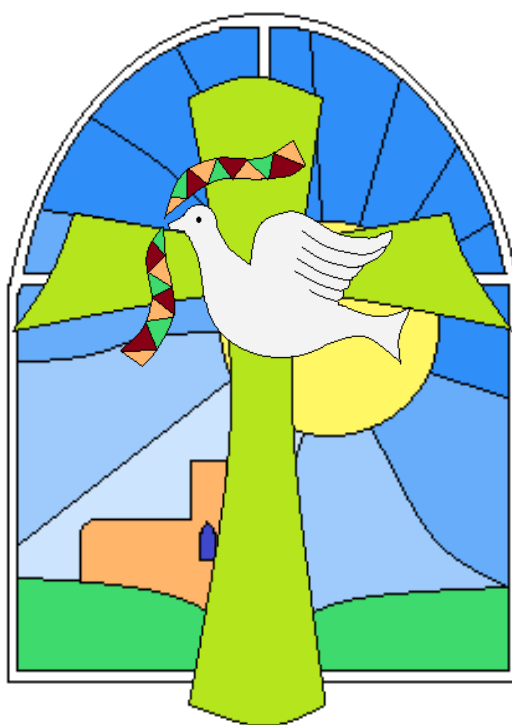


Wolds Federation of Schools

Health and Safety Policy and Arrangements

"Love, Laugh, Live, Learn"



Effective Date:	September 2023
Date Due for Review:	September 2025
Headteacher	Elizabeth Harros
Approved by Governing Body:	26.09.2023

CONTENTS PAGE

Statement of Safety Policy	1
Organisational Chart	2
General Duties and Responsibilities	3
Strategic Duties and Responsibilities	3
Operational Duties and Responsibilities	4
Arrangements for Safety	8
The Wolds Federation Safety Induction Checklist	12
ERYC Guidance on Health and Safety Management for Schools .	14
Examples of School Specific Policies	15

Statement of Safety Policy

To reflect the requirements of the Council's 'Corporate' and 'CFAS Directorate' Health and Safety policies and current legislation; the policy of The Wolds Federation will be to conduct its activities in such a manner to safeguard the health, safety and wellbeing of its employees, pupils and members of the public who may be affected by the activities undertaken by the school.

The Wolds Federation Schools recognise the benefits of a strong health and safety management system and how this contributes to a positive health and safety culture and effective learning environment.

The Federation is committed to pursuing continual improvements in health and safety. This commitment is vital to its learning objectives and overall performance, through effective safeguarding and reduction of injuries and ill health.

The Federation's employees are a valued key resource, and each school will, so far as is reasonably practicable, put in place measures to provide every employee with a safe and healthy place of work.

This policy expresses the Federation's commitment to implementing and maintaining an effective health and safety management system by ensuring that: -

- Risks are assessed and risk control measures are established which are suitable and sufficient.
- High standards are set and maintained by effectively managing workplace activities.
- Employees are suitably qualified and competent, and that ongoing training and development is available.
- Effective consultation mechanisms are established and maintained.
- Adequate financial and physical resources are made available to prevent safety being compromised.
- Health and safety performance is monitored by the SBM, Headteacher and Governing Body.

This policy statement should be read in conjunction with the Council's corporate and directorate policies, procedures, guidelines, and guidance notes, which are available via the schools and Safety Service's intranet sites.

The success of this health and safety policy will ultimately depend upon the involvement of everyone affected by it. The school therefore relies on the co-operation of all employees, pupils, parents, visitors, contractors, and trades unions in securing its implementation. A copy of this statement of policy will be brought to the attention of and made available to all employees.

The Headteacher and governing body have overall responsibility for the delivery of this health and safety policy and will achieve implementation through the identified roles and responsibilities of the school management team.

This health and safety policy and its contents will be reviewed and updated on a regular basis at a minimum of every two years.

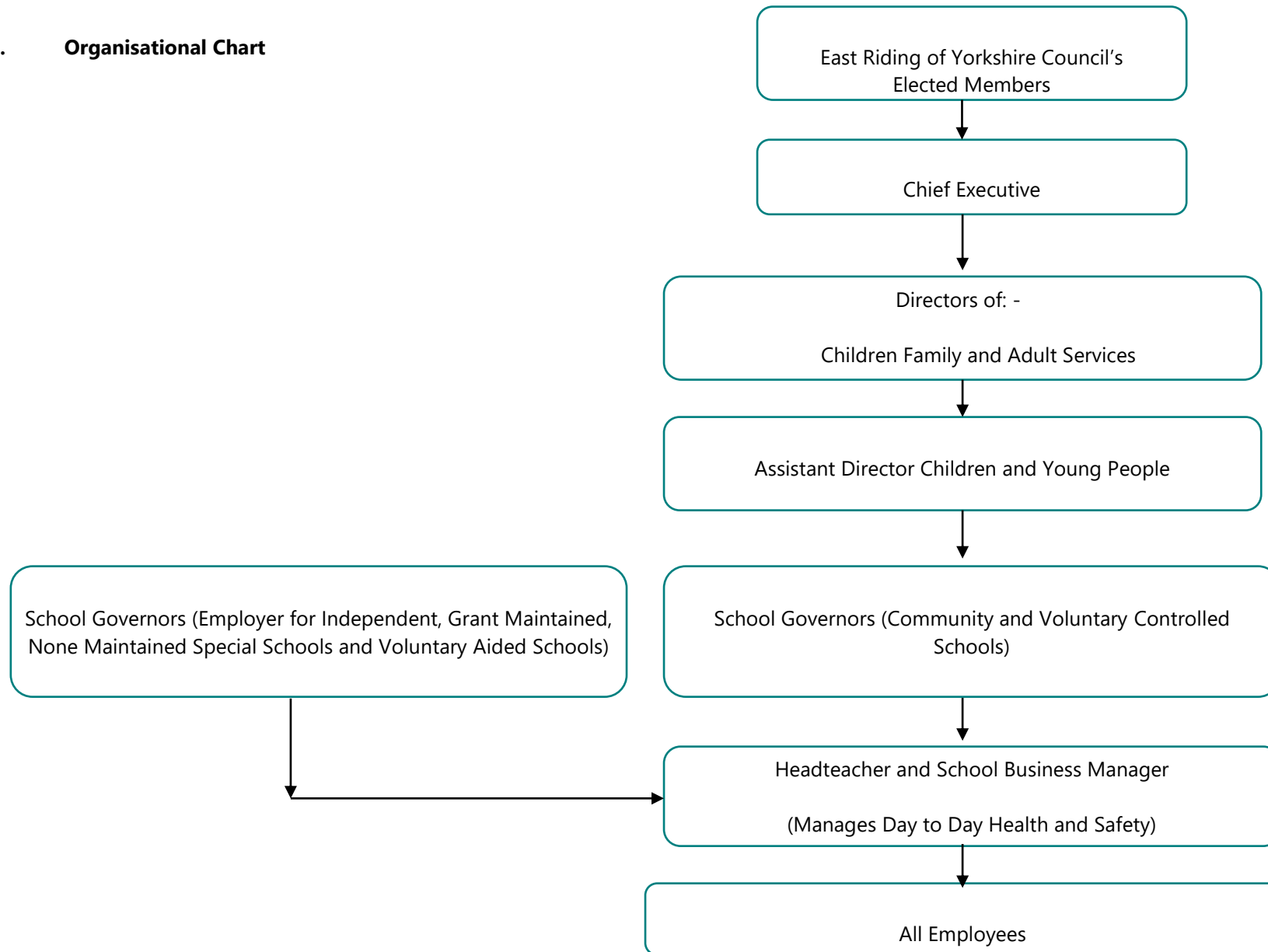
Headteacher

Date

Chair of Governors

Date

1. **Organisational Chart**



2. General Duties and Responsibilities

- 2.1 For community and voluntary controlled schools the roles and responsibilities of the Chief Executive, Full Council, The Cabinet, and The Council's Corporate Management Team (CMT) are set out in the corporate health and safety policy.

3. Strategic Duties and Responsibilities

3.1 School Governors

- 3.1.1 Governing bodies must act as a corporate body.

- 3.1.2 The governing body carry out their function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims and objectives, setting policies and targets for achieving the objectives and reviewing progress.

- 3.1.3 In community and controlled schools, like ours, the local authority has overall responsibility.

- 3.1.4 In order for governors to be effective and raise standards, they must first have a clear understanding of their role.

The governing body has three key roles: -

- To set the strategic framework within which the Headteacher will manage the school on a daily basis.
- To act as a critical friend, by supporting the work of the school, while offering an element of challenge through regular monitoring and evaluation of progress against agreed objectives.
- To ensure accountability through the provision of information both to, and from, the governing body.



3.1.5 In all cases the governing body will ensure: -

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to the school.
- Risk assessments are carried out.
- All health and safety matters within the school are effectively managed.
- Wellbeing of the Headteacher and all employees remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.

4. Operational Duties and Responsibilities

4.1 Headteacher and SBM

4.1.1 The Headteacher and SBM, under the direction of the governing body, are responsible for implementing this policy. To achieve this, the Headteacher and SBM must: -

- Produce and maintain a school specific health and safety policy and supporting policies (see appendix 3 – examples of school specific policies).
- Produce and maintain a school health and safety management plan.
- Prepare an emergency evacuation procedure and arrange for periodic evacuation drills (at least one a term) to take place and for the results of these to be recorded.
- Ensure that all health and safety matters within the school are effectively managed.
- Produce, monitor, review and report progress on the school's health and safety plan to the Governing Body.
- Arrange for appropriate consultation with employees in the workplace to ensure that suitable methods are adopted for promoting health and safety at work and provide arrangements for the participation of employees in the development of such measures.
- Ensure all new employees receive a suitable and sufficient safety induction (see appendix 1 – Induction check list) and are made aware of their safety responsibilities, where necessary arranging for appropriate training to enable them to carry out their duties competently.
- Ensure the wellbeing of all employees remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels.
- Ensure that suitable and sufficient risk assessments (including fire risk assessments) are carried out and reviewed as required by legislation and that methods and systems of work are safe and that the necessary procedures, rules and regulations designed to achieve this are developed and communicated to all employees.
- Appropriate equipment, tools and protective equipment are provided to enable work to be done safely; and in accordance with statutory requirements maintained in a safe condition and monitored and inspected including the recording of any periodic servicing and testing of systems and equipment.
- Ensure statutory inspections take place within the school (see 5.5) examples of which include fire systems, water hygiene, asbestos management, gas safety etc.
- Ensure all accidents, incidents and dangerous occurrences are investigated promptly in accordance with the Council's accident reporting procedure.
- Ensure that an educational visits co-ordinator is appointed (Elizabeth Harros) and that visits are managed in accordance with the Council's Educational Visits Guidance and relevant legislative requirements.
- Ensure that formal health and safety inspections are carried out each term and remedial action taken where necessary; and systems established to process health and safety defects and monitor and review progress reporting any concerns to the Governing Body.
- Monitor, within the limits of their expertise the activities of contractors, hirers and other organisations present on site.

- Ensure that health and safety is a standard agenda item on appropriate employee's meetings.

4.2 Caretaker / Premises Manager

4.2.1 Caretakers under the direction of the Headteacher have delegated duties and responsibilities for the supervision, maintenance, inspection, and security of the school premises. These duties and responsibilities include: -

Caretaker	Premises Manager (Middleton)
Maintenance Caretakers are responsible for making sure a building is in proper working order. This involves: - • Carrying out minor repairs such as mending broken windows, changing light bulbs and unblocking drains. • Turning heating and lighting on and off at appropriate times. • Making sure the premises are clean and that rubbish is collected and taken away, and any graffiti is cleaned up. • Maintaining the grounds and removing litter. If there is a major fault, the caretaker will call in specialist help, such as a plumber or electrician. They will also arrange for other contractors such as builders to come on site when necessary. Security and Associated Duties Caretakers are responsible for who comes on to the site and the security of the building. • They may have to report some incidents to the police. • Unlock buildings in the morning before people arrive and then lock up at the end of the day. • Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed. Other Tasks Other duties may include: - • Arranging chairs and tables for meetings and clearing away afterwards. • Storing equipment and supplies safely. • Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building. • Ensuring disabled access to the building	Items are additional to those of the caretaker. Duty Hours The working day in term time is normally 35 hours per week, to be worked normally between the core time of 7.30am and 6.00pm depending upon the needs of the service. Occasional evening lettings, for which overtime will be paid, based on the hourly rate of the caretaker's salary. The school has a commitment to working with the community. Security and Associated Duties Duties include: - • Carrying out security procedures for school buildings and grounds. • Opening and closing of school premises, including gates, doors, windows, fire exits etc, for the purpose of school use, lettings, out of school hours functions, maintenance, and emergency services. • Liaising as necessary with the emergency services, including calling out of emergency services as required. • Reporting acts of vandalism to the Headteacher and/or Police as necessary. • Courier duties as required by the Headteacher. Lettings Complying with instructions received from the Headteacher/Board of Governors concerning letting procedures and carrying out as per lettings agreement. Where requested by the Headteacher, be on site during the course of lettings to: - • give any assistance to the hirer of the facilities hired. • to ensure that functions are conducted in an orderly manner and the behaviour of the

where necessary. • Sports field maintenance and other groundwork. • Emergency cleaning of human deposits (vomit, excrement). • Replacement of consumables (soap, toilet rolls, hand towels). • Replacement of lighting tubes/lamps. • Maintaining a variety of records and monitoring meter readings and fuel usage. Deliveries/Post Take delivery of post, stores materials and other goods. Unpack and store stock. Furniture Moving Move such items of school furniture as required, with due regard to current Health and Safety and Lifting and Handling regulations. Emergencies Some examples are: - • Clean sickness and spillages as required. Internal Maintenance Report all defects which require specialist repair, inspect electrical fittings and report defects as required. Replace lamps and domestic fuses as required. Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches etc, as required. Undertake minor repairs to fixtures and fittings including desks, tables, and chairs as appropriate. Order and take delivery of materials to deal with repairs mentioned above. Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from Headteacher. Be responsible for the supply and availability of all hygiene materials. Remove graffiti etc as required by Headteacher. Carry out minor repairs to school equipment as agreed with the Headteacher and SBM.	hirer is not detrimental to the site or facilities. • To ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting. Carry out as required by the Headteacher any necessary cleaning of areas within the letting agreement. Heating Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to a qualified heating engineer and Headteacher. Annual Leave Cover Holidays to be taken during school holidays, subject to the approval of the Headteacher. Energy Conservation In conjunction with the Headteacher, implement all agreed policies. Read, record, and report all meter readings as required by the Headteacher/Energy Conservation Officer. Inform Headteacher and Energy Conservation of any concerns. Liaise with the Energy Conservation Officer. Emergencies Some examples are: - • Deal with or arrange to be dealt with all bursts, leaks, floods, fires, and breakages as appropriate. • Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply. • Ensure access for emergency services, assist as necessary and secure premises as required. • Arrange repairs etc with contractors with prior approval of the line manager.
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Purchase materials for minor repairs. Carry out minor works in order to improve the site as required by the Headteacher and SBM. Attend appropriate training courses as required. External Maintenance Maintain cleanliness and general tidiness of all areas. Empty litter bins on a daily basis. Clean and clear all drains and gullies to ensure effective and healthy operation. Inspect outside fabric of School, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc. Report/repair defects as appropriate. Clear leaves, snow, ice, moss, and detritus as appropriate including treatment of surfaces with salt etc. Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage. Some gardening duties, such as weeding to keep area tidy. Carry out internal/external window cleaning where required. Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the Headteacher/line manager.	
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4.3 Employees

- 4.3.1 Every employee is expected to co-operate with the Council on all aspects of health and safety, and in accordance with Section 7 of the Health and Safety at Work etc Act take reasonable care of their own safety and that of others who may be affected by their acts or omissions.
- 4.3.2 Furthermore, the following requirements are expected of every employee: -
- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working.

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health, or wellbeing, or to do anything likely to endanger themselves or others.
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager.
- Through the personal development process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training.
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given, and action taken to address these concerns in line with the Council's wellbeing policy.
- Report all accidents, and any unsafe practices or conditions to their supervisor/line manager.
- Teachers – carry out the 'Health and Safety Checklist for Classrooms' at the start of each half term, reporting any issues to the SLT.

5. Arrangements for Safety

5.1 General Arrangements

- 5.1.1 The following general arrangements form a key component of the school's overall health and safety management system. In addition to this information, the school health and safety policies hold specific information and arrangements pertinent to the work activities undertaken within the school.

5.2 Provision and Distribution of Policies and Safety Guidance Documents

- 5.2.1 The Headteacher and SBM are responsible for ensuring that all policies, procedures, and guidance documents are brought to the attention of all relevant staff. Across the Wolds Federation, staff are notified of policies, procedures and guidance documents through staff meetings or individually by the Head Teacher or SBM.
- 5.2.2 The Council's Safety Services Team produces a number of specific policies, and safety guidance documents which can be adopted by the school's Governing Body. These provide additional supporting information on legislation and the management of health and safety in general. These documents are available on the Safety Services intranet site and are subject to regular reviews.

5.3 Consultation on Health, Safety and Wellbeing

- 5.3.1 Under the Safety Representatives and Safety Committees Regulations, and the Health and Safety (Consultation with Employees) Regulations, the school have put in place the following arrangements to allow opportunity for consultation and discussion on all aspects of health, safety, and wellbeing: -
- **Employees Meetings.** Health and safety forms a standing agenda item, giving opportunity for discussion on all matters relating to health and safety (new initiatives, revised policies and safety guidance documents, good practice, concerns and deficiencies).
 - **Appraisals.** Employees have the opportunity to discuss and be consulted on matters relating to health, safety and wellbeing with their line manager.

- **Leadership and Management Committee.** Governors attend regular meetings of the committee to drive health and safety forward. Information is disseminated via minutes from the meetings.

5.4 Training, Information and Instruction

5.4.1 The school will develop a comprehensive annual training programme to meet the training and development needs of the staff team. The programme will include: -

- **Induction Training.** On commencement of employment the Headteacher, Senior Teacher or SBM will make arrangements for inducing employees and temporary members of employees in the health and safety requirements applicable to the area they are working in. The safety induction checklist (*see Appendix 1*) outlines the basic information that is included in the induction of all new and temporary employees on commencement of employment. Additional ongoing training will be provided; the depth of which will be dependent on the nature and location of the work being undertaken.
- **Job Specific Training.** Through the appraisal process, the appraiser will ensure that individual training needs are identified and met within a reasonable time scale. Where safety critical training is required to undertake certain tasks, the Headteacher will ensure that individuals do not undertake identified 'safety critical tasks' until training has been delivered and these individuals are deemed competent to undertake these tasks safely.
- **Specialist Training.** The school will provide specialist training where identified as a requirement for particular work activities.

5.5 Statutory Inspections and Examinations of Buildings, Plant and Equipment

5.5.1 The Headteacher is ultimately responsible and will ensure that adequate arrangements are in place for inspection and examination of buildings, plant and equipment.

The Wolds Federation has put arrangements in place to ensure that contracts have been established to undertake statutory inspections and examinations of buildings, plant, and equipment (e.g., Asbestos, Legionella, Gas Safety, Lifting Equipment etc) where required; and that these are carried out by competent persons and appropriate documentation is held to support this.

The Safety Services Unit has provided an East Riding of Yorkshire Council Guidance on Health and Safety Management for Schools (*see Appendix 2*).

5.6 Health and Safety Inspections and Audits

5.6.1 Regular systematic health and safety inspections of all areas are essential for the maintenance of high standards and safe effective working/learning environments. These will be achieved through: -

- Premises Manager/Caretaker carrying out daily inspections of their work areas to ensure that housekeeping is maintained to an acceptable standard and equipment, machinery furniture, fixtures and fittings are in a safe condition.
- School Inspections. The SBM and H & S Governor (Rich Wilkinson) will ensure that termly inspections of the Federation's premises are undertaken and will record and action all significant findings ensuring that documentary evidence is retained.

5.7 Assessment of Risk

- 5.7.1 In accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005, the Headteacher, Premises Manager and SBM will ensure that suitable and sufficient risk assessments are undertaken and recorded and that adequate control measures are introduced to manage identified risk in a safe manner.

5.8 Accident and Incident Investigation, Reporting, Recording and Monitoring

- 5.8.1 In accordance with the Council's accident reporting guidelines, the Headteacher is responsible for, and will, investigate and report all accidents and incidents. Where required, accidents falling under the criteria of the 'Reporting of Injuries, Diseases and Dangerous Occurrence Regulations' (RIDDOR) will in accordance with the reporting procedure be notified to the Health and Safety Executive's incident contact centre. All accidents and incidents regardless of if they are RIDDOR reportable will be recorded in accordance with the Council's accident recording guidelines.

5.9 First Aid

- 5.9.1 In accordance with the Health and Safety (First Aid at Work) Regulations 1981 and the Council's guidelines relating to the health and safety (first aid at work) regulations, The Wolds Federation has put in place arrangements to ensure adequate provision of first aid cover is made available. A list of staff that holds a relevant first aid qualification is available from each school's office and certificates are displayed. There are signs placed around the school with the names of the members of staff to see initially for First Aid.
- 5.9.2 The SBM will identify any training needs, which will include refresher training so as to ensure that the requirements for first aid provision are met and maintained.

5.10 Health Surveillance

- 5.10.1 The school will undertake health surveillance as required by specific health and safety regulations of tasks undertaken by employees where it is identified through risk assessment that there may be a need to monitor the potential impact that specific tasks and work activities may have on an individual's health and wellbeing.

5.11 Security, Fire and Bomb

- 5.11.1 The school recognises the importance of having adequate arrangements in place to manage security, fire, and bomb threats within its premises. The Headteacher is responsible and will ensure that there is in place: -
- Adequate arrangements to maintain the appropriate levels of security - the Headteacher is responsible for ensuring that adequate access and egress arrangements are in place and that they are brought to the attention of all pupils, employees, visitors (as necessary). Contractors will also be informed of these procedures. The school and contractors must ensure that access, egress and security are never compromised by maintenance or building works.

- An up-to-date fire risk assessment, an action plan for improvement (where required) and a nominated responsible person to take ownership of the fire risk assessment.
- Clear concise emergency procedures to be followed in the event of fire and bomb alert, which must be displayed and communicated to all employees and visitors (paying particular attention to vulnerable groups).
- Arrangements to ensure that employees taking on key roles such as fire marshals and wardens are given suitable training to be able to undertake these roles effectively.
- Procedures which ensure that all security and fire systems are maintained and tested in accordance with the legislative and legal requirements.
- Arrangements to ensure that all employees receive suitable and sufficient training in the procedures to be observed to maintain security and to be followed in the event of an emergency; these include undertaking fire drills at least once each term in each school.

5.12 Safeguarding

5.12.1 The school will take all reasonable measures to safeguard visitors, vulnerable individuals and young persons, and have in place provisions including procedures to be followed to maintain the safety of such vulnerable individuals and young persons for whom they hold a responsibility.

5.12.2 The school has in place a safeguarding policy that covers: -

- Site security - vulnerable areas well supervised, gates and doors secured where appropriate, visitors sign in and accompanied.
- Regular visitors - all monitored to ensure they have had DBS checks (includes supply teachers, Council employees, long term contractors).
- Occasional visitors - will sign in and be accompanied/or allowed to work in a location secured from pupils.

5.13 Contractors and Consultants

5.13.1 The Federation will seek the Council's advice when considering having work carried out in the schools.

5.13.2 The schools will where appropriate utilise the expertise of the Council's Infrastructure and Facilities Section to manage a project from design to completion. In this instance the appointed project management teams are responsible for contract monitoring including monitoring health and safety performance. The schools' role will be to liaise closely with the project management team and report any concerns directly to the site manager and to the project manager, who is responsible for confirming that necessary action has been taken.

5.13.3 If any of the Federation's schools decides to carry out a project under the 'self help scheme', it will seek the advice of the Council's Infrastructure and Facilities Section and ensure that it has the appropriate level of knowledge and understanding of applying the Construction Design and Management regulations to the management of such projects.

5.13.4 DBS checks will be requested for contractors working on major projects. Short term contractors will sign in and be accompanied/or allowed to work in a location secured from pupils in accordance with the schools safeguarding policy.

The Wolds Federation

Safety Induction Checklist

It is the policy of the federation to conduct its operations in such a manner as to secure the health and safety of its employees and to protect members of the public who may be affected. It is the duty of each and every employee to co-operate with management with regard to health and safety matters and to take reasonable care for their own safety and that of others who may be affected by their acts or omissions to prevent accidents and avoid hazards to health.

Every new employee should receive a health and safety induction on his or her first day at work. This includes completing the following Health and Safety Checklist which, when completed should be signed off by both you and your line manager.

Employee's Name **Date of Appointment**

School and Role

This form should be completed on the first day and a tick placed in each box when each point is understood by the new employee.

- | | | |
|----|--|--------------------------|
| 1. | Issue a copy of the Federation's Health and Safety Policy. (In staff induction pack) | ☐ |
| 2. | Fire Drill and Bomb Threat Procedures | ☐ |
| | a) What the alarm sounds like | ☐ |
| | b) What to do on hearing the alarm | ☐ |
| | c) Emergency Exit | ☐ |
| | d) Where to Assemble | ☐ |
| | e) Who to Report to | ☐ |
| | f) Location of firefighting equipment and its uses. | ☐ |
| 3. | Smoking Regulations | ☐ |
| 4. | Location of First Aid box/Room | ☐ |
| 5. | First Aiders | ☐ |
| 6. | How to Report Accidents | ☐ |
| 7. | Reporting Hazards/ Concerns | ☐ |
| 8. | Working at Height/ Safe Use of Ladders and Stepladders | ☐ |

9. Risk Assessment Guidance
10. Health & Safety Checklist for Classrooms
11. Safe and Correct use of Equipment and Machinery (If Applicable)
12. Safe use, Handling and Transportation of Chemicals/Substances (COSHH)
13. Issue of Protective Clothing (If Applicable)
14. Manual Handling Instructions
15. Loan Working

Signature of Manager.....

Signature of Employee.....

Date.....

East Riding of Yorkshire Council Guidance on Health and Safety Management for Schools

(Available on the Safety Services Here for Schools site)

Activities Covered in the Guidance

Access	Gas Appliances	Pools
Accident Reporting/Investigation	Gas Boilers and Appliances	Portable Appliance Testing
Asbestos	General Safety	Portable Fire Fighting Equipment
Boiler/Plant Areas	General Safety Inspections	Powered Pedestrian Doors
Check Escape Routes	Glazing	Public Entertainment
Competent Advice	Guarding to Equipment	Radiation
Compressors, Pressure Vessels, Compressed Air	Gymnasium and Hall	Risk Assessments
Contractors	Hazardous Substances	Safe Systems of Work
Cooking Equipment	Health and Safety Policy	Safety Critical items
Corridors	Health and Safety Poster/Leaflet	Seating
Curriculum Related Issues	Heating	Security/cash handling
DDA	Heating Insulation	Sewer Plant
Display Screen Equipment	Housekeeping	
Drainage: Gullies, Gutters, Traps	Insurances	Staff Consultation
Dry/Wet Risers	Laboratory Gas Taps	Staff training and drills
Electrical Sockets	Letting	Stage Equipment - Lighting Rigs and Scaffolding
Emergency Lighting Test	Lighting	Training
Emergency Procedures and Continuity Planning	Lightning Conductors	Vehicle Movement
Environmental - Energy/Waste	Local Exhaust Ventilation (especially fume cupboards)	Vibration
Fencing and Gates	Manhole Covers	Violence
Filters on Equipment (e.g., Laundry)	Manual Handling	Visitors
Fire Alarm	Medication	Walls
Fire Alarm Wiring Test	Mobile Units, Sheds and Greenhouses	Water Connections
Fire Alarms Test	Noise	Water Quality Sampling
Fire Safety Risk Assessment	Non-Passenger Lifts	Water Supply - Legionella
First Aid/Health Surveillance	Passenger Lifts and Stair Lifts	Welfare
Frost Protection	Paving, playground and playing fields	Work at Height
Fuel	Personal Protection Equipment (PPE)	Workshop Equipment

INFORMATION

Safety Services Unit (SSU)	Corporate Resources	01482 391117
The Health and Safety guidance etc can be found on the Safety Services Unit's Here for Schools site		
Schools Improvement Service	Children, Family and Adult Services	01482 392503
Improvement and Learning Consultants	Children, Family and Adult Services	01482 392405
Infrastructure and Facilities Services (IFS)	Environmental and Neighbourhood Services	01482 395803
Catering Unit	Environment and Neighbourhood Services	01482 395121
Health and Safety Executive (HSE)	HSE Infoline	0845 345 0055

NB: Schools are not obliged to seek advice or services from the units within the Council listed above but may purchase these from other appropriately qualified organisations or individuals. The requirement to undertake the above responsibilities and to maintain required documentation applies in all cases. The Council may require schools to produce documentary evidence of compliance with requirements to ensure the safety of staff and pupils.

Examples of School Specific Policies

Asbestos

Coping with the sudden death of a pupil

Drugs

Emergency planning

First aid in schools

Health and safety on educational visits

Infection control

Lone working

Managing medicines in schools

Maternity

Restrictive physical intervention

Rights of way through school premises

Safe practice in PE

School security (including safeguarding)

Violence at work

Wellbeing (including stress at work)