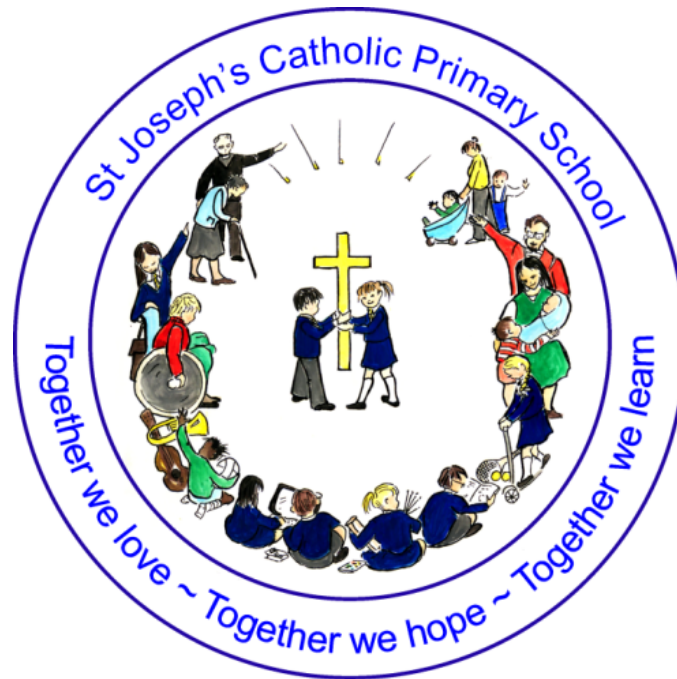


Vision



Together we love - Together we hope - Together we learn

Mission

St Joseph's Catholic Primary School is an inclusive, vibrant, Catholic community where we enable and encourage everyone to share and nurture a love of learning and the love of Christ.

Together, we hope to inspire ourselves and each other to be the best we can and to embrace our future with confidence.

Introduction

In line with our vision statement, our school uniform plays a valuable role in contributing to the Catholic ethos of a school, setting a distinctive and high standard of appearance, of which the children and community are proud.

Introduction

The Governors and Senior Leadership Team of the school are committed to a safety management approach to Health & Safety, and thereby to an organised, well informed and pro-active approach to all health & safety and welfare related issues. All activities will be planned and executed with a systematic approach which includes an element of 'context sensitive' risk assessment, and where necessary control measures will be put in place to reduce/eliminate to a safe level any foreseen risks.

This policy supplements and operates in conjunction with North Somerset Council's policy statement on Health and Safety.

It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school.

All school staff are reminded that they have a legal duty to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the health and safety requirements relevant to their activities.

A suitable assessment of all-foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.

Consultation will take place with any Union appointed safety representatives and members of staff on matters that affect their health and safety. If required, specialist advice will be sought at the earliest opportunity from The North Somerset School's Health and Safety Officer, Building Surveyors, Asset Manager or other specialist advisers, such as the local Fire Officer.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities.

Governors and the Senior Leadership Team of the school will ensure safe access to and safe egress from the building is maintained at all times. That safe storage of equipment and materials is achievable, and regular maintenance/inspection of equipment and plant occurs at regular intervals.

A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.

Additional information to implement this policy is contained in the attached Schedule of Duties. Further information is contained within the North Somerset Health and Safety Manual.

Roles And Responsibilities

It is important to understand that the Health and Safety At Work Act 1974 places overall responsibility for Health and Safety with the Employer. As a Voluntary Aided School the Governing Body is the Employer.

The LA (North Somerset Council) provides health and safety advice to voluntary aided schools. However, North Somerset Council is not responsible for the health and safety of pupils in the schools or of staff employed by the schools. This does not conflict with the North Somerset Council's duties with regard to Asset Management Plans.

The school recognises its obligations to identify arrangements designed to make its safety policy effective.

All staff should be aware of the following arrangements:

Organisation

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

The following is a summary of individual responsibilities, their consequent structure and accountability:-

- **Governors** - The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils (although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Headteacher or employees avoid responsibility by referring urgent matters to that body for information and decision). The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the Agenda for Governing Body meetings.
- The Governing Body will appoint a Health and Safety Governor.
- **Governors Must Ensure:**
 - That in co-operation with the Head teacher, an individual school Health and Safety Policy is produced that reflects the status of the school and who is the employer, and this plan is regularly reviewed and revised as and when necessary;
 - That risk assessments are undertaken of any activity that has significant associated hazards and that written records of these assessments are kept and reviewed regularly;
 - That sufficient funding is allocated for health and safety issues e.g. training, provision of personal protective clothing etc;
 - That regular health and safety inspections of the premises are carried out on a termly basis;
 - That the Governing Body receives an annual audit of health and safety systems and standards of health and safety from the Headteacher;
 - That a positive health and safety culture is established and maintained.
 - That Health and Safety keeps on the agenda by including it intrinsically with all discussions
- **Headteacher** - The Headteacher is responsible and accountable for the implementation of this plan and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, operational duties include the following:
- The Headteacher must;
 - Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a health and safety culture is also developed with the pupils.

- Ensure that all members of staff (including newly appointed staff, supply staff, probationers and students, voluntary helpers etc) are aware of the contents of the school health and safety policy and all safe working practices.
- Ensure that risk assessments are carried out on any activity that has significant associated hazards. Where significant risks are identified, appropriate measures and/or safe working practices are introduced to reduce/eliminate such hazards.
- Undertake inspections of the school premises, plans, equipment and working practices each term. Where necessary, implementing any changes and improvements.
- Provide an annual report to the Governors of the school regarding safety performance. – E.g. What risk assessments have been carried out? How many fire drills have been carried out? How many accidents have occurred? Are there any trends etc?
- Make recommendations to Governors where Health and Safety funding is required, and to advise on any safety policies that need to be introduced.
- Ensure that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Education Health & Safety Officer (to allow North Somerset to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995).
- Actively encourage the participation in health and safety and welfare matters of all pupils.
- Identify individual training needs and encourage staff to access courses through Continual Professional Development (CPD) on-line.
- Establish and regularly review safe working practices for activities.
- Check the adequacy of fire precautions and procedures.
- If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.
- Teaching Staff (Including Supply Teachers) & Visiting Teachers/Instructors - Teachers have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:
 - Ensuring that the Health and Safety culture developed within the school is further developed with the pupils, by way of enforcement of health and safety rules. Also by including briefs of health and safety, and referral to specific risk assessments, especially before any hazardous/high risk activities and lessons.
 - Ensuring that all students/probationers, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
 - Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.

- Exercising effective supervision of pupils and maintaining an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. carrying them out as necessary.
- Being aware of the risk assessments and seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
- Setting an example by personally following safe working practices.
- Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment is visually checked before use.
- Reporting to the Headteacher any defects in equipment or identified inadequacies in procedures. Removing and disposing of defective equipment immediately. Amending the school inventory.
- Highlighting any training needs deemed necessary to fulfil their role to the Headteacher.
- Ensuring their direct areas of responsibility are well managed in terms of housekeeping and safe storage of materials and equipment.
- Non-Teaching Staff - All Employees have a legal duty under Health and Safety legislation, in order to achieve their duties should include the following:
 - Are responsible for their own Health and Safety.
 - Ensure that their actions will not put at risk the safety of other employees, pupils or visitors.
 - Are alert to observe and correct or report any unsafe practices or conditions.
 - Maintain a healthy and safe place to work and cooperate with managers in the implementation of all Health and Safety matters.
 - Make suggestions to improve any areas of Health and Safety especially with their specific working knowledge of an area or task.
 - Maintain an active interest in Health and Safety.
 - Learn and follow the safe operating procedures and Health and Safety rules for safe operation and performance of their roles.
 - Follow the established procedure if accidents occur.

Health & Safety Executive

The Health & Safety Executive (HSE) has many powers, including the right to visit the school and have sight of all relevant policies and documents.

They have the right to turn up for announced or unannounced visits, however they will usually visit in connection with an accident that has been reported to them.

Key Risks

The following sections highlight identified key risks in the management of the school.

Housekeeping

The Headteacher, Staff, Employees and Pupils will maintain a high standard of housekeeping with clear floors, tidy storage cupboards and clear tall cupboard tops. This

will minimise hazards related to untidiness and its contribution to risks of object falling, spills, trips and falls that are a key risk within school premises.

Security

Access to the school is controlled and restricted to the main entrance. All visitors including Governors and Contractors will sign in. Contractors entering the school premises via the gates will immediately lock them upon entering. If this is not possible due to the nature of their work a security presence will be maintained at the gate.

The North Somerset Council Health and Safety Manual include Section 29. "IMPROVING SCHOOL SECURITY- A GUIDE FOR SCHOOLS IN NORTH SOMERSET" Produced by the Education Asset Management, Education Department in conjunction with the Avon & Somerset Constabulary and Avon Fire Brigade in August 2002. This will be used to guide any further developments in security that may be considered necessary by the Safety Committee.

Violence to Staff

The Governors regard as unacceptable that any staff be subjected to violence, or the threat of violence, of any kind whilst working in school.

If any member of staff is subjected to any aggressive behaviour on school premises they must inform the Headteacher immediately.

Staff are asked to keep written records of such episodes.

An incident report form should be completed and sent to the Education Health & Safety Officer at the LA.

Appropriate steps will be taken by the Headteacher to deal with such a situation.

If necessary, the Governors and LA will be informed and involved.

Cancellation of Activities

Parents/guardians must be notified in advance if it is necessary to cancel after-school activities. Where this is not possible, children must be kept in school until the time they would normally leave at the end of the activity.

Behaviour

All Staff, Employees and Pupils will behave appropriately within the school. Running, shouting and crowding within the school corridors, passageways and doorways should not be permitted. This will reduce the risk of injury from slips, trips and falls.

Activities in other schools

The teacher responsible for an activity in another school or using equipment provided by another school shall ensure that the Health and Safety requirements of St Joseph's School are met. Any deficiencies shall immediately be brought to the attention of the host or provider for correction. If the deficiency is not rectified then the activity will be postponed.

Activities led by a Visiting Teacher

The Headteacher will ensure all visiting teachers or activity leaders are briefed on the Health and Safety requirements of St Joseph's School and will check that they are met by sample monitoring these activities.

Traffic Control and Parking

Traffic movements in the school car park are a significant risk. The Headteacher and Governors will continually identify and implement improvements to car park marking, speed control and driver behaviour. These will be reinforced by communications from the Headteacher to all parents and carers and from time to time observation and supervision of the car park especially at the start and end of the school day. The Headteacher will intervene with those who consistently exhibit poor driving behaviour, such intervention may include sanctions such as being banned from driving on the school premises.

Food Hygiene

The kitchen and Dining areas are subject to the requirements of the Food Hygiene Regulations.

Communicable diseases

Infectious Diseases - Information on infectious diseases etc can be obtained via the Health Protection Agency website www.hpa.org.uk

HIV/AIDS - There are publications available regarding the care of children and adults who suffer with HIV/AIDS.

Risk Assessment

Risk assessment is a principal requirement of the Management of Health & Safety at Work Regulations 1999. Regulation 3 requires all employers and self-employed persons to undertake a systematic assessment of all risks (except the trivial) to workers and any others who may be affected by their work activities. The purpose of the risk assessment is to assist the employer to determine what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

This school will complete risk assessments for every school trip. The school also obtains risk assessments from other organisations where the school children are involved. The school is committed to carrying out further risk assessments where circumstances require them.

The North Somerset Council Health and Safety Manual include Section 8 "RISK ASSESSMENT". This will be used to guide the production of all Risk Assessments.

Health And Safety Manual

The North Somerset Council has produced a Health and Safety Manual. The Manual is available via the School IT Network. The manual provides detailed guidance for many

elements of Health and Safety and will be used throughout the school's activities as the "best practice" to be adopted.

Reference to particular sections of the Manual are included where appropriate.

Other Specific Risks

School Trips - The North Somerset Council Health and Safety Manual includes Section 15 "GUIDANCE ON SCHOOL TRIPS". This includes the North Somerset manual on "Safety on School Trips, Off-site Visits and Adventurous Activities February 2006" and will be used to guide for all school trips. The existence of this section of the Manual will be briefed to all staff and activity leaders who will be required to make themselves aware of its content.

Swimming Supervision - When the school participates in organised swimming activities there will be continuous supervision by at least one fully qualified lifeguard patrolling the pool for each 50 bathers at all times. There should also be adequate qualified cover for this lifeguard should he/she have to leave the poolside for any reason. The instructors working with swimmers cannot be the lifeguard but may be used to provide cover if they are adequately qualified. In this case the instructor must stop teaching and their pupils must leave the water. Teachers are instructed that they must not allow children into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

Critical Incidents - Critical Incidents are sickness, injury or death to any pupil or staff member or significant damage to school premises or other incident impacting upon the normal operation of school activities. The Critical Incident/School Emergency Plan is a separate part of this Health and Safety Policy and will be briefed to all staff and employees.

Outdoor Play Equipment

The outdoor play equipment may only be used at lunch and break times when supervised by staff and according to the timetable. One child at a time on the scramble nets, climbing wall, slide, monkey bars, climbing wall etc.

Crafts - Members of Staff should ensure that children are well supervised at all times. Protective clothing is worn when appropriate. All tools are stored appropriately in commercially purchased storage units. Sharp edged tools are stored so that the cutting edge cannot be accidentally touched. Files and similar objects have properly fitted handles. Hammer heads must be checked regularly. Tools must be used for their intended purpose. Scissors must be handled correctly and be of the round edged type.

Glue Guns - These are not operated by pupils. Only low temperature glue guns should be used. Glue guns should be located on stands ready for use.

Food Technology - Housekeeping in areas to be used needs to be good. Passageways must be kept free for safe movement. Coats and bags must be stored outside the activity area. The floor should be kept clean, and 'clean as you go' practices should be adopted.

Spillages must be cleared up immediately and the area dried with paper towels. Windows and ventilation should be properly controlled. There must be adequate and safe working practices drawn up for this activity. All pupils should:- Wear clean aprons, tie back long hair, remove jewellery e.g. rings, be discouraged from wearing loose clothing and must not carry hot substances.

Piano - The piano is sited in the music room - only adults should move it. A visual check on castors should be made to check that they are adequate for the load. The piano must NOT be moved up or down stairs/steps. A risk assessment needs to be carried out before the piano is moved.

Solvents - Correction Fluids should only be used by staff. Children should not bring their own correction fluids into schools. Marker Pens, which are mainly water based, should be used. If and when other marker pens are to be used, this must only be by staff in a well-ventilated area.

Extension Cables - They must not be used permanently - only as a temporary measure. Those with multi sockets may be used for computers.

Electrical Equipment - Only approved competent contractors will be used to install or modify electrical equipment or installations. All items of portable electrical equipment (including new purchases) shall be entered on the school inventory book which is kept in the Administrator's office before use. All equipment should be tested annually and labelled by the electrical technician undertaking the test. Any faults must be reported immediately. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair. Any defective equipment must be isolated and labelled for repair. The North Somerset Council Health and Safety Manual include Section 27 "ELECTRICAL SAFETY". This will be used to provide further guidance as necessary.

Gas Installations - Only approved competent contractors will be used to install or modify gas equipment or installations. There must be access to the isolator at all times. Keys will be kept in the key cabinet in the entrance foyer.

Asbestos - There is no asbestos on this school site.

Rubbish and combustible Waste - This should not be left in the boiler room (boiler rooms should not be used for storage), in escape routes or in passageways. Such materials should be put in a metal or non-combustible container and be disposed of as soon as possible.

Displays and decorations - Decorations must not be placed near temporary heaters or suspended by light fittings.

Smoking - This school operates a No Smoking Policy, which applies to the whole school site.

Boiler rooms - The boiler room will be kept locked and only entered by authorised persons.

Fire And Emergency Procedures

The North Somerset Council Health and Safety Manual include Section 10 "FIRE AND EMERGENCY PROCEDURES". This will be used to provide further guidance as necessary.

The alarm will be regularly tested to ensure that it is effective and the test logged. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the Fire Log Book.

Fire drills must be carried out at least once per two terms to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the Fire Log Book. Fire drill procedures are displayed in each classroom. Fire exits and fire exit routes should be free from obstruction.

At all times all exit doors must be unlocked whilst there are people in the building. All fire exits must be clearly labelled and comply with legislation e.g. should be pictorial rather than just writing.

All visitors spending any length of time in the school should be made aware of arrangements in case of fire.

The fire log book is kept in the Administrators office. Full and detailed records are kept of evacuations, call point testing, alarm system servicing, firefighting equipment checks etc.

Fire extinguishers are kept at the following locations:

- Entrance foyer (x 2)
- Server room
- Hall (x2)
- Kitchen
- Infants classroom corridor (x2)
- ICT area
- Music room
- Library
- Junior classroom corridor (x2)
- Reception class (x2)
- Every other classroom (x1)

Fire blankets are kept at the following locations:

- Staff room
- Kitchen
- ICT area

If you discover a fire:-

- Operate the nearest alarm call point
- Go to the nearest telephone and dial 999 or 112
- Carry out any previously arranged duties to be done in the event of fire or go to the nearest line up point.

On sounding the alarm the fire brigade will be summoned if necessary by administrative staff. All staff, pupils and visitors must leave the building immediately, closing doors behind them as necessary.

Line up points have been designated for each class and all staff and children are aware of their own line up point.

Only if there is no risk to personal injury should attempts be made to tackle a fire using a suitable fire extinguisher. In addition, if there is no risk of injury, mains services such as gas and electricity should be turned off.

The mains isolators for gas and electricity can be found in the boiler room.

Action on Hearing a Fire Alarm:

- Teacher or responsible adult will supervise children leaving the building by nearest appropriate exit, closing the door when the last person is out.
- Proceed to line up point in the playground.
- Walk quickly; do not run.
- Keep calm.
- Do not stop to collect any personal belongings or books.
- Registers will be taken to the line up points by the Administrator and distributed to teachers for roll call. If the fire brigade have been called there must be clear access to the site by emergency services.

General Safety Rules

Defective or damaged equipment must be isolated and taken out of use until repaired or replaced.

The Rotary Trimmer can only be used by a member of staff.

Children must not use the photocopier.

Boiler rooms must not be used for storage.

Other Restrictions

For P.E. and Swimming /after School activities, staff are reminded that:-

- If a parent has put a restriction on a child's activity on medical grounds, it is the PARENT ALONE WHO CAN REMOVE IT.
- If a child taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint (e.g. asthma, epilepsy, cystic fibrosis, etc), rigorous supervision should be maintained.

If these two points are not followed, a serious situation could develop, which may result in claims for damages, should an incident occur.

A note of consent must be received from the parent/guardian before a child may take part in any educational visit or after school activities.

Visitors To The School

Contractors - Before we select contractors, we will ensure that they not only have a good work record, but also a good health and safety record. When Contractors arrive on site to commence work the following Safe Systems of Work will be followed:

- The Contractors will provide their Health and Safety plan prior to the commencement of work. The plan will be reviewed and accepted by the Headteacher. In the case of extensive works or potential high-risk activities the Headteacher will consult the Governor Responsible for Health and safety and/or other experts prior to accepting the plan.
- Staff will be informed of the works being carried out and any areas that are likely to be affected. Also the duration and timing of the works will be discussed.
- Any changes to the job are discussed with the Headteacher or representative, and any changes affecting timing, or health and Safety be looked at and action taken where necessary.
- Ensure that any contractors working on site or sub-contractors are familiar with our Health and Safety Policy and are aware of any local safety rules.
- Monitor the contractors' performance during the works and take appropriate action when necessary. If we believe there to be a detrimental effect on Health and Safety then the job will be stopped until we are satisfied with the Health and Safety practices.
- The North Somerset Council Health and Safety Manual include Section 21 "CONTROL OF CONTRACTORS". This will be used to provide further guidance as necessary.

Lettings - The Health and Safety Arrangements for hirers of the school premises will be included in the Letting Policy. The principle requirements are:

- Details of fire procedures will be given to hirers.
- Precautions must be taken for large gatherings (e.g. plays)
- All emergency exits must be unlocked.
- Access to a telephone is advisable, however if access is not given this must be communicated to hirers so that they can make their own arrangements.
- The Caretaker or designated person must inspect premises after their evening use and check for possible fires.
- The school no smoking policy must be communicated to the hirers.
- If the caretaker discovers a fire when the school is unoccupied, he must sound the alarm and call the fire brigade. The Headteacher must be informed immediately.

Animals in School - Pets may be allowed into school specifically for a Pet Service or a lesson arranged with a class teacher. The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976.

Pupils are not allowed to bring scheduled animals into school even for a day. This would be an offence. The animals included on this schedule are:

- All canines, except domestic dogs.
- All cats, except domestic cats.
- Monkeys, apes, crocodile and alligator family.
- Poisonous snakes, including adders.
- Some birds.
- If in any doubt please check with the Education Health & Safety Officer.

Communication and Co-Operation

Safety Notices - The Health and Safety Noticeboard is in the school reception area. It will exhibit the current H&SE Legislation Poster, This Health and Safety Policy and other relevant documents and procedures. The Headteacher will regularly review the Health and Safety Noticeboard to keep it up to date and informative.

Consultation with Staff, Pupils and Parents - Health and Safety will be included in staff meetings as necessary and the School Council Meeting. Urgent information will be communicated to Staff Pupils and Parents at the daily assembly and in writing to parents and carers if appropriate.

Reporting of Incidents

All accidents are entered into the accident book and monitored regularly by the Headteacher. The Accident books are stored in the front office and the first aid area.

Fatal or Major Injuries must be reported immediately by telephone to the North Somerset Health and Safety Officer and also to the Chair of Governors. This must be followed up by the completion of an accident report form and sent to the Education Health and Safety Officer.

Dangerous Occurrences must also be reported immediately by telephone to North Somerset Health and Safety Officer. The North Somerset Council Health and Safety Manual include Section 12 "INCIDENT AND ACCIDENT REPORTING". This will be used to provide further guidance as necessary.

First Aid and Medicines

The current lists of the appointed persons who hold the nationally recognised qualification is exhibited in the school reception area. These named persons are qualified to administer first aid to casualties.

The responsibilities of appointed persons are:

- To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- To ensure that the first aid boxes/cupboards are fully stocked with designated items only.
- In the case of serious injury, responsibility of the appointed person ends when the patient is handed over to medical care or parent/guardian.
- The first aid boxes/cupboards in this school are located in the Staff Room, at the Reception Desk and in all classrooms.

- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites.
- All teaching staff will act *in loco parentis* during the time that the school is open for children.
- All injuries, whether to staff, pupils or visitors must be recorded via the school accident book, or for more serious injuries, on the accident report forms. North Somerset's guidance for accident reporting should be followed at all times.
- Any serious injuries should be transported to hospital by ambulance as the patient's condition could worsen. Accidents of this type should be reported by telephone or fax in the first instance to North Somerset Health and Safety Officer and then followed by a written report/investigation using appropriate North Somerset paperwork.
- No attempt to move an injured person should be made until a proper examination and assessment has been completed.
- Minor injuries may be treated on a self-help basis or by any members of staff in loco parentis.
- The North Somerset Council Health and Safety Manual include Section 12 "FIRST AID". This will be used to provide further guidance as necessary.

Medicines

In general, staff will not administer medication. In exceptional circumstances individual cases will be considered. Further information can be obtained from 'Managing medicines in school policy' issued by North Somerset Council.

The North Somerset Council Health and Safety Manual include Section 18 "MANAGING MEDICATION IN SCHOOLS". This will be used to provide further guidance as necessary.

Inspections, Audits and Meetings

Safety Inspection - Health and Safety walk rounds will be carried out during terms 1, 3 and 5 by the Headteacher, Caretaker, Business Manager and other applicable staff. A formal record of this inspection and the areas looked at will be made including any hazards and checks so that any urgent actions can be dealt with immediately. The inspection then forms part of the Safety Committee meetings. An action plan will be drawn up to provide an audit trail of all actions taken. The Caretaker will carry out a weekly safety inspection and report any defects to the Administrator. These defects and any others reported will be entered in the Defect Log by and will be signed off when rectified. The Health and Safety Meeting and Defect Log will provide an audit trail of reporting and maintenance. The audit trail proves that there is a system for reporting in place and that actions are taken promptly. It also shows inspection frequency etc. should an accident occur that involves the premises or equipment.

Safety Audits - Audits are very different from inspections, in that an audit looks at what safety management systems are in place and are they being followed, as opposed to an inspection which hazard spots. An audit will be carried out annually by the Health and Safety Governor as a benchmark of standards. The Audit will be used to develop an

action plan for the forthcoming year. The local authority North Somerset Council may also include the school in its audit programme. The North Somerset Council Health and Safety Manual include Section 14 "INSPECTION AND AUDIT". This will be used to provide inspection and audit material as well as further guidance as necessary.

Safety Meetings - The Governors recognise that the way forward in achieving effective management of the health and safety policy and the arrangements necessary to fulfil the obligation is through the "Health and Safety Committee". In addition to the standing members representatives from the staff and pupils will be invited to take part. Standing Members are: -

- Governor Responsible for health and safety
- Headteacher

The Health and Safety Committee will meet during Terms 1, 4 and 6.

The School Health and Safety Committee will consider:

- Any accidents of note since the last meeting, how many accidents in total and are there any trends.
- Are there any building works/ modifications planned and what are the Health and Safety implications of this project. Has all the necessary paperwork been completed and Asset management notified.
- Risk assessment progress and review.
- Training needs.
- First Aid provision/qualifications etc.
- Any school trips taking place and has this been assessed and authorised.
- Inspection findings and required actions.

Review

This policy will be reviewed by the Resources Committee

This Health and Safety Policy will be reviewed after any significant incident, change in LA requirements or legislation or as a minimum annually.

Approved by the Resources committee:

John Nicol

Date: 6/7/2023

Authorisation

Signed by (Chair of Governing Board)

A handwritten signature in black ink, appearing to be 'M.L.', is centered within a light gray rectangular box.

Approved by Governing Body:

Date: 13th July 2023

Review Date: July 2024