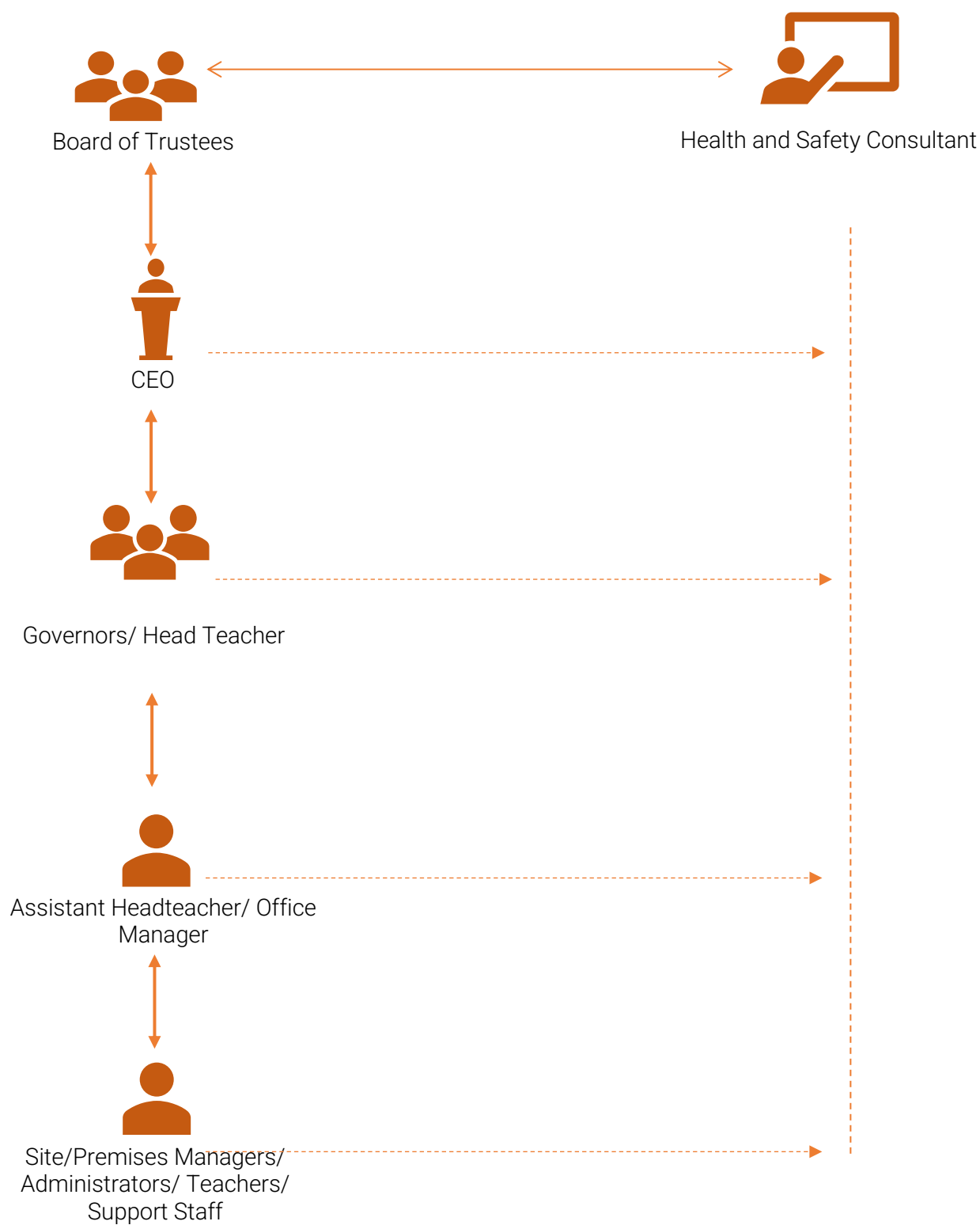
Organisations need to define the responsibilities and relationships, which promote a positive safety culture, and secure implementation and continued development of the safety policy. Structures and processes are required to:

Establish and maintain management control within an organisation; Promote co-operation between individuals and groups so that safety becomes a collaborative effort. Ensure the communication of necessary information throughout the organisation. Secure the competence of employees.

Barnes Farm Infant School maintains control of its business by;

- Engaging and obtaining the commitment of its employees
- Allocation of safety responsibilities to all employees
- Sufficiently resourcing the organisation to manage safety
- The setting of standards for performance
- Monitoring performance, by inspections and audit
- Investigating incidents and implementing improvements to prevent recurrence

Figure 1: Safety Management Flow Chart



1.3 Individual Responsibilities

Employee Safety Responsibilities Matrix

Policy Reference	Job Title
Board of Trustees	CEO/Board of Trustees
Governors	Governors
Head Teacher	Head Teacher
Managers	Assistant Head Teacher (s) Teachers Premises Manager SENCO Office Manager Lead Midday
Employees	Learning Support Assistants (LSAs) Administrative Staff Cleaners Midday Assistants

1.3.1 The Board of Trustees

- Strong and active leadership from the top with visible, active commitment whilst establishing effective 'downward' communication systems and management structures with integration of good Health and Safety management of business decisions.
- Develop and ensure a suitable environment for a positive Health and Safety culture.
- Engage the workforce in the promotion and achievement of safe and healthy conditions with effective 'upward' communication and providing high-quality training.
- Monitoring, assessing, and reviewing performance to include the identification and management of Health and Safety risks by accessing (and following) competent advice.
- Ensure that sufficient resources are made available for the management of Health and Safety.
- Authorise the Health and Safety policy (signatory).

1.3.2 Governors

- Set the direction within their area of responsibility for effective Health and Safety management by following the Health and Safety policy.
- Ensure and maintain a suitable environment for a positive Health and Safety culture.
- Take the lead in ensuring the communication of Health and Safety duties throughout the organisation.
- Develop systems to avoid Health and Safety issues and must respond quickly where difficulties arise, or new risks are introduced.
- Be aware of the significant risks faced by their organisation and ensure.
- Promote an enthusiastic culture that delivers a positive commitment to and engages all employees in continuous improvement in Health and Safety performance.
- Where necessary, implement and deliver an effective Health and Safety Committee.

1.3.3 Head Teacher

- Provide positive leadership on Health and Safety issues for the members of the work team for which they are responsible.
- Ensure and maintain a suitable environment for a positive Health and Safety culture.
- Promote a positive attitude in the workforce and encourage behaviours that protect both people and the environment.
- Monitor those employees under their control comply with their individual responsibilities in Health and Safety matters.
- Ensure appropriate arrangements are in place for two-way communication that includes the recording of accidents/incidents/near misses and the reporting of such under RIDDOR.
- Identify any Health and Safety training requirements of employees under their control and advise appropriate management accordingly.
- Ensure that the plant and equipment supplied is appropriate for the work and has any necessary certification. Ensure that only authorised and competent persons operate plant and equipment. Ensure that plant and equipment is immediately taken out of service to prevent further use if unsafe.

- Ensure that the disciplinary process for breaches of Health and Safety procedures and rules is applied where necessary.

1.3.4 Managers

Be aware of the Barnes Farm Infant School Health and Safety Policy and of the responsibilities it places on them. Ensure that employees under their control are aware of the Health and Safety Policy and carry out their work in a safe manner.

- Ensure and maintain a suitable environment for a positive Health and Safety culture.
- Be responsible for, and accountable to, their line manager for the Health and Safety performance of their function.
- Ensure those under their control receive adequate information, instruction and training with up-to-date records maintained.
- Organise work to be carried out in accordance with relevant Health and Safety risk assessments/safe systems of work (SSoW) including the use of PPE.
- Make adequate arrangements for monitoring the implementation of Health and Safety within their function.
- Ensure the correct Accident and Incident protocols are followed.
- Ensure that all contractors and visitors who may come into their area of control, are accompanied, or have received full information regarding the hazards of the area.
- Ensure that all personnel and others in the area under their control who may be affected, are made aware of the arrival of contractors, visitors, etc. They should also be informed of the nature and likely duration of the work or activities and any special hazards and precautions to be taken.
- Ensure that work equipment is in a safe condition and is operated by competent (and where appropriate, authorised/licensed) person(s) only. Ensure that plant and equipment is immediately taken out of service to prevent further use if unsafe.

1.3.5 Employees

- Co-operate with Barnes Farm Infant School in all Health and Safety matters.
- Contribute to maintaining a positive Health and Safety culture.
- Take reasonable care of your own Health and Safety and those affected by your work.
- Will not interfere with anything provided in the interest of Health and Safety.
- Report to their Line Manager any defects or hazards in any materials, tools or equipment or current work systems, and to notify the line manager, etc. of any assistance they require to carry out their work in a safe manner.
- Take care of Barnes Farm Infant School property entrusted to them. Keep equipment in good condition and in a safe place.
- Always work safely. If the safety aspects of an operation or work system gives cause for concern, to cease work and seek assistance from the Line Manager.
- Co-operate with Barnes Farm Infant School and contribute to the management of Health and Safety.
- Through their own actions encourage a positive awareness of the importance of a healthy and safe workplace.
- Report all accidents, incidents, or dangerous occurrences to their line manager.

1.3.6 Competent Persons for Health and Safety

- Provide consistent competent Health and Safety advice when/where required.
- Provide direction to Barnes Farm Infant School on Health and Safety issues and promote the adoption of current best practice.
- Conduct workplace monitoring visits as requested and provide feedback where necessary.
- ***Deliver full scope of works as agreed within the service proposal***

1.4 Communication & Consultation

Barnes Farm Infant School employees can, and are encouraged to, report any near misses, incidents or concerns they have on safety whilst in any Barnes Farm Infant School premises/site or when out on company business to their Line Manager for appropriate action.

Barnes Farm Infant School employees will be notified when policies and procedures have been produced or updated, and where necessary they will be provided with any training that may be required.

Further internal communication takes place in relation to safety matters in the form of;

- Team Briefings, Safety Forums and Toolbox Talk Type Sessions
- Safety Bulletins and/or Spotlight on Safety
- Health and Safety Law Poster
- Dedicated and Managed Safety Notice Boards
- Employees Consultation Process

Safety information comes into the organisation from a number of sources, including;

- Health and Safety Executive (HSE)
- Health and Safety Publications
- Competent Health and Safety Consultant/Advisor

1.5 Employee Competence

Competence can be described as **the combination of training, skills, experience, and knowledge that a person has and their ability to apply them to perform a task safely**. Other factors, such as attitude and physical ability, can also affect someone's competence.

Barnes Farm Infant School will take account of the competence of relevant employees when conducting risk assessments. This assists in deciding what level of information, instruction, training, and supervision needs to be provided.

Competence in Health and Safety should be seen as an important component of workplace activities, not an add-on or afterthought.

There is an ongoing requirement for safety related training for Barnes Farm Infant School employees to be undertaken.

The responsible Line Manager will ensure that an induction for all new Barnes Farm Infant School employees is undertaken and subsequently recorded. This induction will include relevant Health and Safety information and arrangements.

1.6 Information, Instruction, Training and Supervision

The Health and Safety at Work etc Act 1974 requires you to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the Health and Safety at work of your employees.

This is expanded by the Management of Health and Safety at Work Regulations 1999, which identify situations where Health and Safety training is particularly important, e.g., when people start work (induction), on exposure to new or increased risks and where existing skills may have become rusty or need updating (refresher training).

Like many employers, you may not be in a position to provide this training on your own, in which case you will need help from your Health and Safety Consultants.

The Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 require you to consult your employees, or their representatives, on Health and Safety issues. (Check also in Policy)

The Health and Safety (Training for Employment) Regulations 1990 ensure that learners doing work experience are covered by Health and Safety law.

If a person working under your control and direction is treated as self-employed for tax and national insurance purposes, they may nevertheless be treated as your employee for Health and Safety purposes. You need, therefore, to take appropriate action to protect them.

How to Deliver Appropriate Training

Firstly, you should show your commitment so the people being trained recognise that the training is important. You should consult your employees on the planning and organisation of the training. You should make sure that you properly prioritise and plan the training needs for your business. You may have appointed somebody to give you '**competent assistance**' and they will be able to help. Try the following five-step approach:

STEP 1 Decide what training your organisation needs

- Identify the skills and knowledge needed for people to do their job in a safe and healthy way. Compare these against people's current skills and knowledge and identify the gaps (training needs analysis)
- Review your experience of injuries, near misses or cases of ill health
- Look at your workplace risk assessments to see where information and/or training have been identified as factors in controlling risks
- Consider awareness training needs for everyone, including directors, managers and supervisors, including:
 - how you manage Health and Safety:
 - who is responsible for what
 - the cost to the business if things go wrong
 - how to identify hazards and evaluate risks; and
 - the hazards encountered and measures for controlling them.

STEP 2 Decide your training priorities

- Does the law require you to carry out specific training (e.g., first-aid training)? See 'The law' for more details.
- Priorities should include:
 - those where lack of information and/or training might result in serious harm
 - those that benefit the largest numbers of employees
 - new recruits or those new to the working environment
 - people changing jobs, working practices or taking on new responsibilities
 - Employees using new equipment
 - Consult employees for their views.
- You must provide training during working hours and not at the expense of your employees. Special arrangements may be needed for part-timers or shift workers.

STEP 3 Choose your training methods and resources

Don't forget that though there are many external trainers who can help you, much effective training can be done 'in-house'.

You should make sure that you meet the training needs of all of your workforce, including migrant workers who might not have good English, also people with poor literacy skills or those with disabilities, such as of sight or hearing.

Contact your Health and Safety Consultants for detailed information and advice on skills and training, including:

- the impact of training on business performance
- identifying training needs
- training methods
- how to set up in-house training
- how to evaluate your training
- how to find a training provider or course
- learning through networking with others.

STEP 4 Deliver the training

Make sure the information is easy to understand and try to use a variety of training methods to deliver your message. Make sure the trainer has enough time to prepare themselves, their resources and the venue – preparation is particularly important for people who are not experienced trainers.

STEP 5 Check that the training has worked (training evaluation)

- Do your employees understand what you require of them?
- Do they now have the knowledge and skills needed to work safely and without risk to health?
- Are they actually working as they have been trained to?
- Has there been any improvement in your organisation's Health and Safety performance?
- What feedback are you getting from line managers and the people who have been trained?
- Is further information and/or training needed?
- Was the most suitable training method used?
- What improvements can be made?
- Has there been a change in behaviour and practice?
- It can help you manage training if you keep records, even if it is in-house training
- You should monitor training records so that refresher training can be given when needed.

2.0 Health and Safety Arrangements

Accident, Incident, Near Miss and Hazard Reporting

All accident, occupational ill health and dangerous occurrences must be reported as indicated on the Accident and Incident Reporting Flow Chart (HS05a). The details of any accidents, incidents and dangerous occurrences will be recorded using the Accident and Incident Record (HS05).

Any witness statements taken after any accident, incident or dangerous occurrence is to be recorded using the Accident – Incident Witness Statement (HS07).

Any such accident/incident that is RIDDOR reportable must be reported by the Office Manager. For further information on RIDDOR please use RIDDOR Guidance document (HS05c)

If a child sustains a head injury then parents are informed by a letter which outlines the injury and symptoms to look out for.

Should the Office Administration Manager/SLT have concerns about the injury the parents will be contacted by phone.

It is important that in addition to accident and incident reporting, that the reporting of hazards (i.e. unsafe acts or conditions) and near misses is undertaken also. All hazards are to be reported and recorded using the Hazard Report Record (HS05b) this is to ensure pro-active safety management and assist in the reduction of injury, damage and loss throughout.

All near misses and hazards will be investigated locally by relevant Barnes Farm Infant School Management. Any corrective actions that may have been identified during any investigation need to be recorded on the relevant Accident and Incident Record, together with those who are responsible for closing out such actions.

Alcohol and Drugs

Barnes Farm Infant School is committed to providing a safe and healthy working environment for all employees, contractors and visitors. The use of illegal drugs, misuse of legal drugs or other substances and the abuse of alcohol present serious risks to the workplace in that they are known to impair performance and increase the likelihood of accidents.

For the purpose of this policy, unlawful drugs are those substances detailed in the Misuse of Drugs Act 1971 for which no prescription has been obtained.

The consumption of alcoholic beverages prior to commencing work (so that the employee can be reasonably regarded to be under the influence of alcohol) or during working hours is prohibited.

The Company regards any breach of this rule to be a disciplinary matter that may result in formal disciplinary action, including summary dismissal for acts of Gross Misconduct.

Any employee who is medically prescribed drugs, which may affect their safety and efficiency, should seek advice from their GP regarding their fitness to carry out normal duties. The Company prohibits the unlawful use, possession, sale, manufacture and distribution of controlled substances as detailed in the Misuse of Drugs Act. Any employee who is convicted of an alcohol or drug related crime should report this, along with written details, to Barnes Farm Infant School within 7 working days of conviction.

Barnes Farm Infant School regards any breach of this rule to be a disciplinary matter that may result in formal disciplinary action, including summary dismissal for acts of Gross Misconduct.

In addition to the above, please refer to the Chelmsford Learning Partnerships Code of Conduct Policy.

Asbestos

Under the Control of Asbestos Regulations, Barnes Farm Infant School recognises and accepts its duty to manage asbestos within its premises.

Barnes Farm Infant School has an explicit duty to assess and manage the risks from asbestos. The School Governors are ultimately responsible for the production and implementation of an asbestos management plan within its own premises (should one be required).

The Schools Asbestos Management Plan shall be controlled by the Site Management Team, who will ensure that the management of asbestos is compliant with current legislation.

In order to manage the risk from asbestos, the Duty Holder shall ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or isn't liable to be present within its own premises.

Where works are to be undertaken in premises under the control of other persons, information needs to be obtained as to the known location(s) of Asbestos Containing Materials (ACM's) within the premises.

In the absence of any information (such as asbestos registers, survey reports, etc.) relating to ACM's within the school premises, it shall be assumed that asbestos is present and therefore appropriate controls, dependent upon the activity shall be identified and implemented.

Where, during works, it is considered that other asbestos containing materials may exist, the Site Management Team shall be informed immediately, and the work(s) suspended until remedial action has been agreed.

The Control of Asbestos Regulations (Regulation 10) states that every employer must provide adequate instruction, information and training who are, or maybe exposed to asbestos. In accordance with this Regulation, Barnes Farm Infant School shall ensure that all staff who may come into contact with asbestos shall attend an Asbestos Awareness course that covers the following: -

- The properties of asbestos, its health effects and the interaction of asbestos and smoking
- The type of materials likely to contain asbestos
- What work could cause asbestos exposure and the importance of preventing exposure
- How work can be done safely and what equipment is needed

- Emergency procedures
- Hygiene facilities and decontamination.

Such training shall be undertaken at regular intervals to ensure any staff, that regularly have the risk of becoming exposed to asbestos, have the most up to date training and knowledge.

CDM Client

Barnes Farm Infant School recognises that they may be involved in works which fall within the scope of the Construction (Design and Management) Regulations (CDM) 2015 and that failure to meet the requirements of these Regulations may result in injury to persons involved with the construction project. This recognition however is not an acceptance, and it is the expressed intention of Barnes Farm Infant School to take all reasonably practicable steps to ensure that each member of employees and others affected by its undertakings are not exposed to risks that may lead to incidents that may result in injury or ill health. Barnes Farm Infant School is committed to working towards ensuring a safe, healthy and welfare-oriented environment. Barnes Farm Infant School will therefore take all steps necessary to meet this responsibility. In achieving this, Barnes Farm Infant School will ensure that:

As the 'Client':

- Make suitable arrangements for managing their project, enabling those carrying it out to manage Health and Safety risks in a proportionate way. These arrangements include: appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability
- Allow sufficient time and resources for each stage of the project
- Make sure that any Principal Designer and Principal Contractor are appointed in writing to carry out their duties in managing the project
- Make sure suitable welfare facilities are provided for the duration of the construction work
- Maintain and review the management arrangements for the duration of the project
- Provide pre-construction information to every Designer and Contractor either bidding for the work or already appointed to the project
- Ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins
- Ensure that the principal designer prepares a Health and Safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

For notifiable projects (where planned construction work will last longer than 30 working days and involve more than 20 workers at any one time; or where the work exceeds 500 individual worker days) Barnes Farm Infant School will:

- Notify HSE in writing with details of the project
- Ensure a copy of the notification is displayed in the construction site office.

Child Protection Procedures

Barnes Farm Infant School will adhere to the Child Protection Policy and Guidelines that have been agreed by the school Governors.

Refer to the Child Protection Policy for details of procedure.

The designated Safeguarding Lead (DSL) for Child Protection is the Head Teacher and the Assistant Head Teacher (1) is a Deputy DSL who will lead in the Head Teacher absence.

The Family Support and Wellbeing Mentor is also a Deputy DSL.

In addition to the above, Barnes Farm Infant School will also adhere to the CLP Recruitment Policy and DBS Policy.

Contractor Management

When any contractor/temp staff arrive at Barnes Farm Infant School to carry out work activities within the school premises for the first time, the Contractors/Temp Staff on Site Policy (HS16a) will need to be implemented.

Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations (COSHH) requires the employers assess the adverse health effects of employees and others from exposure to substances in the workplace. Once an assessment has been carried out to quantify the risk, it is necessary to either eliminate or control to an acceptable level the exposure of the individual to that substance.

All hazardous substances used by Barnes Farm Infant School will be subject to a COSHH Assessment with regard to hazard to health.

All hazardous substances used or stored at any Barnes Farm Infant School location will be detailed on a COSHH Register. COSHH Assessments and COSHH Register are completed on an electronic system.

All tasks involving employee exposure (or others) where a COSHH assessment has been undertaken, all employees and others affected will be informed of the results and any controls required for its safe use and to avoid or limit exposure.

Dermatitis

Barnes Farm Infant School understands that dermatitis within the workplace is a risk that must be controlled. To assist in the prevention of dermatitis, Barnes Farm Infant School will implement the following;

- Avoid contact with materials that cause dermatitis.
- Protect the skin
- Check for early signs of dermatitis.

Barnes Farm Infant School understand that by preventing contact with certain materials, prevents dermatitis from occurring. Barnes Farm Infant School shall take all the steps to avoid contact with materials that cause dermatitis by changing the task or process.

Display Screen Equipment

As an employer, we must protect your workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones.

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

Barnes Farm Infant School will create a DSE users index/register to identify all persons classified as DSE users.

Users of DSE shall review their workstation against parameters detailed on a Display Screen Equipment User Assessment to achieve an ideal working situation and report any non-conformity to their line manager for corrective actions where possible. This document is to be sent to the Health and Safety Advisor upon completion, it will also judge habitual users.

The completion of the DSE user assessment will then establish the necessary remedial action for each user/workstation, if required.

DSE assessments shall be periodically reviewed, usually within a 12-month period, however there are circumstances, where an assessment may be needed to be reviewed earlier, i.e., employee moves to another workstation, receives new DSE equipment or workstation furniture. A review will also be required should the employee's personal characteristics change in any way.

Adequate Health and Safety training is to be provided. The objective of the training will be to reduce the risk of physical (musculoskeletal) problems, visual fatigue and mental stress. The training should include:

- A simple explanation of the causes and risks of harm whilst using DSE equipment and workstations.
- The desirability of comfortable posture
- Correct use of the adjustment mechanisms on equipment, particularly furniture
- Arrangement of workstation components to facilitate good posture
- The need for regular cleaning of screens and other equipment, and inspections to identify defects
- The need to take advantage of breaks and changes of activity

All employees should be issued with or have access to a “You and Your Workstation” Guide

Driving at Work

Barnes Farm Infant School is committed to reducing the risks our employees face and create when driving for work. We expect that all employees play their part, whether they use a company vehicle, their own or a hire vehicle.

The Headteacher must ensure:

- They lead by personal example
- They do not expect staff to answer calls whilst driving
- That employees understand their responsibilities not to use hand-held mobile phone while driving
- That employees switch phones to voicemail, or switch them off, while driving, or ask a passenger to use the phone
- That employees plan their journeys to include rest stops which will also provide the opportunity to check messages and return calls
- That work practices do not pressurise staff to use a mobile phone while driving

Employees who drive for work must:

- Never use a hand-held mobile phone while driving
- Plan journeys so they include rest stops when messages can be checked and calls returned
- Ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone, unless a suitable hands free device has been fitted
- Ensure that if using a ‘hands free kit’ with their mobile phone, that they still do not dial numbers from their phone, only use this equipment to answer incoming calls.

Electricity

Barnes Farm Infant School will ensure that all electrical works comply with the Electricity at Work Regulations and understand their health and safety duties and responsibilities as detailed within these regulations.

Barnes Farm Infant School uses only competent persons to undertake all electrical works and strive to seek full compliance with BS7671: Requirements for Electrical Installations (Current Edition).

Where a sub-contractor needs to work on any electrical system or equipment, then an Electrical Work Permit (HS28) must be completed and issued by a suitable Barnes Farm Infant School representative.

Educational Visits

Barnes Farm Infant School has a separate Educational Visits Policy. The policy follows procedures and guidance set down in the Department of Education (DfE) guidelines for Health and Safety of Pupils on educational Visits.

The school has an Educational Visits Co-ordinator (EVC) who has responsibility for ensuring employees have adhered to the schools Educational Visits Policy when organising a visit.

Guidelines for the transportation of pupils by coach or car are clearly outlined in the Educational Visits Policy.

Enforcement

Normally, if an HSE Inspector would like to visit they will contact Barnes Farm Infant School. But it is worth remembering that the HSE (or EHO) Inspectors have powers to inspect workplaces as they see fit and they can appear unannounced. Where expected or unexpected, if an HSE inspector appears at Barnes Farm Infant School and wants to carry out an inspection, the following action should be taken:

Contact the Health and Safety Advisor if they are not aware of the visit. They will be able to liaise with the inspector on behalf of Barnes Farm Infant School and initiate action as appropriate.

Do not attempt to deceive the inspector or prevent him/her having access to various areas (unless of course there are strict Health and Safety reasons why the area cannot be entered, e.g., asbestos contamination). The inspector is legally entitled to enter any area and can, if required, call on the services of the police to gain entry.

Provide information (both verbal and written) as requested. The inspector is legally entitled to ask for any information they require as part of their investigations, including written documentation.

Make notes as part of the investigation and ensure that any items highlighted by the inspector and noted.

If not present, provide Health and Safety Consultants with a short report of the visit and any actions that need to be completed.

Send a copy of all future correspondence from the inspector to the Health and Safety Consultants.

Emergency Procedures (including fire)

Written emergency procedures for reasonably foreseeable incidents will be prepared at all workplaces. The Head Teacher must review and update the emergency action plan (EAP).

Where a potential emergency incident is identified, procedures will be developed. This could include procedures in the event of a fire, explosion, chemical or fuel/oil spillages, serious accidents and external incidents (this list is not exhaustive).

All employees will be informed, instructed and trained where necessary in the (EAP). These procedures will be practised regularly (including scenario training), and records will be maintained.

A fire risk assessment in accordance with The Regulatory Reform (Fire Safety) Order 2005 will be completed by a competent person at all (Barnes Farm Infant School) workplaces.

Appropriate fire safety arrangements will be implemented at all workplaces, including adequate:

- Safe access and egress
- Means of fire detection
- How to raise the alarm
- Types and location of Firefighting equipment
- The provision of adequate emergency lighting
- Information, instruction and training.

Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.

Procedures will be produced at all workplaces detailing action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points (fire evacuation/invacuation plan).

An appointed person (Fire Warden/Marshall) will regularly inspect the designated evacuation routes and exits for obstructions to ensure walkways are kept clear.

Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency, by means of personal emergency evacuation plan/generic emergency evacuation plan (PEEP/GEEP).

Barnes Farm Infant School will ensure that:

- The requirements for firefighting and emergency equipment necessary for the work and/or site are available
- The equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained
- Personnel involved in the work are trained and competent to use firefighting and emergency equipment
- Discharged fire-fighting extinguishers and other emergency equipment are returned to its operational condition as soon as practical after use
- All personnel understand emergency procedures and they are evaluated as appropriate to the circumstances prevailing at each work site.

Appointed persons will be identified to take control in the event of an emergency incident.

Fire Safety

On 1st October 2006, the new Regulatory Reform (Fire Safety) Order 2005 (the “Fire Safety Order”) came into force in England and Wales. A general duty is imposed on the ‘Responsible Person’ to ensure the safety of all “Relevant Persons”; these are any persons who are, or may be, lawfully on the premises, or any persons in the immediate vicinity. To ensure their safety, there must be adequate “General Fire Precautions”, such as means of escape, fire detection and alarm systems, emergency lighting, staff training, an adequate means of fighting fire (fire extinguishers) and fire safety signs.

It is the responsibility of the RP to determine the appropriate general fire precautions by carrying out a “suitable and sufficient” fire risk assessment.

Fire Risk Assessment

The Head Teacher is to ensure that an appropriate fire risk assessment is carried out by a competent person or organisation, to ensure the fire safety procedures, fire prevention measures and fire precautions are all in place and working effectively.

The fire risk assessment will cover the following:

- Identify Fire Hazards:
 - Identifying Sources of Ignition
 - Identifying Sources of Fuel
 - Identifying Sources of Oxygen.
- Identify People at Risk:
 - People with special needs - PEEP’s and GEEP’s
 - Calculating Occupancy Figures.

- Evaluate, Remove, Reduce and Protect from Risk:
 - Reducing Sources of Ignition
 - Reducing Sources of Fuel
 - Reducing Sources of Oxygen
 - Fire Detection and Warning
 - Means of Escape
 - Number of Escapes Routes and Exits
 - Emergency Lighting
 - Provision of Firefighting Equipment.

The Head Teacher must ensure the Fire Risk Assessment is reviewed regularly and specifically when there is reason to believe that the original risk assessment may no longer be valid.

Fire Detection and Warning

Adequate automatic fire detection systems are in place which consist of the following:

- Fire alarm system with main control panel
- Smoke and heat detectors (automatic fire detection).

In premises where a fire is obvious to everyone as soon as it starts, where the number of exits and the travel distance to them is adequate a shout of “Fire!” may be all that is needed.

The existing means of detection will react to a fire/smoke quickly enough to raise the alarm in time for all occupants to escape to a safe place.

The automatic fire detection and warning system has a back-up power supply e.g., batteries, emergency generator

Methods to warn of a fire include:

- Break glass call points on exit routes adjacent to exit doors
- Bells and sounders, which can be heard loudly throughout the whole building
- Visual fire alarm equipment as an alternative to bells and sounders are provided in plant rooms/ areas of noise and accessible toilets/changing areas.

All relevant staff have received training in relation to the fire warning system, they understand how it operates and how to respond to it.

Means of Escape

The Head Teacher is to ensure that there is suitable means of escape in place and maintained in the facility and within the exit route to the fire assembly point. The aim of the means of escape is to ensure that those at work and members of the public can escape to the nearest place of safety within **2 minutes 30 seconds**.

Emergency Lighting

There is adequate provision of an emergency lighting system that is independently powered. Where the escape routes are straightforward, borrowed lighting (e.g., from streetlamps where they illuminate escape routes) may be acceptable. Where borrowed lighting is not available, suitably placed torches may be acceptable for the use of staff members only.

In complex premises it is likely that a more comprehensive system of electrical automatic emergency escape lighting will be needed to illuminate all the escape routes.

Provision of Fire Fighting Equipment

The fire risk assessment will help management to determine the number and type of fire extinguishers to be made available and where they should be located (preferably adjacent to exit doors or where specific risks are identified).

Arson

The following factors can help to prevent arson:

- Alertness by security staff to suspicious persons
- Prompt removal of combustible rubbish and discarded equipment and furniture
- Keeping external bin containers secure and stored away from the building
- Care in securing premises.

Lightning Protection

A lightning strike to the building could be a cause of a serious fire. The organisation must determine through its risk assessment process whether lightning is a risk to the premises. Refer to BS 6651: 1992 'Code of Practice for the Protection of Structures against Lightning'.

Smoking

Smoking is not permitted in any of the buildings or grounds. Smoking, particularly the careless discarding of smoking materials, is a major cause of fire incidents and its prohibition on the premises considerably promotes fire safety. Smoking should only take place in designated areas provided at each location.

People with special needs (PEEPs and GEEPs)

Where people with special needs use or work in the premises, their needs should be discussed with them. Following discussions, the following may be required:

- Changes to the existing Emergency Action Plan
- Development of individual 'Personal Emergency Evacuation Plans' (PEEPs) for disabled customers who frequently use the facility and disabled staff

- Development of Generic Emergency Evacuation Plans (GEEPs) for disabled groups who use the facilities.

Refuge Points are designed and situated in locations where sufficient fire-resistant protection is provided. Disabled people must not be left alone in a refuge area whilst waiting for assistance to evacuate. Where evacuation aids are provided, staff should be trained in their use.

Examination, Inspection, Maintenance and Testing

Barnes Farm Infant School will ensure all equipment provided to assist the evacuation from the premises, is regularly examined, inspected, maintained and tested by suitably competent persons.

Record Keeping (Fire Logbook)

Barnes Farm Infant School will ensure the following records are kept up to date and available for inspection:

- Maintenance records for equipment
- Inspection records such as insurance inspections
- Staff training records including all fire drills and updating the Fire Drill Training Matrix
- Fire safety responsibilities
- Emergency lighting tests
- Fire alarm and emergency lighting installation details
- Fire safety daily, weekly, monthly, six monthly and annual tests/inspections
- Fire Officer visits
- Fire system and emergency lighting repairs and alterations.

Fire Evacuation Drills

In order to evaluate the effectiveness of the emergency procedures it is recommended all staff members must attend at least one fire drill annually, as a minimum. For premises that have more than one escape route, the fire drill should be designed to evacuate all people on the assumption that one exit or stairway is unavailable because of the fire.

Any fire alarm activation must be recorded as a 'evacuation' and must be recorded on the Evacuation Record. It is important that a management process is in place to ensure all key staff members attend evacuation drills at least annually, using the Fire Drill Matrix, and it is important to de-brief the staff members after each evacuation.

First Aid

Barnes Farm Infant School will ensure that the requirements of the Health and Safety (First Aid) Regulations are met as a minimum. The arrangements made for summoning first aid will be clearly displayed throughout the school and they will also be communicated to new employees as part of the induction process. Any changes in the arrangements will be clearly communicated and made available for all.

The First Aid Checklist (HSC03) shall be used by the Office Manager, to assist and ensure that these requirements are met.

Fitness to Work

Barnes Farm Infant School is committed to supporting our employees upon their return to work following an illness or injury. To assist with this, we will so far as is reasonably practicable, make the necessary adjustments in order to enable our employees to return to, or continue with their work. These adjustments include:

Working arrangements:

- A phased return to work
- A change in working hours
- Home working
- Time off to attend treatment or rehabilitation
- Help with transport to and from work.

Working arrangements:

- Improving accessibility to the workplace
- Altering or adapting workspace
- Supplying specialist furniture or equipment to assist with the employee's duties
- Moving or recalibrating equipment to improve safety.

Job and workload:

- Provide additional training or instruction
- Provide a mentor or additional support with the workload
- Reduce travel
- Provide alternative work or organise your workload around the employee's capabilities

Food Safety Statement of Intent

Barnes Farm Infant School Food Safety Policy is to produce safe and wholesome food for all its customers and employees. This will be achieved by ensuring the selection of food items available are purchased, stored, prepared, displayed and sold in a safe and hygienic manner.

Barnes Farm Infant School is committed to ensuring the standards of hygiene and safety adopted in respect of its food operations are over and above those required by the law. There is a commitment to the principles of hazard analysis and critical control, and we have identified the potential food hazards in our operations and implemented effective control and monitoring procedures at those points critical to food safety.

This policy will be reviewed annually and amended as necessary to constantly reflect best working practice in terms of food safety for all catering operations.

Barnes Farm Infant School will set high standards, which it will achieve by adhering to the following principles:

- The safety of the product will be of the highest standard
- The quality of the product will be of the highest standard
- The service offered to customers at all its venues will be knowledgeable, confident and informative
- Employees will be provided with the appropriate training to undertake their food safety responsibilities
- Ensure all employees are fully aware of all potential food hazards
- Ensure that high standards of personal and environmental hygiene are adhered to at all stages to ensure food safety is not compromised
- Satisfy current legal requirements, The Food Safety and Hygiene (England) Regulations 2013, The Food Safety Act 1990 and Regulation (EC) No: 852/2004 on the hygiene of food stuffs, The Food Information Regulations 2014
- Minimise the risk of customer complaints or other action against Barnes Farm Infant School. The correct food safety procedures will be implemented, completed, monitored and comprehensive records kept to demonstrate that due diligence is being observed in relation to food safety

All members of management and employees will apply considerable effort, both individually and collectively, towards achieving food safety. This Policy will be reviewed at least annually and/or as other circumstances dictate to ensure it remains effective

NAME
ROLE
MONTH YEAR

Food Safety

Barnes Farm Infant School is required to ensure food is free from contamination and is safe to eat.

Relevant legislation/guidance:

- The food safety act 1990
- The food hygiene (England) Regulations 2006
- The General Food Regulations 2004
- Safer Food, Better business for caterers (Food standards Agency)
- Management of Health and Safety at work regulations 2006
- Food Law Code of Practice (England).

These arrangements are intended to provide clarity with regards to what is expected of food handlers and the management of food production and service areas.

Barnes Farm Infant School is required to;

- Keep food safe from biological, chemical and physical safety hazards by applying HACCP principles (Hazard Analysis Critical Control Points)
- Ensure nothing is added, removed or treat food in a way that makes it harmful to eat
- Ensure the food is the same quality as stated
- Ensure people are not misled by the way the food is labelled, advertised or marketed
- Keep records on where food is from and show this on demand
- Withdraw unsafe food and complete an incident report, tell the Food Standard Agency (FSA) if it is thought that any food the business has is unsafe or has sold food that is unsafe
- Display the Food Hygiene rating (If food is sold direct to the public)
- Ensure employees are trained and competent in food safety matters
- Ensure records are held for cleaning activities and food safety controls (Proof of due diligence).

Gas Safety

Under the Gas Safety (Installation and Use) Regulations 1998 (GSIUR) there is a general duty imposed on employers and self-employed persons to ensure that any gas appliance, installation pipework or flue in a place of work under their control is maintained in a safe condition as to prevent risk of injury to any person including employees, visitors and others.

In addition, there is a similar duty imposed on premises occupied under lease from Barnes Farm Infant School to ensure that all gas fittings and associated flues are maintained in a safe condition.

Items to consider are:

- Inspection
- Gas Safety Check Records
- Sub Letting
- Competence.

Effective maintenance of appliances usually involves an ongoing programme of regular/periodic inspections, together with any necessary remedial work. In the absence of specific manufacturers' instructions, effective maintenance should include as a minimum:

- examination of the physical condition and safe functioning of appliance(s), installation pipework, ventilation and any flue for deterioration
- carrying out performance tests
- taking the necessary remedial action.

Barnes Farm Infant School shall ensure that each appliance and flue to which that duty extends is checked for safety within 12 months of being installed and at intervals of not more than 12 months since it was last checked for safety.

Responsible for Gas Safe Certification	Barnes Farm Infant School
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A safety check record (Gas Safe Certificate) should not be issued unless and until all the required tests/examinations have been completed on all relevant appliances and flues. Barnes Farm Infant School should take prompt action to correct any safety defect shown on a safety check record, which is not remedied at the time of the safety check.

Where there is any suspicion that an appliance may be dangerous Barnes Farm Infant School should ensure that the appliance concerned is not used until the defect(s) have been remedied.

Gas work should only be undertaken:

- by a person who has successfully completed an industry recognised training course followed by assessment of competence. Training that leads to assessment of competence in safe gas work should be recognised by the industry's standards setting body; or
- in the case of a currently or previously registered person, where they have proved competence through a certification scheme; or
- for those working at premises that fall outside the scope of the Regulations, by a person who has successfully completed an appropriate full training course followed by assessment of competence.

Training should be of a standard to enable a gas engineer to achieve competence in the safe installation, purging, commissioning, testing, servicing, maintenance, repair, disconnection, modification and dismantling of the gas systems, fittings and appliances with which they are working.

This should include an adequate knowledge of:

- relevant associated services such as water and electricity;
- the potential for exposure to asbestos;
- the dangers these may give rise to;
- the precautions to take.

Gym Equipment

To protect workers and others from the risks created by the provision and use of gymnasium equipment we need to;

- Consider our activities and identify where and when workers and others may be exposed to risks from gymnasium equipment.
- Assess the risks to our workforce and others from the use of the equipment, identifying control measures already in place and any additional measures that may be required to avoid risk. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc

Barnes Farm Infant School will consider:

- The position and layout of equipment.
- Access to equipment.
- Secure racks for weights and accessories.
- Purchasing standards.
- Ventilation and air conditioning systems.
- Providing access to a drinking water supply.
- Slips and trips on wet floors in showers and changing rooms.
- Assessment of user fitness levels.
- New user induction.
- Warning and information signs.
- Inspection and maintenance of equipment.
- Keep a written record of significant risk assessments and the control measures and systems of work adopted.
- Make sure that Managers and Supervisors understand the procedures and arrangements.
- Consider whether they need any training.
- Explain our system and arrangements to our workforce. Ensure they are understood and provide further training where necessary.
- Ensure there are adequate numbers of staff trained in the operation of plant, equipment and water treatment.
- Implement the procedure and ensure that it is followed in practice.
- Monitor and review the operation of this procedure periodically and after any incidents, making changes identified as necessary

Indoor Play Areas

To protect children and our workers from play areas Barnes Farm Infant School will:

- Assess our play area and equipment to identify where children and others could be harmed.
- Identify the control measures already in place and any additional measures that may be required.

Barnes Farm Infant School will consider;

- Maintenance of equipment.
- Adequate level of supervision – consider basic first aid training.
- Falls from climbing equipment - impact absorbing surfaces should conform to any prescribed safety requirements.
- Purchasing - new equipment should meet current safety standards.
- Biological hazards from contact with infected children or bodily fluids – regular cleaning programmes.
- Appropriate welfare facilities, waste receptacles and seating should be provided.
- Keep a written record of significant risk assessments and the control measures and systems of work adopted.
- Make sure that Managers and Supervisors understand the procedures and arrangements.
- Consider whether any additional training is required
- Implement the procedure and ensure that it is followed in practice.
- Monitor and review the operation of this procedure and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

Infection Control

Barnes Farm Infant School will consider our activities and identify where and when workers and others may be exposed to infectious agents.

Barnes Farm Infant School will risk assess the work identifying the tasks and people who are at risk of a work-related infection.

Barnes Farm Infant School will consider if exposure can be eliminated or whether it can be reduced by restricting access to certain areas to a limited number of people.

Barnes Farm Infant School will identify any control measures already in place and any additional measures that may be required to avoid or reduce risk.

Barnes Farm Infant School will consider issues including;

- Direct physical contact with infectious agents.
- Contact with waste materials - direct, indirect and accidental contact.
- Activities involving skin piercing - intentional and unintentional.
- Contact with contaminated sharp objects.
- Work in areas contaminated with waste.
- Work in cleaning contaminated materials and equipment.
- Are any groups or individual workers at particular risk?
- Is health surveillance required? If yes, at what level?
- Could personal protective equipment give additional protection?
- Keep a written record of our risk assessments and the control measures and systems of work we adopt.
- Explain these arrangements to our workforce. Ensure they are understood.
- Provide training where required and information for staff nominated with responsibility.
- Implement the procedure and ensure that it is followed in practice.
- Report cases of work-related infection which result in a worker being unfit for work and which are confirmed by a medical practitioner to the Enforcing Authority.
- Monitor and review the operation of this procedure from time to time and after any identified case of infection or repeated pattern of absence from work, make changes identified as necessary or beneficial.

Barnes Farm Infant School also has a separate Headlice Procedure.

Lifting Operations

Barnes Farm Infant School shall ensure that all requirements of the Lifting Operations and Lifting Equipment Regulations 1998 are adhered to, so far as ensuring that all lifting equipment is;

- Sufficiently strong, stable and suitable for the proposed use.
- Positioned or installed to prevent risk of injury, e.g., from the equipment or the load falling or striking people.
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. Accessories, e.g. slings, clamps etc, should be similarly marked.

Additionally, it will be ensured that;

- All loads to be lifted or lowered shall be suitable ensuring the lifting points and load itself are stable etc.
- lifting operations are planned, supervised and carried out in a safe manner by people who are competent.
- where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk;

- Lifting equipment shall be thoroughly examined in use at the recommended intervals, which are:

At least six-monthly for accessories and equipment used for lifting people and at a minimum, annually for all other equipment or at intervals laid down in an examination scheme drawn up by a competent person.

- All examination work shall be performed by a competent person; and
- Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person to the employer to take the appropriate action.

Lone Working & Out of Hours Working

There is no prohibition for working alone but there are duties under the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations, namely to provide a safe system of work and to carry out a risk assessment where there is a foreseeable significant risk.

Whilst it is noted that lone working is not a situation that affects all staff, it is a possibility for some. All staff must adhere to Barnes Farm Infant School's Lone Working guidance when working in school after hours or at the weekends.

To ensure risks and hazards associated with the lone working task have been identified, a risk assessment must be carried out also prior to the activity taking place.

Lunch/ Break Time

Barnes Farm Infant School have a clear Lunchtime Supervision plans as well as School Rules.

Manual Handling

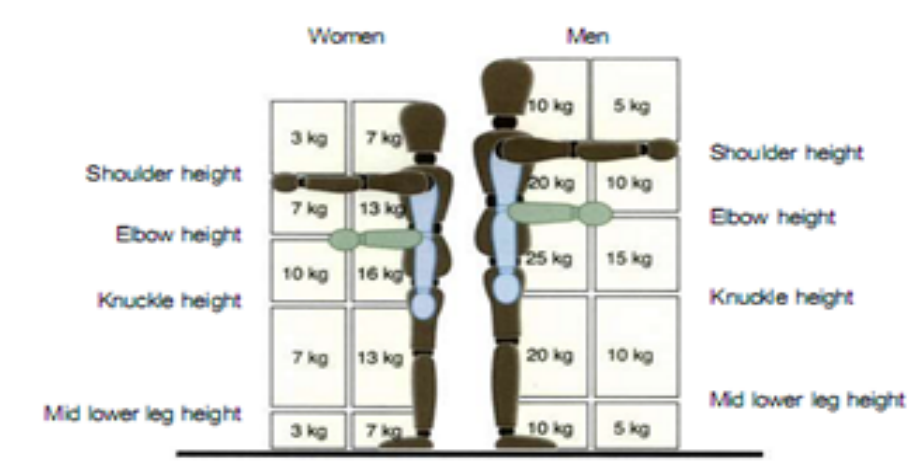
Definition

The Manual Handling Operations Regulations 1992 define manual handling as:

'Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force'.

Manual Handling Identification

To help identify if a task is likely to fall into a manual handling activity and require further risk assessment, the following illustration should be used:



Manual Handling Risk Assessment and Risk Reduction

Where manual handling has been identified and cannot be eliminated, avoided or carried out via mechanical or automated aid, the Competent Person must carry out a specific manual handling risk assessment for the applicable handling process, such as:

- Lifting and Carrying
- Pulling and Pushing
- Stooping, Twisting and Reaching
- Team Lifting.

For the first part of the risk assessment process, the Competent Person will consult with appropriate employee's members and where the risk is deemed significant complete individual manual handling assessments (TILE).

Control Measures

Where possible, manual handling activity is sought to be eliminated by redesigning tasks or providing mechanical aids (such as sack trucks, trolleys) to assist employees. However, sometimes such measures are not reasonably practicable. In this instance the Competent Person should develop, implement, train and communicate a safe system of work for each process.

Risk Assessments can be completed generically for several employees' members that undertake similar duties. The risk assessment does not have to be completed for individual employee's members.

See Risk Management

Medicine Administration

Barnes Farm Infant School maintains a separate Policy on administration of medicines during school hours. The school do not accept any medicine unless they are in measured doses or are individually wrapped (such as tablets).

Generally, trained first aiders administer medicines for chronic or long-term conditions, however, as medicines entering the school are in controlled doses support staff can sometimes administer medicine as well under supervision of a qualified first aider.

Medicines are stored safely in the school office or staffroom. Staff will record the time medication is given using the Medicine Administration Record (HS10). The school request written consent from parents to authorise First Aiders to supervise their child self-medicating.

Mental Health

Mental health is identified as an individual's condition with regard to their psychological and emotional well-being. It can affect how an individual thinks, feels and acts and can also determine how an individual reacts to stress, relates to others and makes choices.

Many factors contribute to mental health, including:

- Biological factors, such as genes or brain chemistry
- Life experiences, such as trauma or abuse
- Family history of mental health illness.

Persons suffering from mental health illness may experience a change in thinking, mood and behaviour, including any of the following:

- Eating or sleeping too much or too little
- Pulling away from people and usual activities
- Having low or no energy
- Feeling numb or like nothing matter
- Having unexplained aches and pains
- Feeling helpless or hopeless
- Smoking, drinking or using drugs more than usual
- Feeling unusually confused, forgetful, on edge, angry, upset, worried or scared
- Conflicting with family and friends
- Experiencing severe mood swings
- Having persistent thoughts and memory
- Hearing voices or believing things are not true
- Thinking or harming yourself or others
- Inability to perform daily tasks, such as getting to work.

We encourage our employees seek help in order to maintain positive mental health by:

- Assisting with obtaining professional help
- Working with an open-door policy
- Promoting a positive workplace
- Encouraging physical activity
- Encouraging and allowing the appropriate rest
- Promoting coping skills
- Providing mental health first aid to our management team.

Barnes Farm Infant School shall always ensure that mental health illnesses are taken seriously and not dismissed.

This shall be achieved by removing or reducing the elements which may impact the psychological wellbeing of our employees, these would have been identified from interviews with employees and specific mental health risk assessment carried out e.g., excessive workloads and limited physical and/or human resources could lead to excessive working hours. Possible solutions might involve reorganisation of tasks, increased resources, better training etc. bullying or overbearing management styles may require disciplinary action to resolve them.

New and Expectant Mothers

There are specific requirements to take particular account of risks to a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

Female employees of childbearing capacity should be informed of any potential risks identified if they are or could be pregnant or breastfeeding. An explanation should be made of the steps that will be taken to ensure that new and expectant mothers are not exposed to the risks that could cause them harm.

Risks to new and expectant mothers could include:

- Manual handling of loads; pregnant workers are especially at risk from manual handling injury. There can also be risks for those who have recently given birth, e.g., after a caesarean section
- Movements, postures and fatigue; fatigue from standing and other physical work may put pregnant workers at risk. They may also experience problems working at height, e.g., stepladders, or in tightly fitted workspaces or with workstations which do not adjust sufficiently to take account of increased abdominal size
- Work with certain substances.

Identified risks shall be recorded and assessed using a New and Expectant Mother Risk Assessment (HS18).

Noise at Work

Personal exposure to noise levels should not exceed 80dB(A) for excess of 8 hours per day, this is a legal requirement. Steps should be taken to reduce the noise or sound pressure level to the lowest level reasonably practicable.

Wherever there is a noisy environment, where employees need to shout to communicate with a person 2 meters away this is an indicator that noise levels are being exceeded.

Where employees are exposed to noise levels exceeding 80dB(A), employees are provided with hearing protection such as earmuff or ear plugs.

The employee has a responsibility to wear the hearing protection and the Supervisor is responsible to ensure it is worn.

Barnes Farm Infant School are to provide employees with information about the noise levels, the harm this could have on the employee should the protection not be worn and the disciplinary action that will be taken should the PPE not be worn. Signage shall be posted where the noise level exceeds 80dB(A), the sign is a mandatory sign, which has a blue background with a white pictogram showing a head of a person wearing ear protection.

Ear protectors must be maintained and stored as the manufacturer's instructions; any defects are to be reported to the manager.

Ear defenders and/or ear plugs are to be provided to the employee free of charge by the employer.

Barnes Farm Infant School will monitor that employees are wearing their hearing protection as identified in the risk assessment.

The Health and Safety Advisor will audit noise and/or risk assessments to check noise has been suitably considered, controlled and check that relevant control measures have been identified and implemented.

Any noise assessments shall be undertaken and recorded by a competent person.

Permit to Work

However, where Barnes Farm Infant School need to implement permit to work controls e.g. within their own premises, then the following permits will be issued;

- Access Permit
- Hot Work Permit
- Electrical Work Permit

Personal Protective Equipment

All personnel will be provided with suitable personal protective equipment (PPE) where required to do so by risk assessment. All PPE issued on site will be recorded on the PPE Register.

All equipment supplied will be to the relevant British or European standard and training given as to its proper and intended use.

It will be the employee's duty to co-operate in the wearing of the equipment when and where required, to not abuse the equipment and to ensure that any defects noted with any PPE issued is reported to their Supervisor.

It will be the responsibility of the Line Manager to ensure that employees wear the PPE recommended for the specific activities or tasks being undertaken as specified within the relevant risk assessment/method statement and within any site specific rules.

Plant and Work Equipment (PUWER)

All plant and equipment must only be used by trained and qualified persons.

The work equipment selected will be ergonomically suitable and fit for purpose. Work equipment inspections will be undertaken relevant to the plant and equipment in use.

Inspections must be carried out before use on a daily basis by operatives using any plant or work equipment. However, these inspections do not need to be formally recorded. Formal inspections on all work equipment must be carried out at suitable intervals, this will be dependent upon frequency of use, the risk of damage and the working environment.

The checklists and registers listed below are to be used as required;

- Ladders Checklist (HSC05)
- Tools and Equipment Checklist (HSC01)
- Ladder Register (HSR06)
- Tools and Equipment Register (HSR05)
- Play Equipment Checklist (HSC02)

Please note, that the above list is not exhaustive.

All relevant plant and work equipment will be the subject of statutory or periodic inspections. Electrical equipment will be the subject of regular Portable Appliance Testing. Results of portable appliance testing are to be recorded, kept and maintained. Employees must not use and report faulty or defective equipment. Repairs will only be carried out, by competent and authorised persons. All portable appliances will be serviced in accordance with the Institute of Electrical Engineers Codes of Practice for Service Inspection and Testing of Electrical Equipment.

All portable tooling/equipment under the control of Barnes Farm Infant School (including tooling used by sub-contractors) must be in possession of an in-date PAT Label.

Playground

To protect children and our workers from playgrounds we need to:

- Assess the playground and equipment to identify where children and others could be harmed.
- Identify the control measures already in place and any additional measures that may be required.

Barnes Farm Infant School will consider;

- Equipment – Is regularly maintained and documented.
- Surfaces – Impact absorbing surfaces to prevent injury from falls from climbing equipment provided. It conforms to any prescribed safety requirements.
- Provision of supervision for the playground. Are risks to any supervisory staff, such as broken glass, contact with biological hazards, physical attack from children or angry parents or guardians, suitably controlled?
- Purchasing - new equipment should meet current safety standards.
- Appropriate fencing, access gates, should be provided and regularly maintained.
- Area inspections - daily or weekly inspections by competent persons using (HSC02)
- Frequent operational checks covering the stability, wear etc. of equipment. Annual inspection by an independent specialist.
- Appropriate waste receptacles and seating should be provided.
- Keep a written record of significant risk assessments and the control measures and systems of work adopted.
- Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
- Implement the procedure and ensure that it is followed in practice
- Monitor and review the operation of this procedure from and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

Risk Management (Risk Assessment & Method Statement

All work activities and work areas that expose employees or others to foreseeable significant risks will be subject to a Risk Assessment (HS09). All personnel and others affected by the works must be informed of the findings of the risk assessment.

Any such briefings or communication of the contents of a risk assessment must be recorded. All risk assessments must be periodically reviewed or when a change in circumstances occurs.

For guidance when reviewing Method Statements and Risk Assessments submitted by others, i.e. sub-contractors, the Risk Assessment & Method Statement Evaluation (HS08) can be used for this purpose.

All assessments will be carried out by personnel who are trained and suitably competent in the activity and/or task area being risk assessed.

Barnes Farm Infant School will have Risk Assessments in place for high risk classroom activities.

Respiratory Sensitisers

Barnes Farm Infant School recognises that breathing in substances called respiratory sensitisers at work can lead to occupational asthma. The documentation listed below is to be used to assist in the management of respiratory sensitisers and control the risks of occupational asthma:

- COSHH Assessment Record
- Task/Activity Based Risk Assessment
- Health Surveillance Record
- Health Surveillance Register.

Safety Signs and Signals

To support workplace precautions and as part of Barnes Farm Infant School risk control systems, safety signs and signals play an important part in ensuring that employees and third parties are provided with essential information.

The Regulations make it clear that safety signs and signals are not a substitute for other means of controlling risks to employees; safety signs and signals are to warn of any remaining significant risk or to instruct employees of the measures they should take in relation to the risks. Safety signs and signals should be used if they will help to further reduce risk. If the risk is not significant there may be no need to provide a sign.

The Health and Safety (Safety Signs and signals) Regulations 1996 require that safety signs are provided in particular locations and to specific designs and colours. The approach is to have a consistent way of representing information in the workplace.

Where signs are provided at Barnes Farm Infant School there is a need to maintain them to ensure that they are able to adequately warn those at risk of the dangers and those employees are made aware of their meaning and what action they need to take.

It is important that Barnes Farm Infant School ensures all employees are aware of and understand the meaning of safety signs and signals either seen or heard during their work, including providing training

where necessary. Although most safety signs are self-explanatory, employees (particularly new, young or inexperienced ones) may be unfamiliar with the meaning of some of the less commonly used signs. It is therefore important that the meaning of any sign is clearly explained, and that employees are aware of the consequences of not following the warning or instruction given by the sign.

Types of Safety Signs

For more information on safety signs see the RD-Doc Safety Signage. Safety signs are categorised by colour and shape, the following signs act as a guide:

Mandatory Signs - telling people that they must do something, such as wearing Personal Protective Equipment (PPE).
Appearance; round, white pictogram on blue background.



Advice and Information - Advice and Information signs – giving information about safety features, such as fire safety and first aid.
Appearance; rectangular/square, white pictogram on green background.



Warning Signs - Warning signs – for hazards, such as flammable materials and caution.
Appearance; triangular, black pictogram on yellow background with black edging.



Prohibition Notices - Prohibition signs – for prohibiting certain actions, such as no access signs.
Appearance; round, black pictogram on white background, red edging and diagonal left to right bar.



Fire Fighting - Firefighting and fire equipment signs – indicates the location of firefighting and fire safety equipment.

Appearance: rectangular/square, white pictogram on red background, supported by text.



Hazardous Substances – Hazardous Substances signs – for denoting the chemical hazard Appearance; diamond, red outline, black pictogram on white background.



The display of safety signage should be reviewed regularly to ensure it is still in place, appropriately displayed and in good condition.

Slips, Trips and Falls

Slips, trips and falls are the most common cause of injury at work. On average, they cause 40 per cent of all reported major injuries. Slips, trips and falls are also the most reported injury by members of the public.

The Health and Safety at Work etc Act 1974 (HSW Act) requires Barnes Farm Infant School to ensure the Health and Safety of all employees and anyone who may be affected by their work, so far as is reasonably practicable. This includes taking steps to control slip, trip and fall risks.

Employees have a duty not to put themselves or others in danger and must use any safety equipment provided.

The Management of Health and Safety at Work Regulations 1999 require Barnes Farm Infant School to assess risks (including slip, trip and fall risks) and, where necessary, take action to address them.

The Workplace (Health, Safety and Welfare) Regulations 1992 require floors to be suitable, in good condition and free from obstructions. People should be able to move around safely.

Practical steps to prevent slip, trip and fall accidents.

There are many simple ways to control relevant accidents in Barnes Farm Infant School. Here are a few examples.

Stop floors becoming contaminated

- Use entrance matting
- Fix leaks from machinery or buildings
- Make sure plant and equipment are maintained
- Design tasks to minimise spillages
- Plan pedestrian and vehicle routes to avoid contaminated areas.

Use the right cleaning methods

- Make sure that your cleaning method is effective for the type of floor you have
- Don't introduce more slip or trip risks while cleaning is being done
- Leave smooth floors dry after cleaning or exclude pedestrians until the floor is dry
- Remove spillages promptly
- Have effective arrangements for both routine cleaning and dealing with spills
- Use the appropriate detergent mixed at the correct concentration.

Consider the flooring and work environment

- Check for loose, damaged and worn flooring and replace as needed (facility inspections will help identify issues)
- Floors likely to get wet or have spillages on them should be of a type that does not become unduly slippery
- Make sure lighting is sufficient (inside and outside) and that slopes or steps are clearly visible (contrast nosing's and safety signage may help to reduce risk)
- Keep walkways and work areas clear and free from obstructions.

Get the right footwear

- Where floors cannot be kept clean and dry, slip-resistant footwear can help prevent slip accidents
- Trial footwear first to make sure it is suitable for the environment and for those who will be wearing it, i.e., comfort and fit
- If footwear is supplied as personal protective equipment (PPE), it must be supplied free of charge to employees.

Think about people and organisational factors

- Consider how work is organised and managed, e.g., to avoid rushing, overcrowding, trailing cables
- Make sure employees are involved in the decisions that affect them, e.g., choice of PPE footwear or a change in cleaning methods.

In our workplace:

- If you have an accident or a near miss, make sure you report it to your Line Manager promptly. They can use this information to prevent future accidents
- If you see a spillage, clean it up or make arrangements for it to be cleaned
- Report any damaged floors or mats
- Play your part and keep the workplace tidy
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe
- If you are given PPE, wear it and look after it. Report any faults or damage to your employer and make arrangements for a replacement
- Tell Barnes Farm Infant School about any work situation that you think is dangerous, or if you notice that something has gone wrong with our Health and Safety arrangements.

Stress at Work

Stress is a reaction by individuals to pressure both external and self-imposed, which results in physiological changes. These changes can make people feel exhilarated when things are going well or deflated when they are not. Stress is a part of normal life and often enables people to accomplish their goals. At optimal stress levels the individual thrives and maximises performance. Once stress becomes excessive, the person becomes distressed which will affect how they perform. If stress is experienced over a longer period the physiological changes can cause changes to a person's personality and habits, leading to poor working performance and also potentially, changes in lifestyle. The ultimate results can be harm to the individual and ultimately incurs financial costs to the organisation.

Barnes Farm Infant School shall always ensure that the problem of stress is tackled at its source and not dismissed. This shall be achieved by removing or reducing the elements which cause stress, using Health & Safety Survey Form (HS20) and specific stress risk assessment carried out e.g. excessive workloads and limited physical and/or human resources could lead to excessive working hours. Possible solutions might involve reorganisation of tasks, increased resources, better training etc. The CLP have processes to deal fairly with any concerns the employee may have. The CLP has a Code of Conduct and Grievance policy.

In addition to the above, Barnes Farm Infant School also have a separate Stress Procedure.

Temporary Works

Barnes Farm Infant School recognises its duties to persons other than employees under the requirements of Sections 3 and 4 of the Health and Safety at Work etc. Act 1974 and its obligations to fixed term contractors and temporary workers under the Management of Health and Safety at Work Regulations 1999. All contractors and temporary workers will therefore be provided with all necessary information regarding risks to their Health and Safety whilst on Barnes Farm Infant School premises or site. Suitability of contractors in terms of Health and Safety will be a prime consideration prior to the awarding of contracts.

This will involve an assessment of contractor competency in safety management as far as can be reasonably ascertained from information submitted by the contractor using a Sub Contractor Evaluation. When evaluating Risk Assessments and Method Statements submitted by Sub Contractors to determine whether they are suitable and sufficient, the Risk Assessment & Method Statement Evaluation should be used.

Sub-Contractors are subject to the same conditions as the company and will comply with all relevant statutory requirements, codes of practice and guidance notes.

All contractors will be expected to manage risks to the Health and Safety of Barnes Farm Infant School' employees, other contractors and members of the public exposed to working activities carried out for the company by the contractor.

All plant, equipment, substances, materials and working practices used and/or adopted by sub-contractors shall be safe and used in a manner which meets the requirements of all current legislation and best practice. All sub-contractors and temporary workers will be familiarised with local fire and emergency procedures by persons responsible for the contractor or temporary worker.

Vibration (HAV & Whole-Body)

The Control of Vibration at Work Regulations 2005 are in place to protect employees against risks to their health while working with equipment.

There are 2 areas of concern, which are:

- Hand Arm Vibration (HAV)
- Whole Body Vibration.

Most people who drive road-going vehicles at work are not likely to experience high levels of whole-body vibration. It is, therefore, unlikely that any action will be required with regard to whole body vibration.

Whilst Barnes Farm Infant School realises that exposure to vibration does occur, it should be considered as a significant risk to its employees.

Therefore, this policy outlines the steps to be taken by Barnes Farm Infant School to ensure that the risk of suffering ill health from using handheld power tools, or hand guided machines is eliminated or minimised.

Risk control will be affected by giving careful consideration to the selection and use of new equipment and by ensuring that any use of new or existing equipment does not exceed the daily exposure limit (ELV) value of $5 \text{ m/s}^2 \text{ A(8)}$. In addition, where an individual's daily exposure exceeds the exposure action value (EAV) of $2.5 \text{ m/s}^2 \text{ A(8)}$ steps are taken to minimise exposure.

Assessing the Risk and Developing an Action Plan for Control

All foreseeable hazards and risks must be considered in advance, in order to determine whether an assessment is necessary, the following questions need to be considered:

- Use impact or percussive (e.g., hammer action) tools for more than about 15 minutes per day?
- Use rotary action machines (e.g., grinders or sanders) for more than about an hour a day?
- Are there vibration warnings from tool/equipment manufacturers or suppliers for the tools being used?
- Have any employees been affected by vibration?

If any of these can be answered positively then an assessment is necessary.

Risk assessment will be conducted by:

- Identification of individuals at risk
- Observation of specific work practices
- Referring to relevant information on the probable level of vibration likely to be encountered when the equipment is used in particular working conditions
- Where necessary, by measuring the level of vibration individuals are liable to be exposed to.

Consideration shall also be given to:

- Duration of exposure, including any exposure to intermittent vibration or repeated shocks
- Effect of vibration on the workplace or work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints
- Information provided by the manufacturers of work equipment
- Availability of replacement equipment designed to reduce exposure to vibration
- Specific working conditions such as low temperatures
- Appropriate information obtained from health surveillance including, where possible, published information.

Using the probable level of vibration for the equipment and the duration of exposure, a calculation can be made by using the online exposure calculator at <http://www.hse.gov.uk/vibration/hav/hav.xls> or via data supplied by the tooling manufacturer/supplier.

This will assist in determining the daily exposure limit value associated with the equipment and ensure use of the equipment will be kept below this value.

Violence Towards Staff

Any form of bullying, verbal or physical, will not be tolerated in any way. Barnes Farm Infant School will take appropriate measures necessary for its eradication. Measures are in place to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or to our staff, or persons visiting / working on the premises.

Employees are encouraged to report any such treatment to any manager to whom they can relate and with whom they feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

In addition to these arrangements, Barnes Farm Infant School also have the following supporting policies in place:

- Anti-Bullying
- Code of Conduct
- Staff discipline and dismissal procedure
- Grievance procedure

In addition to this please refer to the Chelmsford Learning Partnership Managing Violence Policy.

Visitors/ Hirers and Other Users (Production)

All visitors must report to the main reception where a signing in system is in operation. It is important to provide the relevant information to visitors. The contents of the information will depend on the circumstances (e.g. regular and accompanied visitors) at the particular premises, but is likely to include:

- Directions
- In house rules including signing in, smoking, parking, etc.
- Restricted areas and their identification
- Procedure for obtaining assistance (it is to be remembered that the provision of first-aid to visitors is not mandatory) and reporting problems and defects
- Means of recognising the emergency alarms
- Emergency procedure
- First Aid Arrangements
- Welfare Facilities
- Accident & Incident Reporting Procedure

Hirers and Other users

When the school's premise is used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will have responsibility for safe practices.

The Headteacher will seek to ensure that hirers and others who use the school's premise conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety directives of the governing body. They will not, unless with prior consent of the governing body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school

Hirers and others using school premises will receive a school hirer pack, which will include a copy of the health and safety policy, emergency procedures, location of first aid boxes and school premises risk assessment.

In addition to this please refer to Barnes Farm Infant School Lettings Policy.

Welfare

Suitable and sufficient welfare facilities will be provided for all employees, these will include toilets, washing facility, rest accommodation and where appropriate, changing rooms.

Working at Height

Barnes Farm Infant School will;

- Avoid work at height where it is possible to do so
- Use work equipment or other measures to prevent falls where work at height cannot be avoided
- Where risk of fall cannot be eliminated, work equipment or other measures will be implemented to minimise the distance and consequences of a fall should one occur

Working at height shall be undertaken through the use of safe systems of work developed specifically for the working activity via a risk assessment.

Hazards associated with working at height shall be assessed, with control measures developed and implemented to eliminate or minimise any risk.

Step Ladders (Class 1) must only be used as the last resort and upon a specific risk assessment being conducted.

Evidence must also be available that illustrates that alternative methods of working at height have been considered.

All employees who undertake work at height must have had training to ensure that they have a satisfactory level of awareness in relation the hazards of working at height, in particular the requirements of the Working at Height Regulations and the type of control measures needed to eliminate or sufficiently reduce the hazards posed by working at height.

Young Persons

No persons between 16 and 18 years of age will be permitted onto any Barnes Farm Infant School office or site without the following;

- Written permission from the person's parent or guardian
- Written permission from Barnes Farm Infant School
- Written permission from the client (for site work)
- Completion of a specific risk assessment for the activities that are to be undertaken by the young person
- All of the above are only for activities which have no statutory restrictions based on age
- Young Person's Risk Assessment
- Task Specific Risk Assessments.

3.0 Measuring Performance

Measurement is essential to maintain and improve safety performance. There are two ways to generate information on performance:

- Active systems, which monitor the achievement of plans and the extent of compliance with policy and safety procedures
- Reactive systems which monitor accidents, ill health and incidents. Effective procedures are needed to capture both sorts of information.

Barnes Farm Infant School monitors safety performance in a number of ways:

Proactive:

- Office and site safety inspections
- Work equipment inspections
- Means of escape inspections
- Audit of policy compliance.

Reactive:

- Following up reports of dangerous occurrences
- Accident and incident statistics
- Incident/accident investigation Near miss reporting.

Regular reports on employee matters including any safety issues are presented to Health and Safety Committee meeting and reviewed with actions being allocated if and when necessary to rectify any shortcomings identified.

Performance against safety responsibilities identified in the below appendices, these are reviewed on a regular basis (within performance review) between the jobholder and line manager and corrective action taken if necessary.

Performance objectives are updated annually and may include a safety related objective.

4.1 Audit and Review

Organisations can maintain and improve their ability to manage risks by learning from experience through the use of audits and performance reviews. The audit provides a systematic and independent check of compliance with the system and can also provide a comparison with “best practice”.

Barnes Farm Infant School will undertake an independent audit (at least annually) of its performance against its policy on a regular basis and instigate appropriate actions against recommendations.

This policy will also be reviewed to take into consideration the findings of relevant audits, relevant changes in legislation, and relevant changes within the business organisation or any other circumstances that would suggest review is required.

4.0 Learning Lessons

Key actions for Barnes Farm Infant School in learning lessons effectively

Leaders and managers will:

- Show by their actions that safety is one of our core values
- Promote a questioning attitude. Make sure they are not only receiving 'filtered good news' but are also welcoming feedback and constructive challenges
- Resolve ineffective procedures that result in 'workarounds' or violations of procedures
- Be clear about Barnes Farm Infant School organisation's risk profile
- Make sure employees understand the risks that are being controlled
- Avoid complacency - take responsibility for keeping their knowledge and capability up to date.

Barnes Farm Infant School employee consultation and involvement:

- We will discuss plans with employees and/or their representatives
- We will avoid overburdening employees with initiatives
- We will involve employees in any organisational change.

Competence

- Barnes Farm Infant School will ensure that those providing top-level scrutiny have sufficient expertise to judge the importance of emerging Health and Safety issues and integrate those with other business decisions
- Any Contractors Barnes Farm Infant School will be competent and there will be checks in place to ensure they remain so
- Barnes Farm Infant School will take steps to avoid the loss of corporate memory.