



The Priory School

Physical, Emotional & Academic Progress for All

HEALTH AND SAFETY POLICY

Co-ordinator:

Tony Foster

Date:

Autumn 2012

Review Date:

Autumn 2014

Bedford Road,
Hitchin, Herts, SG5 2UR

Telephone – 01462 622300

Fax – 01462 622301

admin@priory.herts.sch.uk

www.priory.herts.sch.uk



THE PRIORY SCHOOL

Health & Safety Policy Summary

Under the terms of the Health & Safety at Work Act 1974 and the relevant European Directives the Governors of The Priory School have agreed the following policy statement:

1. Governors of The Priory School, being fully aware of Hertfordshire County Council's policy on Health & Safety at Work (1979), in turn, accept responsibility for providing a safe and healthy working environment for all users of The Priory School.
2. The Governors will, so far as is reasonably practicable within their power, take steps to meet this responsibility paying particular attention to the provision of and maintenance of:
 - (i) buildings, plant and systems of work that are safe and adequate
 - (ii) safe arrangements for the use, handling, storage and transportation of articles and substances
 - (iii) information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work
 - (iv) a safe place of work, and safe access to, and egress from it
 - (v) a healthy working environment
 - (vi) adequate welfare facilities
3. The Governors will also ensure, as far as is reasonably practicable, that work activities of the school do not endanger the health and safety of contractors whilst working on site, of visitors or the general public. All contractors will be expected to be aware of their responsibility and liability to members and users of the school and to be appropriately insured.
4. The Headteacher, as manager of the school, had overall responsibility for the day-to-day organisation of sound health and safety practices. This responsibility is currently delegated to the Health & Safety Officer (Business Manager). His primary duties are to:
 - (i) ensure the daily maintenance of health and safety standards around the school by liaison with the Site Manager, appropriate co-ordinators and external services
 - (ii) ensure appropriate risk assessments are carried out and recorded where appropriate
 - (iii) implement, monitor and review preventative measures
 - (iv) ensure emergency procedures are in place and formally recorded
 - (v) ensure appropriate training is provided
 - (vi) ensure termly audits are conducted and provide the Headteacher with an annual audit in March to be copied to the Education Department Safety Co-ordinator
5. Department/ Subject Co-ordinators are responsible for:
 - (i) receiving and noting all relevant health & safety guidance notes and directives
 - (ii) ensuring the maintenance of health and safety standards within their subject areas
 - (iii) the introduction and training of all staff, whether temporary or permanent, working within their area of responsibility.

- (iv) they are required to carry out a termly health and safety audit at around mid-term
- 6. The Business Manager is responsible for monitoring and ensuring the safety and safe practice of contractors whilst working on the school site and visitors associated with the lettings
- 7. The Business Manager is responsible for the safety and safe practice of all users of the sports hall and ensuring all hirers are aware of the school's safety practices and requirements
- 8. Other specific responsibilities are defined in the Code of Practice. These may be reviewed, revised or added to from time to time but all changes will be notified in writing
- 9. Notwithstanding the foregoing, every employee at The Priory School has a duty of care as stipulated in the Hertfordshire County Council, Health and Safety Guidance Manual, Statement of Health, Safety and welfare at Work Policy, June 2001 (copies available upon request)

In addition

- (i) to take reasonable care for the health and safety of him/ herself and of other persons, particularly students in his/ her care, who may be affected by his/ her acts or omissions at work
 - (ii) to conduct risk assessments, when appropriate, before conducting any task and for recording these if it is considered necessary
 - (iii) to identify and deal with any hazard where it is practicable to do so, otherwise to provide a report in writing to the relevant person responsible or the Health & Safety Officer
 - (iv) As regards any duty or requirement imposed by the County Council, Governors or Headteacher, to co-operate with him/ her as far as is necessary to enable that duty or requirement to be complied with
- 10. The Governors Premises Committee will carry out the strategic responsibility for ensuring that the Health & Safety policy is maintained and kept under review
 - 11. The school Employee's Health & Safety Representative is Miss J. Wischhusen. In conjunction with the Health & Safety Officer she will review the termly safety audit as identified in 5 (iv)
 - 12. The Health & Safety Representative will be invited to attend meetings of the Premises Committee
 - 13. As and when considered necessary, the Health & Safety Officer and Representative mat form, by invitation from the staff, a Health & Safety Committee to consider issues of concern. Minutes of the meetings will be made available to the Headteacher and Governors on the Premises Committee and all employees
 - 14. When necessary, the Premises Committee will receive a termly safety report on health and safety matters and will review the Health & Safety Policy annually. The Headteacher will ensure that the Governors are kept informed of all matters of concern regarding Health & Safety.



**The Priory School
Health and Safety Policy**

FULL EDITION

This edition: October 2012

Introduction

Every establishment employing five or more people must, by law, write down its policy for their safety and health, bring it to the attention of the employees, and show it to an HSE Inspector if requested.

An explicit safety policy demonstrates to staff, student and visitors that the organisation cares for their health, safety and welfare.

The allocation of responsibilities for matters of health and safety and the writing down of particular arrangements that we make to implement the policy encourages a coherent approach to the management of health and safety.

Therefore, writing the policy in consultation with all staff clarifies the arrangements made and makes them known by all. This process also provides for a document to be consulted later by others such as visitors and contractors.

This is a working document and is 'never finished'. As staff, governors and student we all bear responsibility for developing and revising our Health & Safety Policy, this guidance and suggested content must be presented to staff for consultation, and where required to add to school specific content. After any appropriate re-drafting, this can then be presented for approval to the school management team before final adoption by the Governing Body. The policy will then be reviewed annually in line with the cycle on the Management Plan but will be amended if new legislation/procedures etc. make this necessary.

Version Control

Version 1.0	Issued May 2008	Comments: draft version for approval by Head Teacher and Governors prior to distribution and wider approval.
Version 2.0	Issued October 2009	Ratified by Fin/Prem committee

Contents

The Priory School	4
Health and Safety Policy.....	4
Introduction.....	5
Version Control.....	5
Contents	6
Section A – Statement of Intent	8
Section B - Organisation.....	9
Section C - Arrangements.....	11
C1 General Practices Applying To All Staff, And For Pupils or Visitors in Their Care	11
C1.1 Supervision of Pupils	11
C1.2 Visitors	11
C1.3 Fire Safety.....	11
C1.5 Other Emergency Procedures	12
C1.6 First Aid/Illness.....	12
C1.7 Administration of Medicines/Medical Treatment.....	12
C1.8 Accident Reporting and Recording.....	13
C1.9 Blood Spillages	13
C1.10 Electrical Safety	13
C1.11 Housekeeping.....	13
C1.12 External Access.....	14
C1.13 Food and Food Hygiene.....	14
C1.14 Moving and Handling	14
C1.15 Outside-Play Equipment	14
C2 More Specific, Focused and Particular Arrangements	15
C2.1 Inspection of Premises, Plant and Equipment.....	15
C2.2 Control of Dust and Fumes	15
C2.3 Mini-Buses	15
C2.4 Bank Runs	15
C2.5 Physical Education and Games	15
C2.6 Science	15
C2.8 Technology	15
C2.9 Sewing Machines	16
C2.10 Electrical Plant and Equipment.....	16
C2.11 Activities outside the School Site	16
C3 Miscellaneous Procedures.....	16
C3.1 Stress	16
C3.2 Alcohol and Drugs	16
C3.3 Dealing with Violence	16
C3.4 Home Visits	16
C3.5 Display Screen Equipment (DSE)	17
C3.6 COSHH.....	17
C3.7 Asbestos Management	17
C3.8 Working Alone.....	17
C3.9 Risk Assessments.....	17
C3.10 Training.....	18
C4 Safety Policy for Pregnant Workers and the Unborn Child.....	18
C4.1 Introduction.....	18

	C4.2	General Policy Statement.....	18
	C4.3	Employees’ Duties/Rights	19
C5		Security of Personnel, Premises and Information Policy.....	19
	C5.3	Information Security	20
	C5.4	Responsibilities	20
C6		Security Guidance Notes.....	22
	C6.1	Introduction.....	22
	C6.2	Guidance Note 1: Personal Protection	22
	C6.3	Guidance Note 2; Security of Physical Assets.....	23
	C6.4	Guidance Note 3 - Dealing with Suspicious Mail	24
C7.		Working at Height.....	25
	C7.1	Introduction.....	25
	C7.2	Why is change necessary?	25
	C7.3	What is working at height?	25
	C7.4	Responsibility for Implementing the Regulations:	26
	C7.5	The Requirements for Working at Height	26
	C7.6	Working at Height - Risk Assessment	26
	C7.7	Hierarchy of Control	27
	C7.8	Summary	27
Appendix 1		28
		Health and Safety Induction Checklist	28

Section A – Statement of Intent

The Headteacher and Governors are committed to establishing and implementing arrangements which will ensure that staff and pupils will be safeguarded when on school premises, or engaged on off-site activities (e.g. school trips), and that the premises for which they are responsible are safe for visitors, as well as for pupils and staff.

They will comply as necessary with the HCC, Health & Safety Policy Statements.

The Headteacher will bring copies to the attention of, and/or issue to, all members of staff and/or be posted on Staff Information or Health & Safety Notice Boards:-

Signed:

Headteacher

Date:

Review Date:

Signed:

Chair of Governors

Date:

Section B - Organisation

B1 The Hertfordshire County Council (HCC), as the employer in Community and Voluntary Controlled Schools, has overall responsibility for health and safety.

At school level, the Headteacher has day-to-day responsibility as Officer in Charge of the premises for ensuring that they are safe. In so doing, he may delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the Local Authority, either because the LA is responsible under the Local Management Scheme, or because there is a need for specialist advice.

He is also responsible as a senior line manager for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

B2 The Headteacher is responsible for:

- Ensuring that the school has a Health and Safety Policy Statement;
- Reviewing it at least once a year;
- Including issues in the School Improvement Plan, if necessary;
- Checking that the Health and Safety requirements are actually implemented e.g. risk assessments, and keeping a record of the periodic monitoring that is undertaken. This will be a requirement on members of staff who have been given delegated responsibility to report in writing on a regular basis;
- Ensuring that all staff, pupils and visitors either have a copy of the Policy Statement and the relevant supporting documents, or know where the Policy can be seen. Appropriate documents will be issued to new staff with their Contracts of Employment but the Headteacher nevertheless has a responsibility for making sure that these are properly received and understood by staff, usually as part of the induction process;
- Ensuring that each employee's responsibility regarding health and safety is included in his/her job description;
- Undertaking Risk Assessments and recording items of significance; (this is a statutory requirement under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 and should be reviewed annually);
- Carrying out regular health and safety inspections (at least once a term) and reducing the risks to health and safety as appropriate;
- Receiving and dealing promptly with complaints about unsafe premises, equipment or work practices;
- Ensuring that emergency evacuation procedures are in place;
- Ensuring that the requirements of the Health & Safety Executive (HSE) Fire Authority and Environmental Health Officers are properly addressed, and
- Ensuring that adequate first aid provision is made

B3 All accidents must be reported to the Headteacher, delegated to the Business Manager, who will ensure that the circumstances are investigated and any appropriate action taken to prevent recurrence.

B4 **Health and Safety Manager and Health and Safety Officers** are responsible for monitoring health and safety matters in schools and reporting to the Head of Property Business Services. They will raise specific health and safety issues with the County Property Officer.

B5 **The Health and Safety Officer** is responsible for providing management advice on day-to-day H&S issues to schools in their Cluster. They will also collect statistical information about accidents, ascertain the existence of Health and Safety Policy Statements, and disseminate health and safety information and advice. The officer for the School Cluster area is also responsible for ensuring that regard is given to health and safety concerns in preparing programmes of major maintenance and improvement work.

B6 **The Property Business Services** are responsible for ensuring that property matters for which the Local Authority as employer has a statutory responsibility (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with (if necessary, by taking premises or fixed equipment out of use). The Headteacher is responsible for liaising with HCC Property Services and/or the building maintenance consultants and/or with contractors from HCC's Preferred Contractors List to resolve property maintenance issues.

B7 **The Governors** are responsible for complying with their duties under the Local Management Scheme, making appropriate provision within the school's delegated budget and generally supporting and monitoring health and safety within the school. This includes a requirement under Section 4 of the Health and Safety at Work etc., Act 1974 to take measures that are within their power to make sure that premises are safe and without risk to health to others who use the school. They may require the Headteacher to submit periodic reports to them and appoint a Governor to take an interest in health and safety (but without assuming any of the responsibilities of the Headteacher).

B8 **The Safety Representatives of a Trade Union, or the Representatives of the Professional Associations of Staff** are responsible for deciding whether they wish to have a Safety Committee if one does not exist already. If that Union or Association wish to form a committee, the Headteacher is to facilitate this and allow for sufficient time and reasonable facilities the associated inspections as stated in the Staff Handbook.

B9 **All Staff Members** have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. These are specified more precisely in Section C below. They have also a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer's health and safety arrangements for the protection of people at work.

Section C - Arrangements

C1 General Practices Applying To All Staff, And For Pupils or Visitors in Their Care

C1.1 Supervision of Pupils

- All staff members are required to follow in order to ensure the safety of pupils.

C1.2 Visitors

- All visitors are required to follow, by clear signage, to the Reception and must report to the School Office, (except for parents bringing or collecting student to school).
- There will be an appropriate arrangement for the signing in and out of visitors, noting vehicle registration number as appropriate, and for visitors to wear an identifying badge. This is important for reasons of security and fire safety.
- Contractors will read and sign the Asbestos Register before carrying out alterations to the fabric of the school buildings.

C1.3 Fire Safety

- The School must carry a fire risk assessment as a legal requirement. The DCSF guidance booklet "*Managing School Facilities: Guide 6: Fire Safety*" provides further guidance. Schools should also use the "*Fire Safety Log Book for schools and colleges*" to log fire procedures such as drills and training.

(a) Fire Instructions

- Fire Instructions are posted at every single classroom
- Names of fire marshals should be known by staff
- Emergency Exits, Assembly Point and Assembly Point Instructions are clearly identified by safety signs and notices.

(b) Fire Alarms

- Instructions to employees are posted at the secretary's office
- The Alarm may be raised by any member of staff by dialling 99-999, but initially it is expected that the Business or Site Manager will call the Fire Service after alarm initiation
- Regular testing of fire alarms will occur on every Friday morning before school lessons :
- The Fire Log Book will be kept by the H&S Manager
- The result of each test will be properly recorded in the Fire Log Book and be available for a visiting Fire Officer.

(c) Fire Drills

- The School will carry out fire drills at least three times a year.
- The H&S Manager will keep a record of the drill in the Fire Log Book.

(d) Fire Fighting

- Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always be a clear escape available. Staff members should raise the alarm before attempting to tackle a fire.

(e) Fire Hazards - Storage, of flammables and chemicals

- Refer to the *Control of Substances Hazardous to Health Regulations 2004*, in section C3.6 below, which identifies the need for assessment for substances that are hazardous to health and/or whose risks need to be controlled.

- Material Safety Data Sheets ('Hazard sheets') for Chemicals and flammable substances, Site Manager and the Head of Science will keep these, as appropriate, for consultation.
- Upon request, the local Fire Prevention Officer will provide advice.

(f) Maintenance of Fire Precautions

The school will ensure regular maintenance of:

- Emergency lighting, and other emergency equipment
- Fire extinguishers
- Fire alarms
- Fire doors
- Boiler House fusible link and fuel shut-off mechanisms (if fitted).
- Fire Safety Signs and identification of escape routes

C1.4 Bomb Alerts

The school will follow procedures as given in the HCC Health and Safety Guidance

C1.5 Other Emergency Procedures

- The school will hold appropriate Emergency Procedures as drawn up with the HCC Emergency Planning Unit
- The school will have procedures for alerting parents to collect student (for example in the event of severe weather).

C1.6 First Aid/Illness

- The school will have an appropriate number of designated and trained First Aiders and/or Appointed Persons. The Business Manager will post these names at appropriate places within the school to ensure ready assistance.
- The school will hold an appropriate number of First Aid boxes, First aid Instructions and Instructions for the logging of treatments. These can be found in "Framework for Health and Safety – pages 10.23 to 10.26" and the DCSF "Guidance on First Aid For Schools – A good practice guide".
- The school will follow the procedure for completion of incident/accident records in accordance with the HCC Accident Form ACR V1.0 (See C1.8 below).
- If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed.
- The school will follow the procedure for reporting of injuries as described in C1.8 below in the case of removal of the injured person(s) to hospital (normally by ambulance) and
- In the case of reportable accidents, telephone HSE immediately on 0845 300 9923, or Fax: 0845 300 9924 (See guidance in C 1.8).
- The Headteacher will invite parents to complete the Consent Form for medical treatment in accordance with school policy and the document in C1.7 below.

C1.7 Administration of Medicines/Medical Treatment

- Procedures will be carried out in accordance with the DCSF document, "Managing Medicines in Schools and Early Years Settings" and
- DCSF document "Health and Safety of Pupils on Educational Visits", as agreed with the Area Health Authority and the school's nurse. Note: Asthma inhalers must be readily available.

C1.8 Accident Reporting and Recording

- The Business Manager must ensure that all accidents, including "near misses" be reported immediately and entered into the HCC Accident Book and the Accident/Incident Report Form (ACR V1.0). The Headteacher will check the Accident Book every month make a report to the Governors, as necessary. The Head teacher, delegated to the Business Manager will investigate all accidents immediately and, in the case of any accident or incident to staff and significant injury to pupils, will submit an Accident Report to the Local Authority.
- Certain types of accidents that arise of work (school) activity are reportable to the HSE. Examples include pupils or other non-employees taken to hospital, and major injury to employees. Both categories require immediate notification to the HSE by fax or telephone.

C1.9 Blood Spillages

- The TeacherNet service provides information and advice on "***Infection Control***" see (<http://www.teachernet.gov.uk/management/atoz/h/hivandaids/index.cfm?code=hint>). This also gives advice to avoid the possibility of staff contracting infectious diseases such as AIDS, Hepatitis B and Gastro-Enteric diseases.

C1.10 Electrical Safety

- All staff should monitor the condition of plugs, cables and electrical equipment.
- All staff members are required to report to the school office any damaged electrical apparatus or wiring - including portable equipment and permanent wiring.
- They must not attempt any repairs unless the Headteacher is satisfied that they are competent to do so.
- Staff must not bring personal mains-powered electrical equipment to school, unless it has been subjected to the same tests as school equipment. (See C2.10).
- The Government provide advice on the use of electricity in the workplace. ("Guidance Note on the Electricity at Work Regulations 1989").

C1.11 Housekeeping

(a) Cleanliness

- The Cleaner-in-Charge, supplemented as necessary by pupils/staff as part of practical lessons (for example, after craftwork and cookery) will clean the school buildings.
- The Catering Manager, is responsible for cleaning the Kitchen and associated areas, (stores for example).
- The Site Manager is responsible for the surrounds to the buildings.
- The Business Manager will arrange and manage an annual deep clean

(b) Waste Disposal

- Normal small amounts of clinical waste can be disposed of as ordinary household waste. The cleaners will collect and remove this waste each day to the designated storage area prior to removal by the Refuse Service Contractor.
- Large amounts of Hazardous Waste such as sanitary towels, incontinence pads and chemicals used in laboratories, swimming pools or for cleaning etc., will be removed by a specialist contractor who will require the school to sign a 'Duty of Care' consignment Note to state that the waste will be disposed of in a properly managed way. (See also *COSHH Regulations 2004*).

(c) **Stacking and Storage**

- Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height that does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

(d) **Pedestrian Routes**

- Stairs, Corridors, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables).

(e) **Classrooms**

Teachers will be alert on a daily basis to the following and will report any hazards to the Headteacher. Teachers have a responsibility to:

- Check that classroom and work area is safe
- Check equipment is safe before use
- Ensure the following of safe procedures
- Ensure the reporting of any accidents
- Ensure protective equipment is used
- Ensure the reporting of health and safety issues
- Ensure guidelines and training are followed

C1.12 External Access

- The main school pedestrian access shall be kept clear of vehicles
- The access from the road shall be kept clear for emergency vehicles
- The vehicle access gate must not normally be used for student's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance

C1.13 Food and Food Hygiene

- The Catering Manager will advise on recommendations regarding food prepared by staff for their own consumption and pupil lunches. The Schools Advisory Service can advise on Home Economics areas.

C1.14 Moving and Handling

- In order to avoid injuries caused by incorrect moving and handling of objects, (which need not be large or heavy), or people, the Business Manager will provide Generic Risk Assessments for staff engaged in specified activities. Staff members will adopt the particular safe working practices outlined in the risk assessments after the appropriate training.

C1.15 Outside-Play Equipment

- The outside-play equipment will only be used when supervised
- The Site Manager will undertake a daily check daily of such equipment for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand.
- Advice on daily inspection and the systematic safety inspection of playground equipment may be found on the RoSPA website
- The Business Manager will ensure that the appointed contractor carries out an annual inspection of all equipment.

C2 More Specific, Focused and Particular Arrangements

C2.1 Inspection of Premises, Plant and Equipment

- The Headteacher will arrange for regular visual inspection of the premises, plant and equipment each term.
- These routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Headteacher/deputy head using checklists
- If Professional Associations have appointed Health and Safety Representatives, they may be involved in inspections, investigations, etc.
- The Site Manager must provide access to storerooms, boiler rooms, and tank and plant rooms for checking, including ladders or other equipment. These should also be suitable for the use of caretaking staff.
- Where damaged asbestos is encountered or suspected, staff must follow procedures as laid down in Asbestos guidance. Refer also to Section C3.7 below.

C2.2 Control of Dust and Fumes

- All practical equipment will be installed and used as recommended in “**Safety and Risk Assessment in School Technology Rooms and Practical Areas**”
- HCC will undertake regular inspection and testing of fixed fume extraction systems at least every 14 months as per COSHH Regulations. (Schools are responsible for mobile fume extraction plant).
- Work in Laboratories leading to the production of fumes should only be undertaken within the recommendations of the CLEAPPS documents:
 - “L196: Managing Risk Assessment in Science”, and “PS25: Model Risk Assessments for Laboratory Technician Activities”.

C2.3 Mini-Buses

- All minibus drivers will receive training by the HCC Road Safety Unit; drivers will be issued with a copy of the code at the training sessions.

C2.4 Bank Runs

The School uses the service of a collection agency.

C2.5 Physical Education and Games

These activities will be conducted within the recommendations of BAALPE “*Safe Practice in Physical Education and School Sport*” (2004 edition).

C2.6 Science

- The School will follow the latest HCC version of CLEAPSS “*Model Science Health & Safety Policy L223*” and the procedures recommended in the “*CLEAPPS Science CD ROM 2006*”
- The School will follow the document AM1/92 “The use of radioactive sources in schools (AM 1/92): *Local Rules for Teachers and Radiation Protection Supervisors*” for radiation safety.

C2.8 Technology

- The School will follow the recommendations in the HCC manual “*Safety and Risk*”

Assessment in School Technology Rooms and Practical Areas''

C2.9 Sewing Machines

- The Business Manager will ensure that a Local Authority approved contractor provides regular maintenance for all sewing machines.

C2.10 Electrical Plant and Equipment

- The Business Manager will arrange for all portable electrical equipment to be checked annually and a record kept in the Site Manager's office
- The Business Manager will arrange for all fixed appliance equipment to be checked every 5 years and a record kept in the Site Manager's office
- The Business Manager is to liaise with Building maintenance consultants who will undertake a major survey of fixed wiring circuits as directed by the HCC at least every 5 years.
- The Business Manager is to ensure that no machine is used unless appropriate training or refresher training has been satisfactorily completed. All Curriculum Department Heads must arrange training for their staff when necessary via the Deputy Headteacher.

C2.11 Activities outside the School Site

- Staff members are required to gain approval for Offsite Visits. When organising Offsite Educational Visits, the school will follow the guidance available on the HCC E&L CD-ROM entitled *"Regulations and Guidance for Safe Practice Offsite Activities"* and also the free DCSF document: *"Health & Safety of Pupils on Educational Visits - A good practice guide"* (November 1998). **Also see** School Trips and Offsite Visits Policy, October 2009
- The Headteacher will appoint an Educational Offsite Visits Co-ordinator who has undergone appropriate training. Currently this role is carried out by the Business Manager.

C3 Miscellaneous Procedures

The School will adopt the following miscellaneous procedures as and when appropriate:

C3.1 Stress

- The Headteacher can arrange for stress counselling. He will contact the Area Personnel Manager (in the case of staff) or the Educational Psychologist (for pupils).
- The Business Manager should carry out a stress risk assessment for staff.

C3.2 Alcohol and Drugs

- The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Headteacher. Further advice, including the current HCC *"Drugs and Alcohol Policy"*, can be obtained from the Business Manager

C3.3 Dealing with Violence

- The School will follow the guidelines found on the DCSF guidance *"A Legal Toolkit for Schools"*.

C3.4 Home Visits

- Home visits shall only be made in consultation with the Headteacher and will follow guidance given in HCC E&L *"Guidelines for the health, safety and welfare of staff working alone"*

C3.5 Display Screen Equipment (DSE)

- Ill health and injury can result from incorrect use of DSE. All significant users, e.g. clerical staff, bursars, shall have a DSE assessment carried out by their line manager.
- The School will reimburse costs for eye tests and any reasonable expenses for corrective spectacles for use with DSE at work.

C3.6 COSHH

- Every member of staff must make every attempt to avoid, or choose the least harmful of, substances that fall under the “Control of Substances Hazardous to Health Regulations 2004” (the “COSHH” Regulations). The Site Manager can provide guidance on COSHH procedures.
- The Site Manager will take care in ordering supplies of hazardous substances and ask that contractors refrain from their use if safer alternatives are available.
- Where staff members must use hazardous materials, only the smallest practicable quantities will be brought onto the site, where they will be stored securely under the personal responsibility of a member of staff or contractor.
- If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely. The substances as supplied by the current "*HCC County Supplies Catalogue*" will have been vetted for safety and should be safe when properly used.
- The Site Manager will undertake regular checks to ensure that the site has only authorised substances. The Site Manager is to pay particular attention to cleaners' stores, technology areas and, if appropriate, groundsperson's stores and kitchens.

C3.7 Asbestos Management

- All staff members will adhere to the HCC’s Asbestos Policy, which is available from the Site Manager.
- The Site Manager will hold the Asbestos Register for visiting contractors to read and sign. This is irrespective of whether or not asbestos is known to be present in the school.
- No intrusive works (such as drilling) can be carried out at the school without the Asbestos Log being checked and signed prior to the works commencing.
- The Site Manager will draw to the attention of a contractor working on the fabric of the building at the planning stage the location of asbestos containing materials.
- All staff members who deal with contractors will understand their responsibilities with regard to the management of asbestos.

C3.8 Working Alone

- The School will adopt procedures in conjunction with the document "*Guidelines for the Health, Safety and Welfare of Staff Working Alone*" (February 2000) and "*The Lone Working Policy*" both available from the Business Manager.
- The School does not allow working alone with dangerous parts of machinery without recourse to assistance and does not allow anybody *at high risk of injury* to work alone in school.
- The School does not allow the Site Manager to operate any machinery after 6pm.

C3.9 Risk Assessments

- The Business Manager shall undertake risk assessments for all tasks with a possibility of significant risk on behalf of the Governing Body and the Head Teacher..
- The Headteacher is responsible for ensuring that risk assessments are carried out.
- The Business Manager must bring the results of the risk assessments to the attention of

those employees to whom they relate.

C3.10 Training

- The responsibility for safety training and/or refresher training rests with the employer, which in the case of community schools, is delegated to the Headteacher and Governing Body.
- The Headteacher is responsible for ensuring that he/she is sufficiently trained and that appropriate staff receive the necessary training.
- Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.
- The School acknowledges that all staff members need some understanding of health and safety issues even if they do not go on specific courses, information can be cascaded down from others who do know.
- The School expects staff members to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.
- The Business Manager is responsible for keeping records of the training which has been undertaken and having a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.
- The Headteacher will make periodic examinations of staff training records.
- The School will provide for training where appropriate. This may be particularly urgent for those who need to work with dangerous parts of machinery, handle dangerous chemicals or undertake risky processes.
- The Business Manager will post details of Training Courses on the H&S notice board.

C4 Safety Policy for Pregnant Workers and the Unborn Child

C4.1 Introduction

The Management of Health and Safety at Work Regulations 1999 requires employers to make a suitable and sufficient assessment of risks to the health and safety of employees.

C4.2 General Policy Statement

The Board of Governors and the Head Teacher of The Priory School regards the Health and Safety of pregnant workers and the unborn child as a mutual objective for management and pregnant workers at all levels.

It is therefore the Priory School's pregnant-workers policy to do all that is reasonably practicable to prevent injuries and stress to pregnant workers and the unborn child.

In particular, the School will:

- Carry out workplace risk assessments which take into account new or expectant mothers; women defined as:
 - Pregnant
 - Recently given birth (covering a period of up to six months from giving birth, although this can extend if breast feeding continues)

In particular, the School will ensure that:

- If workplace risk assessments cannot reduce the intensity of working conditions of a pregnant worker, then the conditions of her working employment will have to change, or she must be offered paid leave.

- Pregnant women are assigned jobs that have no potential to cause harm to themselves or the unborn child.

C4.3 Employees' Duties/Rights

- Employees if requested by the employer must provide a certificate from a Registered Medical Practitioner or a Registered Midwife, confirming the pregnancy.
- Employees have a responsibility to make their employers aware of their pregnancy, or that they are a new mother or breastfeeding.
- Employees have a responsibility to protect their own health at work and must take the appropriate measures to protect themselves –avoid hazardous manual handling at all costs. Health and Safety Policy June 2004 Ref: HS003 (v1) Status : approved
- Employees have a responsibility to inform their employers of any medical or midwifery advice they have received which would affect the risk assessment process.

C4.4 The School Duties

- The School must take particular account of risks to new and expectant mothers when assessing risk in work activity and ensure the following: -
 - Hazardous manual handling jobs will not be given to pregnant women.
 - Jobs that involve long periods of standing are not assigned to pregnant women.
 - Pregnant women are not exposed to either low or high temperatures
 - Pregnant women are not exposed to noxious fumes, high levels of dust, Ionising radiation, vibrations, chemical and biological agents, working conditions and hazardous infections such as Rubella
- If the School has identified a significant risk to the health and safety of a new or expectant mother, the School must decide what action to take. The School should in all cases consider removing the hazard or seek to prevent exposure to the risk. Where this is not feasible the risk should be controlled.
- If there is still a significant risk at work to the safety or health of a new or expectant mother, which goes beyond the level of risk to be expected outside the workplace, the following steps should be taken to remove the employee from the risk:
 - Temporarily adjust the working conditions and/or hour of work; or if it is not reasonable to do so, or would not avoid the risk.
 - Offer suitable alternative work; or if that is not feasible.
 - Give the employee paid leave for as long as necessary to protect her safety or health or that of her child.
- These actions are only necessary where as a result of risk assessment There is genuine concern. If there is any doubt, the School should seek professional advice (e.g. occupational health) on what the risks are and whether they arise from work before offering alternative employment or paid leave. The regulations provide that the employer must take action as set out above when informed in writing that an employee is pregnant.

The School must keep the risk under review as although the hazard may remain constant, the possibility of damage to the worker or her foetus as a result of a hazard may vary at different stages of pregnancy. Health and Safety Policy June 2004 Ref:

C5 Security of Personnel, Premises and Information Policy

It is the policy of the Priory School, Hitchin to provide appropriate cost effective security measures for the protection of:

- Staff, and others who may be affected by our activities, from security risks involving danger or threats,
- Physical assets from theft, damage or other security risk,

- Sensitive and Confidential Information

C5.1 Personnel Security see **Security And Safety Policy**

The School recognises that as an employer it has a duty and right to protect its workforce whilst engaged on School business, and visitors whilst on School premises. Within this policy, the School recognises a need to strike a balance between the security of the individual and the needs of education community to function efficiently. To achieve this, the school shall;

- Provide a cost and risk effective degree of security protection to staff whilst engaged on the School business;
- Ensure that contractors and visitors to The School premises will be afforded security protection appropriate to the stated purpose of their visit;
- Ensure that the security measures applied take regard of The School's responsibilities under applicable health and safety legislation;
- Conduct risk assessments to ensure that the appropriate level of security measures for the protection of staff and visitors is always in force;
- Provide appropriate information, instruction and training to staff.

C5.2 Premises Security see - **Security And Safety Policy**

The purpose of premises security is to ensure cost effective protection of physical assets. The physical assets of the School include buildings, fittings and equipment. To achieve this, the School shall:

- Conduct risk assessments to ensure that the appropriate level of control is always in force to ensure effective protection to its physical assets from theft or other security risks. Protection will be provided through an appropriate combination of physical, electronic and procedural security measures;
- Have a controlled access system for all of its buildings and a positive system to identify and locate visitors at all times.
- Establish written continuity plans for the response to fire, bomb and other threats that may cause significant disruption to normal business activities.

C5.3 Information Security

Protecting information relating to the School activities is a high priority. Whilst acknowledging its obligations under the Provision of Information Act 2000, The School has the duty to protect information that it sensitive, commercial or in confidence, from those who may misuse it.

To achieve the school shall:

- Conduct a risk assessment of their document and information security systems;
- Have in place a system for ensuring the security of the School documents and electronic data;
- Ensure that all staff are aware of and comply with the local information security system;
- Periodically monitor the effectiveness of the local information security system.

C5.4 Responsibilities

The Business Manager is responsible for putting in place systems and procedures appropriate to the security threat. Whilst day-to-day responsibility for security remains a line management function.

The Business Manager will advise the School on the maintenance of the security policy and audit compliance with policy. Where appropriate, the appropriate linked Governor will assist the School.

C6 Security Guidance Notes

C6.1 Introduction

The School recognises that its most important assets are its employees and students. The School also recognises that its duty of care extends beyond its own staff to include those visiting the School premises.

The policy of the School is to provide for both staff and visitors a safe working environment and an environment that is secure in terms of personal safety. In many instances, security measures designed to protect a building and its assets will provide security to staff and visitors. Additional security measures may also be required depending very much upon the nature of the work activity. This document addresses these additional measures.

The document contains three guidance notes dealing with separate security issues.

Guidance Note 1 Personal Protection

Guidance Note 2 Security of Physical Assets

Guidance Notes 3 Dealing with Suspicious Mail

C6.2 Guidance Note 1: Personal Protection

The following offers tips on how to maximise your privacy;

- Consider changing your telephone number or being made ex-directory,
- If your telephone number is ex-directory, check that the entry has also been removed from the searchable directory on the BT website,
- Check if your details are included on the 192.com website – consider removing them if they are
- When registering with the local Electoral Registration Officer, ensure that your name and address is excluded from the version of the register for sale,
- Consider removing your home address from professional registers, membership directories, etc, for organisations you belong to,
- Consider registering your car to your work address to protect the identity of your home address,
- Consider registering with the Fax Mailing Service to stop junk mail (Freepost 22, London W1E 7EZ)
- Establishments should consider the risk of publishing names and photographs of staff on their publicly available websites. As a government funded body, The School should be as open as possible, but the personal safety of individual members of staff should not be compromised. Where an email address is given for members of the public to use as a contact point for the establishment, consider whether it should not be to a named individual, e.g. head@priory.school.org.uk

C6.3 Guidance Note 2; Security of Physical Assets

C6.31 Introduction

The function of premises security is to ensure that physical assets are protected. These include buildings, fittings, work equipment and data.

Risk assessments should be performed to ensure that the appropriate level of control is applied. This should ensure effective protection to physical assets from theft or other security risks.

C6.32 Site and Premises Security

Site and premises security is concerned with reducing the risk to property and people working on the site by deterring potential intruders to the site and detecting those who have gained unauthorised access.

The success of physical security arrangement relies on an appropriate risk assessment being undertaken. This is achieved by;

- Assessing the threat,
- Identifying what it is you want to protect,
- Identifying measures that give the most appropriate level of protection

C6.33 Access Control

The most effective access control is an efficient reception area. Access to side and rear entrances should be restricted to authorised persons only. The School will operate a visitor's book and badge system. Signs should be erected in the car park and at all site entrances to direct visitors and contractors to the reception area. All visitors to the site should be requested to sign in and give details of their vehicle. They should then be issued with a visitor's badge and accompanied by a staff member throughout the duration of their visit.

It is important that there is a central record of who is on site (including staff members). Reinforce the need for a 'challenge culture' with staff members. If someone unfamiliar is seen on site, staff should be reminded to politely ask them who they are and if they can help. If necessary, they should ask for identification. Strangers should not be allowed to wander around unchallenged.

C6.34 Doors

The main access doors to the school will be kept locked at all times, regardless of students being on the premises. If the receptionist becomes aware that intruders are on site, the Site management staff and police must be informed immediately.

All external doors should meet the minimum requirements in respect of robustness and standard of locking systems. Those doors not in regular use should also have strong internal bolts. Glazed doors are only as secure as their glazing and this may need special attention.

C6.35 Windows

As a minimum, laminated glass and good quality key operated locks should be fitted to all ground floor windows and any windows to which access may be gained for example from a flat roof, windows, roof light glass and locks should conform to the appropriate British Standard.

C6.36 Closed Circuit Television

It is essential that the School's CCTV systems and its management conform to the Data Protection Code of Practice on CCTV. The Code can be found on the website:
<http://www.informationcommissioner.gov.uk>

C6.37 Lighting

Good lighting is a deterrent in its own right, and is essential for effective CCTV coverage.

C6.38 Intruder Alarms

The School will use an intruder alarm for security.

C6.4 Guidance Note 3 - Dealing with Suspicious Mail

It is a general school policy that a student may not handle or open any official school mail.

Mail delivery is an attractive route into your building or into your hands. The aim is to kill, maim, or disrupt, not to cause structural damage or mass casualties.

C6.41 Preparing for the possibility

Recognising an explosive or incendiary device is based on 2 simple features:

1. It will already have undergone some rough handling, by the Post Office or by its courier.
2. Uncertainty over exact delivery times, and the weight and complexity of reliable timing devices, makes it very unlikely that a timer will trigger the device.

Handling, but not opening, delivered mail is therefore not generally dangerous in itself.

C6.42 Recognising a Suspicious Item

Postal bombs take many forms. They may come in any shape or size: parcels, envelopes or padded "jiffy bags". They may explode or ignite when opened and sometimes before they are opened. Unless you are on the lookout for the telltale signs (*see below*) you may not notice anything amiss. Instead of being posted, such devices may be delivered by hand or arrive via a courier.

All staff that might be required to open mail in the course of their work should be warned that, should they have any suspicion that a package may contain an explosive device they should:

- Put it down gently and walk away from it.
- Evacuate the immediate area. Raise the alarm and clear other people from the adjoining rooms, out of the line of sight and away from glass.
- On no account place the package into anything (including water) or place anything on top of it.

C6.43 To protect against postal bombs

- Know the telltale signs. These are listed below:

Any one of the following signs should alert members of staff to the possibility that a letter or package contains an explosive device:

- Grease marks on the envelope or wrapping.
- An unusual odour such as marzipan or machine oil
- Visible wiring or tin foil, especially if the envelope or package is damaged.
- The envelope or package may feel very heavy for its size.
- The weight distribution may be uneven: the contents may be rigid in a flexible envelope.

- It may have been delivered by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping.
- There may be poor handwriting, spelling or typing.
- It may be wrongly addressed or come from an unexpected source
- There may be too many stamps for the weight of the package
- There may be no return address.

Where possible,

- Seek to contact the sender of any unusual letter or package which gives rise to concern.
- Establish, if possible, whether anyone is expecting a letter or package that has given rise to suspicion.
- Make sure that you have identified and trained all staff who handle delivered items.

C6.44 Dealing with the Event

- If you have detected a suspicious item:
 - leave it alone (do not play with it to investigate it further, do not put it in a bucket of water or put something on top of it or throw it out of the window);
 - clear and secure the immediate area making sure the police will still have unhindered access
 - to the suspicious item; and
 - Call the police.

C7. Working at Height

C7.1 Introduction

This policy is intended to provide clarification on the following:

- the current position and why change is required;
- what constitutes working at height;
- who is responsible for implementing the Regulations;
- the requirements to work at height;
- working at height risk assessments;
- the hierarchy of control.

C7.2 Why is change necessary?

The principal driver of change is the introduction of the Temporary Work at Height Directive (2001/45/EC), which came into force on 6th April 2005. The Directive has no transitional period as it attempts to consolidate what should be current good practice.

The Regulations have been made to prevent the deaths and injuries caused each year by falls at work. The latest available figures show that there are around 67 fatal accidents and around 4000 major accidents per year (source 2003/4 HSE statistics).

The Regulations also replace all earlier regulations about working at height.

C7.3 What is working at height?

Work at height is work in any place, including a place at, above or below ground level, where a person can be injured if they fell from that place. Access and egress (getting in and out) from a place of work can also be work at height.

Working at height is no longer classed simply as any work above 2 metres off the ground, however parts of the original '2 metre rule' still apply in the construction industry. Work at height is as explained and for school staff this can range from using a kick stool to a tower scaffold.

Examples of work activities that are classed as working at height include:

- working on a flat roof;
- erecting false work and formwork;
- working from a ladder;
- working at ground level adjacent to an open excavation; and
- working near or adjacent to fragile materials.

Some examples of where the Regulations will not apply:

- walking up and down a staircase in an office;
- working on the upper floors of an office block or Portacabin;
- slipping or tripping on level ground; and
- sitting in a chair.

C7.4 Responsibility for Implementing the Regulations:

The Regulations place duties on employers, the self-employed, employees and anyone who controls the way work at height is undertaken, for example a principal contractor, a client, a managing agent or contractors. This duty will include University employees who are responsible for arranging for contractors to carry out work on behalf of the University.

Within the University, all employees, all contractors working on behalf of the University and all employees who control working at height are required to follow the Regulations.

It is the responsibility of the person responsible for organising or planning the work to carry out an assessment of the risks to those working at height and identify alternative methods of controlling the actual need to work at height.

It is ultimately the responsibility of the Head Teacher or senior manager to ensure that Duty holders are not only carrying out their responsibilities but are also competent to do this.

C7.5 The Requirements for Working at Height

When considering work at height the following steps should be undertaken:

- conduct a risk assessment;
- avoid, prevent or minimise the need to work at height (hierarchy of control); and
- ensure that staff are competent to do the work and are properly supervised.

C7.6 Working at Height - Risk Assessment

A risk assessment is a requirement of health and safety legislation. It is a careful examination of what could cause harm to people as a result of work activity. It will allow the worker to take the necessary precautions to prevent harm occurring. In a risk assessment you we are required to:

- look for the hazards;
- decide who might be harmed and how;
- evaluate the risks and decide whether the existing precautions are adequate or more should be done;

- record your findings;
- review your assessments.

In addition any risk assessment for working at height should consider the following:

- working conditions;
- access and egress;
- distance and consequences of a fall;
- duration and frequency of use/task;
- ease of rescue and evacuation;
- risk of use, installation and removal of equipment.

Once a risk assessment has been conducted the working at height ‘hierarchy of control’ should then always be implemented.

C7.7 Hierarchy of Control

Under Regulation 6 of the Work at Height Regulations, there is hierarchy of control for determining how to work at height safely. The hierarchy has to be followed systematically and only when one level is not reasonably practicable may the next level be considered. It is not acceptable to select work equipment from lower down the hierarchy (e.g. personal fall arrest, such as harnesses and lanyards) in the first instance. The hierarchy has three basic steps to consider, in order these are AVOID, PREVENT, MINIMISE.

It is the responsibility of the staff member to:

- avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences should one occur.

It is not always necessary to implement all parts of the hierarchy, e.g. in the case of a fully boarded and guarded scaffold, workers would not be expected to wear personal fall arrest equipment in addition.

C7.8 Summary

All activities at the School which involve working at height must be:

- properly planned;
- appropriately supervised;
- carried out by competent individuals or if being trained supervised by a competent person;
- risk assessed; and
- follow the ‘hierarchy of control’ principle.

It is only when this process has been followed that working at height will be appropriately managed and the school fully compliant with the Working at Height Regulations 2005.

Appendix 1

The Priory School

Health and Safety Induction Checklist

When induction health and safety training is completed, the relevant box(es) should be ticked. For Items not covered, comments should be recorded giving reasons and date for completion.

The new starter and person providing the induction should both sign the form and keep a copy

Name:		Job Title:	
Department:			
Start Date:			
Accident and Hazard Reporting		Yes	No
Explain: - <ul style="list-style-type: none"> Procedure for the reporting of an accident/incident, including incidents occurring off-site/away from usual workplace Location and use of local accident book Use of HCC Incident forms (IDOR & VIR) and HSE form (F2508) 		<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Log			
Explain:- <ul style="list-style-type: none"> Location and use of site Asbestos Log, including the standing instruction not to undertake any work that will interfere with the fabric of the building, unless authorised. Location of any known asbestos Who the asbestos authorised officers are and their role Asbestos Help Desk No 0845 6030369 		<input type="checkbox"/>	<input type="checkbox"/>
COSHH			
Identify nominated person responsible for risk assessment Explain the importance and use of personal protective equipment and ensure safe means of handling and storing items and substance		<input type="checkbox"/>	<input type="checkbox"/>
Communication & Consultation on Health & Safety			
Explain:- How staff can locate H&S information on the Grid Formal channels of communication within the school, e.g. meetings, safety Committees or other forum where Management meet with employee reps (union or otherwise) Identify Union / non union appointed Safety Representative explain who they are and how they can be contacted		<input type="checkbox"/>	<input type="checkbox"/>
Display Screen Equipment (DSE)			
If a new starter is to use DSE as a significant and essential part of daily work (> 1hr continuously) perform a workstation assessment and provide suitable equipment/furniture as appropriate Provide new starter with leaflet 'Working with VDU's' Explain eyesight test provision entitlement		<input type="checkbox"/>	<input type="checkbox"/>
Fire & Emergency Procedures			

<ul style="list-style-type: none"> Any specific risks of infection due to nature of work and provision of immunisation e.g. Hepatitis B 			
Job Specific Training Needs			
<p>Discuss specific training needs with new starter to identify additional training or instruction s/he may need e.g.:-</p> <ul style="list-style-type: none"> Manual handling Use of specific machinery Specialised work activities Risk assessments <p>Familiarise new starter with equipment and machinery that s/he will commonly use</p> <p>Determine whether any specialised training or instruction is necessary and arrange as necessary e.g. curriculum specific such as trampolining, DATA for staff in DT etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Lone Working/Personal Safety			
			Lone working means work carried out unaccompanied or without immediate access to assistance.
<p>Explain school procedures for lone working</p> <p>Work involving significant risks (e.g.work at height) not to be undertaken whilst working alone.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Medicines			
<p>Explain:-</p> <p>‘Managing Medicines in Schools and Early Years Settings’</p> <p>No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Include any other special staff training requirements, such as staff who are trained in the use of Epi-pens, storage arrangements etc</i>
Mobile Phone Use			
<ul style="list-style-type: none"> Using a hand-held mobile phone whilst driving is against council policy and will be breaking the Law. 	<input type="checkbox"/>	<input type="checkbox"/>	You are not required to use any type of mobile phone whilst driving on council business
Offsite visits			
<p>Explain: -</p> <p>School procedures and EVC’s role.</p> <p>Use of Evolve for notification of visits to HCC</p> <p>All Offsite Visit activities must be risk assessed using relevant HCC forms, these assessments are monitored and reviewed by the headteacher.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Equipment			
<ul style="list-style-type: none"> Arrange for necessary clothing/equipment to be ordered Explain:- <ul style="list-style-type: none"> Why clothing/equipment needed How to request replacement equipment/clothing How to wear properly (if necessary) How to store properly How to check for and report defects 	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Assessments			
<p>Explain and/or show as appropriate:</p> <ul style="list-style-type: none"> Principles and location of school risk assessments Site/premises hazards Procedures for safe systems of work Lone working – reporting/buddy systems New & expectant mothers risk assessment (if 	<input type="checkbox"/>	<input type="checkbox"/>	

applicable) <ul style="list-style-type: none"> Determine whether new starter has any health, medical or mobility issues that could affect his/her safety at work or safety of others If so, record a 'special' risk assessment detailing how these needs will be catered for on a daily basis and also in an emergency evacuation situation 	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Hazards			
Local Manager to explain	<input type="checkbox"/>	<input type="checkbox"/>	
Wellbeing			
Explain systems in place within school for responding to individual concerns (e.g. performance management, use of Employee Assistance Programme, membership of Wellbeing programme etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Work at Height			
Detail restrictions on staff using steps and ladders, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace Facilities			
Show:- <ul style="list-style-type: none"> Tour of workplace, including all common areas if workplace is shared with other occupiers Toilets Kitchen Tea/Coffee/Drinking Facilities Staff/rest room 	<input type="checkbox"/>	<input type="checkbox"/>	

I confirm that the above health and safety induction information has been provided and explained to me and I fully understand my responsibilities towards health and safety.	
Name of Employee:	
Job Title:	
Employees Signature:	
Managers Name:	
Position:	
Managers Signature:	
Once the employee and manager have signed the form to say that the induction process has been completed the form must be placed upon the employees personnel file.	