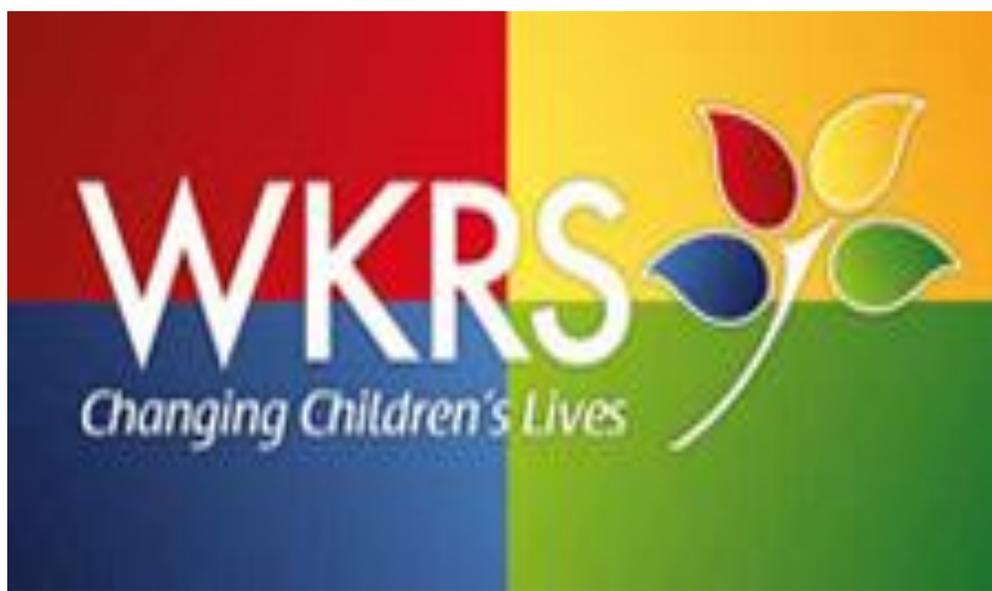


West Kirby Residential School and Specialist SEN College



Health and Safety

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West Kirby Residential School

HEALTH AND SAFETY POLICY

1. INTRODUCTION

1.1 Health and Safety at Work etc Act 1974

This Act places a duty on all employers to safeguard so far as is reasonably practicable the health, safety and welfare of all their employees. In addition to this, duties extend to cover the health and safety of persons not employed but who may be affected by the work activities undertaken such as pupils, visitors and contractors..

West Kirby Residential School (*WKRS*), as a Non–Maintained Special School, retains the above responsibilities as an employer in the same way the Governing Body of a Local Authority School but, it is important to realise that all employees have legal duties under the Health and Safety at Work Act, to co-operate with their employer so far as is necessary to ensure a safe and healthy place of work. This Statement of Safety Policy is to detail (*WKRS*) Arrangements and Organisation for Health and Safety.

1.2 General Statement

The Directors of West Kirby Residential School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties to provide a safe and healthy work place and working environment for all its employees, pupils, contractors, visitors and other persons who may be affected by its activities.

The Directors and Principal will take all reasonable steps to ensure that West Kirby Residential School’s Safety Policy is implemented and, that the School’s Policies and Guidance Documents are followed and monitored throughout the school.

This policy will be brought to the attention of, and issued to all members of staff.

It is essential for the success of this Safety Policy that all employees recognise their responsibilities under Section 7 of the Act in co-operating with management on health and safety issues and taking care of themselves and other persons whilst at work.

The Health and Safety Policy will be reviewed on an annual basis

Signed: (Chairman Directors) Date:

Signed: (Principal) Date:

2. ORGANISATION

2.1 Structure / Responsibilities

The Board of Directors has overall responsibility for Health and Safety at WKRS. To achieve successful implementation of the safety policy there should be clear lines of communication throughout the organisation.

Whilst the ultimate responsibility for health and safety remains with the Directors a wide range of functions may successfully be delegated to the Principal, but the duty to comply with statutory requirements cannot be delegated away from the Directors.

A Director has been appointed with specific responsibilities for Health and Safety.

The Board of Directors has responsibility for:

1. Formulating a Health and Safety statement detailing the roles and responsibilities for ensuring health and safety management within WKRS.
2. Reviewing the establishments' health and safety policy and performance annually.
3. Regularly reviewing health and safety arrangements and implementing new arrangements where necessary.
4. Providing appropriate resources within the school's budget for their implementation of the attached arrangements.
5. Receiving from the Principal or other nominated member of staff reports on health and safety matters.
6. Promoting a positive health and safety culture and high standards of health and safety within WKRS.

Overall responsibility for the day to day management of health and safety at WKRS rests with the Principal.

The Principal has responsibilities for:

1. Communicating the policy to all relevant parties, including support services, temporary and supply staff, contractors and third party users.
2. Ensuring there is an adequate system in place for undertaking suitable and sufficient risk assessments.
3. The implementation and monitoring of the school's health and safety arrangements which form part of this policy.
4. Ensuring all staff are provided with adequate information, instruction and training on health and safety issues.
5. Ensuring that WKRS has emergency procedures in place and a School Emergency Plan in place for emergency and crisis situations.
6. Reporting to Directors any hazards which cannot be rectified within the established budget.
7. Ensuring that the premises, plant and machinery are maintained in a serviceable and safe condition.
8. The provision of appropriate health and safety information to Directors.
9. Ensuring consultative arrangements are in place for staff and their trade unions / professional association representatives.

The Principal may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.

The Business Manager is the officer with prime responsibility for ensuring adherence to the policy and procedures, supported by the Health and Safety Coordinator.

2.2 Management Chain

Directors
Governors
Principal
Members of Senior Leadership Team
Members of Middle Management Team

Staff names are attached as Appendix 1.

2.3 Consultation Procedures

The following forums are in place at which Health and Safety issues can be raised by any employee associated with the school, either individually, through their line manager or representative.

- (i) Directors (5/6 times per year)
- (ii) Governors (Termly)
- (iii) SLT (weekly)
- (iv) Middle Management (fortnightly)
- (v) Health and Safety Committee (Termly).
- (vi) Daily Staff meetings
- (vii) Departmental / section meetings (Termly)
- (viii) Joint Consultative Committee Termly
- (ix) ICT Steering Group (Internet Safety) at least Termly

Minutes of all meetings will be kept. Any matters relating to Health & Safety will be brought to the attention of the Business Manager / Health & Safety Coordinator.

Meetings are scheduled on the weekly bulletin.

All Health and Safety Information, Policy and Guidance Documents and associated literature are kept with the Business Manager / Health & Safety Coordinator.

2.4 Responsible Persons

The following people have been identified to carry out a number of Health and Safety functions:

Health and Safety Function	Position
Holding Health and Safety Documents, Guidance etc.	Business Manager / Health & Safety Coordinator
Accident Reporting, Incident Reporting and Investigation	Business Manager / Health & Safety Coordinator
First Aid	First Aider At Work, School Nurses Other qualified staff.
Fire Precautions, Drills, Exits, Extinguishers	Business Manager / Health & Safety Coordinator / Site Manager
Building Maintenance (Control of Contractors)	Site Manager
Safety Inspections, including auditing against policy and existing organizational measures.	Governing Body / Principal / Business Manager / Senior Leadership Team / Middle management /Health & Safety Coordinator / Safety Committee / Line Managers
Manual Staff (information, instruction, application)	Business Manager / Health & Safety Coordinator / Site Manager
Purchasing Equipment and Products	Business Manager / Finance Assistant
Security, Out of Hours Lettings	Site Manager
Trips, Visits and Overnight Stays	Designated Group / Team Leader
Risk Assessment Management.	Business Manager / Health & Safety Coordinator
Departmental Health and Safety Policies.	Faculty Heads
Technicians; responsibilities, roles etc.	Faculty Heads
Purchasing; chemicals, art materials etc.	Faculty Heads
Protective Clothing.	Departmental Heads / Line managers
Disposal of Chemicals	Faculty Heads

Kitchen	Mellors Catering Co

2.5 Emergency Contacts – All numbers are held in school.

3. ARRANGEMENTS

WKRS has identified the following key areas of Health and Safety where specific Arrangements are in place.

3.1 Risk Assessment

The Management of Health & Safety at Work Regulations 1999 place a duty on the employer, to make a suitable and sufficient assessment of risks to the health and safety of the employees to which they are exposed while they are at work, also persons not in his employment arising out of his undertakings.

Pupil Risk Assessments

- A Database of Individual Pupil Risk Assessments is available in Common Files.
- It is the responsibility of all staff to provide new or updated pupil information following incidents to the Health & Safety Coordinator who is responsible for keeping the information up to date.

Work Based Risk Assessments

- It is the responsibility of the Line Managers and Health and Safety Coordinator to ensure that work based risk assessments are in place for the staff for who they are responsible.

Activity Risk Assessments

- A range of generic Risk Assessments is available in Common Files. Together with the Individual Pupil Risk Assessments' these will form the basis for activity based risk assessment. It is the responsibility of the Group Leaders to ensure these are completed and signed by a member of Senior Leadership before leaving the premises.

Work Experience (own pupils)

- When a pupil accesses Work Experience either within school or externally it is the responsibility of the Careers Administrator / Post 16 Manager and Health and Safety Coordinator to ensure an appropriate Risk Assessment has been completed prior to taking up any placement.

Work Experience (visiting pupils other than WKRS)

- When a pupil accesses Work Experience either within school or externally it is the responsibility of the pupil's school in association with WKRS through the Health and Safety Coordinator to ensure an appropriate Risk Assessment has been completed prior to taking up any placement.

New or Expectant Mothers

- In assessing risks to employees, the employer must consider new or expectant mothers. The phrase "new or expectant mothers" means a worker who is pregnant, who has given birth within the previous 6 months, or who is breastfeeding. "Given birth" is defined in the regulations as "delivered a living or, after 24 weeks of pregnancy, a stillborn child."
- A Risk Assessment will be carried out and updated by the Business Manager in conjunction with the member of staff.

Protection of Young Workers

- The Management of Health & Safety at Work Regulations 1999 now place a specific duty on employers to ensure that young persons are protected against any risks to their health and safety at work, that are due to their inexperience, immaturity and lack of awareness of risks. A young person is anyone who not attained the age of 18.
- The Risk Assessments will be carried out and updated by the Careers Coordinator and checked by the Health and Safety Coordinator.

Lone Workers

- There is no specific legislation in relation to lone working, however, the Management of Health & Safety At Work Regulations 1999 require employers to carry out a risk assessment in relation to all significant hazards faced by their employees.
- Lone workers are defined as those who work by themselves without close or direct supervision, either employees who work separately from others in an establishment, or mobile workers who work away from a fixed base.
- The Risk Assessment will be carried out by the Line Manager in conjunction with the individual.

With regard to site maintenance work, lone working will be permitted in emergency cases if a call out has been raised. The Business manager or member of the SLT must be contacted and informed of the situation if needed. Work involving potentially significant risks (for example work at height, operating dangerous equipment, etc) **should not** be undertaken whilst working alone.

- Lone working during weekends will not normally be granted unless it has been authorized by the Business manager and Principal. This authorisation must be sought prior to any works carried out.

- When working off site, (e.g. when visiting homes), staff should notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Community Patrol should always be contacted under these circumstances.
- Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.

Manual Handling

- All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to the site manager and then the Business Manager if necessary. If required a suitable and sufficient risk assessment will be carried out.
- Where it is not reasonably practicable to eliminate these activities a risk assessment will be carried out and the risk reduced as far as is reasonably practicable.
- Appropriate information, instruction and training on the safer moving and handling techniques will be provided to all staff that, as part of their job, are required to undertake these activities.
- The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.
- Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

General

- A risk assessment should involve identifying the hazards present in any undertaking and then evaluating the extent of the risks involved. A copy of the Risk Assessment should be made available to all staff affected by the activity/event which has been assessed and staff should initial to acknowledge this.
- A review of the Risk Assessment should be carried out following the activity.
- Copies of all Risk Assessments should be filed with the Health & Safety Coordinator
- Staff must ensure these are being implemented throughout the school within lesson plans, school trip arrangements, out of school and Care activities etc.
- Risk Assessments must be reviewed at least annually, but in any event where there has been a significant change in policies/procedures/equipment, introduction of new staff/pupils and following report of accident/near miss.

Associated Risk Assessment Guidance

HSE Approved Code of Practice/Guidance Document: Management of Health & Safety At Work Regulations 1999

HS/ECS/013 New & Expectant Mothers

HS/ECS/039 Work Experience for Young People in Compulsory Education

HS/ECS/006 Risk Assessment

3.2 Medical

Medical Policy

All policy documents are located in the medical room and on WKRS school network.

First Aid

The Health and Safety (First Aid) Regulations 1981 apply to all teaching and non teaching employees in schools and educational establishments.

Although pupils and students are not covered by the Regulations, in line with DfES Guidance, first aid facilities and appointed first aid persons will be available in schools and colleges. This school has assessed the level of First Aid required dictated by school size, hazards and levels of risks, layout, personnel available etc following authority's guidance document HS/ECS/007.

Personnel

- First Aid Provision is available through the Medical Room during term time.
- A number of staff are qualified First Aiders in the event of an emergency.
- The Qualified First Aider at Work is Ms Alison Darbyshire
- The First Aid Policy is available on line.

Appointed First Aider(s)

The list of currently qualified staff is available from the Medical Room

Location of First Aid Boxes

The location of First Aid Boxes is available from the Medical Room.

Functions of First Aiders

- To ensure first aid boxes are stocked, regularly checked and refilled.
- Ensure that records are kept of all first aid treatment in the school accident book.
- To administer treatment in accordance with the first aid training they have received.

First Aid away from School Premises

A travel first aid kit is taken by an appointed member of staff when taking a group of children out of school.

As part of the pre-trip/visit/camp risk assessment the Medical Room will be notified of any trips and make ready a first aid kit and any individual pupil medications required. The group Leader or Designated Person will be responsible for collecting from the medical room prior to any trip/visit/camp.

Associated First Aid Guidance

Code	Title
HS/ECS/043	A Management Guide to Childhood Illnesses and Communicable Disease
HS/ECS/007	First Aid at Work – Policy and Guidance
HS/ECS/008	A Guide to the Reporting of Illnesses, Disease and Dangerous Occurrences Regulations 1995
DfES	Guidance on First Aid for Schools
Booklet	HIV & AIDS – A Guide for the Education Service

3.3 Clinical Waste (including Disposal of Materials used for cleaning up any bodily fluids)

In accordance with the "Duty of Care" - Code of Practice all swabs, tissues etc used for first aid treatment will be placed in the medical bin provided by the school. This is located in the Medical Room.

Incontinence waste such as disposable nappies, stoma bag etc will be placed in the disposal unit provided by the school. This is located in the Medical Room.

Items such as needles, syringes and other sharps will be placed in the "sharps bin" provided by the current contracted organisation. This is located in the Medical Room.

Safe systems of Work 'Cleaning of bodily fluids, blood & excrement' are attached as Appendix 2A

3.4 Hygiene Procedures

Hygiene Procedures are attached as Appendix 2B

Safe systems of Work 'Hygiene' are attached as Appendix 2C

3.5 Accident Reporting Procedures

This school will follow the accident reporting procedures as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The following will be reported:

- i) Any accident to any person on school premises or education establishment.
- ii) Any accident to a pupil whilst under the supervision of a member of staff e.g. school trips.

This includes any act of non-consensual physical violence done to a person at work.

Procedure for Employees, Pupils, Visitors, Contractors, Members of the Public

For All Accidents

- i) Injured person, or witness to complete WKRS Accident Book held in the Medical Room. The School Nurse will send form to the Business Manager, on the day of the accident or as soon as possible following the event. The copies will be filed by the Business Manager.
- ii) If an accident investigation is required the incident will be referred to the Health and Safety Coordinator for investigation and he will record his findings and communicate and process any actions required.
- iii) If the incident is reportable the respective RIDDOR form will be completed by the Business Manager and sent to HSE.
- iv) If a Residential Pupil is injured or referred to hospital then reporting procedures required by the National Minimum Care Standards will be carried out by the Head of Care / Business Manager.
- v) Accidents to pupils resulting in a major injury but involving an unsafe condition or other cause of concern should be reported using "Adverse Event" form.
- vi) A copy of all accident reports must be kept in a secure location. The information contained in these documents must be treated as confidential in accordance with the requirements of the Data Protection Act 1998.
- vii) All pupil accident reports must be kept until pupil has attained the age of 21 years. For injuries to employees, visitors, contractors, members of the public over the age of 21 years, copies must be kept for a period of three years.

For Over 3 Day Incapacity

- viii) On the 4th day of incapacity/absence from work the incident must be recorded under RIDDOR. Ensure normal accident reporting procedure has been followed.

For Fatalities, Major Injuries, Dangerous Occurrences

- ix) Contact a member of the Senior Leadership Team (SLT) and follow WKRS Emergency Action policy. Ensure normal accident reporting procedure has been followed.

Reporting

Statistical information on incidents will be reported by the Business Manager to the Safety Committee and decisions made on appropriate action if required – e.g. further training if trends are noted.

3.6 ELECTRICAL SAFETY

Regulations

The Electricity at Work Regulations 1989 apply to school premises and place a duty on the employer to ensure so far as is reasonably practicable that, electrical installations and all electrical appliances are constructed, maintained and used so as to prevent danger.

3.6.1 General Guidance

- No appliance will be used within the school if it has been deemed unsafe by either the Site manager or Health and Safety Coordinator or an appropriately qualified contractor. These appliances will be identified by a red label and the plug removed.
- All staff will be made aware of the school system for removing defective equipment.
- All appliances passing the electrical inspection (PAT Testing) will be identified by a dated test label.
- No repairs will be carried out (including changing a plug) unless that person is deemed competent to do so.
- Electrical equipment used by pupils will be restricted to close supervision only.
- Basic electrical safety instructions are:

DO NOT

- interfere with any electrical equipment unless you are trained and authorised to do so.
- overload electrical sockets.
- Do not make regular use of extension cables – request additional sockets
- lay extension cables where they can be walked on or tripped over
- use faulty electrical equipment
- use personal electrical equipment at work unless authorised to do so and it has been PAT Tested

DO

- check that portable equipment has a current test label displayed
- record equipment with no current test label in the Defects Book and do not use
- always visually check equipment for serviceability
- look for damaged, frayed leads, coloured wires showing and use of insulation tape.
- Check mains supply cable for signs of damage or wear.
- Check mains supply plug for damage to the pins, cover or cable clamp.
- Check the point of cable entry to the equipment, ie grommet or clamp entry or plug and socket.
- Check on/off switch for signs of damage or malfunction.

3.6.2 Recording

A written record will be kept by the Site Manager recording all equipment and test dates.

3.7 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH) 2002

3.7.1 Regulations

The COSHH Regulations place a duty on the employer to assess the risks to the health of employees and other persons posed by the use of toxic, harmful, irritant and corrosive substances and, to put in place, to eliminate or control that exposure.

3.7.2 Assessments

- Risk Assessments must be completed for all substances that may pose a hazard to health. Current products on site are contained in the school COSHH file.
- WKRS purchasing policy is to order all substances through authorized suppliers. Health and Safety Data Sheets will be requested from either the supplier or manufacturer and sent to the Health and Safety Coordinator for Risk Assessments to be carried out.

3.7.3 Information

- Sufficient information will be given to all employees who may use harmful, toxic, irritant and corrosive products as regards to the safe use, handling and storage, and protective equipment/clothing to be used.
- Copies of assessments will be given to all employees and any additional information will be requested from the Health and Safety Coordinator.

3.7.4 Guidance

- Teachers must insert information regarding the inclusions of Risk Assessments into lesson plans and for schemes of work, use of CLEAPSS Hazard, CLEAPSS Assessments for Design Technology and other safety texts used. The advisory teacher must be contacted if further information is required.
- The Faculty Heads must maintain records and ensure regular testing of fume cupboards and other local exhaust ventilations systems that require testing under the Regulations.
- Teaching Staff must highlight lessons where hazardous products are used and mechanisms for carrying out lesson Risk Assessments.
- The Finance Assistant must ensure when purchasing that requests for Health and Safety Data Sheet are included on the order form.
- Staff are instructed to purchase non hazardous products wherever possible.
- Any other substances used within the school must have a risk assessment made based on the hazard data sheet for each hazardous substance. A copy of each new Risk Assessment must be forwarded to the Health and Safety Coordinator

3.8 ASBESTOS

3.8.1 The asbestos register is held in Business Manager's office and will be made available to all staff and visiting contractors and their employees prior to carrying out inspections, maintenance, repair or construction activities. This includes even small jobs such as installing telephones or computers, putting up shelving or installing security services.

The school has had a full asbestos survey.

The responsible persons (Site manager and Health and Safety Coordinator) shall ensure:

- The asbestos log is maintained and that any changes are notified to the Business Manager immediately.
All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted, recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the responsible person

Any damage to materials known or suspected to contain asbestos should be reported to the Business Manager. Who will contact the company employed to deal with the asbestos on site.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Business Manager.

4. FIRE SAFETY

- See separate Staff Emergency Fire Procedures and Policy Attached as Appendix 15.

The Fire Precaution (Workplace) Regulations 1997 place a new duty upon schools to carry out a fire safety risk assessment. Policy and guidance document HS/ECS/009.

- See Separate Fire Risk Assessment Attached as Appendix 16

5. OTHER RELEVANT POLICIES, PROCEDURES AND INFORMATION

5.1 General classroom checklist

A termly check list for Teachers and Team Leaders is attached. (See Appendix 3)

5.2 Smoking Policy

In the interests of promoting a healthy and safe environment for all pupils and staff at the school, WKRS Buildings and Grounds are primarily a **NO SMOKING ZONE**.

- Smoking by **STAFF, PUPILS AND VISITORS** will not be permitted in any area of the school buildings or grounds **AT ANY TIME** with the following exceptions:
An area for smokers is provided adjacent to the garages at the rear of the school, the use of which should be restricted to normal break/lunch times.
- It is the duty of any member of staff, in the interests of Health and Safety, to report any one, staff, pupil or visitor, suspected of smoking within the buildings or grounds to the Principal or Business Manager.
- Failure to adhere to this policy will lead to disciplinary action.

5.3 Policy on Drugs and Illegal Substances

- Due to the effects of drugs and illegal substances on productivity and safety, the use of drugs (other than those prescribed for medical purposes) and illegal substances is not permitted by any staff or pupils in any area of the school buildings or grounds and will be considered a disciplinary offence.
- It is the duty of any member of staff, in the interests of Health and Safety, to report any one, staff or pupil, suspected of using drugs (other than those prescribed for medical purposes) and/or illegal substances immediately to the Principal or Business Manager.
- It is the duty of any member of staff, in the interests of Health and Safety, to report any one, staff or pupil, suspected of being under the influence of drugs and/or illegal substances. You should not knowingly allow an employee under the influence of excess of drugs and/or illegal substances to continue working and, possibly, putting themselves or others at risk.
- Any employees who personally feel they have any problem with drugs and/or illegal substances and wish to discuss it further with their line manager or senior management may be assured that any such discussion will be treated in strict confidence.
- Management can provide information on where further support is available if required.

5.4 Policy on Alcohol

- Due to the effects of drinking on productivity and safety, the consuming of alcohol, other than by staff and guests at organized functions, is not permitted by any staff or pupils in any area of the school buildings or grounds and will be considered a disciplinary offence.
- It is the duty of any member of staff, in the interests of Health and Safety, to report any one, staff or pupil, suspected of consuming alcohol other than at authorised functions immediately to the Principal or Business Manager.
- It is the duty of any member of staff, in the interests of Health and Safety, to report any one, staff or pupil, suspected of being under the influence of alcohol. You should not knowingly allow an employee under the influence of excess of alcohol to continue working and, possibly, putting themselves or others at risk.
- Any employees who personally feel they have any alcohol problem and wish to discuss it further with their line manager or senior management may be assured that any such discussion will be treated in strict confidence.
- Management can provide information on where further support is available if required.

5.5 Security

- See Section 8 of the Staff Handbook
- Code of Conduct for Security available on line

5.6 Transport

- See section 5 of the Staff Handbook
- See WKRS Drivers Manual

5.7 Traffic Management

- See section 5 of the Staff Handbook

5.8 Violence to Staff

A Code of Practice for Employees to combat Violence and Aggression Against Staff is available on line. The Policy Document on Violence and Aggression to Staff is attached as Appendix 5.

5.9 Stress in the workplace

A Code of Practice for Employees to Combat Stress in the Workplace is available on line. The Policy Document to Combat Stress in the Workplace is attached as Appendix 6.

5.10 Controlling contractors on site

- See Appendix 4

5.11 School trips

See Outdoor and Out of School Education Policy

5.12 Departmental policies (DT, Science, Art, PE etc)

Policies must always contain reference to Health and Safety Issues in the classroom

5.13 Safety Inspections

The Health and Safety Coordinator will jointly maintain a log of all plant, machinery and equipment, ensure maintenance agreements remain Value for Money and record regular and timely inspections

5.14 Safe Working Guides

The following documents are available to all staff where appropriate to their work.

A Guide to Manual Handling	Appendix 7
A Guide to Display Screen Equipment Users	Appendix 8
A Guide to use of Ladders, Stepladders and Scaffolds	Appendix 9
A Guide to Hazardous Substances	Appendix 10
A Guide to Working with Asbestos	Appendix 11

Copies are also available under codes of Practice on the network.

5.15 Waste Disposal

The contracted companies for waste disposal at the school will be required to produce a Duty of Care Controlled Waste Transfer Note.

5.16 Catering and Food Hygiene

The Policy for Catering and Food Hygiene is attached as Appendix 12 and available on the network.

5.17 Cleaning and Domestic Service

- Cleaning and Domestic Services are carried out within school by in-house staff under the management of the Business Manager, and the supervision of the Health & Safety Coordinator and Cleaning Supervisor.
- A rota of cleaning schedules is carried on throughout the School Buildings on a daily basis, with additional special cleaning programmes during school holidays.
- Domestic Staff are responsible for maintaining the building to high standards of cleanliness, and the safe storage of all cleaning equipment and chemicals.

- Any concerns with the standard of service should be reported to the Business Manager or Health and Safety Coordinator
- School Laundry is supervised by the Cleaning Supervisor, Working Practices for the handling, recording and issuing of laundry are available on the network.

5.18 Animals in School

The Policy on Animals within the school buildings and grounds is attached as Appendix 13 and available on the network.

5.19 Health and Safety Training

The Business Manager and the Health & Safety Coordinator will be qualified to at least IOSH Certificated Standard.

The Business Manager and / or the Health and Safety Coordinator will provide:

- annual basic health and safety training to the whole staff
- induction health and safety training to new staff, student placements and volunteers
- relevant training on specific areas throughout the academic year
- arrange professional / certified training as required

The Health & Safety Coordinator and the Site Manager will be qualified MIDAS Training Instructors

The Health and Safety Coordinator and Site manager will provide Midas Driver Training to appropriate staff in accordance with timescales.

5.20 Health and Safety Code of Practice

A summary version of the policy is attached as Appendix 14 and available on the network.

Appendices:

- Appendix 1 Named Staff
- Appendix 2 Hygiene Procedures & Safe Systems of Work
- Appendix 3 General Classroom/Residential Unit Safety Checklist
- Appendix 4 Controlling Contractors on Site
- Appendix 5 Policy – Violence and Aggression to Staff
- Appendix 6 Policy – Combating Stress in the Workplace
- Appendix 7 A Guide to Manual Handling
- Appendix 8 A Guide to Display Screen Equipment
- Appendix 9 A Guide to use of Ladders, Stepladders and Scaffolds
- Appendix 10 A Guide to Hazardous Substances
- Appendix 11 A Guide to Working with Asbestos
- Appendix 12 Policy – Whole School Nutrition & Healthy School
- Appendix 13 Policy – Animals in School or in School Grounds
- Appendix 14 Health and Safety Code of Practice
- Appendix 15 Staff Emergency Fire Procedures and Policy
- Appendix 16 Fire Risk Assessment