



Health and Safety Policy

Date adopted: September 2017 (and previously 21 March 2016)

Date to be reviewed: As required (or as LCC updates LCC policy)

Corporate Management System for Health and Safety

**The school
Health and Safety Policy
Statement**



**The school
organisation and
responsibilities and
facilities management
responsibilities**



**Standards affecting the
whole school**



**Review and Audit
procedures**



**Departmental
arrangements for
managing health and
safety to include
procedures, operational
guidelines and
instructions**

Section 1 this section sets out the health and safety objectives for the school and the facilities management provider. **These are generic to all PFI schools.**

Section 2 This section gives details on the structure for the management of health and safety; responsibilities for staff and senior managers, facilities management provider / SPV / LCC, and any auditing and monitoring arrangements. **These are generic for all PFI schools.**

Section 3 This section will contain generic arrangements in the form of standards for managing health and safety issues which impact across all areas of school activity. **These will need determining and altering between the PFI School and Facilities Management Provider / SPV on an individual school basis as contracts may vary from school to school.**

Section 4 This section gives details of generic audit arrangements ensuring legislative compliance. **These will need to be determined and altered between the school and facilities management provider / SPV as they will vary from school to school.**

Section 5 This section is left blank for departments to insert their own arrangements, procedures, operating instructions and codes of practice.

Section I: General Statement of Health and Safety Policy

The following statement sets out the health and safety objectives for Lawnswood School.

In conjunction with Carillion plc, facilities provider, Lawnswood School:

- Will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities.
- Will take steps to ensure compliance with all relevant health and safety legislation.
- Accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety, wellbeing and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all employees and students to cooperate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction, supervision and training to all employees and students where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation and other changing circumstances.
- Will set out full details of the organisation and arrangements for the management of health and safety in the school, in separate documents.
- Is committed to cooperation and regular consultation with other users of the site and those with a legal interest in the site.

Signed:

Chair of Governing Body _____ **Date:** _____

Headteacher _____ **Date:** _____

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|--------|---|---------|------------------|----------------------------|---------------|---------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 2 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|---------|

Section 2: Organisation and Responsibilities

Responsibilities for implementing and reviewing the school's Health and Safety Policy are detailed below:

1.0 The Governing Body

The Governing Body of a Community or Voluntary Controlled School has responsibility for ensuring that the LEA Health and Safety Policy is approved for use and that arrangements are in place for the school to implement it.

2.0 The Special Purpose Company (SPV)

The SPV, Education Support Company (Leeds) Ltd, has the responsibility to provide its own health and safety policy statement and share it with Leeds Children's Services (Children's Services), the facilities management (FM) provider and the school. The SPV is established to implement the design, build, finance and operation of the school in a manner that provides a safe and healthy environment for the employees that undertake activities on behalf of the SPV; the provision of the operation is sub-contracted to the FM provider. In addition, the SPV is committed to minimising the risk of injury and ill health to anyone as a result of the SPV's work activities. The SPV is represented by its board of directors and operationally by the Operations Manager from Infrastructure Managers Ltd.

The SPV will implement its health and safety policy by:

- Ensuring that all organisations undertaking activities on its behalf are fully committed to health and safety and to discharging their duties under health and safety legislation.
- Making a commitment to reducing and managing all health and safety hazards and risks and to supporting a process of continuous improvement.
- Appointing a health and safety director at SPV Board level.
- Periodically reviewing the health and safety performance of its facilities management provider.
- Reporting all incidents and subsequent action taken to prevent any such recurrence.

3.0 The Facilities Management Provider

The Facilities Management provider has the responsibility to provide their own health and safety policy and share it with the school. They are responsible for cooperating and consulting with the school to ensure the premises and facilities, services provided and their employees comply with legislation relating to health and safety, food hygiene, building requirements and safeguarding.

4.0 Management Structure

4.1 The Governing Body is responsible for strategic health and safety planning and for periodic review of health and safety performance working in conjunction with the facilities management provider.

4.2 The Headteacher is responsible to the Governing Body for securing the full implementation of the school's Health and Safety Policy working in conjunction with the facilities management provider.

4.3 Members of the school management team are responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers and by establishing a system of appraisal of management performance against agreed health and safety performance indicators e.g. a reduction in slips and trips.

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|---------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 3 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|---------|

- 4.4 Heads of departments / faculty leaders** are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.
- 4.5 The Facilities Management provider** is responsible for complying with its own health & safety policy and working in conjunction with the school to assist the school in achieving full implementation of the school's own health and safety policy.
- 4.6 The SPV and LCC** are responsible for providing their own health and safety policy statements and sharing them with Children's Services, the facilities management provider and the school. The SPV is established to implement the design, build, finance and operation of the school in a manner that provides a safe and healthy environment for the employees that undertake activities on behalf of the SPV; the provision of the operation is sub-contracted to the FM provider.
- 4.7 'Competent persons'**. Emma Gilbert, Carillion, Facilities Management Provider, have responsibility as the competent persons for advising the Headteacher, other senior managers, and the facilities management provider in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with Children's Services and Leeds City Council's Health and Safety Advisers / Officers and enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Civil Defence Fire Officers.
- 4.8 Children's Services Health and Safety Advisers** are responsible for providing advice and support to schools on all aspects of health, safety and wellbeing and for monitoring the standards of health, safety and wellbeing in schools and on educational visits.

5.0 Implementation

5.1 The Headteacher and senior leadership team will implement the school's Health and Safety Policy by:

- Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy.
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school's Health and Safety Policy.
- Ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Setting health and safety performance standards to ensure effective management within their areas of control e.g. a reduction in slips and trips.
- Ensuring that all hazards are identified, reported, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
- Ensuring that all employees are familiar with, and comply with, the requirement of the school's Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and any school and departmental guidelines and instructions. We will do this by posting a copy on the portal and all staff having a copy.

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|---------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 4 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|---------|

- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare.
- Ensuring cooperation and regular consultation with other users of the site and those with a legal interest in the site takes place.
- Establishing systems for monitoring all arrangements to ensure that they are working effectively e.g. reports to the governing body, audits and joint annual audits.
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards set by us e.g. risk assessments all renewed annually or sooner if the need occurs.
- Reporting at least annually to the Governing Body on health and safety issues within the school and providing regular updates in respect of health and safety.

5.2 Heads of Department / Faculty Leaders will ensure that:

- Any health and safety matters that they cannot deal with directly are brought to the attention of the Headteacher and senior management team.
- Significant hazards within their department are identified and suitable risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Employees and students are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Will implement a system to manage health and safety within their department, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- Equipment and substances are suitable for the purpose they are used.

5.3 The SPV

To support the active implementation of the SPV's H&S policy, the Operational Manager will:

- Report to its Board on Health & Safety performance, including the key findings of any Health & Safety audits.
- Undertake an assessment of competence in relation to any organisations appointed to undertake work on behalf of the SPV.
- Liaise with the nominated representative of Leeds City Council and Children's Services regarding any aspects of Health & Safety.

5.4 The Facilities Management Provider will implement their own health and safety policy by:

- Ensuring that adequate resources, both personnel and financial, are allocated to secure implementation of their own policy.
- Identifying hazards and control risk by the implementation of a rigorous risk assessment procedure, with due regard to COSHH and data sheet information.
- Maintaining a regularly reviewed health and safety management plan which will, as a minimum, document procedures, operational instructions, guidelines and codes of practice to implement the company's health and safety policy.
- Ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, of carrying out their duties for health, safety and welfare.

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|--------|---|---------|------------------|----------------------------|---------------|---------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 5 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|---------|

- Actively promoting a health and safety culture among their employees, subcontractors and visitors and working with the school so that both parties can achieve the highest possible health and safety standard.
- Setting health and safety performance standards to ensure effective management within the site.
- Ensuring that all employees, subcontractors and Carillion visitors are inducted on to site and are made aware of the specific health and safety arrangement for this site.
- Ensuring cooperation and regular consultation with other users of the site and those with a legal interest in the site takes place.
- Reviewing information from its own monitoring systems to ensure continued and effective compliance with pre agreed performance standards.

5.5 School employees

All employees are responsible for:

- Complying with the school’s Health and Safety Policy.
- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Cooperating with the management and the facilities management provider in complying with relevant statutory provisions.
- Using all work equipment and substances in accordance with the instruction and training received.
- Not intentionally misusing anything provided in the interests of health, safety and welfare.
- Following all prescribed safe working practices and not working while unfit to do so.
- Reporting to their supervisor or manager any health and safety problems they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.

5.6 Facilities management provider employees will:

- Fully comply with their own health and safety policy.
- Undertake no act or omission that will detrimentally effect the school’s health and safety provision.
- Report all health and safety issues that they encounter within their daily routine to their line manager no matter who or what has caused this issue.
- Take reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Use all work equipment and substances in accordance with the instruction and training received. Follow agreed safe working practices with due regard to risk assessments, COSHH and data sheets.

5.7 Students

All students will be responsible for:

- Complying with school rules and procedures.
- Taking reasonable care of themselves and others.
- Cooperating with their teachers, other school staff, and facilities management provider’s staff.
- Using equipment and substances in the manner in which they are instructed.
- Not misusing anything provided for the purposes of health and safety.

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|--------|---|---------|------------------|----------------------------|---------------|---------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 6 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|---------|

- Reporting anything they believe to be hazardous or dangerous to their Teacher/ Form Tutor/ Headteacher or school's Health & Safety Officer.

5.8 Consultation

There will be full consultation with representatives elected by the Trade Unions recognised by the school, staff, the LEA, and the facilities management provider / SPV, where appropriate regarding the establishment and implementation of all of the school's health, safety, wellbeing and welfare arrangements in accordance with consultation arrangements to be agreed.

Wherever possible this may extend to include student representation. The views of the students will be sought and meetings where appropriate will take place with the Facilities Manager from Carillion.

6.0 Audit and Review

The principal means used for reviewing the school's Health and Safety Policy will be:

- Audits of health and safety management in individual departments.
- Annual report and regular updates to the Governing Body covering the management of health and safety within the school.
- Ongoing evaluation and reviews to ensure that new legislation or other changing circumstances are incorporated within the school's Health and Safety Policy and that the policy remains effective.
- Evaluation of health and safety management against performance indicators to ensure that objectives are met.
- Regular consultation and review with the facilities management provider.
- Guidance from the Local Education Authority.

These will be carried out by the school and the facilities management provider / SPV.

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|--------|---|---------|------------------|----------------------------|---------------|---------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 7 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|---------|

Section 3: Standards affecting the whole school

The general arrangements and standards required to implement the school's Health and Safety Policy are set out within the Health and Safety Handbook for Schools. The contents are outlined below. Many of these are generic arrangements covering all schools in Leeds.

Responsibility for some of these standards is a joint responsibility between schools and the facilities management provider. The school and facilities management provider will consult and co-operate to ensure that these standards or the FM provider standards are met dependent upon the extent of their responsibilities in relation to each standard. This responsibility will be detailed in the following section under each of the standard headings.

In general standards or parts of standards referring to equipment, provision of utilities, the physical structure, and maintenance of the building and grounds are the responsibility of the FM provider. Standards or part standards relating to how the school is managed, organised, and used and those relating to the management of school staff, students and visitors are the responsibility of the school in general.

Contents of the Health and Safety Handbook for Schools includes

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|---|--|
| Safety Management System | Noise |
| Accident reporting and Investigation | Occupational health |
| Asbestos | Permits to work |
| Building work contracts | Personal protective equipment |
| Consultation with employees | Play areas |
| Contractors | Purchasing equipment |
| Display Screen Equipment | Pupil Risk Assessment |
| Educational Visits | Pupils carrying out work activities in school |
| Electrical appliances | Risk Assessment |
| Emergency evacuations & emergency planning | Safe use of ladders, step ladders and trestles |
| First-aid | Safe practice in Physical Education |
| Fire safety | Security and personal safety |
| Gas, electric and water services | Screening and Searching Pupils |
| Glazing | School premises safety |
| Health and Safety in Design and Technology workshops, textiles and food technology. | Stage Equipment |
| Health and Safety in Science. | Stress at work |
| Jewellery and other personal effects | Substances |
| Liquefied Petroleum Gas (LPG) and other forms of temporary heating | Swimming pool safety & water treatment |
| Lifting equipment | Training records |
| Lone & isolated working | Work at height |
| Manual Handling | Work equipment |
| Medication | Work experience and Young Persons' safety |
| Mobile Phones | Work related violence |
| Monitoring processes | Workplace Health, Safety And Welfare |
| New and expectant mothers | |

Arrangements

This section outlines the content of these standards and how they will relate to the school and FM provider /SPV.

1. **Safety Management System:** Guidance document PG101

Schools should follow the general requirements outlined within the Education Service Advisory Committee document “Managing health and safety in schools”.

A safety management system will enable schools to implement, monitor and review all aspects of health and safety management. A Safety Management System outlines who has responsibility for undertaking key health and safety tasks, such as risk assessments.

Both the school and FM provider / SPV will carry out audits and risk assessments and ensure that any relevant findings are shared with each other as necessary.

2. **Accident reporting and investigation:** Guidance documents PG103 / 104

Accidents should be recorded and reported in accordance with the procedure outlined in guidance documents. Accidents should be investigated as soon as possible after occurrence and should be investigated by management of the premises in which the accident happened. Investigation provides reactive monitoring data.

The school will follow this procedure and report any accidents / assaults to their staff, visitors or students using the CF50 / 50A forms to Children’s Services Health, Safety and Wellbeing Team. The school will inform the FM provider and SPV of any accidents or assaults that relate to any failure in the FM provider’s premises, facilities, equipment, services or staff, contractors and visitors via Leeds City Council Children’s Services.

The FM provider will record and report accidents and assaults to their staff, visitors and contractors following their own reporting procedures, including reporting incidents to the Health and Safety Executive (HSE). The FM provider will inform the school of any accidents and assaults that relate to how the school manages and organises the use of the school, facilities, equipment, and services. This also extends to any behaviour of students, school staff and visitors that result in an accident or assault to FM staff, visitors or contractors. **Any information shared must follow data protection principles having regard for protecting individual’s identity and private information, addresses, dates of birth etc.**

Accidents and assaults received by Children’s Services Health, Safety and Wellbeing Team and / or the PFI Team will be shared with each other and the school / FM provider following the principles detailed above.

Investigation into accidents and assaults will be carried out by the school, the FM provider or both dependent on the circumstances and who / what is involved.

3. **Asbestos:** Guidance document PG301

This is not relevant at Lawnswood School as there is no asbestos present in the building.

Any part of the building fabric containing asbestos must not be worked upon until the asbestos within it has been made safe, either by removal or enclosure. Any work undertaken that releases asbestos fibres into the air is placing everyone in the premises at significant risk of contracting asbestos related disease.

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|---------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 9 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|---------|

4. Building work contracts: Guidance document PG302

Serious injuries can occur where building work is undertaken. Schools need to ensure that building contractors do not place students or staff at risk from their activities. This requires management control of any building work undertaken. The guidance document includes checklists and a hand out sheet outlining basic rules for contractors to follow. See also the Permit to Work guidance PG112.

Generally, the FM provider will arrange these. However, the school can instigate their own contractors but need permission from the SPV (by way of a permission only variation form) to carry out any works. This will go through the Variation system run by the Local Authority in the first instance. The school must provide the FM provider with details of what works are being done, by whom and where and when these works will take place.

Should either the school or FM provider be dissatisfied with arrangements for the contractor, or the works carried out, this should be raised via the FM provider helpdesk if it is a Carillion variation and not a “permission only” one.

5. Consultation with employees: Guidance document PG105

Employers have a legal duty to consult with all members of staff in respect to health and safety issues. Schools will need to establish mechanisms to ensure that all staff are consulted on any health and safety issue that affects them. This may be achieved by setting up a health and safety committee or by including health and safety as an agenda item on all staff team meetings.

Generally, the school and FM provider follow their own procedures although there may be some instances where a joint consultation will be required e.g. disaster recovery document.

6. Contractors: Guidance document PG106

Any contractor working on a school site has to be managed to ensure that they do not import any risks into school without ensuring that suitable precautions are in place and that staff and students are informed if they will be affected. Similarly, schools must ensure that contractors are not placed at risk from any school activities.

The contractor will be managed by whichever of the school or FM provider has arranged the contract. If the school arrange for contractors to be on site outside the core day, the FM provider must be informed. If the contract does not affect the use of the building or the services provided by the FM provider, there is no requirement for the school to inform the FM provider.

If the FM providers have arranged contractors e.g. grounds maintenance they should inform the school of when and where they will be on site. School staff will need to check if the presence of these contractors would affect the use of the school / activities planned.

7. Display screen equipment: Guidance document PG201

Wherever a member of staff uses a computer workstation, an assessment must be carried out to ensure that the person is not likely to be placed at risk from using the equipment. Anyone who is classed as a user (i.e. they have no option but to use a computer and to use it for at least one hour a day every day) is entitled to an eye or eyesight test that will be paid for by the employer.

The school is responsible for its staff for the purposes of DSE assessments, eye sight tests, and the provision of IT equipment. Any new IT equipment or specialist furniture required for school staff is provided by the school although the FM provider can agree to provide and maintain furniture.

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|----------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 10 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|----------|

Workstation furniture, unless purchased by the school, is the responsibility of the FM provider to ensure it is fit for purpose, maintained and inspected.

8. Educational visits: Guidance document PG501

The guidance contained with the Handbook for Educational Visits should be followed where any such visits take place. Visits must be planned and well managed; staff leading visits must be competent to lead the visit.

This is the responsibility of the school, although, they will need to let the FM provider know of visits in advance (with at least 1 week's notice, except in the case of emergency or short notice visits) to the extent that they affect the times the school may need to be opened or closed, provision of school meals / catering and any exceptional vehicle access.

9. Electrical appliances: Guidance document PG401.

Schools must manage the use and testing of electrical appliances. Frequency of testing will depend upon the type and use of equipment, varying from every year to every four years.

Electrical equipment owned by the school is their responsibility to inspect, maintain and use appropriately. Equipment owned by the FM provider / SPV is the responsibility of the FM provider to inspect and maintain. All staff should still visually inspect the equipment prior to its use, report any defects to the school / FM provider immediately and use equipment appropriately.

Inventories and records of electrical testing of electrical equipment should be kept by the school and the FM provider and shared and updated by both parties regularly.

At Lawnswood School we have introduced a form which must be signed by the line manager prior to any electrical equipment being brought into school – this ensures equipment is PAT tested by our technicians prior to use.

Both parties will liaise to check compatibility and loading where it should be reasonably envisaged it may affect the electrical services.

10. Emergency evacuation and planning: Guidance documents PG502/503

Systems should be implemented to ensure that all occupants of the premises can be evacuated in an emergency. Different systems may be required depending upon the cause of the evacuation e.g. fire and bomb evacuations.

Schools should also plan for emergencies. The type of emergency may be loss due to fire, events occurring during an educational visit, loss of electricity, major road traffic accident outside the school gates etc. Arrangements should also be in place to enable normal operation to continue alongside the management of an emergency.

The school and the FM provider should work together to provide a common emergency evacuation and planning document. The school's crisis plan needs to be linked to this.

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|----------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 11 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|----------|

11. First aid: Guidance document PG504

This details first aid requirements for schools. Every school must ensure that first aid is provided to all staff. Provision of first aid to students is part of the common law duty of 'in loco parentis'.

The school will provide first aid to cover school staff, students and school visitors. The FM provider will provide first aid to cover their staff, contractors and visitors.

12. Fire safety: Guidance document PG107

All schools must carry out a fire risk assessment. Procedures should also be in place to ensure that alarm systems, fire fighting equipment, lighting etc, are regularly tested and maintained in a good condition. Student use of oxygen must also be considered.

The school and facilities management provider will work together to draw up and maintain a fire risk assessment for the school that covers both the school and FM facilities. Common action tables should be drawn up. Fire equipment is tested and maintained by the FM provider. Planned fire drills are carried out by the FM provider at the request of the school.

The school / FM provider will review any fire drills and discuss any relevant findings with each other.

Personal Emergency Evacuation Plans (PEEPs) will be drawn up by the school for school staff, students and visitors and by the FM provider for FM staff their contractors and visitors.

13. Gas, electric and water services: Guidance document PG303

Schools should ensure that gas, electricity and water services are maintained in a safe condition. Gas services and appliances should be regularly inspected and tested by a Gas Safe registered gas engineer; mains electricity should be inspected and tested at least once every five years; water services must be maintained in a condition that does not give rise to risk.

The responsibility for the maintenance and inspection of services lies with the FM provider. Lawnswood School gas ovens are on a lease contract or contract. Loss of service to these will be managed by the FM provider with the cooperation of the school. Reports following legal inspections by Carillion or its agents are provided by them to Children's Services PFI Team, with any immediate action required also being reported to the school using the standard Incident Report Form.

The school has the responsibility (within the core hours), through management of student behaviour, to try to prevent vandalism of services.

14. Glazing: Guidance document PG304

Assessments should be undertaken to ensure that any glass that is likely to cause injury if it is broken is either replaced or made safe. This includes display cabinets and glazing in furniture.

The FM provider has responsibility for maintaining and providing appropriate glazing within the school, except for school owned display cabinets and antique furniture. All glazing fitted is safety glazing. The school is responsible for the safety of glazing in display cabinets and antique furniture and for raising any defects, faults, breakage and concerns with the FM provider. Regular checks of windows need to be undertaken to ensure restrictors are still working in classrooms above ground floor level. The school is responsible for visual checks and reporting any defects / faults to the FM provider.

The FM provider is responsible for service, maintenance and inspection for any items owned by the SPV / themselves. Any faults found should be reported immediately by either party and the window closed until the restrictor is repaired. This is a joint responsibility.

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|----------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 12 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|----------|

15. Health and Safety in Design and Technology: Guidance document PG601

Specific procedures should be implemented within Design and Technology departments to reduce risks from equipment and processes to a minimum.

The school is responsible for inspection and maintenance of any equipment they own. Any equipment and extraction owned by the FM provider is their responsibility to carry out statutory inspections and to maintain. The school is responsible for ensuring staff and students are trained to use equipment in school and that they are appropriately supervised and that equipment is used in accordance with any training / instructions. In addition, school staff are responsible for carrying out and recording daily safety checks on all equipment provided e.g. to ensure guards are in place, extract is working.

School staff are also responsible for emptying and cleaning all bag filters for the extract systems. All staff should visually examine equipment and extract systems prior to their use.

16. Health and Safety in Science: Guidance document PG602

Specific procedures should be implemented within Science departments to reduce risks from equipment and processes to a minimum. In Lawnswood School we follow and use CLEAPPS guidance documentation.

The FM provider is responsible for the maintenance and inspection of fume cupboards, and for gas and water services.

The school is responsible for appropriate storage, use and maintenance of chemicals and other substances e.g. radioactive material and any personal protective equipment (PPE) provided for school staff and students.

The school must let the FM provider know the location and details of any radio active material on site and this should be included in the fire risk assessment.

The school will also manage staff and student training / briefing and supervision of staff and students including devising a science policy and incorporating health and safety into lesson plans.

17. Jewellery and other personal effects: Guidance document PG513

Schools should ensure that they have specific policies relating to the range and type of jewellery and other personal effects that students can wear whilst in school as certain items can place children at risk of injury.

This is the responsibility of the school to manage.

18. Liquefied Petroleum Gas and other temporary heating: Guidance Document PG305

Wherever schools require temporary heating, specific criteria need to be addressed prior to introducing supplementary LPG or electric heating.

The FM provider has total responsibility for providing this, in accordance with Children's Services guidelines. In Lawnswood School, in accordance with the terms of the PFI contract, the school must not provide its own temporary heating, as it may impact on the BMS system.

19. Lifting Equipment: Guidance document PG405

Any equipment used for lifting objects or people must be maintained in a good condition. The frequency for inspection and testing will be in accordance with legal requirements outlined in the Lifting Operations and Lifting Equipment Regulations (LOLER).

The school is responsible for any lifting equipment they own and for using any lifting equipment owned by the FM provider / SPV in accordance with instructions. The school is responsible for visual checks and reporting any defects / faults to the FM provider.

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|--------|---|---------|------------------|----------------------------|---------------|----------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 13 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|----------|

The FM provider is responsible for service, maintenance and inspection for any lifting equipment owned by the SPV/ themselves.

20. Lone & isolated working: Guidance document PG203

Systems should be implemented in workplaces where staff will either work by themselves or in isolated parts of the building to help reduce the likelihood of injuries being caused and to enable help to be obtained if needed.

The FM provider is responsible for lone working of their employees, visitors and contractors.

The school is responsible for lone working of their employees and visitors. The school must obtain permission from the FM provider via the helpdesk for school staff / visitors to be on the premises outside of the core hours and they must then follow either the schools or FM provider lone working procedures. For insurance purposes school staff, students and / or visitors must not be on the premises without a member of staff from the FM Company being present on site. The FM provider will provide their staff to be on the premises at the same time. Children's Services PFI team must be informed of and sanction any regular out of hours' usage.

During school holidays, school staff should still sign in and out of the building.

21. Manual handling: Guidance document PG202

Activities involving manual handling that may cause injury must be assessed to determine the most effective way to reduce the likelihood that injury will occur and to identify any equipment or change in procedures that should be implemented to reduce risk.

The school is responsible for training, managing and assessing manual handling activities that their staff, students and visitors undertake. They can request assistance from the FM provider for heavier items. The FM provider is responsible for training, managing and assessments for manual handling for their own employees.

22. Medication: Guidance document PG505

Wherever possible, arrangements should be made to prevent the need for any medication to be given to any student at school. However, there will be instances where this is difficult to achieve. Whenever this is likely to occur, schools need to ensure that clear procedures are followed to reduce the likelihood that incorrect dosage and incorrect medication will be given.

The school is responsible for devising its own medications policy and ensuring this is followed for its staff and students. The FM provider is responsible for ensuring that any FM staff keeps their medication secure and away from students and do not dispense any medication to students or any other staff.

23. Mobile phones and base stations: Guidance document PG506

Concerns have been raised regarding the installation of mobile phone base stations and the possible ill-health effects caused by the use of mobile phones. Current guidance points to there not being any significant effects yet known to exist, although a precautionary approach is advised.

It is written into the Leeds 7 Contract that mobile phone masts will not be installed on this site.

24. Monitoring processes: Guidance document PG108

Schools, in common with any other workplace, need to monitor the provision of health and safety within the workplace. This can be achieved by undertaking regular inspections of the premises, investigation and analysis of accidents and audit of systems and procedures etc.

The FM provider is responsible for all the statutory monitoring and testing of fixed and mobile equipment and structures provided under the contract. The Children's Services PFI team will carry out random (usually on a termly basis) monitoring checks to ensure that these have been carried out.

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|----------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 14 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|----------|

The FM provider carries out a number of pre-planned maintenance tasks and the school and Children's Services are provided with an annual pre-planned maintenance plan. The FM provider also carries out weekly walks around the site and notes and takes action on any issues. The FM provider will also provide and maintain a reporting and help desk facility for the school to report any issues to. Issues can be reported via telephone, fax, email etc.

The school should check its safety policy annually and cross reference it with policies produced by Children's Services.

The FM provider and the school should carry out a full health and safety audit of the site at least yearly and share their findings. This is the audit which usually takes place in the summer break.

25. New and expectant mothers: Guidance document PG208

Specific assessments need to be carried out wherever a new or expectant mother is at work. The assessments should take into consideration any condition of the work that could adversely affect the mother and/or unborn child.

The FM provider is responsible for their employees and the school is responsible for the school staff. Employees from both parties must let their own employers know of their pregnancies or nursing needs. The school and FM provider will share information about their employees where necessary for health and safety purposes.

26. Noise: Guidance document PG510

There are limits contained within the Noise at Work Regulations that should not be exceeded. If they are specific requirements must be put into place. Noise levels below the statutory limits should also be minimised wherever possible, particularly where the level is likely to affect the effectiveness of the teaching environment.

The school is responsible for managing and maintaining the equipment in its design and technology department and the noise levels from this, apart for the extract system which is the responsibility of the FM provider. Contractors will be the responsibility of whoever has hired them.

The FM provider is responsible for their employees and the school is responsible for the school staff, students and visitors.

27. Occupational health: Guidance document PG109

The most important asset to any organisation is its staff. Schools should have regard to ensuring that proactive and reactive strategies are in place in respect to maintaining and promoting good health amongst staff.

The FM provider is responsible for their own employees and the school is responsible for their own staff.

28. Permits to work: Guidance document PG112

High risk activities in schools may, on occasion, require very strict controls. Control can be applied using a permit to work system. A permit will identify the safe conditions and requirements that must be present before any work can be started and must be signed by a senior manager or the School Health & Safety Officer. See also Building Works guidance.

The FM provider is responsible for the contractors they hire and the school is responsible for ensuring any contractors they use follow the procedures agreed with the FM Contractor, ensuring that permission has been granted for any works which affect the building or its structure, as detailed in agreement the PFI contract.

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|----------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 15 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|----------|

29. Personal protective equipment: Guidance document PG111

The use of Personal Protective Equipment (PPE) must only be considered as a last resort after every other possibility to reduce risk has been examined, as a temporary measure until further improvements can be made, or where it is not possible to provide any other means to reduce risk. PPE has to be carefully selected, with consultation on the type to be used being undertaken with the people who will be required to use it. It must be suitable for the task and be maintained in a safe condition.

The FM provider is responsible for their own employees and the school is responsible for their own employees, students and visitors.

30. Play areas: Guidance document PG514

Any play area, and the equipment installed within the area, provided for student use must be designed, installed and monitored in accordance with national standards.

The FM provider is responsible for the maintenance and inspection of such areas if provided within the contract and fixed equipment. The school are responsible for any mobile equipment and ensuring they use such areas and equipment in line with instructions and that they report any defects to the FM provider. The school is responsible for the greenhouse in its entirety.

31. Purchase of equipment: Guidance document PG406

Any equipment must be purchased from reputable suppliers and should conform to all relevant national standards and, must where applicable, meet minimum health and safety requirements.

The FM provider / SPV are responsible for the equipment they purchase within the contract and the school for any equipment the school purchase out of the contract. Both parties will liaise to check compatibility and loading where it should be reasonably envisaged it may affect the electrical services or the building services. New equipment needs to be added to the relevant inventories.

32. Pupil risk assessments: Guidance Document PG518

The school is responsible for carrying out any risk assessments on students, e.g. medical or behavioural.

33. Pupils carrying out work activities in school Guidance document PG507

Measures should be in place to ensure that whenever any students are asked to undertake any work activity on behalf of the school, suitable and sufficient precautions are taken to prevent them being placed at significant risk of injury.

The school is responsible for this activity unless the students are working for the FM provider. In this case, the FM provider is responsible.

34. Risk assessment: Guidance document PG102

Any work related activity that may place any person that may be affected by it at risk of injury or ill health should be assessed. The risk assessment should identify the likelihood that harm will occur and the most likely severity of that harm. Measures to reduce the risk can then be identified and put in place.

Specific legislation outlines assessments that need to be made for particular types of activity – such as manual handling, use of display screen equipment, noise and hazardous substances. A general risk assessment will identify where such other assessments are required. Once suitable means for reducing risk have been identified those measures need to be implemented.

Assessments should be reviewed on a regular basis and at least every year or whenever there is a significant change to the activity or people likely to be affected by it.

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|----------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 16 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|----------|

The FM provider is responsible for their staff, the activities they undertake, those of their contractors and for assessing the physical building and equipment under their control.

The school is responsible for assessing school activities, staff, students, any physical building and equipment under their control, and for any contractors they hire / engage.

The school and the FM provider will work together on any joint activities or shared areas.

35. Safe use of ladders: Guidance document PG 207

Injuries received from the incorrect use of ladders can be severe. There are measures that should be taken whenever such equipment is used to reduce the likelihood of injury occurring.

The FM provider is responsible for their employees and contractors and the equipment they use. The school is responsible for school staff, students and contractors and any equipment that they use. School staff must not use FM provider equipment and vice versa.

36. Safe Practice in physical education: Guidance document PG603

Specific procedures should be implemented within PE departments to reduce risks from equipment and activities to a minimum. The school is responsible for managing the PE lessons, managing students, its PE policy and any equipment owned by the school.

The FM provider is responsible for maintenance of fixed equipment (provided within the contract), providing any user instructions and guidance and for training as required. The school must ensure any training and instructions are followed and any defects reported. Lawnswood School operates within the recommendations of "Safe Practice in Physical Education and School Sport".

37. Security and personal safety: Guidance document PG204

The safety and wellbeing of staff and students within schools can be affected by security and personal safety issues. Schools today need to ensure that appropriate measures are implemented according to their location and the likelihood that they may be affected by intruders, vandals and arsonists.

The FM provider will maintain site security for the boundary and the building and be responsible for the personal security of their own employees, visitors and contractors. The FM provider is not responsible for managing security issues outside the school boundary unless it affects their staff.

The school is responsible for their own staff, students and visitors but both parties will liaise with each other to maintain security on site.

38. School premises safety: Guidance document PGI 10 & 306

Linking with monitoring processes, a proactive measure that can be taken to reduce the likelihood of accidents occurring is to undertake regular inspections of the premises. Inspections can be carried out using a checklist pro-forma, although the person undertaking the inspection will need to be aware of the safety issues to be checked. These guidance documents provide a pro forma and outline common workplace safety issues that may be found within schools.

The FM provider is responsible for all the statutory monitoring and testing of fixed and mobile equipment and structures provided under the contract. Children's Services PFI team will carry out random monitoring checks that these have been carried out.

The FM provider carries out a number of pre-planned maintenance tasks and the school is provided with an annual pre-planned maintenance plan. The FM provider also carries out weekly walks around the site and notes and takes action on any issues. The FM provider will also provide and maintain a reporting and helpdesk for the school to report any issues to. Issues can be reported via telephone, fax, email etc.

The school checks its safety policy annually to cross reference it with policies produced by Children's Services.

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|----------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 17 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|----------|

The FM provider and the school should carry out a full health and safety audit of the site at least yearly and share their findings.

39. Stage Equipment: Guidance document PG403

Specific requirements need to be addressed to ensure that equipment used on and around a school stage is maintained in a safe condition.

The FM provider is responsible for the physical structures and some of the equipment that it owns.

The school is responsible for the equipment it owns but both parties will work together to ensure they cover all areas.

An agreed category list will be kept to identify who owns what and who will maintain what. Lawnswood School's stage was purchased under the furniture contract so the FM provider is responsible for the stage. In principle the FM provider is responsible for the infrastructure and the school is responsible for the peripherals.

40. Stress: Policy and Guidance document PG205

An increasing issue within all workplaces is the subject of stress. Stress can affect different people in different ways. The causes of stress can vary greatly. Staff need to be able to identify signs of stress and to take early preventive action to deal with the things causing them stress and to enable them to cope with whatever issues are affecting them. Managers need to be able to identify possible causes and to take action to reduce the likelihood that staff will become stressed. Suitable measures must also be in place to enable anyone suffering from stress related symptoms to receive appropriate help and assistance.

The FM provider is responsible for their own employees and the school for school staff. However, where necessary, the two parties will work together on issues that affect one another's employees.

41. Control of Substances Hazardous to Health: Guidance document PG508

This covers substances that are used, are produced as the result of a process e.g. substances on fume cupboard filters, or arise through work e.g. bodily fluids and that may cause harm to anyone exposed to them. Such substances must be assessed and have measures taken to reduce the risks presented. Substances can be hazardous to health, such as solvent vapours, and can also have physical characteristics that could cause harm and injury, such as a flammable liquid. This includes students' use of oxygen.

The facilities management provider will be responsible for any hazardous substances used or created by their employees, visitors or contractors, or that such persons are exposed to. The school will be responsible for any hazardous substances used or created by school staff, students or visitors, or that such persons are exposed to other than as detailed in the PFI contract e.g. fume cupboards.

42. Swimming pool safety: Guidance document PG307 & 511

Guidance from the Health and Safety Executive outlines minimum standards that should be met within all swimming pools.

Lawnswood School site has no swimming pool but occasionally uses local leisure services pools. The school is responsible for supervision and management of students using such pools and this would be planned and risk assessed as is customary for any educational visit.

43. Training records: Guidance document PGI13

Schools should maintain records of all training staff have received. A training needs analysis should be carried out for each member of staff and each staff group. Risk assessments should be used to help identify training needs.

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|----------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 18 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|----------|

The FM provider is responsible for their own employees and contractors (under their control / employ). The school is responsible for school staff, students and its own contractors, including supply teachers, coaches etc.

44. Work experience for pupils and young persons' safety: Guidance documents PG512 & PG507.

Systems should be in place to ensure that any establishment accepting any student on work experience has informed the student's parents or carers about the risks that may be encountered. Checks need to be made to ensure that the organisation to which a student is sent complies with health and safety requirements. Young people must be considered to be at greater risk than adults due to their age and maturity. This should be considered whenever a risk assessment is undertaken for anything that may affect a young person or child.

The school is responsible for this. The FM provider is responsible for anyone they bring onto site for work experience.

45. Work at heights: Guidance document PG209

Any work undertaken off the ground must have suitable risk control measures in place. Work at height will include working with ladders and step ladders (see guidance document PG 207) as well as using mobile tower scaffolds and erecting edge protection to the sides of buildings.

The FM provider is responsible for their employees, visitors and contractors. The school is responsible for school staff, students, visitors and contractors. Both parties will work together where working at height may impact upon one another.

46. Work equipment: Guidance documents PG402 & 404 & 406.

Any equipment used at work must be suitable for the purpose for which it will be used and only used for the purpose for which it has been designed. Equipment should be maintained in a safe condition and taken out of use if it becomes defective. People using equipment should be provided with training that is commensurate with the equipment being used.

The FM provider / SPV are responsible for the maintenance and use of any equipment they own or is used by their employees, visitors and contractors and school users. The school is responsible for use and maintenance of the equipment the school uses or is used by school staff, students and visitors. The FM provider is responsible for user training of equipment it owns. The school is also responsible for ensuring they use any equipment owned by the FM provider in accordance with the instructions and report any defects to the FM provider.

47. Work related violence: Guidance document PG206

Studies have shown that school staff can be subject to incidents of violence from students and members of the public as well as colleagues. An incident will usually be violent if the victim perceives it to have been, and can range from verbal insults and verbal abuse to threats with a weapon and physical assault. In addition to the measures that can form part of a school's security and personal safety policies and assessment, measures to help reduce continued acts of a violent nature can be found in this document and PG 518 Pupil Risk Assessment.

The FM provider is responsible for their employees, visitors and contractors and the school is responsible for school staff, students and contractors. Both parties will work together on incidents / matters that affect each other.

48. Workplace health, safety and welfare: Guidance documents PG306 & 509

These are general workplace standards which will sit alongside other policy guidance, which may offer more specific area / situational guidance.

Regulations outline the minimum standards that all workplaces should comply with to ensure the health, safety and welfare of staff. Schools are subject to additional Schools Premises Regulations

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|----------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 19 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|----------|

which go further than the regulations that affect other workplaces for certain issues, such as indoor temperatures.

Some parts of the Health, Safety and Welfare Regulations are also not applicable to school classrooms, such as the requirements for minimum working space.

The majority of the regulations do apply, however, and are concerned with health issues such as having suitable and sufficient lighting, waste removal and adequate ventilation; safety issues such as prevention of falls from height, management of traffic in and around the premises, provision of adequate flooring and safety of doors and gates; welfare issues such as the provision of a rest area for pregnant women and nursing mothers, suitable facilities for changing clothing if required, provision of suitable drinking water and provision of suitable toilet facilities.

The FM provider is responsible for their employees, visitors and contractors and the school is responsible for school staff, students and contractors. Both parties will work together in areas that affect one another.

Sections 4 & 5: Audit Arrangements and School's own Operating Instructions and Procedures:

Leeds 7 Project - SPV Audits to ensure:

- That all organisations undertaking activities on its behalf are fully committed to health and safety and to discharging their duties under health and safety legislation.
- They appoint a Health and Safety Director at SPV Board level.
- They 'periodically' review the health and safety performance of its FM provider, Carillion, and report to the Board on their health and safety performance, including the key findings of any health and safety audits in school.
- They undertake an assessment of competence in relation to any organisations appointed to undertake work on behalf of the SPV.
- They liaise with the nominated representative of Leeds City Council regarding any aspects of health and safety.

The Facilities Management Provider, Carillion will:

- Be responsible for its own health and safety audits.
- Cooperate and consult with the school to ensure the premises and facilities, services provided and their employees comply with legislation relating to health and safety, food hygiene, building requirements and safeguarding.
- Carry out all the statutory monitoring and testing of fixed and mobile equipment and structures provided under the contract.
- Carry out a number of pre-planned maintenance tasks and that the school are provided with an annual pre-planned maintenance plan.
- Carry out weekly walks around the site and notes and takes action on any issues.
- Provide and maintain a means to report issues and provide a helpdesk facility for the school to report any issues to. Issues can be reported via telephone, fax, email etc.
- Carry out a full health and safety audit of the site at least yearly and share their findings, with the school.
- Identify hazards and control risk by the implementation of a rigorous risk assessment procedure, with due regard to COSHH and data sheet information.

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|----------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 20 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|----------|

- Maintain a 'regularly reviewed' health and safety management plan which will, as a minimum, document procedures, operational instructions, guidelines and codes of practice to implement the company's health and safety policy, which may have an impact on the school.
- Ensure that their 'responsible managers and employees are capable', through recruitment, training or otherwise, to carry out their duties for the health, safety and welfare of all on school premises.
- Ensure that any accidents or near misses are past immediately to the schools designated officer (Competent Person) and the Headteacher if there is an immediate danger to the building and or safety.
- Actively promote a health and safety culture among their employees, subcontractors and Carillion visitors and work with the school so that both parties can achieve the highest possible health and safety standards.
- Set health and safety performance standards to ensure effective management within the site.
- Ensure that all their employees, subcontractors and Carillion visitors are inducted on to site and are made aware of the specific health and safety arrangement for the site.
- Ensure there is cooperation and regular consultation with other users of the school site and those with a legal interest in the site takes place.
- Review information from monitoring systems to ensure continued and effective compliance with pre-agreed performance standards, under which the school operates within the PFI contract.

The school will:

Audit

- Undertake regular inspections of the premises termly.
- Ensure that an annual Governors' health and safety audit is undertaken and shared with the FM Provider and the SPV.
- Undertake regular audits of health and safety management in individual departments.

Analyse

- Investigate and analyse any accidents / assaults and ensure an audit of these systems and procedures takes place.

Review

- Undertake an annual review of the school's safety policy.
- Undertake regular evaluation and reviews to ensure that new legislation or other changing circumstances are incorporated within the Health and Safety Policy.
- Consider the use of a health and safety management plan, in conjunction with the Governing Body, which will, as a minimum, ensure that all staff has access to documented procedures, operational instructions / guidelines and any codes of practice which may have an impact on the school and its daily use.

Promote

- Actively promote a health and safety culture among its employees, contractors or visitors to ensure the safety of all users of the building - the school will ensure that all its visitors to site are made aware of the specific health and safety arrangements for the school.
- Promote safe working practices by ensuring that health and safety is included in all lessons, where appropriate.

| | | | | | | |
|--------|---|---------|------------------|----------------------------|---------------|----------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 21 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|----------|

Ensure that:

- All departments have their own risk assessments, building up a database.
- All educational visits are pre-planned and are in accordance with guidance provided by the Local Authority and are input on Evolve (database).
- It follows any guidance from the Local Authority.
- All students undertaking sporting activities wear the appropriate clothing, footwear and use the recommended protection as detailed in 'Safe practice in physical education and school sport'.
- There is regular consultation and reviews with the facilities management provider Carillion.
- All staff are inducted, know how to report a concern and where to find information about health and safety.
- Ensure that any accidents or near misses are past immediately to the Carillion designated officer (Competent Person) and the building owner's representative if there is an immediate danger to the building and or safety.
- Any student in receipt of an egress plan is catered for.
- The school has Health & Safety and Educational Visits policy/policies, which is/are kept up to date and reviewed in line with Governing Body timescales and instructions.
- It cooperates and undertakes regular consultation with other users of the school site and those with a legal interest in the site.

Provide

- Provide, at least an annual report, to the Governing Body covering the management of health and safety within the school.
- The school will provide guidance to its staff and students to ensure they can carry out their duties safely and that they remain safe whilst on the school's premises, whether this is through recruitment, training or otherwise.

Identify

- Identify hazards and control risk by the implementation rigorous risk assessment procedures, taking into account COSHH and any other material data sheet information.
- Ensure it reports any identified hazards to the helpdesk to ensure timely repairs in line with the PFI contract under which it operates.
- Incorporate within the Health and Safety Policy any new legislation or other changing circumstances which are identified and advised to schools by the LEA to ensure that the policy remains effective.

The Local Education Authority will:

- Carry out regular evaluation and reviews to ensure that new legislation or other changing circumstances are identified and advised to schools.
- Undertake evaluation of health and safety management in schools against performance indicators to ensure that objectives are met and that best value provision is obtained.
- Be responsible for providing advice and support to schools on all aspects of health, safety and wellbeing and for monitoring the standards of health, safety and wellbeing in schools and on educational visits.
- Undertake sporadic audits in school to ensure that safety and standards within the building and grounds are upheld and meet all legislation.
- Undertake sporadic compliance audits and will share any items found with the school and log items on the FM Provider's helpdesk, in accordance with the standards within the PFI contract.

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|--------|---|---------|------------------|----------------------------|---------------|----------|
| Title: | PFI Schools Health and Safety Policy | Number: | SMS 1.3_2 | Approved 18 September 2017 | Sheet Number: | 22 of 23 |
|--------|---|---------|------------------|----------------------------|---------------|----------|

Appendices

- Appendix 1 School internal audit form template
- Appendix 2 LEA audit form
- Appendix 3 Example of the Governors' annual audit form
- Appendix 4 Ofsted audit form
- Appendix 5 Example of a risk assessment in school
- Appendix 6 Example of a PFI audit forms
- Appendix 7 Example of helpdesk report identifying items
- Appendix 8 Example of a report to Governors
- Appendix 9 Copy of a Lawnswood School reactive docket form
- Appendix 10 Examples of CF50 & CF50a forms and the school's internal procedures