



Health and Safety Policy

Federation	Yes
Statutory	Yes
Staff member	Michelle Foster
Governor	Kezia Pearce
Committee	Premises
Full Governing Body	No
Last amendment date	Spring 2018
Renewal date	Spring 2021
Renewal cycle	Every 3 years

Contents

School Health and Safety Statement Policy	Page 3
General Guidelines	Page 3
Responsibility of Governors and Executive Head of Schools	Page 3
Duties of Site Manager/s	Page 4
Responsibilities of Staff Towards Pupils and Others in their Care	Page 4
Responsibilities of all Employees	Page 5
Responsibilities of Pupils	Page 6
Visitors	Page 6
Lettings	Page 6
Fire and Emergency Evacuation Procedures	Page 7
Fire Prevention Equipment	Page 7
First Aid and Accident Reporting Procedures	Page 7
First Aid Provision	Page 7
First Aid Boxes	Page 7
Procedures	Page 8
Medicines	Page 8
Out of School	Page 8
Asbestos	Page 8
Bad Weather Contingency Plans	Page 9
COSHH (Control of Substances Hazardous to Health)	Page 9
Display Screen Equipment	Page 9
Lone Working	Page 10
Manual Handling	Page 10
Outside School Hours Use of Premises	Page 10
PPE	Page 10
PATS Testing	Page 10
Risk Assessments	Page 11
Contractors	Page 11
Monitoring and Reviewing the Health and Safety Policy and procedures	Page 11

School Health and Safety Policy Statement

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by Royal Borough of Kensington and Chelsea Health and Safety Department. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Fox Federation.

General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures among staff and pupils;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- maintain all areas under the control of the Governors and Head of Schools in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
- formulate effective procedures for use in case of fire and for evacuating the school premises;
- lay down procedures to be followed in case of accident;
- teach safety as part of pupils' duties where appropriate;
- provide and maintain adequate welfare facilities and to make recommendations to the Royal Borough of Kensington and Chelsea as appropriate.

Responsibility of the Governors and Executive Head of Schools

The Governors and Head of Schools are responsible for implementing this policy within the school. In particular they will:

- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded by the site manager;

- make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
- make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
- make arrangements for informing staff and pupils, of relevant safety procedures.
- Other users of the school will be appropriately informed;
- ensure that regular safety inspections are undertaken. (A Health & Safety team will inspect all school premises and property once a term.);
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
- report to the Royal Borough of Kensington and Chelsea Department any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. N.B. The Governing Body will deal with all aspects of maintenance which are under their control and report to the Royal Borough of Kensington and Chelsea any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
- monitor, within the limits of their expertise, the activities of contractors (in liaison with the department of the Royal Borough of Kensington and Chelsea responsible for Health and Safety in school), hirers and other organisations present on site, as far as is reasonably practicable;
- identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Head of Schools in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate

Duties of the Site Manager

- assist the Head of Schools in the implementation, monitoring and development of the safety policy within the school;
- monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
- co-ordinate arrangements for the design and implementation of safe working practices within the school;
- investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Head of Schools;
- assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- ensure that staff with control of resources (both financial and other) give due regard to safety;
- co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

Responsibilities of Staff Towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including pupils;
- be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Head of Schools.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Royal Borough of Kensington and Chelsea Health and Safety department and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head of Schools;
- ensure that tools and equipment are in good condition and report any defects to the Head of Schools;
- use protective clothing and safety equipment as appropriate and ensure that these are kept in good condition;
- ensure that offices, classrooms and general accommodation are kept tidy;

- ensure that any accidents, whether or not an injury occurs, and potential hazards are recorded and reported to the Head of Schools.

Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements she/he must draw these to the attention of the Head of Schools.

Please note the following:-

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, sharp objects and other items considered dangerous;
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided safety purposes. N.B. The Governors and Head of Schools will make pupils (and where appropriate the parents)
- aware of these responsibilities through direct instruction, notices and the school handbook.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school, and to operate their own insurance policies to carry out works at the school.

See Safeguarding and Visitors Policy

Lettings

The Governors and Head of Schools must ensure that:

- the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Head of Schoolss knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
 - fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
 - hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
 - hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
1. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Fire and Emergency Evacuation Procedures

(see individual schools Fire Evacuation Procedures)

- The school's procedures for fire and emergency evacuation should be posted in the school entrance hall.
- These procedures will be updated as appropriate.
- The log book for the recording and evaluation of practice and evacuation drills should always be available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Purpose

- To administer first aid to children when in need in a competent and timely manner
- To communicate children's health problems to parents when considered necessary
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety in young children, in order to prevent first aid being necessary
- To encourage every child to begin to take responsibility for their health needs

First Aid Provision

- The Head of Schools is responsible for ensuring that there are an adequate number of qualified first aiders.

- Portable first aid kits are taken on all educational visits and are available from the school office.
- The designated first aider will ensure the maintenance of the contents of the first aid boxes and the ordering of supplies.
- All staff will be trained in any aspects of first aid deemed necessary e.g. asthma, epilepsy, the use of epipen.
- All staff will ensure that they have read the first aid policy.

First aid boxes are located in:

- The Office
- The classrooms

First Aid Procedures

Any pupil complaining of illness or who has been injured is sent to the school office. During playtimes and lunchtimes injuries that require first aid treatment should be dealt with in the first instance by first aiders outside.

Parents will be contacted by the first aider if there are any doubts over the health or welfare of a child. Parents will be asked to collect their child and take them home if the first aider deems necessary to do so.

If the situation is life threatening, the first aider will call an ambulance. The first aider will accompany the child if the parent cannot be present immediately.

No member of staff or volunteer helper should administer first aid unless they have received proper training, except in the case of minor cuts and grazes. A list of first aiders kept in school office. For their own protection staff who administer first aid should always wash their hands before and after administering first aid. Disposable gloves should be worn.

People (pupils or adults) should not be lifted or moved, unless it is necessary to do so to remove them from danger. Where somebody is unable to get up themselves, medical assistance should be sought through the normal first aid arrangements.

All serious accidents and head injuries should be logged on Inventory/RBKC reporting parents informed by telephone.

The Accident book should be monitored to identify recurring incidents which may be prevented and appropriate action taken.

Medicines

Parents must sign a permission form before any medicines are given to children in school. Please refer to Medical Policy for guidance.

A list of all children who have medication, including inhalers and epipens is kept in the office.

Offsite Trips

Refer to Educational Visits Policy for requirements on all learning outside of the classroom.

The Executive Head and the EVC has responsibility for ensuring staff have adhered to the schools 'Educational Visits Procedures' when organising a visit.

A risk assessment must always be carried out and authorisation sought through the TriBorough EVOLVE system.

Asbestos

Please refer to Asbestos Policy – Appendix 1

Bad Weather Contingency Plan

The Governors and Staff will do their utmost to ensure that the school remains open in severe weather conditions. However, if we cannot maintain sufficient staffing levels due to problems with travel, we will have to close either for the whole day or part of the day.

As long as we are able to receive deliveries of fresh food and our kitchen staff have made it into work, we will continue to provide a hot meals service. However, there may be some deviation from the published menu. Notice will be given should all children be required to bring a packed lunch.

Please be aware that after school clubs may be cancelled at relatively short notice. All cancellations will be communicated via parent emails/texts.

In the event of a school closure, parents will be informed via parent email or a text message.

COSHH

Please refer to COSHH Policy – Appendix 2

Display Screen Equipment

To secure the health and safety of workers in so far as is reasonably practicable, the school will, in consultation with staff, identify personnel that will be considered as an essential user and will:

- Carry out an assessment of each workstation every 2 years earlier if necessary, taking into account the display screen equipment, the furniture, the working environment, and the worker
- Take all necessary measures to remedy any risks found as a result of the assessment

Where an employee raises a matter related to health and safety in the use of display screen equipment the School will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate

- Advise the employee of actions taken

Where a problem arises in the use of display screen equipment, the employee must adopt the following procedures:

- Inform the Head of Schools or the Health and Safety Representative

The School will give sufficient information; instruction and training as is necessary to ensure the health and safety of workers who use display screen equipment.

Lone Working

The policy of the school is that lone working should be avoided whenever possible. In practice, this means that only members of the caretaking and cleaning staff will be working alone on a regular basis.

Procedures in order to minimise the risks from lone working, the following measures are taken:

- Staff seek the permission of the Head of Schools before working alone on the school premises outside normal school hours.
- Staff do not arrange meetings with parents or members of the public when lone working. Meetings must be arranged during school occupancy times, or when there are other members of staff on site.
- Staff ensure that someone is aware that they are working alone and either give them an expected time of return or keep in regular contact.
- Lone workers do not confront or challenge unauthorised persons or intruders, unless they are sure it is safe to do so.
- If there are any signs of unauthorised access or unauthorised persons on site, the Head of Schools, a senior member of staff, or the police are contacted.
- Working at height. Working at height is not undertaken when working alone.

Manual Handling

Pupils and staff must only lift equipment and furniture within their own individual capability. Where necessary assistance from Site Managers should be requested.

Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely.

Outside Schools Hours Use of Premises

Use of school premises outside of the school hours must follow the school's Health and Safety procedures coupled with the Lettings or Community Use policy.

PPE

Personal Protective Equipment will be provided for employees should there be a requirement for it following risk assessments and identification of hazards.

PATS Testing

Class 1 equipment in schools should be PAT tested every 12 months.

Class 2 equipment should be tested every 48 months.

Electrical equipment that have not passed PATS testing must not be used in the school.

A list of all PATS tested equipment should be kept as best practise and can be obtained from the contractor who carried out the testing.

Contractors

Arrangements for security will be discussed with contractors before they start work, and detailed in their contracts. Risk assessments will be required from all contractors in advance of work commencing, and adequate insurance cover will be verified.

All building and maintenance works must be adequately secured (e.g. by Herras fencing) to prevent any access by pupils or other unauthorised persons.

Contractors will be required to sign in on arrival, and will be provided with relevant health and safety details. These will include arrangements for first aid, evacuation, vehicle parking and movement, no smoking rules, and advice on school activities which might give rise to risk to the contractors. Contractors will not be given keys and will be escorted by the Site Manager.

All delivery vehicles will be asked to avoid calling at the beginning and end of the school day whenever possible. It is recognised that it is not possible for the school to totally control their arrival times, but every effort will be made to minimise vehicle movements at times when pupils will be liable to be on the roadway and car parks.

There are occasions when contractors need to bring vehicles onto the grounds. All contracts will state that the vehicles not on the driveway or car parks must be stationary at any times when pupils are outside. Arrival and departure times will be controlled to avoid the beginning and end of the school day.

Risk Assessments

Risk assessments must be carried out for all activities/ areas of the school that poses significant hazards and risks. Trivial risks need not be risk assessed however employees must be aware of the control measures they should have in place to minimise trivial risks.

Risk Assessments for the following activities/areas must be kept on file:

- classrooms, playground, kitchen
- school trips, school sports, using play equipment etc.
- Defined tasks e.g. playground supervision, provision of first aid, locking up etc
- Individual – PEEP/evacuation of disabled persons
- Substances, e.g. cleaning material, science chemicals, excessive dust etc

These must be reassessed when there are significant changes or new hazards identified.

All risk assessment to be kept on electronic PREMISES folder or paper copies with the Site Managers.

Monitoring and reviewing the Health and Safety Policy and Procedures

The Health and Safety Policy must be reviewed every three years by the Premises Committee or whenever there are significant changes to the school premises and/or its operation.

ACCEPTED & APPROVED BY THE FULL GOVERNING BODY

SIGNED ----- DATE -----

(CHAIR OF GOVERNING BODY)

SIGNED ----- DATE -----

(HEAD OF SCHOOLSS)

Appendix 1: Asbestos Policy

1. Introduction

1.1 The purpose of this policy is to provide advice and instruction for all persons involved in work with asbestos containing materials (ACM) at Fox Primary School.

1.2 The Fox Federation recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current health and safety legislation.

1.3 The Fox Federation will make use of information gathered from an asbestos survey carried on its behalf that identifies the location, type and condition of ACM within its premises.

Such information has been recorded on a register and will be relayed to employees, contractors and occupiers as necessary to ensure the health, safety and welfare of all persons who may be affected by work that may present a risk of asbestos fibre release.

Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.

Where the presence of any ACM is found or strongly suspected, the following hierarchy of control measures will be followed;

- Any ACM's that are undamaged (as determined by a competent person on an individual basis) which do not constitute a hazard may remain in place but their condition must be monitored on a regular basis by the person(s) nominated as responsible for the building.
- If the material is slightly damaged, but otherwise in a sound condition (as determined by a competent person on an individual basis) or located in such a position that it may present a future risk to health if it is left untreated, may be repaired and/or encapsulated by an approved method and periodically re-inspected to ensure its condition has not deteriorated. All work carried out must be recorded in the register.
- If the material is in such a condition that it presents a risk to health, or may be disturbed by maintenance work, it should be removed by an approved method.
- All work involving such materials will be subject to a Permit to Work system in accordance with the requirements of the Control of Asbestos Regulations 2012 and any Approved Code of Practice and in conjunction with RBKC Council to ensure all necessary precautions are taken and competent persons carry out the work.

2. Statement of Intent

2.1 It is the policy of the Fox Federation to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any ACM that may present within the premises. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be on the premises.

3. Policy Statement

3.1 The schools' asbestos policy is in accordance with the requirements of the Health and Safety at Work Act 1974 and the Control of Asbestos Regulations 2012 and Approved Code of Practice. This policy and accompanying procedures will apply to all parts of the school and all individuals likely to be in school at all times.

The school's policy on asbestos and ACM is;

- To ensure the prevention of exposure to hazards associated with ACM to pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.
- To ensure that all buildings are surveyed to identify any ACM that may be present therein, and to prepare and maintain an asbestos register for all buildings (including regular reviews and to update records of any treatment and / or removal works undertaken).
- All buildings will be assumed to contain ACM unless there is evidence to prove otherwise.
- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register.
- To implement an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection, and working with or removal of the material can be undertaken.
- To annually review the Asbestos Management Policy and Procedures.
- To promote awareness of the risks from ACM and the school's management procedures and induction of relevant staff.
- To ensure that all contractors and subcontractors engaged to carry out work on any of the school's buildings are provided with a summary listing of all locations that contain, or are suspected of containing, asbestos to ensure that the appropriate procedures and precautions are followed.
- To ensure that any ACM that may be present in any of the buildings are maintained in a conditions so as to prevent the possibility of any harm to health occurring.
- Ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with waste management legislation.
- Provide adequate resources to ensure the provision of appropriate information, instruction and training.

- Licensed contractors and / or subcontractors, in accordance with HSE recommendations, must carry out all work to ACM, irrespective of the length of time any job is to take or the type of asbestos to be worked on.

4. Management of Asbestos – Organisation and Arrangements

4.1 The school acknowledges the health hazards arising from the exposure to asbestos and therefore it is the policy of Fox Federation to ensure that so far as is reasonably practicable that no persons are exposed to risks to their health due to the exposure to any ACM that may be present in any of the school buildings.

4.2 The policies and procedures will apply to all buildings and all individuals present on the premises without exception.

4.3 The policy will ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.

4.4 The existing Governors Development Committee shall be tasked with reviewing and revising, where necessary, the policy and procedures to meet with continuing requirements as necessary.

4.5 This policy document should be read within the context of Fox Primary School's Health and Safety Policy.

5. Responsibilities

5.1 All those who have responsibility for the control and maintenance and / or repair of the school premises have a duty to manage the ACM present in the premises. The Head of Schoolss will:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Asbestos Emergency Plan for Fox Federation

Following any uncontrolled release of known or suspected asbestos containing material (ACM), by accidental or deliberate damage, the following controls are to be followed:-

1. Immediately following the event, any work in the area is to cease and access to the area is to be prohibited.
2. Ensure that all staff are aware to avoid the area involved, and that it is sealed off as quickly as possible.
3. Contact the RBKC's Environmental Health team on [020 7361 3002](tel:02073613002)
4. Ensure that there is a plan of work prepared by a duly licensed contractor prior to the start of work, and that the appropriate licenses have been issued, in accordance with the Health and Safety Executive requirements.
5. Once the remedial works are complete, ensure that the visual inspection and the air sampling results are satisfactory.
6. Record all work undertaken (including incomplete work) in the asbestos register.
7. Continue to monitor and manage any residual asbestos

Appendix 2: COSHH Policy

BACKGROUND

This policy is designed to comply with the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulations 2002 (CoSHH).

This policy applies to all staff working on the premises, and to all agency and supply staff, contractors, volunteers and work placement students. The aim of this policy is to ensure that we provide adequate training, instruction and information to prevent staff and others coming into contact with hazardous substances. This will be achieved by providing safety equipment and by having a prescribed procedure to safeguard the health, safety and welfare of all staff, pupils and visitors. This policy applies to all hazardous substances (including biological hazards). The school recognises the need to provide a safe and secure working environment. Caring for all personnel and minimizing risk is inseparable from all other school objectives. To achieve this, the school accepts that the policy for the Control of Substances Hazardous to Health (CoSHH) requires a high level of management commitment, professional competence and adequate resources.

RESPONSIBILITIES

- i) Governing Body
 - a. The Governing Body recognises its responsibilities to implement, in full, its duties in respect of the Control of Substances Hazardous to Health Regulations 2002 (CoSHH).
- ii) Head of Schoolss
 - a. The Governing Body delegates to the Head of Schoolss, responsibility for the implementation of this policy and procedures. The Head of Schoolss is responsible for ensuring that there are sufficient numbers of trained competent staff, and, so far as is reasonably practicable, that staff follow safe systems of work. The day to day implementation and monitoring of this policy and procedures is delegated to the Health and Safety Representative and the Site Managers.
- iii) Health and Safety Representative and the Site Managers
 - a. A range of duties towards employees exist under the CoSHH Regulations . These duties also apply to other persons, so far as it is reasonably practicable, who may be affected by the work. The main duties are listed below.
 - To carry out (and review) a formal assessment of health risks to employees.
 - To prevent/control exposure (and monitor any exposure) of employees to health risks.
 - To institute proper use of controls and Personal Protective Equipment (PPE).

- To ensure that controls are appropriate and tested and keep records as necessary.
- To ensure that appropriate health surveillance for employees is provided, where necessary.
- To provide information, instruction and training, as appropriate/necessary, regarding all hazardous substances.

TRAINING REQUIREMENTS

Staff who may be exposed to hazardous substances will:

- Be provided with suitable and sufficient information, instruction and training so that they are aware of the risks to their health created by such exposure and the precautions which should be taken to minimize the risks.
- Receive training to a safe level in the handling of hazardous substances, procedures, the use of control measures and in emergency procedures. Staff training must include accident and defect reporting procedures. Staff issued with PPE should be trained in its use, limitations, storage, cleaning and maintenance.

PREVENTION OR CONTROL OF EXPOSURE TO SUBSTANCES HAZARDOUS TO HEALTH

The Head of Schoolss, in liaison with the Health and Safety Representative and Site Managers, will ensure that:

- Exposure of employees to substances hazardous to health is prevented or where it is not reasonably practicable to do so, then it is adequately controlled.
- Checks are made to see whether, by varying the work routine, the substance used, or by using the substance in a less hazardous form, the risk level can be reduced.
- So far as is reasonably practicable control is provided by measures other than the provision of personal protective equipment.
- Where measures taken to prevent or control exposure, do not prevent, or provide adequate control, employees will be provided with suitable personal protective equipment.
- Employees are aware that they have a duty to make full and proper use of any control measures provided/in place, and that they must report any defects, or necessary changes, immediately to a senior member of staff.
 - There is a system for removing hazardous substances deemed to be out of date or no longer required, from the site in a safe and legal manner.
 - Emergency procedures including procedures for dealing with spillages are in place.

MONITORING OF EMPLOYEES' HEALTH

The Head of Schoolss, in liaison with the CoSHH Coordinators, will ensure that the exposure of employees to hazardous substances will be suitably monitored as required under the CoSHH Regulations.

HAZARDOUS SUBSTANCES AT SCHOOL

The items identified as hazardous and the control measures in place are listed below

Hazard	Location	Control Measures
Cleaning Materials	Cleaning/Stock Cupboard	Cleaners have had COSHH training. Contractors for cleaning arrange their own COSHH training and are in possession of a Safety Data Sheet on all the chemicals and substances to use to carry put their work.
Kitchen chemicals – Coffee stain remover, washing up liquid and floor cleaner	Kitchen/locked cupboard	Nina Rich confirmed that she has trained all kitchen staff on COSHH matters. All items are correctly labelled. Cupboard marked with correct 'Harmful Chemicals' Signage.
Bodily fluids	Whole school	Staff are to inform Site Managers of any bodily fluids that may be present in the school i.e. vomit, blood etc. Site Managers will clean this up using the correct equipment, PPE and chemicals. Office – handling open wounds/blood – use correct PPE i.e. disposable gloves at all times.
Science/Art materials	Art and Science cupboards	All equipment must be checked that they are non-toxic and safe to

		handle by all staff and pupils.
--	--	---------------------------------