



Campion School

Health and Safety Policy

'Striving for excellence in health, safety and wellbeing management and performance'

Effective Date: January 2025 (adopted via Governors Resources Committee Dec 2024)
Review date: (as required) or by January 2026

Introduction

All school employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how Champion School will manage occupational health and safety.

1. Statement of Intent

Campion School recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is to prevent occupational accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable Champion School to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees;
- Having an occupational health and safety management system which sets clear health and safety standards, roles and responsibilities;
- Identifying significant risks to health, safety and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks;
- Promoting the principles of sensible and proportionate risk management;
- Having a competent workforce through the provision of information, instruction, training and supervision;
- Effectively communicating, consulting and cooperating with employees on all relevant health and safety matters;
- Providing a safe and healthy place to work;
- Providing access to competent health and safety advice, guidance and support;
- Requiring our contractors to cooperate with us;
- Ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes or operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included, as relevant, at staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed



Name Mr Jassa Panesar

Headteacher

Date: 12/11/24

Signed



Name Mr Fergus Durrant

Chair of Governors

Date: 12/11/24

1b. Policy Location / Availability

The school's health & safety policy and associated health and safety information, shall be kept in the Operations Manager's Office. A copy of the H&S Policy can also be viewed on the "Q" drive at all times. This "Q" drive copy should be regarded as the most up-to-date version.

[Q:\School Policies \(Policies for Website\) Health and Safety Policy 2024 to 2025](#)

The school will inform all members of staff about this information, its location and contents, except for personal and/or confidential matters which will be held by the Headteacher.

2. Organisation

This Policy formulates our school occupational health and safety management system. It outlines how we will plan, organise/arrange, implement, monitor/review and audit for health and safety. Whereby, legal compliance is the minimum standard Campion School wishes to achieve. Our health and safety management framework will strive for higher standards (good practice) where possible so that continuous improvement can be achieved.

2.1 Health & Safety Roles and Responsibilities

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Governing Body and Headteacher with support from all staff.

2.2 Chair of Governors and Governing Body [Also referred to as the 'Trustee Board']

The Chair of Governors and Governing Body has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring that the school maintains adequate and appropriate levels of insurance including (but not limited to) Employers Liability insurance.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensuring the school has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.
- Having an overview/input (as appropriate) to responses to any legal notice received by the HSE or other enforcing body. Any such responses would, in the first instance, be scrutinised by the Headteacher.
- Applying health and safety legislation and making decisions that conform to legislation and this policy.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be considered and accounted for when making organisational decisions.

The Governing Body will delegate much of the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Headteacher and/or Business Management Team.

2.3 Headteacher

The Headteacher has been appointed by the Governing Body as the **'Responsible Person'** for health and safety within the school.

The Headteacher has overall accountability and responsibility for ensuring effective health and safety within the school, and must ensure that all employees are aware of, and are held accountable for, the specific application of their health and safety duties to employees and any other person.

The Headteacher may choose to delegate responsibilities to specific employees; however, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. The Headteacher will remain accountable for those activities.

Where the Headteacher has chosen to delegate their operational responsibilities to other members of senior management/leadership; the Headteacher must ensure that those nominated are competent and understand and accept their delegated responsibilities.

At Campion School the Headteacher delegates day-to-day H&S management/monitoring/overview to the Operations Manager.

The Headteacher will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Promote the adequate and proper consideration of health and safety to all employees within the school.
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- Present a report to the Governing Body (Resources & Compliance Committee) at each scheduled meeting (in conjunction with the Operations Manager) on the health and safety performance of the school, which may include:
 - Accident statistics
 - Setting performance related targets and objectives
 - Measuring health and safety performance
 - Monitoring of Health and Safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training
- Be aware and maintain attention on the significant risks within their school and ensure they are being properly risk assessed, controlled and managed through effective and sensible risk management.
- Ensure that when making decisions/arranging new projects for the school, health, safety, welfare and wellbeing issues are considered and dealt with fully;
- Ensure that adequate health and safety communication channels exist within the school;
- Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;

- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;
- Ensure that their senior managers and all employees (including agency staff) under their control are made aware of, understand and accept their individual and specific responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
- In conjunction with all staff, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis;
- Ensure that any competent health and safety adviser (by contract - WES Safety & Premises Service) is consulted, along with employees' representatives, prior to changes in working practices;
- Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement; and, where the Governing Body has assigned responsibility to the Head Teacher, respond to any legal notice received by the HSE or other enforcing body.
- Ensure that formalised health and safety workplace inspections and audits are undertaken and appropriate action implemented;
- Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Management (i.e. Deputy Headteachers, Operations Manager, Department Heads)

All senior managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by departmental staff to ensure legal compliance and best practice.

In general, all senior management must:

- Comply with the school's health and safety policy and relevant departmental policies;
- Ensure that risk assessments are undertaken and recorded for work activities, processes and operations. They must identify significant risk(s) and controls that will eliminate the risk or reduce it to the lowest possible level through sensible and proportionate risk management. They must involve employees as part of this process, and implement controls as necessary in compliance with legislative or school policy requirements;
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place;
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment;
- As necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers (as the host employer) and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for volunteers.

- Ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees.
- Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated where necessary, so that appropriate action can be taken to prevent a recurrence.
- Ensure that contractors' and other peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner.
- Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.
- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document that the work environment is safe or requires appropriate action.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- Consult and seek competent advice where necessary.

2.5 Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy, 'employees' will include work placement/experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, for example Head of Department, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or other person (line manager, senior management) in respect of their health and safety duties and follow all relevant arrangements, instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety; and consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (such as safety equipment and/or protective clothing provided).
- Check that any equipment, plant or substances used at work are in a safe condition prior to use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager via the defect reporting system.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems in the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Behave appropriately at all times in the workplace and not get involved in any horseplay.

- Avoid taking short cuts, improvising or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- Report all work related accidents, incidents (including incidents of violence, diseases and dangerous occurrence) and near misses.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).
- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health and wellbeing, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflects Champion School's Behaviour Policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

2.7 Shared site users

Where two or more employers share a workplace, each employer shall cooperate with the other employer(s) concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of site must agree to:

- Cooperate, communicate and coordinate with the school on health and safety matters.
- Provide information relating to any additional risks or procedures, which will be new or unusual to those of the school, which may arise from their work activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards maintained by the school so as to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.
- Meet the insurance requirements stated by the school and its insurer.
- Familiarise themselves with and communicate, to their employees and service users, the school's health and safety arrangements.

The school will ensure that, where not forming part of the shared site users hire contract or lease:

- Premises are in a safe condition for the purpose of use.

- Adequate arrangements for emergency evacuation are in place and communicated.
- Shared site users are consulted, cooperated and communicated with on health and safety matters.
- The school's health and safety arrangements are made available for dissemination.

3. Arrangements

The following arrangements have been adopted to ensure Campion School fulfils its responsibilities and provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site.

Topic	Action/Arrangements	Responsibility of:
Setting health and safety objectives	The Governing Body will specifically review progress of health and safety at each scheduled Resources & Compliance Group meeting; this may be included as part of the Headteacher's / Operations Managers report to Governors. Where necessary, health and safety improvements will be identified and included within a school action plan.	<i>Governing Body (Resources & Compliance Group Members)</i>
Consultation: Provision of an effective joint consultative process with employees	Before any significant changes to H&S procedure/policy are adopted by the school, trade union representatives and employees will be consulted and have the opportunity to raise any concerns. All concerns will be considered and addressed with a clear action plan, identified/delegated responsibilities and target completion dates.	<i>Headteacher</i>
Consultation: Employees	<p>The school recognises the importance of all staff having an ownership of H&S policy and procedures. With this in mind, the school welcomes any suggestions, advice or the highlighting of any areas of concern in regard to H&S at all times. Staff should speak to the Headteacher or Operations Manager in the first instance who will consider such input and feedback accordingly.</p> <p>Further useful information can be found on the 'Health and Safety Law Poster' situated on the H&S noticeboard within the staffroom.</p> <p><i>Further Reference links:</i> HSE Involving your workplace in health and safety: Guidance for all workplaces (HSG263) HSE Consulting employees on health and safety: A brief guide to the law (INDG232)</p>	<i>Headteacher / Operations Manager</i>

Topic	Action/Arrangements	Responsibility of:
<p>Consultation: Trade Unions</p>	<p>The school recognises trade unions and the Safety Representatives and Safety Committees Regulations 1977. The trade union may appoint health and safety representatives (referred to as "safety representatives" in the regulations) and the school will consult the union-appointed health and safety representatives on health and safety matters affecting the employees they represent.</p> <p>Before any significant changes to H&S procedure/policy are adopted by the school, trade union representatives will be consulted and have the opportunity to raise any concerns. All concerns will be considered and addressed with a clear action plan, identified/delegated responsibilities and target completion dates.</p> <p>Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces HSE Consulting employees on health and safety: A brief guide to the law</p>	<p><i>Headteacher</i></p>
<p>Consultation: Involvement of pupils</p>	<p>The school recognises the importance of all pupils having an ownership of H&S policy and procedures. With this in mind, the school welcomes any suggestions or the highlighting of any areas of concern in regard to H&S at all times. Pupils can speak to the Headteacher or Operations Manager directly and/or through the routine House Council forums. All input will be considered and feedback will be provided accordingly. Where any changes to H&S practice is being considered which would directly affect the pupils, a cross-section of pupils will be consulted and their views considered.</p>	<p><i>Headteacher / Operations Manager</i></p>

Topic	Action/Arrangements	Responsibility of:
<p>Communication: Establishing adequate channels</p>	<p>Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:</p> <ul style="list-style-type: none"> • <i>Full Governing Body and Resources & Compliance Group Meetings (with minutes recorded)</i> • <i>Senior management (SLT), Departmental and/or staff meetings</i> • <i>Provision of information relating to safe systems of work and risk assessments</i> • <i>Daily 'whole-staff' briefing meetings and the subsequent daily briefing email</i> • <i>Operations Manager Staff Memo's and/or emails</i> • <i>Staff training days</i> • <i>New staff Induction Training</i> • <i>Health and safety noticeboard (located in the staffroom)</i> • <i>House Council Meetings</i> • <i>Communication of health and safety bulletins/press releases from WES Safety & Premises, HSE, Fire Service, CLEAPSS etc.</i> • <i>Communications with other relevant specialist advisors</i> 	<p><i>Headteacher / Operations Manager</i></p>
<p>Competencies: Provision of effective health and safety training</p>	<p>The Governing Body and/or the Headteacher will consider health and safety training on an annual basis in line with the school's wider training needs.</p> <ul style="list-style-type: none"> • <i>The Governing Body monitor governor training through the committee process and via the dedicated training governor. Governors with specific responsibilities are encouraged to undertake the appropriate training and attendance is recorded and monitored via the governor training matrix.</i> • <i>H&S Induction training is conducted with <u>all</u> new staff (including volunteers) before the member of staff starts work. This training is conducted by the Operations Manager. Where agency workers (short-term supply teaching staff etc.) are employed, basic</i> 	<p><i>Governing Body / Headteacher / Operations Manager</i></p>

Topic	Action/Arrangements	Responsibility of:
	<p><i>H&S information is given to them before they commence work. Staff sign to confirm that they have received this training.</i></p> <ul style="list-style-type: none"> • <i>The Headteacher and/or Operations Manager has an overview of establishing that key H&S personnel have the required training and competencies required.</i> • <i>Refresher training is monitored and arranged, as required, by the Operations Manager through scrutiny of training records and coordination with SLT colleagues.</i> • <i>Training records are kept centrally by the Operations Manager for most non-teaching staff. Other teaching/TA staff records are kept by line-managers.</i> 	
<p>Competencies: Risk assessment</p>	<p>Line-managers, Curriculum Subject Coordinators, Heads of Department, EVC, and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings are recorded and control measures are implemented.</p> <ul style="list-style-type: none"> • <i>Key staff contribute to the Risk Assessment process annually (or sooner if required) through a process managed by the Operations Manager.</i> 	<p><i>Headteacher / Operations Manager</i></p>
<p>Competencies: Specialist advice and support</p>	<p>Specialist competent advice and support will be obtained from the WCC WES Safety & Premises Service, as required. The Safety & Premises Service offer a dedicated H&S Adviser through this contracted service which the school subscribes to annually.</p>	<p><i>Headteacher / Operations Manager</i></p>
<p>Monitoring, Measuring and Reviewing Performance and Auditing: Measuring and monitoring performance</p>	<p>To determine whether health and safety requirements are being achieved it is necessary to measure performance against predetermined plans and advice/guidance. This will be achieved by implementing the following:</p> <ul style="list-style-type: none"> • <i>Routine health and safety audit by an external contractor/consultant with an accompanying action plan (WES Safety & Premises Service)</i> • <i>Termly tours of the site with the H&S Governor using approved H&S checklists to monitor practice, performance and record keeping. The findings of such tours are</i> 	<p><i>Headteacher / Operations Manager / H&S Governor</i></p>

Topic	Action/Arrangements	Responsibility of:
	<p><i>fed back to the Resources & Compliance Governors Group with any recommendations/actions as required.</i></p> <p>Reference links: DfE Governance handbook and competency framework HSE</p>	
<p>Monitoring, Measuring and Reviewing Performance and Auditing: Auditing</p>	<p>Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. Champion School recognises that auditing needs to take place at a local level.</p> <p><i>The auditing process will review and establish whether:</i></p> <ul style="list-style-type: none"> • <i>Appropriate management arrangements are in place.</i> • <i>Adequate risk control systems/strategies are in place for the associated risks.</i> • <i>Those control strategies are being implemented.</i> <p><i>Other auditing regimes from other agencies may be undertaken, with or without notice, as appropriate.</i></p>	<p><i>Headteacher</i></p>
<p>Monitoring, Measuring and Reviewing Performance and Auditing: Reviewing performance</p>	<p>To review performance, all of the information gathered from monitoring and auditing activities needs to be examined. This enables the Governing Body to ensure that our health and safety management system is working effectively, and that our policy objectives are being achieved.</p> <p><i>Champion School will continually review and update our policies when there are:</i></p> <ul style="list-style-type: none"> • <i>Changes to legislation, British Standards, Approved Codes of Practice, or relevant industry guidance.</i> • <i>Changes in organisational structure, process, activities and/or equipment.</i> • <i>Lessons learnt/actions resulting from the findings of an incident investigation or</i> 	<p><i>Governing Body / Headteacher</i></p>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>audit. Lessons learnt from a national or regional incident.</i> 	

Topic	Action/Arrangements	Responsibility of:
<p>Accidents, incident and near misses: involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p>	<p>All minor accidents that occur on the site should be recorded in the schools accident / First Aid logbook by the First Aider attending. Where necessary, parents/guardians are notified of the accident by telephone call at the earliest opportunity and their support/advice requested. Where an injured person leaves site for further treatment, a follow-up courtesy call will be made at an appropriate time to update any logbook information.</p> <p>In the case of a more serious accident/near miss event a member of the Senior Leadership Team (SLT) is to be informed as soon as possible, and immediate action should be taken to ensure the location of the accident is still safe to use. Necessary action should be taken and when possible, details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses). The HSE are to be informed in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where appropriate, using the on-line reporting system at http://www.hse.gov.uk/riddor/index.htm</p> <p>All serious accidents/near miss events should be evaluated and, if necessary, a review of the activity/process that was involved conducted to identify any further control measures/alternatives that would be appropriate. The Governing Body will be kept informed of such events through Headteacher / Operations Manager reports presented at the Resources & Compliance Group meetings and/or by immediate contact in more serious situations.</p> <p>In the event that death occurs as a result of an accident the accident scene is to be secured to enable H&S inspectors and/or the police to carry out a full investigation.</p> <p><i>NB. Accident reports and investigation records for incidents involving a pupil must be kept until the child reaches the age of 21.</i> <i>Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years.</i></p> <p>Reference links:</p>	<p><i>Headteacher / Operations Manager / SLT Members / Trained First Aiders</i></p>

Topic	Action/Arrangements	Responsibility of:
	HSE RIDDOR DfE Guidance on first aid for schools	
Asbestos management	<p><i>NB. The duty to manage asbestos is a legal requirement under the Control of Asbestos Regulations 2012 (Regulation 4). It applies to the owners and occupiers of commercial premises who have responsibility for maintenance and repair activities. In addition to these responsibilities, they also have a duty to assess the presence and condition of any asbestos-containing materials. If asbestos is present, or is presumed to be present, then it must be managed appropriately.</i></p> <p>The Governing Body have the responsibility as ‘Duty Holder’ in regard to the management of Asbestos at Champion School. Management of Asbestos is then designated to the Headteacher and Operations Manager.</p> <ul style="list-style-type: none"> <i>The school follows its ‘Asbestos Management Policy’ and ‘Asbestos Management Procedures’ documents at all times in relation to Asbestos on the school site. Additionally, the school has a ‘Caveat of Responsibility’ document which accompanies its policies to highlight the roles and responsibilities in place at our school.</i> <i>The location/condition etc. of all known Asbestos on our site is held electronically on the WCC ATLAS system. This is the most accurate and up-to-date record of Asbestos on our site and is updated annually (following our Annual Asbestos Management Survey) or when changes/remedial works occur. Access to the ATLAS system is available from the Operations Manager / Site Team Staff at all times.</i> <i>The vast majority of Asbestos on our site is not visible as it is built into the building structure within the wall and ceiling voids. Staff are advised to never access the ceiling voids or drill/screw into the walls. Only the Site Team staff will conduct such</i> 	Governing Body / Headteacher / Operations Manager

Topic	Action/Arrangements	Responsibility of:
	<p><i>activities and only after checking the ATLAS Asbestos register and/or seeking further specialist advice.</i></p> <ul style="list-style-type: none"> • <i>In the event that the fabric of the walls/ceilings is damaged, staff should restrict access to the area until further investigation is conducted by the Operations Manager/Site Team.</i> • <i>Where any external contractor employed by the school requires access to any area which has the potential to contain Asbestos, they must check with the Site Team/Operations Manager so that further checks can be conducted prior to any works starting.</i> • <i>An annual Asbestos Management Survey is conducted by a suitably qualified Asbestos Surveyor through a contract with WCC Property Risk Services Team. The schools ATLAS Asbestos Register is updated accordingly by the surveyor and remedial works suggested (if any) are undertaken using a priority action plan.</i> • <i>Any remedial work which is identified as being necessary as part of the annual Asbestos Management Survey (or at other times, e.g. refurbishment works) will be commissioned through external specialist contractors only. Records of all Asbestos related remedial work will be maintained on the school site and the schools ATLAS Asbestos Register updated accordingly.</i> • <i>All staff receive information about Asbestos through the induction process which includes the presence of Asbestos on site and sensible precautions to take during daily practice and duties. Additionally, guidance is issued annually, in writing and verbally by the Operations Manager to staff as a timely reminder of best practice in relation to asbestos awareness, policy and procedures.</i> • <i>The school follows national / local / WCC advice and policy. Copies of such information/guidance is kept by the Operations Manager.</i> • <i>Key staff are trained in the management of Asbestos. This may be 'Responsible Person' training or 'Asbestos Awareness' training. Records of such training are recorded and kept on file by the Operations Manager.</i> <p>Reference links:</p>	

Topic	Action/Arrangements	Responsibility of:
	<p>HSE Managing asbestos in buildings: A brief guide HSE L143 - Managing and working with asbestos - Approved Code of Practice DfE Asbestos Management in Schools</p> <p>Other useful policy/documentation:- WCC Asbestos Management Policy WCC Asbestos Management Procedures EFA Asbestos in schools: Where it may be located (Department Advice) EFA Managing Asbestos in your school (Department Advice) HSE L143 Managing and Working With Asbestos – Control of Asbestos Regulations 2012 – Approved code of Practice and Guidance</p>	
CCTV Use	<p>Campion School uses closed circuit television (CCTV) and the images produced to prevent or detect crime and to monitor the school buildings and grounds in order to provide a safe and secure environment for its pupils, staff and visitors, and to prevent loss or damage to school property.</p> <ul style="list-style-type: none"> • <i>There is extensive CCTV coverage across the whole school site, internally and externally.</i> • <i>The use of CCTV is supported by the schools ‘CCTV Policy’ which is written and reviewed following a full Privacy Impact Assessment. These documents are available directly from the Operations Manager with the CCTV policy available at all times on the schools Q: drive.</i> • <i>Use of the CCTV system is strictly limited to the Deputy Head, Resident Site Manager and Senior ICT Technician and is password protected.</i> 	<i>Deputy Head / Senior ICT Technician / Nominated HLL's / Assistant Headteacher</i>
Compressed Gases	<p>The school does not currently hold/maintain any compressed gases.</p> <p><i>Reference links:</i> CLEAPSS Secondary Site</p>	<i>Operations Manager</i>

Topic	Action/Arrangements	Responsibility of:
	<u>Design and Technology Association</u>	
Contractors, selection and management of	<p>The Operations Manager / Premises and Maintenance Manager / Site Team Staff choose and manage contractors on our site. The vast majority of contractors who attend site for routine or emergency maintenance and/or service are selected from the WCC approved contractor list where all relevant checks on competency, qualifications, DBS clearance etc. is pre-determined. Where the school chooses to employ its own contractors, relevant checks (insurances, qualifications, DBS clearances etc.) are made ahead of any work being conducted. All records pertaining to any contractor are stored on file in the Operations Managers office.</p> <ul style="list-style-type: none"> • <i>All contractors are to sign in at reception when they first arrive on site. Even if they carry an official ID badge e.g. one issued by WCC/own Company they are to be given a Champion visitor pass. All visitors on site who are not displaying a visible means of school ID are to be challenged by staff and escorted to reception where they can be signed in.</i> • <i>The school operates a system of coloured lanyards with visitor passes so that all staff can be aware of the level of safety/security clearance contractors/visitors have.</i> • <i>All contractors/visitors who are likely to be on site for more than an hour or who are not going to be accompanied by a member of staff at all times are to be issued with the “Champion School Health and Safety Information for Visitors” leaflet by reception staff.</i> • <i>All work to be conducted on site by visiting contractors should be agreed before work commences. This will primarily be confirmed by the Operations Manager, Premises and Maintenance Manager or one of the Site Managers.</i> • <i>Contractors who are on site to work on the fabric of the building are to be made aware of the fact that asbestos may be present in the area in which they are working. Their attention is to be drawn to the information available about asbestos on the ATLAS system by the Operations Manager (or Premises and Maintenance Manager / Site Team Staff in their absence) before work commences.</i> • <i>If staff have any concerns about the conduct of a contractor on site they should bring their concern to the Operations Manager (or Premises and Maintenance</i> 	<i>Operations Manager / Premises and Maintenance Manager / Site Management Team</i>

Topic	Action/Arrangements	Responsibility of:
	<p><i>Manager / Site Team Staff in their absence) at the earliest opportunity so that any concerns can be addressed.</i></p> <p>Reference links: HSE Need building work done?: A short guide for Clients on the Construction (Design and Management) Regulations 2015 HSE Managing health and safety in construction: Guidance on Regulations</p>	
<p>Control of Substances Hazardous to Health (COSHH)</p>	<p>Wherever possible, products which come under COSHH should be avoided and safer alternatives used. Where this is not possible, the following should be considered:-</p> <ul style="list-style-type: none"> • <i>Prior to the use of a new product within the school a basic assessment should be carried out. The findings of this assessment should be shared with all relevant users. This should consider the use of a less hazardous alternative product where possible.</i> • <i>Any department which may need to use products controlled under the COSHH regulations are to ensure that COSHH files are maintained and that staff who need to use the products are aware of the location of the COSHH file and where the associated data sheets are kept. Product data sheets should be received, considered and filed before any product is first used – this should be checked by the person ordering the product.</i> • <i>All products should be procured through the central ordering system via the schools finance team. The finance team will query any ‘unusual’ or ‘profoundly different’ orders in relation to chemical products. Staff should not bring in products from home.</i> • <i>Personal Protective Equipment (PPE) is to be provided and used if necessary.</i> • <i>Substances covered by COSHH regulations are not to be decanted into, or stored in, unmarked containers <u>under any circumstances</u>. Where substances need to be decanted into other containers, they should, at the very least, be clearly labelled with product information and dilution rates.</i> • <i>Any substance covered by COSHH regulations, which is no longer required, is to be correctly disposed of in accordance with the relevant data sheet and further advice sought if not clear.</i> 	<p><i>Operations Manager / Premises and Maintenance Manager / Site Management Team / Heads of Departments / Technical Support Staff / Cleaning Supervisor</i></p>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • All substances which are covered by COSHH regulations are to be stored in a locked room / cupboard when not in use. • A half-termly checklist, an annual stocktake and an annual audit of all COSHH products used on site is completed by the Site Manager and the Cleaning Supervisor. Documentation is kept, recorded and used for reference as required. • Safety information (data sheets) are to be made available for any substance covered by the COSHH regulations. These sheets are to be held centrally in the relevant departments, updated as necessary and with copies held in the Operations Managers office for reference. • Any relevant training will be offered and conducted by the school, e.g. Caretaker (Site Manager) seminars, Science CLEAPSS courses etc. in accordance with recommended timeframes. • In the case of an emergency (significant spillage etc.) in relation to chemicals / COSHH related products, the schools normal evacuation procedures should be followed and emergency service support sought. <p>Reference links: HSE Working with substances hazardous to health: A brief guide to COSHH HSE Control of substances hazardous to health: Approved Code of Practice and Guidance</p>	
Covid-19	<p>In March of 2020 the Covid-19 pandemic began to directly affect schools in terms of their operation, safety and policies. Whilst school is now fully operational with no restrictions in place, should there be a further outbreak requiring action, the following measures remain in place.</p> <ul style="list-style-type: none"> • The school follows guidance <u>directly</u> and does not create and/or alter advice/guidance for any means. • The school has produced an extensive Risk Assessment which is regularly reviewed and updated as guidance develops/changes. The Risk Assessment is available at all times on the schools Q: drive. 	<p><i>Governing Body / Headteacher / Operations Manager / Pastoral & Attendance Staff / All School Staff</i></p>

Topic	Action/Arrangements	Responsibility of:
Defect Reporting	<p>The school expects all staff (and visitors) to report any material defect when they are discovered so that arrangements can be taken at the earliest opportunity to make safe the issue.</p> <p>The arrangements for reporting defects on a day to day basis are set out below:-</p> <p>[NB. 'Minor' defects may include damaged furniture, blown light tubes etc. 'Major' defects may include damaged walls / ceilings / doors / trip hazards etc.]</p> <ul style="list-style-type: none"> • Any member of the school staff who discovers a <u>minor</u> defect shall report the defect by emailing the site team siteteam@campion.warwickshire.sch.uk. This email is checked regularly by the Site Managers / Maintenance staff. Faults are rectified as soon as possible with any necessary temporary securing of areas undertaken, where applicable, until remedial work is completed. Visitors should report any defect they discover to a member of staff or to reception. • Additionally, minor defects can be reported directly to the Site Managers email account. If using this method, please remember that emails are not always picked up in an appropriate timescale so other methods of reporting (outlined below) should be prioritised, especially if a defect could cause further issues or risk H&S compliance. • Any <u>major</u> defects or larger concerns should be reported directly to the Operations Manager (or Premises and Maintenance Manager / Site Team Staff in their absence), who will prioritise and deal with faults as appropriate. • In the event of very minor / temporary defects e.g. spillages of liquids in the corridor etc. these should be reported to the main school reception immediately who will action the duty Site Manager by radio to investigate / conduct remedial actions. • Departmental equipment (other than furniture, fixtures and fittings) which has any defect, should be taken out of action until repaired / replaced. If department staff require any further advice about repair / disposal they should contact the Operations Manager. • If any material defect is determined likely to affect the 'normal' running of the school the Operations Manager will inform the Headteacher and the Chair of Governors immediately. 	<p><i>Operations Manager / Premises and Maintenance Manager / Site Management Team / Heads of Departments / Technical Support Staff</i></p>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> Defect reports are kept by the Operations Manager. 	
Workshop	<p>A small 'workshop' area with limited machinery is available for use <u>ONLY</u> by trained Site Team staff – this machinery and Local Exhaust Ventilation (LEV) systems are still inspected annually by external contractors and any relevant remedial works undertaken to ensure that the facility is maintained safely for use.</p> <p>Other useful policy/documentation/information sources useful for remaining machinery:-</p> <ul style="list-style-type: none"> CLEAPSS. Design and Technology Association. The school's D&T Risk Assessment and associated Machine Risk Assessments. Code of practice BS 4163:2014: Health and Safety for Design and Technology in Educational and Similar Establishments. <p>Reference links: CLEAPSS DT Site Design and Technology Association (DATA)</p>	Headteacher / Operations Manager / Premises & Maintenance Manager
Display screen equipment (DSE)	<p>Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens, laptops and those used in emerging technologies such as touch-screens and other similar devices.</p> <p>The school routinely considers DSE use and the Operations Manager conducts DSE Workstation self-assessment checklists and reviews with all applicable users on an appropriate basis.</p> <ul style="list-style-type: none"> Written risk assessments / self-assessment checklists are completed for all users where appropriate. The Operations Manager will make a judgement about which 	Operations Manager

Topic	Action/Arrangements	Responsibility of:
	<p><i>users are deemed to fit the criteria associated with DSE review. This will be included as part of any induction process for new staff as appropriate. All staff can request further information at any time in relation to DSE use. Records of risk assessments / self-assessment checklists are kept on file so that comparisons can be made at each review period if appropriate.</i></p> <ul style="list-style-type: none"> • <i>Staff who experience medical conditions which they consider may be associated with the use of DSE are to report this fact to the Operations Manager so that steps can be taken to minimise the risk of longer term damage. If necessary medical advice may be sought from occupational health advisers to ascertain appropriate supportive measures.</i> • <i>Equipment which is determined to be useful / necessary to support staff with using DSE will be purchased and provided by the school.</i> • <i>The school will pay for suitable eye tests for regular users of DSE. Please see the Operations Manager for further details. This does not include the purchase of any necessary glasses / personal optical equipment etc.</i> • <i>Any user training deemed to be useful / required will be considered and implemented as appropriate.</i> <p>Reference links: HSE Work with display screen equipment: Guidance on regulations HSE Working with DSE: A brief guide</p>	
<p>Driving at work: use of personal cars, minibuses and transporting children etc.</p>	<p><i>Road traffic legislation imposes specific requirements on employers in respect of vehicle use and maintenance, but employers also have responsibility under health and safety legislation to ensure so far as reasonably practicable the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving on public roads.</i></p> <p>The school does not routinely expect staff to use their own vehicles for work use, however, should this occur, staff should maintain the highest level of driving standards</p>	<p>Principal Finance Officer / Operations Manager</p>

Topic	Action/Arrangements	Responsibility of:
	<p>at all times. The school does hold 'Business Use' insurance to support staff who do use their own vehicles for work related activities. If further advice is required in regards to use of staff vehicles please speak to the Operations Manager / Principal Finance Officer / Schools EVC.</p> <p>The school leases a minibus for the sole use of transporting pupils / staff to school based activities and events. The school minibus will NOT be used under any circumstances for personal use.</p> <p>Use of the school minibus will be strictly under the following guidelines:-</p> <ul style="list-style-type: none"> • All approved drivers are issued with a copy of the school's 'Vehicles Policy'. The information contained within this policy should be followed at all times taking care to note all advice, legislation and guidance contained within it. • <i>The school minibus is only to be driven by persons who have passed the relevant driving test conducted by a recognised MiDAS training provider and who holds an appropriate licence (DVLA D1 Level)</i> • <i>A list of trained minibus drivers is held by the Operations Manager.</i> • <i>The MiDAS driving test is valid for four years and must be renewed after this time. Staff whose test has expired should not drive the minibus until their certificate is renewed. A short 'grace' period may be considered in the event that staff colleagues are not able to undertake their MiDAS renewals to the agreed timeframes due, for example, to maternity leave, long-term illness etc. and where it would seriously undermine the needs/activities of the school.</i> • <i>Reference should be made to the DfE Code of Practice / MiDAS guidance relating to Minibus Safety for further details. A copy of these publications may be obtained from the Operations Manager.</i> • <i>All routine driver checks / information / guidance etc. are contained within the information folder within the minibus itself for reference at all times. Appropriate documents should be completed by the driver before and after each journey.</i> 	

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> <i>The minibus has regular safety inspections, services etc. conducted by specialist contractors as per our contract of lease and national guidelines / legislation. Further information about such safety inspections can be obtained from the Operations Manager.</i> <p>Reference links: HSE Driving at work: Managing work-related road safety DfE Driving school minibuses – advice for schools and local authorities.</p>	
Electricity	<ul style="list-style-type: none"> <i>All hardwiring and electrical installations are checked every five years by a suitably qualified electrical engineer arranged through the schools 'Engineering and Equipment Servicing & Maintenance' contract with WCC (or alternative provider if felt more appropriate). Any remedial work identified through this inspection process is prioritised and conducted to advised timescales. Records of these tests are kept in the Operations Manager's office.</i> <i>All portable electrical appliances are checked on an annual basis by a suitably qualified engineer. Records of these 'PAT' tests are kept in the Operations Manager's office. Any remedial action required to appliances are identified through this process and the equipment is either repaired or replaced as appropriate.</i> <i>The school <u>does not</u> allow staff to bring their own electrical equipment onto the school site (with the exception of laptop / mobile phone chargers). Electrical equipment should be purchased new and second-hand equipment avoided. Any electrical equipment that is brought on to the premises 'second-hand' is to be checked for electrical safety prior to use by a suitably qualified person.</i> <i>Staff should conduct brief pre-use visual checks of electrical equipment and refrain from using any item which is considered to be defective or damaged.</i> <i>Any electrical item found to be defective or damaged in any way should be removed from use immediately until it has been repaired or replaced.</i> <i>Stage lighting and associated equipment is to be checked annually by a suitably qualified engineer. Records of these tests are kept in the Operations Manager's office. Any remedial action required to appliances are identified through this process and the equipment is either repaired or replaced as appropriate.</i> 	Operations Manager

Topic	Action/Arrangements	Responsibility of:
	<p>Reference links: HSE Electricity at work: Safe working practices HSE Electrical safety and you: A brief guide</p>	
<p>Emergency Planning: dealing with health and safety emergencies – procedures and contacts</p>	<ul style="list-style-type: none"> • <i>The SLT undertake and review emergency planning as required e.g. bomb threats, lockdown procedures etc.</i> • <i>The school refers to the CWS (Coventry Warwickshire and Solihull) Resilience Team (including documentation “Emergency Advice for Educational Establishments”) for advice and support.</i> • <i>Reference should be made to the schools ‘Bomb Threat Guidance’ and ‘Dynamic Lockdown Procedure’ document for further information.</i> • <i>All staff are made aware of the ‘Bomb Threat Guidance’ (as deemed applicable) and the ‘Dynamic Lockdown Procedure’ as part of any new staff induction process and at least annually by the re-issue of updated (as relevant) documentation.</i> <p>Reference links: CWS (Coventry, Warwickshire and Solihull) Resilience Team, Emergency Advice and Support for Educational Establishments</p>	<p><i>Headteacher / Operations Manager / SLT</i></p>
<p>Externally provided services/activities, lettings and hirers</p>	<ul style="list-style-type: none"> • <i>The school has a process for the hiring of some facilities for the use of local community groups and organisations. Full details are contained in the ‘Hiring Policy’ and are discussed in advance with the user. H&S guidance is also discussed and issued as appropriate and includes specific information for organisations that includes accident reporting and defect reporting procedures; restrictions on use of equipment; fire precautions and procedures e.g. assembly point information, procedures for contacting emergency services, et</i> 	<p><i>Operations Manager / Assistant Head / Lettings Administrator</i></p>
<p>Fire safety</p>	<ul style="list-style-type: none"> • <i>The schools procedures on action to prevent fire and action to be taken in the event of a fire or the fire alarm sounding are laid out in the ‘Fire Safety Policy and</i> 	<p><i>Headteacher / Operations Manager / SLT</i></p>

Topic	Action/Arrangements	Responsibility of:
	<p>Procedures' which may be found on the "Q" drive in the School Policies folder or a hard copy is available from the Operations Manager.</p> <ul style="list-style-type: none"> • All staff are issued with a current copy of the Fire Safety Policy and Procedures at least annually (or as required if updated) and as part of any new staff induction process by the Operations Manager. • Key staff who are involved with the fire evacuation process complete annual Fire Awareness Training. Further training in the use of fire extinguishers is also completed regularly by staff in key areas of the school (site management team, curriculum technicians etc.) • <i>The school keeps a 'Fire Precautions Manual' and completes all checks, maintenance and evacuation drills etc. as advised. The 'Fire Precautions Manual' is kept updated by the Operations Manager and is kept in his office. Routine checks include:-</i> <ul style="list-style-type: none"> - <i>Inspection and maintenance of fire exits/escape routes to ensure they are kept clear at all times. [Site Management Team]</i> - <i>Checking and updating the Fire Evacuation Notices around the school site. [Site Management Team]</i> - <i>Weekly testing of fire alarms and visual checks of fire extinguishers. [Site Management Team]</i> - <i>Monthly testing of emergency lighting and fire door closures. [Site Management Team]</i> - <i>Yearly inspection and maintenance of fire extinguishers. [Abbey Fire via contract with WCC]</i> - <i>Six monthly inspections and maintenance of the fire alarm and emergency lighting systems. [City Fire via contract with WCC]</i> • <i>The school procures a Fire Risk Assessment every 3 years via a contract with WCC. The risk assessment advises, where necessary, any remedial measures which would aid/improve fire safety. The risk assessment is checked annually by</i> 	

Topic	Action/Arrangements	Responsibility of:
	<p><i>the Operations Manager to ensure that it is still current. The Fire Risk Assessment is kept in the Operations Managers office.</i></p> <ul style="list-style-type: none"> • <i>The Building Emergency Evacuation Plan is contained within the 'Fire Policy and Procedures'</i> • <i>Staff roles in the event of an evacuation are detailed within the 'Fire Policy and Procedures' and is led by the SLT. This detail includes who calls the emergency services, who takes and collects staff and pupil registers, who meets with the emergency services on arrival, frequency of drills, location of the assembly point etc.</i> • <i>Fire evacuation drills are conducted each term so that our staff and pupils are fully aware of the procedures. Some of these drills are by prior notice (to staff) and some are with no notice. Details pertaining to each evacuation drill are recorded within the Fire Precautions Manual along with any areas for improvement.</i> <p>Reference links: DfLG&C Fire Safety Risk Assessment Educational Premises Coventry Solihull and Warwickshire Resilience Team</p>	

<p>First aid, medication and supporting pupils at school with medical conditions</p>	<p>Regulations require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them. Schools should have a separate policy in place to support pupils with medical conditions (This is a statutory requirement see https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3).</p> <ul style="list-style-type: none"> • <i>The requirements for First Aid provision in our school are assessed annually by the Operations Manager using a 'First Aid Needs Assessment'. The 'needs assessment' is recorded and kept by the Operations Manager. Any changes to provision required based on this 'needs assessment' are introduced ASAP and reviewed to ensure workable compliance.</i> • <i>In the event of a person on site requiring first aid, contact should be made with the main school reception in the first instance who hold the rota of duty first aiders (including 'back-up' staff in the event of absence) and will request his/her attendance to give appropriate treatment / advice.</i> • <i>First Aid staff will record all incidents of First Aid (including treatment/advice given) in the accident / first aid logbook and will call home to advise parents / guardians of any incident and/or treatment given as appropriate. For incidents which occur outside of the normal school day (e.g., sporting fixtures etc.) staff have a separate recording/contact system which is completed.</i> • <i>Only those members of staff who have received formal first aid training (First Aid at Work level - FAW) should administer first aid. Trained staff are required to undertake refresher training every three years. A complete list of trained personnel is displayed in the main office / Operations Managers Office / Medical Room including training certification. PE staff have been trained in 'Basic Sports First Aid for Sports' with a basic understanding to support situations where a FAW First Aider are not readily available. Annual First Aid related training (EpiPen administration, diabetic care, children with heart conditions needs etc.) is organised for key/relevant staff. The Operations Manager will ensure that First Aiders are trained to recognised renewal schedules as required.</i> 	<p>Headteacher / Operations Manager / Trained First Aiders</p>
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- *Should there be a need to seek emergency medical support (ambulance/paramedic etc.) and advice indicates that a hospital visit is required a first aider will accompany the injured person to hospital once all efforts have been made to seek chaperone support from parents/guardians in the first instance.*

- *First aid kits are kept in the following locations:*

- ❖ *The Medical Room*
- ❖ *Both Science Technician's Prep Rooms*
- ❖ *PE*
- ❖ *Catering*

These kits will be checked and replenished by the senior first aider/s on request. Additionally, the medical room stores are kept stocked by the senior first aider/s regularly.

Staff who work in areas where a first aid kit is available, the basic issue of plasters, very minor treatments etc. can be administered by staff who have had 'Schools First Aid' training.

- *An AED (Automated External Defibrillator) is available for use in an emergency situation and is located in the General Office at all times. The unit is fully automated and electronic verbal advice is given throughout its use. Date expiry parts of this device (pads, battery etc.) are monitored and replaced in good time to maintain the full functionality at all times possible. A further AED is being fitted to the external wall of the new Maths & Science Block (next to the field) in an external cabinet. This will give quicker availability during PE lessons, lunchtimes and will also support Hirers at evening and weekend events.*
- *Medication is not to be administered by any member of staff without permission from a parent or guardian. The school's policy is that only staff employed in A9 office should administer medication and only after contacting a parent or guardian or with prior written parental permission to do so. In addition, senior SEN staff administer medication to pupils, with prior parental consent, where there is a need to administer it daily. Medication is kept within a locked cupboard/cabinet and is signed for when administered. Where there is a request by a parent/guardian to administer medication on a 'temporary basis' (e.g., a course of antibiotics), a 'consent for the administration of medication in school' form must be completed and handed to reception. Medication must be labelled with the pupil's details before being left with reception staff. All medication issued should be recorded in the 'Medication Log' held within the office and signed by the member of staff issuing the medication.*

	<p>Reference links: <u>HSE First aid at work: Guidance on Regulations</u> <u>HSE First aid at work: Your questions answered</u> <u>DfE Guidance on first aid for schools</u> <u>DfE Supporting pupils at school with medical conditions: Statutory guidance</u></p>	
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Topic	Action/Arrangements	Responsibility of:
Housekeeping, cleaning and waste disposal	<p>The school employs its own cleaning and site management / maintenance staff who work according to shifts and rotas to ensure that the site is maintained appropriate to levels of expectation/need and considering safety at all times. Additionally, agency staff are employed to support/enhance the cleaning of the school site. Where agency staff are employed, they complete full H&S induction training and shadow/support the cleaning supervisor to establish their duties and the school procedures in the first instance.</p> <ul style="list-style-type: none"> • <i>All rubbish/waste is removed from the building daily and placed within the skips/recycling bins as appropriate.</i> • <i>Any waste deemed to be more 'hazardous' (e.g. broken glass) is safely wrapped by the Site Management team and disposed of appropriately.</i> • <i>Skips and recycling bins are located together at the perimeter of the school site, away from buildings and in an area where pupils are not allowed to venture. Collection/delivery vehicles are kept away from the 'pupil traffic' and scheduled (wherever possible) outside of the hours when pupils are walking around the school site (e.g. main skip collections are conducted at 6am each Monday morning)</i> • <i>Where specialist waste collection arrangements are required, appropriate support/contractor advice is sought and utilised. Waste computers/ICT equipment/electrical equipment is stored and collected by a specialist waste contractor and all waste hierarchies are observed. Similarly, fluorescent light tubes / chemical waste etc. are/is stored and collected by specialist contractors and all waste hierarchies are observed.</i> • <i>Should staff have any concern about the disposal of any item they should speak to the Operations Manager in the first instance who will seek further advice if required.</i> 	<i>Operations Manager / Site Manager / Cleaning Supervisor</i>
Infection control	<i>Advice received from WCC or School Health Professionals in regard to infection control are followed as appropriate.</i>	<i>Operations Manager</i>

Topic	Action/Arrangements	Responsibility of:
	<p>Reference links: Public Health England Guidance on infection controls in schools and other childcare settings</p>	
Kiln	<p>The school does not currently operate a kiln. The kiln is still in situ but has been disconnected from the electrical supply. The kiln store area is locked with restricted access available only to the Site Management team / Art Staff.</p> <p>Should the kiln come back into service the following guidance must be followed:-</p> <ul style="list-style-type: none"> • Only staff trained and certificated in safe kiln operation should use the kiln. Their training certificates should be displayed in the kiln room. • There is a Risk Assessment for the kiln which should be followed at all times and updated annually or as required. • The kiln will be serviced annually by a trained specialist via the WES service schedule. • The school will follow 'HSE Safe use of kilns in schools and craft studios' guidance as best practice. <p>Reference links: CLEAPSS DT Site http://www.hse.gov.uk/non-metallic-minerals/kilns-in-schools.htm</p>	<i>Operations Manager / Head of Art</i>
Lifting Equipment - including lifts and hoists	<p>The school has the following lifting equipment on site:-</p> <ol style="list-style-type: none"> 1. A passenger lift located in the main corridor which accesses the ground and first floor. 2. Two disabled platform lifts which give access down 3 steps into the Gymnasium and Sports Hall within the PE block. 3. A passenger lift located in the entrance foyer of the new Science & Maths block which accesses the ground and first floor. 	<i>Operations Manager</i>

Topic	Action/Arrangements	Responsibility of:
	<p>4. A passenger lift located in the new Sixth Form block which accesses the ground and first floor</p> <p>5. A disabled changing bed located within the disabled toilet/shower facility on the ground floor of the old Science Block foyer.</p> <ul style="list-style-type: none"> • <i>Pupils are not allowed to use any of the lifting equipment listed above without staff/volunteer supervision.</i> • <i>The lifting equipment is maintained, serviced and inspected according to recognised timeframes by contracted specialists via our WES/WCC service schedule (the passenger/disabled platform lifts are inspected 4 times annually, the changing bed is inspected once annually)</i> • <i>Where specialist training is required in order to operate lifting equipment, this is sought and delivered as appropriate by suitably qualified personnel.</i> <p>Reference links: HSE Safe use of lifting equipment: Approved Code of Practice and guidance HSE Thorough examination of lifting equipment: A simple guide for employers HSE Lifting equipment at work: A brief guide http://www.hse.gov.uk/pubns/hsis3.pdf</p>	
Lockdown	<ul style="list-style-type: none"> • The school has a separate Lockdown alarm/communication system which operates independently of the fire alarm. • The schools' procedures on Lockdown and action to be taken in the event of an incident can be found on the school's "Q" drive in the School Policies folder or a hard copy is available from the Operations Manager. • All staff are issued with a current copy of the Lockdown Policy and Procedures at least annually (or as required if updated) and as part of any new staff induction process by the Operations Manager. • Key staff who are involved with the evacuation/invacuation process have completed training. 	<i>Headteacher / Operations Manager / SLT</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Staff roles in the event of an evacuation/invacuation are detailed within the 'Lockdown Policy and Procedures' and is led by the SLT. This detail includes who calls the emergency services, who issues emails/group calls etc. • Lockdown drills are conducted each term so that our staff and pupils are fully aware of the procedures. Some of these drills are by prior notice and some are with no notice. A record of these drills is kept by the Operations Manager. 	
Lone Working/ Personal Safety	<p>Lone working is discouraged wherever possible due to the potential risks involved. However, where there is a need for a colleague to work alone, the following should be observed at all times: -</p> <ul style="list-style-type: none"> • <i>Staff who do 'work alone' are trained as appropriate. This is primarily the Site Management Team who attend 'Caretaker Training Seminars' as per recommended timeframes. Lone Working is covered as a module on this course.</i> • <i>A risk assessment for lone working is available and should be followed at all times. This is available on the schools Q: drive or in hard copy in the Operations Managers office at all times.</i> • <i>Staff are advised to ensure that somebody knows where they are working and what time they are expected to be leaving the site if working alone. Staff are advised to carry a mobile phone at all times. The evening shift Site Manager always 'checks in' with the resident Site Manager immediately before leaving the school site each evening.</i> • <i>Cleaning staff colleagues are required to sign in and out of their shift using the reception electronic sign-in/out system. These logs are checked at the end of each shift period by the Cleaning Supervisor and additionally by the duty Site Manager. Any discrepancy is investigated as a matter of urgency.</i> • <i>Staff are to ensure that they sign in / out if they are working in the school during the holidays. A signing in / out book is kept on a table in the main reception foyer for staff / visitor use with appropriate 'reminder' signage displayed. The duty Site Manager checks that staff have signed out before they leave the site each day. Any discrepancy is investigated as a matter of urgency.</i> 	<i>Operations Manager / Site Management Team</i>

Topic	Action/Arrangements	Responsibility of:
	<p>Reference links: HSE Working alone: Health and safety guidance on the risks of lone working Suzy Lamplugh Trust</p>	
<p>Maintenance/Inspection of Equipment</p>	<p>The maintenance and, where necessary, examination and testing of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment etc. is conducted as per recommended guidelines and legislation.</p> <ul style="list-style-type: none"> • <i>The school has arrangements in place for servicing, maintenance and inspection of plant and equipment through a WES Service Contract (Construction Services - 'Engineering Equipment Servicing Schedule') and a WES Safety and Premises contract (PE Equipment etc.). The school holds a small number of contracts directly with suppliers of such services (e.g. Local Exhaust Ventilation – LEV testing). All servicing/testing is conducted by approved specialist suppliers.</i> • <i>Records of all servicing, maintenance and testing etc. are kept in paper form in the Operations Managers office with most also being held electronically on the school network. Where contractors are provided via the WES/WCC route, all records are also kept electronically on the schools ATLAS website.</i> <p>Reference links: HSE Safe use of work equipment: Approved Code of Practice and guidance HSE Using work equipment safely</p>	<p><i>Operations Manager</i></p>
<p>Manual Handling – loads and people</p>	<p>Where 'manual handling' of objects is required, care and prior planning should always be undertaken. Manual handling activities <u>should not</u> be conducted by staff working alone.</p> <ul style="list-style-type: none"> • <i>A risk assessment has been conducted for Manual Handling and is reviewed annually or as necessary. The Risk Assessment is available at all times on the</i> 	<p><i>Operations Manager / Site Management Team</i></p>

Topic	Action/Arrangements	Responsibility of:
	<p><i>schools Q: drive or in paper form from the Business Managers office. Advice should be taken from the risk assessment before any such tasks are undertaken.</i></p> <ul style="list-style-type: none"> • <i>A range of trucks and barrows are provided to assist in moving heavy loads. Site Manager assistance should be sought when moving heavy loads and use must be made of the appropriate equipment.</i> • <i>Training is provided for staff who are required to move heavy loads during the course of their normal duties. This is primarily the Site Management Team who attend 'Caretaker Training Seminars' as per recommended timeframes. Manual Handling is covered as a module on this course.</i> • <i>Specific manual handling assessments may be carried out by the Site Manager where it is deemed necessary and appropriate to do so. This would be the case where a task is deemed to pose a number of specific/unusual risks where further 'formal' consideration should be taken.</i> <p>Reference links: HSE Manual Handling Operations Regulations Guidance HSE Manual handling at work: A brief guide HSE Manual handling assessment charts (the MAC tool)</p>	
New and expectant mothers	<p>Staff are encouraged to speak to the Head Teacher or Heads PA / HR Team as soon as possible to ensure that the Risk Assessment process can be followed.</p> <p>Parents of Pupils are encouraged to speak to a member of Pastoral staff as soon as possible to ensure that the Risk Assessment process can be followed. With consent, the school staff are informed at a daily briefing in order to instigate the contents of this risk assessment.</p> <ul style="list-style-type: none"> • <i>A Risk Assessment is available for new and expectant mothers. The details of this assessment will be discussed with the pregnant staff colleague/pupil (with parental consent) at a short meeting (usually with the Operations Manager) to ascertain if there are any conditions or situations which need to be considered in order to facilitate their work activities / school work safely.</i> 	<i>Headteacher / Operations Manager / Pastoral Lead Staff</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> <i>It should be remembered that teachers/pupils who are pregnant are not ill and are quite able to participate in normal school life until they are relatively late term. Obviously, common sense precautions should apply under all circumstances and certain individuals may require extra levels of care which will necessitate a re-evaluation of any personal risk assessment.</i> <p>Reference links: HSE New and expectant mothers who work: A brief guide to your health and safety HSE Infection risks to new and expectant mothers in the workplace: A brief guide HSE</p>	
Noise at Work	<p><i>We realise that in order to comply with the Control of Noise at Work Regulations 2005, we must ensure that daily noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen, the Operations Manager will organise periodic noise monitoring checks via a suitably qualified engineer.</i></p> <p><i>Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB, employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB, hearing protection will be supplied to employees working in these areas.</i></p> <p><i>We are not currently aware of any area of the school site where such maximum noise levels would be breached.</i></p> <p><i>Whilst the noise level is below 80dB, the senior IT Technician has been issued with ear protecting earplugs for his personal use while working in the main school computer server room. This is more of a comfort/precaution than a necessity.</i></p> <p>Reference links: HSE Noise at work: A brief guide to controlling the risks HSE Controlling noise at work: Guidance on Regulations</p>	Operations Manager

Topic	Action/Arrangements	Responsibility of:
	HSE Noise at work microsite	
Offsite and Educational Visits including residential visits and any school-led adventure activities	<p>Campion School will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate that they are taking reasonable steps to manage risks. Additionally, guidance provided by the Local Authority (WCC) will be followed in relation to educational visits and trips.</p> <ul style="list-style-type: none"> • <i>Before any staff member starts to plan a visit and/or residential trip, an informal discussion should take place with the schools Educational Visits Co-ordinator EVC. This is primarily one of the schools Deputy Heads. Advice will be given and the information required to formally consider the trip will be established. All documentation required must be provided before any trip can be considered for approval.</i> • <i>All applications for educational visits and off site activities are to be formally authorised by one of the schools Educational Visits Co-ordinators (EVC's) and are to be conducted in accordance with the guidelines/advice given by them. Additional authorisation is completed via the weekly SLT diary meeting where further considerations are given at a wider school level.</i> • <i>Notification of proposed visits should be made to the EVC in writing not less than three months before the proposed visit if the visit is residential and ideally giving 4 weeks' notice if the visit will be completed in one day.</i> • <i>A separate risk assessment must be carried out for every off-site activity and recorded in writing by the trip organiser and provided with trip documentation before final authorisation is given. All risks should be considered and any mitigation required (consideration of less risky tasks, competence of supervisory staff, availability of a first aider etc.) as part of the trip application process.</i> • <i>Trip organisers should also consider any other wider school implications. These would include, but are not limited to, staff cover required and the costs associated with it, duties that will be missed, staffing required for the trip, travel needs (including any availability of a minibus driver, public transport required, hiring of coaches and drivers including associated costs if appropriate) etc.</i> 	Trip Organisers / Educational Visits Coordinator/s (EVC's)

Topic	Action/Arrangements	Responsibility of:
	<p>Reference links: Outdoor Education Advisors Panel (OEAP)</p>	
<p>Personal Protective Equipment</p>	<p>Where Personal Protective Equipment (PPE) is required, usually identified as part of the Risk Assessment process, it is provided by the school (usually via the relevant departmental budget). It is the policy of the school that should the use of PPE have been identified, it MUST be used during all relevant tasks / duties / activities by the user.</p> <p>Department staff will identify any issues with PPE (wear, damage, lack of adequate protection etc.) and seek to replace with appropriate equipment. Further advice should be sought from the Operations Manager if required.</p> <p>Reference links: HSE Personal protective equipment (PPE) at work: A brief guide</p>	<p><i>Operations Manager / Heads of Departments</i></p>
<p>Physical Education</p>	<p>Departmental staff should refer to the current 'AfPE Safe Practice in Physical Education and Sport' document for the most up-to-date advice and guidance with delivering safe PE activities. A copy of this document is available at all times within the PE department.</p> <ul style="list-style-type: none"> • <i>PE equipment is inspected annually by an external specialist contracted through a WES Safety & Premises schedule. Any equipment found to be defective is to be taken out of use immediately. If appropriate, suitable replacement / repair should be considered or the item disposed of if no longer required. Records of such inspections are kept by the Operations Manager and shared with the Head/s of department.</i> • <i>Pre-use visual checks are carried out by PE staff before using any specialist equipment. Equipment which is defective should not be used.</i> • <i>There is a full and current Risk Assessment for 'PE and Sports Activities' which all department staff have access to and its contents should be considered at ALL times.</i> 	<p><i>Operations Manager / Head of PE Department</i></p>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> <i>Sports fields, pitches, sandpits etc. are also visually inspected pre-use by PE department staff to ensure that there are no obvious defects, animal fouling or H&S issues and such issues rectified or alternative facility considered.</i> <p>Reference links: Association for Physical Education</p>	
Physical intervention	<p>The school has a formal 'Use of Force to Control or Restrain Pupil's Policy'. This document is available to staff at all times on the Q: drive and its advice and guidance should be followed.</p> <p>Key staff are trained in appropriate restraint techniques as required following advice.</p> <p>The school follows all additional guidance, as issued or updated, from the Department for Education on the use of reasonable force to restrain pupils?</p> <p>Reference links: DfE Use of reasonable force: Advice for head teachers, staff and governing bodies</p>	<i>Headteacher / SLT Team / Pastoral Lead Staff</i>
Pond	<p>The school has two ponds on site. One is situated within the 'Courtyard Garden' and the other within the 'Nature Reserve'.</p> <ul style="list-style-type: none"> <i>There is a full and current Risk Assessment for 'Ponds and Nature Reserves' which all staff have access to and its contents should be considered at ALL times.</i> <i>The pond in the school courtyard garden is of such a size and is protected by a sub-surface grid that it is considered to be of low risk.</i> <i>The pond situated within the school's nature reserve is locked securely behind a large fence. Access is only granted to staff who have read and understand the schools Risk Assessment for 'Ponds and Nature Reserves'.</i> <i>Relevant guidance (CLEAPSS & RoSPA etc.) is followed wherever possible.</i> 	<i>Headteacher / Operations Manager / AgeUK Volunteer Leads</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>Pupils are not allowed to access the pond in the nature reserve unless accompanied by a staff member who has considered the Risk Assessment guidance.</i> • <i>Maintenance of the nature reserve is conducted by a group of 'AgeUK volunteers. This group follow the schools Risk Assessment but also have their own safety documentation which is always advised to new volunteers by way of an induction process conducted by the lead volunteer/s.</i> <p>Reference links: RoSPA Water Safety CLEAPSS Secondary Site</p>	
Public Events	<p><i>School events, parent's evenings, presentation evenings, drama productions etc. are managed and led by SLT staff. All such events make use of the schools H&S policy, Risk Assessments and general guidance to ensure that safety is considered during the planning, preparation and delivery.</i></p> <p>Reference links: HSE Event safety microsite</p>	Headteacher / SLT Team
Radiation	<p>The school holds very limited Radioactive materials appropriate for the delivery of the Science curriculum. The following is followed at all times:-</p> <ul style="list-style-type: none"> • <i>The school maintains membership of CLEAPSS, the science curriculum advisory service. In regards to radiation, the CLEAPSS guide 'L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges' is followed at all times and referred to in the first instance for current guidance.</i> • <i>The school, through its WES Safety & Premises subscription, has access to a 'Radiation Protection Adviser' (RPA) and 'Radiation Protection Officer' (RPO) to seek more specialist advice/support as required. The contact details of these colleagues are available from the Science Department team.</i> 	Headteacher / Science Department Staff / Schools RPS

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>The school / science department has appointed Mr. Jim Rothman (Physics Teacher) as the 'Radiation Protection Supervisor (Schools)' (RPS). Jim is the competent person responsible for purchase, transport, management, storage and use of the equipment and materials which may pose a radiation hazard. The RPS has received training for this role along with the Senior Science Technician.</i> • <i>The schools 'RPS' will show / train departmental staff in the safe and appropriate use of radioactive sources before their first use to ensure suitable competence.</i> • <i>The schools 'RPS' conducts annual monitoring and leak testing of the radioactive sources as advised in the CLEAPSS L93 document. All records of such tests and other related guidance (WCC / National / DfE / HSE etc.) are maintained in the 'Science Safety File' kept within the Science Prep Room.</i> • <i>A 'back-up' red folder containing the location and types of radioactive substances within the science department is kept within the main school reception office. This is to provide guidance and assistance to any emergency services where access to the information within the science department is not readily available.</i> <p>Reference links: CLEAPSS Secondary Site</p>	
Risk Assessments	<p>The school subscribes to the WES Safety & Premises service annually and as such has access to written documentation, Risk Assessment guidance and a specified (formally qualified) H&S Lead Adviser to support at all times and aid its compliance with the Risk Assessment process.</p> <ul style="list-style-type: none"> • <i>The Operations Manager has overall responsibility for ensuring risk assessments are carried out for all relevant work activities, processes, and operations at the school. Risk Assessments are reviewed annually (or as required if changes occur) through a process led by the Operations Manager with full consultation with staff who manage activities/areas of the school.</i> 	Headteacher / Operations Manager

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>Department Heads will ensure that any relevant Risk Assessments are made available to new staff / volunteers / trainees etc. before commencing any activity.</i> • <i>All Risk Assessments are available at all times on the schools Q: drive for staff to access. Paper copies are available from the Operations Manager on request. All school staff are made aware when any annual revisions (or in-year if required) are completed through a briefing announcement and email from the Operations Manager.</i> <p>Reference links: HSE Risk assessment: A brief guide to controlling risks in the workplace</p>	
Science	<p>The school subscribes to the WES Safety & Premises service annually with full access to the national CLEAPSS guidance and advice service. CLEAPSS is the recognised lead in School Science H&S and its advice and guidance is followed at all times.</p> <ul style="list-style-type: none"> • <i>For all science related activities we will follow the guidance produced by CLEAPSS.</i> • <i>Staff in school carrying out science activities will be trained and competent to carry out their role.</i> • <i>There is a separate health and safety policy for the Science Department which includes roles and responsibilities of teachers and technicians. This is kept within the Science Department and available at all times. The Science H&S policy is managed and updated annually by the Head of Science. The Science H&S policy is an important point of reference for any science activity/process/area where further guidance is required.</i> <p>Reference links: CLEAPSS – Secondary Site Association for Science Education (ASE)</p>	<i>Headteacher / Head of Science</i>

Topic	Action/Arrangements	Responsibility of:
Security	<p>The school follows all advice in regards to Security of the site provided through its subscription of the WES Safety & Premises service.</p> <ul style="list-style-type: none"> • <i>The school has a detailed ‘Security Policy’ which is available at all times on the schools Q: drive-School Policies for staff to access. Paper copies are available from the Operation Manager on request.</i> • <i>The school has a Security Plan which is available at all times on the schools Q: drive for staff to access. A paper copy is kept in the Headteacher’s office. The Security Plan sits alongside the schools’ policies and procedures and contains relevant guidance on a range of incidents that could occur. Within the plan are checklists to ensure all procedures are followed in the event of an incident. It provides quick access to a range of support networks and their telephone numbers. There are further debriefing checklists to support staff following an event.</i> 	<i>Headteacher / Operations Manager</i>
Smoking	<p>The whole of the school site is designated as a ‘no-smoking’ area. Smoking/Vaping is <u>NOT</u> permitted anywhere on site.</p> <p>Reference links: Smokefree England HSE Smoking at work</p>	<i>Headteacher / Operations Manager</i>
Work-related stress and mental wellbeing	<p>Where staff feel that their work activities are leading to stress related symptoms, they should speak to their department head, line-manager and/or the Head of HR in the first instance. The school would encourage colleagues to raise any concerns at their earliest opportunity so that support can be provided as appropriate. The school will always seek to support staff where it is necessary and/or appropriate to do so.</p> <ul style="list-style-type: none"> • <i>A risk assessment has been carried out and is available either on the “Q” drive in the Risk Assessment folder or in hard copy from the Operations Manager.</i> 	<i>Headteacher / Head of HR</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>Management of absence plays an important part in managing stress since absence of an individual increases stress on themselves and other colleagues. Return to work interviews are used as a matter of course to ascertain whether working conditions are leading to an increased incidence of absence.</i> • <i>Serious incident records are maintained by the heads of Pastoral Care/HR Manager. These include records of physical or verbal abuse towards staff and are used as a supportive/monitoring mechanism.</i> • <i>The school has external specialist support in regards to health and HR matters and this will be used if required where staff colleagues give their consent.</i> • <i>The school employs its own qualified counsellors who are available to support colleagues. Referrals to the school counsellor will be via the Headteacher/Deputy Headteacher in the first instance.</i> • <i>The school subscribes to Westfield Health. Staff can access a range of services through this subscription.</i> <p>Reference links: HSE Work related stress microsite HSE Tackling work-related stress using the Management Standards approach (workbook) HSE How to tackle work-related stress: A guide for employers on making the Management Standards work</p>	
Trees	<ul style="list-style-type: none"> • <i>Basic monitoring arrangements are in place for trees on site. The Site Team staff visually check the condition of trees as part of their daily duties around the school site but especially after adverse or severe weather.</i> • <i>Where preventative and/or emergency tree maintenance is required, external specialist tree surgeon support is sought. The schools site team would not be expected to routinely maintain trees or conduct specialist work at height.</i> • <i>The school will, periodically, appoint a specialist contractor to complete a ‘tree survey’ to identify any potential issues and to produce any remedial action plans that may be necessary.</i> 	Operations Manager / Site Team Staff

Topic	Action/Arrangements	Responsibility of:
<p>Traffic management On-site vehicle movements</p>	<ul style="list-style-type: none"> • <i>The main school front gates are closed at 8.45am and re-opened at 2.45pm by the site team/gatekeeper. The gatekeeper maintains radio contact with reception and the site team to ensure access is only gained by legitimate persons and keeps the movement of traffic on site during these hours to a minimum. Vehicles are restricted to the area at the front of school. With the exception of grounds maintenance vehicles, vehicles do not move around on the main school site between 9am and 3pm when the pupils are moving around the school site.</i> • <i>Delivery vehicles are restricted to the front of the school site only. Where there are exceptions to this (e.g. delivery of larger items to specified stores/locations) the vehicle is always accompanied by a member of the Site Management Team.</i> • <i>Large waste collection vehicles are restricted to access times outside of the school day. The main school waste collection is currently undertaken at approximately 6am each Monday morning during term-time.</i> • <i>Access to the main school site during the normal working day is managed by the Site Management Team. Internal site access gates are kept locked between 9am and 3pm daily.</i> • <i>During periods when the pupils are arriving and departing the school site via the main school access gates, the front of school, the school gates and the immediate vicinity of the school gates are patrolled by SLT and teaching staff on a duty rota. This is to ensure that pupils are kept away from vehicles and behave in an appropriate manner. Additionally, there are two internal road crossing points (immediately adjacent to the Resident Site Managers residence and in front of Sixth Form Block entrance) which are directly supervised at times when the pupils arrive and leave site to ensure that traffic management and pupil safety is closely monitored and supported.</i> 	<p><i>Headteacher / Operations Manager / SLT / Site Team Staff / Duty Teaching Staff</i></p>
<p>Violence and Aggression.</p>	<p>All staff at the school have the right to be treated with dignity and respect. The school therefore will not tolerate any acts of violence or aggression towards its staff.</p>	<p><i>Headteacher / Pastoral Leads</i></p>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Staff are encouraged to report all incidents of verbal and physical violence and aggression directly to the Headteacher and/or the Pastoral support leads. The school has a system of behaviour management recording / monitoring for pupils which should be followed. Information should be provided ASAP so that all incidents can be investigated and addressed immediately. • Further information is available as part of the schools formal 'Behaviour Management Policy', 'Code of Conduct (Pupils)' and 'Code of Conduct (Staff) documents. • Staff are reminded that they should not conduct 'face-to-face' parental meetings / conversations in person without checking with the Pastoral Leads in the first instance to ascertain if additional staff colleague support for such meetings is deemed appropriate / necessary. Staff should not continue with such meetings if any amount of aggression is shown. All incidents should be fully reported to the Headteacher and/or the Pastoral Leads ASAP. <p>Reference links: HSE Preventing workplace harassment and violence HSE Violence at work</p>	
Visitors	<ul style="list-style-type: none"> • All visitors to site are greeted by the gatekeeper who maintains radio contact with reception and the site team to ensure only legitimate visitors access site. • All contractors and visitors are to sign in at reception. Even if they carry an official ID badge e.g., one issued by WCC/own Company they are to be given a Campion visitors pass. All visitors on site who are not displaying a visible means of school ID are to be challenged by staff and escorted to reception where they can be signed in. • The school operates a system of coloured lanyards with visitor passes so that all staff can be aware of the level of safety/security clearance visitors have. • Any visitor who is 'unknown' to the school should not be allowed access to the main school site unless accompanied by a member of staff. Parents/carers who 	Headteacher / Reception Staff

Topic	Action/Arrangements	Responsibility of:
	<p><i>are visiting the school for planned / unplanned meetings etc. should always be accompanied by a member of staff at all times.</i></p> <ul style="list-style-type: none"> <i>All visitors and contractors who are likely to be on site for more than an hour or who are not going to be accompanied by a member of staff at all times are to be issued with the "Campion School Health and Safety Information for Visitors" leaflet by reception staff. Further laminated copies are available in the main school reception area.</i> 	
<p>Water Hygiene (Legionella) and Water Systems</p>	<p><u>WATER HYGIENE MANAGEMENT POLICY & PROCEDURES.</u></p> <p>Please note the following information.</p> <p>From 1st January 2012 Campion School became an Academy School registered with the DfE.</p> <p>The Academy Trust, Governing Body and Senior School Leadership Team of the school have decided that with effect from 1st January 2012, the school will continue to use the following documents (as updated) in order to assist and advise them in relation to ongoing Water Hygiene Management.</p> <ul style="list-style-type: none"> WCC Legionnaires' Disease and Water Hygiene Policy V3.0 WCC Legionnaires' Disease and Water Hygiene Procedures V4.0 The Health and Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999 Control of Substances Hazardous to Health Regulations 2002 The Notification of Cooling Towers and Evaporative Condensers Regulations 1992 The Construction, Design and Management Regulations 2015 	<p><i>Academy Trust (Governing Body) / Headteacher / Operations Manager / Facilities Manager</i></p>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 <p>NB. Current policy and procedures documents are available on the schools Q:drive – School Policies</p> <p>Additional legislation and Approved Codes of Practice/Guidance are:</p> <ul style="list-style-type: none"> • HSE Approved Code of Practice L8 ‘<i>Legionnaires’ Disease, The control of Legionella bacteria in water systems</i>’ • HSG 274: <i>Legionnaires’ disease Technical Guidance</i> Parts 1, 2 & 3. • <i>Legionnaires’ Disease, A Guide for Employers</i> – HS(G)220 2001 • <i>Controlling Legionella in Nursing and Residential Care Homes</i> – INDG253 2004 • Health Guidance Note, <i>Safe Hot Water and Surface Temperatures</i>, prepared by NHS Estates 1992 • Department of Health, Health Technical Memorandum HTM 04:01 (parts A&B) • School Premises Regulations 2012 • Minimising the Risk of Legionnaires’ Disease – CIBSE TM13:2002 • Water Industry Act 1991 – Water Supply (Water Fittings) Regulations 1999 • The Water Supply (Water Quality) Regulations 2000 • BS EN 806-5:2012 Specifications for installations inside buildings conveying water for human consumption • BS7592 Methods for Sampling for Legionella organisms in water and related materials (2008) • BS8558:2011 Guide to design, installation, testing and maintenance of services supplying water for domestic use • BS8580:2010 Water quality risk assessments for legionella control 	

Topic	Action/Arrangements	Responsibility of:
	<p>In order to fulfil its obligations under the relevant legislation, advice and guidance the following will apply.</p> <p>In addition to the above documentation the school will continue to subscribe annually to the Warwickshire Education Services (WES) 'Property Risk Management and Corporate Facilities Services'. This allows for: -</p> <ul style="list-style-type: none"> • Access to current Water Hygiene Management and Procedural Policies • The routine monthly monitoring of water temperatures at relevant locations as per the schools Water Hygiene Risk Assessment • The production of a formal Water Hygiene Risk Assessment survey every two years (or as required) including the renewal of Log Book documentation and schematic drawings etc. • Access to relevant general or specific advice and assistance at all times • Access to the online ATLAS asset management system where current / accurate plans and reports are available in relation to the Water Hygiene Management in our school <p>Additionally, the school will continue to subscribe annually to the Warwickshire Education Services (WES) 'Construction Service'. This allows for: -</p> <ul style="list-style-type: none"> • Delivery of Engineering Equipment Servicing for all known assets on our site, including, Water Hygiene Management Services (routine monitoring/service of water tanks, showers, water assets etc.) conducted by a trained and certified specialist contractor to advised timeframes. <p>However, it is important to establish that the '<u>responsibility as Duty Holder</u>' for the management of Water Hygiene in our Academy School is held solely by the Campion</p>	

Topic	Action/Arrangements	Responsibility of:
	<p>Academy Trust, its Governing Body and the Senior School Leadership Team with effect from 1st January 2012 onwards.</p> <p>For the purposes of clarity, the school uses the corporate WCC Water Hygiene Management Policy, Procedures and advice but delegates responsibility as follows: -</p> <ul style="list-style-type: none"> • Site Duty Holder – Champion Academy Trust • Site Responsible Person – Head Teacher • Site Competent Person – Facilities Manager <p>Before 1st January 2012, ‘responsibility as Duty Holder’ was held by Warwickshire County Council as our school was ‘maintained’ by them.</p> <p>School based duties include the weekly flushing of ‘infrequently used outlets’ which are recorded and maintained within the Water Hygiene Logbook. The school have appointed the Senior Resident Site Manager as the ‘Site Competent Person’ to deliver this aspect of our procedures.</p> <p>NB. The Water Hygiene Logbook and associated paperwork is kept in the Operation Managers office at all times.</p> <p>Reference links: HSE Legionella and Legionnaires' Disease microsite HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations HSE Legionnaires' Disease: A brief guide for duty holders</p>	
Welfare facilities and wellbeing of staff and pupils	<p>In order to comply with welfare regulations, the school will provide for employee and pupil wellbeing:</p> <ul style="list-style-type: none"> • <i>Toilets and hand basins, with soap and towels or a hand-dryer;</i> 	<i>Headteacher / Operations Manager</i>

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>drinking water;</i> • <i>A place to store clothing (and somewhere to change if special clothing is worn for work);</i> • <i>Somewhere to rest and eat meals.</i> • <i>To ensure a healthy working environment, we will ensure there is:</i> <ul style="list-style-type: none"> ○ <i>good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system;</i> ○ <i>a reasonable working temperature;</i> ○ <i>lighting suitable for the work being carried out;</i> ○ <i>enough room space and suitable workstations and seating</i> <p>Reference links: HSE Welfare at work: Guidance for employers on welfare provision DfE Advice on standards for school premises: For local authorities, proprietors, school leaders, school staff and governing bodies</p>	
Winter Gritting / Snow Clearance	<ul style="list-style-type: none"> • <i>If severe cold weather occurs overnight (frost, ice or snow) school have a monitoring service with an external contractor. School is notified that gritting/snow clearing will take place overnight. This ensures all areas are cleared/ gritted before pupils/staff arrive the next morning. School keeps a supply of rock salt for the site team to use in emergency situations.</i> • <i>A ‘Gritting Policy’, priority plan and risk assessment are available from the Operations Manager and is also available on the schools Q: drive – School Policies at all times. Advice and guidance contained within these documents should be followed at all times.</i> • <i>Wherever possible, gritting should not be conducted alone.</i> 	Operations Manager / Site Management Team
Work Experience	<ul style="list-style-type: none"> • <i>Work experience placements are chosen by pupils with assistance from careers staff. The school uses the expertise of its own careers lead for advice, guidance and support with placements. The school follows WCC guidance and model policy. Placement locations are checked against a list of ‘approved employers’ held and</i> 	Deputy Headteacher / Careers Lead / Careers Staff / Careers Administrator

Topic	Action/Arrangements	Responsibility of:
	<p><i>updated by the school's own careers lead. Individual placement employers complete a 'Work Experience Risk Assessment' which is initiated and recorded by the school prior to a pupil attending a placement.</i></p> <ul style="list-style-type: none"> • <i>In addition, the school will employ the expertise of a specialist work experience provider/company to assist with the provision of suitable and fully compliant placements. A full and approved service level agreement (SLA) will be in place prior to the use of any such provider and overseen by the schools' own careers lead at all times.</i> • <i>Whilst on work experience pupils are monitored in placement via the careers lead and a schedule of visits by teaching staff colleagues. Full written reports are compiled and recorded.</i> • <i>Full contact details are provided to all placement providers in case of an issue / emergency arising.</i> <p>Reference links: HSE Work experience microsite</p>	
Work at Height	<ul style="list-style-type: none"> • <i>A risk assessment for 'Working at Height' is available and should be followed at all times. This is available on the schools Q: drive – School Policies or in hard copy in the Operations Managers office.</i> • <i>Permission to work at height is to be sought from the Operations Manager prior to commencing any work.</i> • <i>The appropriate use of access equipment is to be made at all times. Access equipment is available primarily from the Site Management Team stores. Staff are expected to carry out pre-use visual checks on access equipment and report any defects. Defective equipment should not be used. Standing on chairs or tables to put up displays / conduct maintenance etc. is not permitted.</i> • <i>Pupils should not use access equipment to gain height at any time.</i> • <i>The schools own access equipment should not be lent to or used by visiting contractors unless in an emergency situation.</i> • <i>Access equipment will be inspected / tested annually by a trained contractor and records kept by the Operations Manager.</i> 	Operations Manager / Site Management Team / Theatre Technician / PASMA certified employees

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • <i>If a ladder is to be used it must be properly secured or “footed” by a responsible adult. Ladders used on site should be of an ‘industry or light industry’ specification. Domestic ladders should not be used.</i> • <i>Working at height is not to be undertaken in wet, windy or icy conditions.</i> • Staff should not conduct any work at height when working alone. • <i>Staff who do ‘work at height’ are trained as appropriate. This is primarily the Site Management Team who attend ‘Caretaker Training Seminars’ as per recommended timeframes. Working at height is covered as a module on this course.</i> <p><u>Procedure for use of the Scaffold Tower</u></p> <ul style="list-style-type: none"> • Tower is only to be built by competent* persons. Other persons may assist in passing components, but do not put them in place. • Tower will be built following manufacturers instruction guide. This must be obtained when hiring a tower. • The competent person will follow all the procedures for tower erection, as detailed is the PASMA Operators Code of Practice. This includes inspection of components before use. Any component that fails inspection must not be used and a repair or replacement obtained before the tower can be used. The Operations Manager is to be informed of this fact. • If the tower is built, used and taken down without the competent person leaving the location the tower is in, then it is not necessary to fill in paperwork. As soon as the competent person leaves the location, the paperwork must be done and a copy sent to the Operations Manager. The paperwork must be left attached to the tower. A photo of the form is a suitable copy. • Once the tower is built, other persons who have been trained in using the tower may use it for work. Use of the tower shall only occur with two or more people in the location. Usual working at height procedures will be enforced for anyone going near the tower. • The tower will only be moved under the direction of the competent person, following the PASMA guidelines on how to do this. 	

Topic	Action/Arrangements	Responsibility of:
	<ul style="list-style-type: none"> • Any accidents or injuries will be reported to the Operations Manager as soon as possible. • Once a year, the components of the school tower will be inspected by a competent person, and a formal inspection record signed. This will be kept by the Operations Manager. <p>* Competent person is defined as someone who has an up-to-date certificate for a suitable course, such as the PASMA Towers for Users course.</p> <p>Reference links: HSE Working at height: A brief guide HSE Safe use of ladders and stepladders: A brief guide HSE WAIT Toolkit</p>	