



# Oakham Church of England Primary & The Parks School

Passion, Fellowship, Pride, Humility, Perseverance, Hope, Purpose & Thankfulness

## Health and Safety Policy

Date	January 2021
Approved by Headteacher	Steve Cox
Approved by Chair of Governors	Stewart Needham
Review Date	January 2023

“In loving Christian **Fellowship** we equip everyone to have a **Passion** for life and learning. To have **Pride** in our local community and be **Thankful** for all the parts which make us whole. Building **Hope** and resilience to **Persevere** and develop a sense of **Humility** and **Purpose** in our lives.” Our Vision is at the forefront of our thinking and decision making when writing, reviewing and updating all school procedures and policies.



## Foreword

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site educational activities is fundamental to the wellbeing of the school.

This Health and Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

The Governors of Oakham Church of England Primary and The Parks School have ratified and accepted this health and safety policy.

This policy will be reviewed annually, but will only be presented to the FGB every two years (unless significant changes are required).

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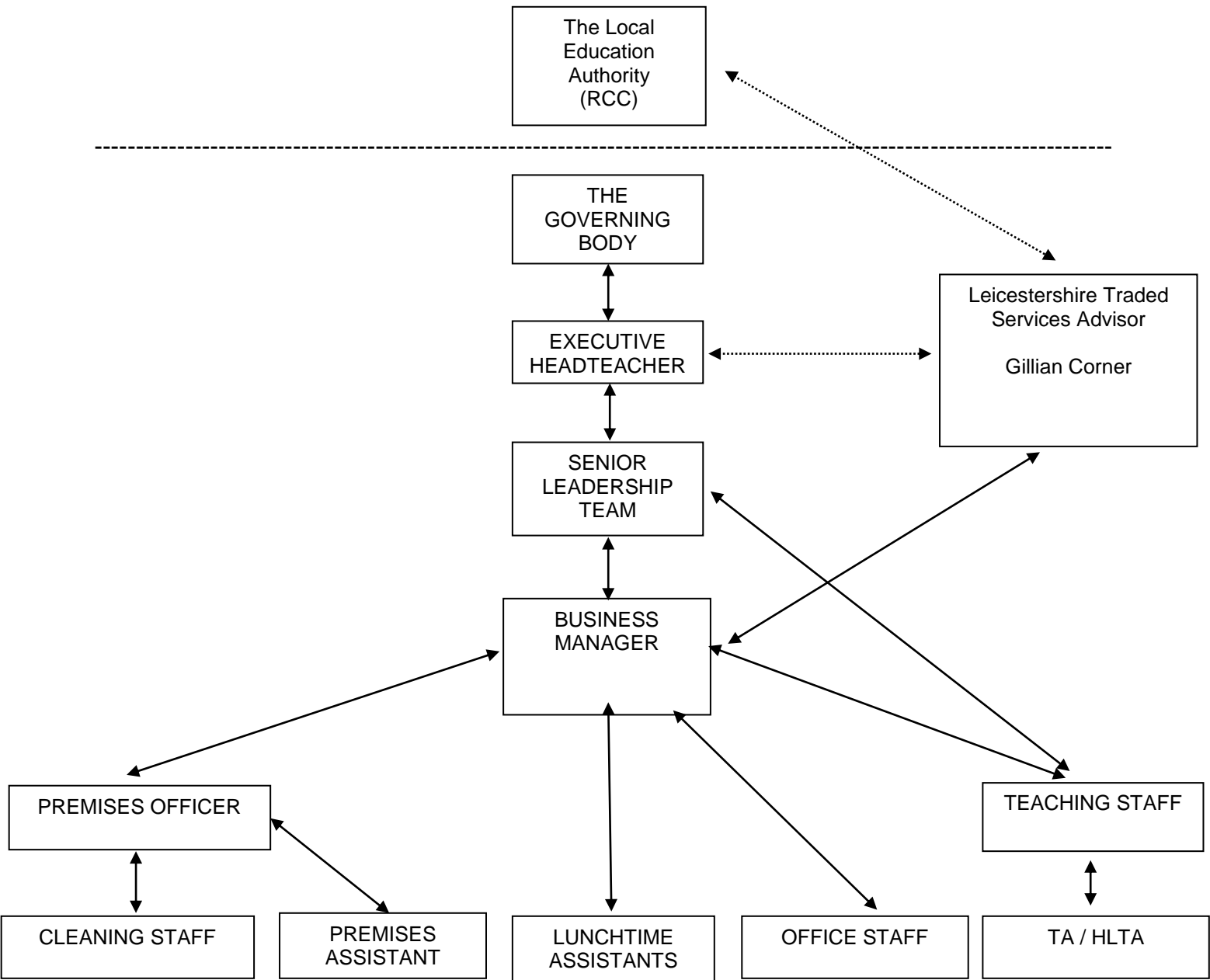
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## 1.0 Statement of Intent

- 1.1 The health, safety and wellbeing of all employees at Oakham Church of England Primary and The Parks School.
- 1.2 This Policy Statement outlines the framework to manage health, safety and wellbeing. It is a declaration of the school's commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees and persons, who use, visit or may be affected by the school's activities.
- 1.3 Our ultimate aim is to protect all employees, children and authorised visitors from accidents and work-related ill health. This will be achieved by;
- Complying with all applicable health and safety legislation.
  - Committing to the prevention of ill health and injury across the school.
  - Ensuring that adequate resources are provided for health and safety.
  - Encouraging the implementation of a management system to identify and control risk throughout the school.
  - Providing appropriate health and safety training in order that staff can fulfil their responsibilities effectively.
  - Ensuring that appropriate monitoring and reviewing processes are in place, so that the school continually improves the way safety is managed in school.
  - Continually setting targets to meet the objectives of this policy and continual improvement of the safety management system.

This Policy Statement is intended to provide a practical framework for the implementation of the Health and Safety at Work etc. Act 1974 and all relevant legislation, which will be the minimum standard acceptable.

**Oakham Church of England Primary and The Parks School Organisational Chart for Health and Safety**



## 2.0 Organisational Roles & Responsibilities

The Health and Safety at Work Act 1974 requires the school staff, Governing Body and the Local Authority (LA) Health, Safety and Wellbeing Service, to work together to ensure health, safety and welfare objectives are achieved.

### 2.1 The Governing Body

The Education and Inspection Act 2006 gives governing bodies' important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular the Governing Body is responsible for:

- i) ensuring that the Health and Safety Policy is implemented and monitored within the school;
- ii) Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations.
- iii) receiving health and safety guidance and information distributed by the Health, Safety and Wellbeing Service (LCC via LTS) and ensuring that proper arrangements are made within the school for complying with the guidance;
- iv) Ensuring that regular reports of accidents and dangerous occurrences are provided by the Executive Headteacher via the School Business Manager and that any necessary alterations to working practices and procedures decided upon are implemented. Accident reporting to Governors is the responsibility of the Executive Headteacher.
- v) ensuring that appropriate facilities and opportunities are provided for safety representatives to perform their duties;
- vi) ensuring that health and safety issues concerning the school are identified, decisions are taken, and that effective action is carried through;
- vii) ensuring that all reasonable inspection facilities and information are provided on request to officers of the Health, Safety and Wellbeing Service (LCC via LTS), Inspectors of the Health and Safety Executive (HSE), Fire and Rescue Service and any other Health and Safety Officials at RCC;
- viii) ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;
- ix) ensuring that procedures exist for checking that any items offered for use by the school are safe;
- x) ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;

- xi) Setting health and safety aims and objectives for the school;
- xii) Monitoring the effectiveness of the health and safety policy by appointing a Governor responsible for Health and Safety.

The Governing Body is also responsible for planning and setting standards which include:

- i) Ensuring hazards are identified, risk assessments are undertaken, and standards are set to achieve health and safety objectives.
- ii) Ensure clear plans for coping with sudden emergencies are developed and maintained (see Policy 56, Fire and Emergency Evacuation Process and Policy 34, Crisis Management Plan).
- iii) Developing a positive health and safety culture.
- iv) Ensuring that a training plan is developed which: -
  - enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities.
  - provides induction training for new employees including temporary, part time and supply staff.

## 2.2 Executive Headteacher

The Executive Head Teacher supports the Governing Body in its duties. They are responsible for implementing and complying with all aspects of this policy on a day to day basis. To help achieve this the Executive Headteacher will:

- i) Work in conjunction with the governing body to revise and update on a continuing basis the Health and Safety Policy.
- ii) Co-ordinate the implementation of the governors' health and safety and wellbeing procedures in the school.
- iii) Make clear any duties in respect of health and safety, which are delegated, to members of staff (this should be in writing).
- iv) Ensure that problems in implementing health and safety policy are reported to the RCC H&S advisor on 07813 395023 and Health, Safety and Wellbeing Service LTS on 0116 305 5515.
- v) Ensure risk assessments are completed (and subsequently reviewed) for all qualifying activities undertaken on and off the school site, this will be delegated to staff members who have control of specific activities. The Executive Headteacher will ensure staff members involved have access to appropriate training.
- vi) Arrange annual review of the working documents and systems, which support the policies and make appropriate recommendations to the Governing Body.
- v) Put in place procedures to monitor the health and safety performance of the school.
- vi) Ensure that all major hazards are reported immediately to the Health, Safety and Wellbeing Service (via AssessNET) and RCC H&S Advisor and stop any practices

or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety.

- vii) Make recommendations to the Governing Body for additions or improvements to plant, tools, equipment, machinery, the working environment etc. which present hazards.
- viii) Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- ix) Monitor that a health and safety training plan for all employees is in place.
- x) Maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation.
- xi) Ensure an annual budget is provided for health and safety.
- xii) Report to the Governing Body the Health and Safety performance of the school via the Health and Safety Committee and secure funding for any identified Health & Safety costs
- xiii) Provide appropriate protective equipment.
- xiv) Monitor staff performance and taking corrective actions where necessary.
- xv) Facilitate Health, Safety and Wellbeing audits.
- xvi) Consult and communicate with trade union safety representatives and staff safety representatives when necessary.
- xvii) Ensure there is a clear system for reporting accidents and incidents.

The Executive Headteacher may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively implemented. Overall accountability for these duties remains with the Executive Headteacher.

### 2.3 **Business Manager**

- i) Will be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.
- ii) Will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- iii) In conjunction with the Premises Officer notify the Executive Headteacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- iv) Be the focal point for reference on health safety and wellbeing matters and to give advice or indicate source of advice.



- v) Liaise with and report to the Governors (via Executive Headteacher) on all matters of Health and Safety
- vi) Ensure the day to day implementation of this policy including the maintenance of appropriate risk assessments for school and off-site activities and seeking the approval of the Governors for meeting the financial implications of identified control measures.
- vii) Ensure that all certification and statutory inspections are kept up to date.
- viii) To investigate accidents, incidents, dangerous occurrences and near misses, complete accident reports via AssessNET when necessary and also report to RCC H&S Advisor where appropriate.
- ix) Identify building defects and liaise with outside contractors as necessary.

#### 2.4 Premises Officer

The Premises Officer is responsible for day to day management of property maintenance and compliance checks. Premises Officer will be responsible for:

- i) Have a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Business Manager.
- ii) Will establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- iii) Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Business Manager any defects, which need attention. Monitor their effective implementation by staff under their control.
- iv) Where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- v) Advise the Business Manager/Executive Headteacher on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.
- vi) Carry out compliance checks as set out in the Health and Safety Policy.
- vii) Retain and maintain compliance and health and safety related documentation.

#### 2.5 Teaching Staff Obligations

The health and safety of pupils in classrooms is the responsibility of Class Teachers. Class teachers are expected to:

- i) Check classroom area is safe
- ii) Check equipment is safe before use
- iii) Ensure safe procedures and risk assessments are followed
- iv) Give clear instruction and warnings to pupils, as often as necessary
- v) Report defects to the Premises Officer
- vi) Avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Executive Headteacher
- vii) Follow safe working procedures personally
- viii) Ensure all teaching activities/ activities for the children are correctly risk assessed, and the risk assessments are followed.
- ix) Ensure activities conducted with pupils are age appropriate.

## **2.6 Obligations of all Employees under the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations**

All employees must:

- i) Take reasonable care of themselves and others who may be affected by their actions or omissions.
- ii) Co-operate with the employer in the discharge of its statutory obligations.
- iii) Not misuse or interfere with any safety equipment and/or protective clothing provided for health and safety purposes.
- iv) To report all accidents, defects, dangerous occurrences and near misses to the Premises Officer and Business Manager.
- v) Act in accordance with any training given unless the member of staff believes it would be unsafe to do so. In this instance the member of staff should immediately report any shortcomings to their line manager.
- vi) Promote a positive health and safety culture throughout the organisation.
- vii) Follow all control measures set out within the employer's risk assessments unless they think it would be unsafe to do so. In this instance the member of staff should immediately report to their line manager.

## **2.7 Health and Safety Committee (Included in Provisions Committee)**

- i) Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Executive Headteacher/Business manager/Premises Officer to be consulted on appropriate health and safety issues.

- ii) The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives (if in post) and/or directly with non-union employees.
- iii) Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989.
- iv) The Governing Body will fulfil these obligations through the Executive Headteacher who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

## 2.8 **Visitors and Other Users of the School**

Visitors and other users of the premises will be required to observe the health, safety and wellbeing rules of the school. In particular parents and other volunteers helping out in school will be made aware of the health and safety policy applicable to them by the Business Manager. All visitors must wear an identification badge at all times; all safeguarding procedures will apply. All visitors must sign in and out at the school office.

## 2.9 **Pupils**

The school has a Positive Behaviour Policy (Policy 39).

All pupils are expected to behave in a manner that reflects the Oakham Church of England Primary and The Parks School behaviour policy and in particular are expected to:

- i) take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the School.
- ii) cooperate with teaching and support staff and follow all health and safety instructions given
- iii) not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- iv) report to a teacher or other member of Oakham Church of England Primary and The Parks School staff any health and safety concerns that they may have

## 2.10 **Shared site users (The Ark)**

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. Oakham Church of England Primary and The Parks School as the primary site user will have the lead responsibility.

All users of the shared site must agree to:

- i) co-operate and co-ordinate with the Executive Head Teacher on health and safety

matters including fire safety.

- ii) provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.
- iii) maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the school so as to ensure the health, safety and welfare of all School staff and users
- iv) meet the insurance requirements of the School and the School's insurance provider, Zurich, organised on behalf of the school by RCC
- v) familiarise themselves with and communicate to their employees/users the school health and safety arrangements

The School will ensure that:

- the premises are in a safe condition for the purpose of use
- adequate arrangements for Emergency Evacuation Process, within the Fire and Emergency Evacuation Policy(Policy 56) are in place and communicated
- users are consulted on health and safety matters
- the Oakham Church of England Primary and The Parks School health and safety arrangements are made available to shared users

## 2.11 Lettings

Oakham Church of England Primary and The Parks School has a lettings procedure. The procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid are detailed within it.

Persons/organisations letting the site must agree to:

- i) co-operate and co-ordinate with the Oakham Church of England Primary and The Parks School on health and safety matters, agree to the terms of the lettings procedure in relation to health and safety arrangements
- ii) provide information relating to any additional risks or procedures which will be new or unusual to those of the Oakham Church of England Primary and The Parks School that may arise from their activities
- iii) Oakham Church of England Primary and The Parks School will ensure that:
  - the premises are in a safe condition for the purpose of use
  - the health and safety arrangements detailed in the lettings procedure are fully explained and communicated to all individuals or groups letting a space/area of the school premises
  - adequate arrangements for emergency evacuation are in place and communicated

Note: All relevant tasks should be identified and delegated to an individual using Appendix 1.

## **3.0 Arrangements for Implementation**

### **3.1 Distribution of Health and Safety Information**

- i) The master copy of the Health and Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the school office or premises office. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.
- ii) A copy of the Health and Safety Policy together with relevant documents concerning specific areas will be kept on the Staff Shared server and in the Policy main file in the Office.
- iii) All staff will receive copies of this Health and Safety Policy and will be expected to familiarise themselves with the contents. Where guidance documents are referred to in this policy copies can be found at the locations set out above.
- iv) The Executive Headteacher will issue updates, new guidance and approved revisions as soon as they become available.
- v) All new staff including part time, temporary and supply staff will be provided with a copy of this policy and will receive induction training which will include relevant health and safety issues.
- vi) The Health & Safety Law poster is displayed by the server room at the bottom of the stairs and contains up to date contact details.

### **3.2 Accidents, Dangerous Occurrences and Near Misses**

- i) Immediate first aid

Accidents involving injury or ill health effects will be notified immediately to the nearest first aider to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must inform the Executive Headteacher, or Assistant Headteacher in his absence, who will advise on forward actions by informing the Business Manager of next steps required.

- ii) Incident Reporting on AssessNET

Staff should ensure that all accidents involving injury or ill health effects are notified to the Executive Headteacher and Business Manager with enough information to allow him/her to complete an incident report on AssessNET – (Leicestershire County Council's accident recording system) where applicable i.e. a hospital visit is required and deemed of a serious nature. RCC H&S Advisor must also receive a copy of the AssessNET report.

iii) **Internal Reporting and Investigation**

A member of staff who witnesses or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will complete the accident book in the first aid area as soon as possible after the incident. The Executive Headteacher/Business Manager will investigate all incidents reported by staff unless so trivial in nature that investigation is not warranted. RIDDOR reportable incidents should also be entered onto the AssessNet system and reported to the Safety Representative at RCC.

iv) AssessNET entries are monitored by the health, safety and wellbeing team duty officer at County Hall. The duty officer will determine if the accident is RIDDOR reportable and advise the school of any further action required.

### 3.3 **Asbestos**

- i) It is the policy of the Governing Body that no work of any kind shall be undertaken by any staff employed at the school on any material which either contains or may contain asbestos.
- ii) The school was built after the introduction of The Control of Asbestos at Work Regulations 2012, therefore no asbestos is present on the site in any form which includes any outbuildings or sheds.

### 3.4 **Contractors**

*All Contractors will:*

- i) Observe their own health and safety policies and procedures.
- ii) Report to Reception and sign in using the contractors log on arrival.
- iii) Comply with the general requirements of the school health and safety policy particularly in relation to emergency procedures.
- iv) Comply with the requirements of the all relevant health and safety legislation such as Construction (Design & Management) Regulations 2015, Manual Handling Regulations 1992, and Work at Height Regulations 2005 etc...
- v) Report to the Premises Officer and sign out at reception when leaving.
- vi) Contractors to follow school's fire and emergency procedures and be accounted for should the building need to be evacuated.
- vii) Be given a site induction before starting work.
- viii) Report any unsafe actions, hazard, accidents and/or incidents to Business Manager.
- ix) Comply with the school's fire evacuation procedure.

### 3.5 COSHH – Control of Substances Hazardous to Health Regulations 2002

- i) The term hazardous substance describes a wide range of substances with the potential to cause harm if they are inhaled, ingested, injected or absorbed through the skin or released into the environment. This can include chemicals, dusts, mists, fumes, gases, vapours and biological agents.
- ii) The school will maintain an inventory of hazardous substances stored on site, in the premises office.
- iii) Safety data sheets will be obtained from the supplier for each substance.
- iv) Risk assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed.
- v) Copies of COSHH risk assessments including actions required will be kept in accordance with 3.1 of this Part detailing the distribution of Health and Safety Information. Archived copies of COSHH assessments to be kept for 40 years.
- vi) As a general principle it is the policy of the Governing Body that wherever possible safer alternatives be considered when purchasing hazardous substances.

### 3.6 Display Screen Equipment

- i) The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.
- ii) Staff who habitually use DSE shall complete a DSE assessment using the SHINE software [www.go-shine.co.uk/login/index.php](http://www.go-shine.co.uk/login/index.php)
- iii) Eye tests will be facilitated for those staff falling within the regulations in accordance with the above guidance.
- iv) Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc.

### 3.7 Electricity at Work

3.7.1 The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

- i) Arrangements for the inspection and testing of fixed installations will be organised by the Premises Officer using an approved contractor twice a

year with a major electrical test at 5 yearly intervals and in the event of a fault developing.

- ii) Portable electrical equipment shall be Portable Appliance Tested by the Premises Officer.
- iii) In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should not use any faulty equipment and prevent others from using it. Faults identified must be reported to the Premises Officer.
- iv) All electrical equipment shall be checked for defects and damage before use following the manufacturer's instructions.

### **3.8 Emergency Procedures**

#### **3.8.1 Evacuation**

- i) Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- ii) In the event of a suspected fire, the alarms will be operated but in other cases such as a gas leak we will evacuate all buildings without sounding the alarms or operating any electrical equipment.
- iii) In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points.
- iv) The school has specific emergency procedures for foreseeable emergencies such as fire evacuation and lockdown due to intruders etc.

#### **3.8.2 Fire**

- i) An annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed stipulated. Type 1 Fire Risk Assessment to be carried out by the Premises Officer annually. Type 2 (5 yearly) contact ISE.
- ii) All fire appliances such as fire alarm systems and fire extinguishers will be serviced and maintained by specialist maintenance personnel (ISE). These systems will also be checked internally in accordance with the school's fire log book by the Premises Officer.
- iii) All fire doors must be fitted with a closing device so that they are normally closed. Fire exit doors must be unlocked and easily accessible and openable from within the building. Doorguards can be fitted where necessary to auto close doors in the event of a fire alarm activation.
- iv) The fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded.



- v) Fire drills will be held once per term, when the Business Manager will record the evacuation time and the general performance of the drill.
- vi) Appropriate members of staff will be trained how to use relevant fire appliances. The Executive Headteacher will identify fire-training needs i.e. Fire Awareness Training.
- vii) Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.

### 3.8.3 *Bomb Threat*

- i) In the event of a warning the Executive Headteacher will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- ii) Any suspicious objects should be reported to the Head Teacher. Under no circumstances should the object be touched or moved.

### 3.8.4 *Chemical or Biological Incident*

- i) Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency procedures will be applied by the Premises Officer in consultation with the Executive Headteacher.

### 3.8.5 *First Aid*

- i) First Aid boxes are held in every classroom, office and the staffroom
- ii) It is the policy of the Governing Body that there will be sufficient numbers of trained First Aiders on the site at all times, in accordance with the first aid risk assessment. Those with current certificated training are logged in the school's training records (SIMS). The number of pupils within the school will be also considered when calculating the first aid requirements.
- iii) A nominated "Appointed Person" (Chief First Aider) for the purposes of the First Aid at Work Regulations 1981 will ensure that first aid box contents are replenished at least once a term. A First Aid Box List is in the School Office. This details where the first aid boxes are held and when they were last checked by the Chief First Aider.
- iv) A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition, good records of initial treatment may be valuable if further

medical attention is required, or if legal action is considered by those involved in an accident.

- v) External and internal contractors will maintain their own first aid boxes and provide their own trained first aiders, although they will be allowed to use the school first aid boxes in an emergency. In that event the nominated Chief First Aider must be notified so that replenishment can be organised.
- vi) Accidents should be records in accordance with 3.2 of this Policy.

### **3.9 Glass and Glazing**

- i) Doors which can be pushed open from either side should have a viewing panel appropriate to allow a clear view of the area on both sides of the door.
- ii) Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.

### **3.10 Inspections, Monitoring and Audit and Review of Performance**

#### *3.10.1 Inspection*

- i) General inspections take place once per term by the Premises Officer with the assistance of the Governing Body (at least once per year) and in consultation with the Business Manager.
- ii) Pre-use inspections of equipment will take place where the need is identified by risk assessment.

#### *3.10.2 Monitoring*

- i) The Provisions Committee has Health and Safety as a standing agenda item. They will normally meet at least 3 times a year and usually following the termly inspection so that any issues found can be addressed.
- ii) The Executive Headteacher will monitor the school's performance on Health and Safety issues.
- iii) The Governing Body will conduct an annual management review of health and safety and will have a standard item on the agenda of each meeting for any Health and Safety issues arising.

#### *3.10.3 Audit and Review of Performance*

There will be an annual audit of all aspects of Health and Safety conducted by the Health, Safety and Wellbeing Service from LTS. Executive Headteacher, Premises Officer and Business Manager will be invited to participate in the audit process. Findings will be reported to the Governing Body by the Executive Headteacher.

### **3.11 Lifting Operations and Lifting Equipment**

- i) Passenger or goods lifts on site together with any lifting equipment (such as hoists) are covered by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- ii) The Premises Officer will ensure that the statutory inspections take place when due.
- iii) All staff using the equipment must be familiar with the Health and Safety requirements regarding its use and conduct a pre-use visual check where appropriate.

### **3.12 Management of Health and Safety**

- ii) The school will implement the principals of the Health and Safety Management System OHSAS18001/ISO45001. This will be achieved by following the guidance in the Health and Safety Policy.
- iii) Risk assessments and safe systems of work will be developed and implemented for school activities by competent persons with the assistance of the Premises Officer. These will be available to all employees in the locations set out in section 3.1 Distribution of health and safety information. Training will be given where necessary.
- iv) The Governing Body wishes to ensure that health and safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work etc Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions. Staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

### **3.13 Manual Handling**

- i) It is the policy of the Governing Body that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued in the Health and Safety Policy.
- ii) The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- iii) Training will be a key part of reducing the risks for those staff involved in manual handling.
- iv) Manual handling risk assessments will be undertaken for manual handling tasks.

### **3.14 New Plant, Machinery and Equipment**

- i) The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1998 (PUWER). It is the responsibility of

manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.

- ii) Second hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Executive Headteacher. He/She will not grant such permission unless he/she can be sure that all Health and Safety implications have been satisfied.
- iii) Details of new equipment will be added to the school's inventory of equipment (Asset register) and will be maintained in accordance with manufacturer's instructions.

### **3.15 Noise at Work**

- i) The Noise at Work Regulations 2005 require employers to assess and minimise the risks associated with exposure to high levels of noise there is an approved code of practice (L108) on the implementation of these regulations issued by the HSE.
- ii) In the School environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. grounds maintenance equipment.
- iii) As a general rule the regulations will not apply where noise levels are below 80dB(a). Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

### **3.16 Occupational Health**

#### *3.16.1 Access to Occupational Health services*

- i) The School can access the Wellbeing Service via our SLA with LTS. EPM (our Personnel provider) as an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health.
- ii) Staff wishing to access this service should initially discuss the problem with the Executive Headteacher, who will respect the privacy of the individual concerned.
- iii) Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service following consultation with EPM.

#### *3.16.2 Bullying*

- i) Bullying of any employee will not be tolerated and will be regarded by the Governing Body as a disciplinary issue. Management responsible for addressing incidents of bullying will follow guidance from EPM.

### *3.16.3 Drugs and Alcohol*

- i) Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol the matter will be dealt with in conjunction with advice from our personnel provider, EPM, by the Executive Headteacher.
- ii) Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

### *3.16.4 Health Surveillance*

- i) It is not considered that any employees on site are subjected to continued exposure to any substances which are so hazardous as to require their health to be monitored.

### *3.16.5 Health Promotion*

- i) The Governing Body recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and lack of regular exercise.
- ii) Further information on assistance available can be gained from the LTS Wellbeing Service as part of our SLA.

### *3.16.6 Legionnaires Disease*

- i) Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.
- ii) A legionella risk assessment will be undertaken every two years and will form how the school manages the risk of water hygiene issues. This risk assessment is currently carried out by T Clarkes.
- iii) Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.
- iv) The advice in the Approved Code of Practice will be followed on site.

### *3.16.7 Stress at Work*

- i) Stress is becoming an increasingly important issue. Please refer to our Stress management Policy (Policy Number 61).

### 3.16.8 Violence at Work

- i) Violence to any employee will be treated very seriously.

### 3.17 Off-site Trips

Oakham Church of England Primary and The Parks School follow guidance within the EVOLVE system. The EVOLVE system is administered by the EVC's (Educational Visits Coordinator) in the School Office and checked by the Executive Headteacher.

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders.
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system which is administered by Nottingham City Council. Permissions to proceed will be issued by Nottingham City Council via EVOLVE who will issue an approval certificate upon acceptance of any trip deemed to comply with the accepted standard.
- Health and Safety Governors will be provided details of all off-site visits
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Executive Headteacher will approve the visit. These forms then are then uploaded to EVOLVE by the EVC.

### 3.18 Personal Protective Equipment

- i) The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed. <https://www.hse.gov.uk/pubns/books/l25.htm>
- ii) The circumstances where these regulations apply are fairly limited within school premises but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times.
- iii) Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.
- iv) The school will provide PPE identified in its risk assessments to its employees free of charge.

### 3.19 Site, Building and Staff Security and Safety

#### 3.20.1 Site

- i) The site should be securely fenced.
- ii) Doors will be secured with alarms/locks/key-pads, as will gates and the entrance to the pond and other high-risk areas.

- iii) No child will be permitted to open the main exterior doors to any person known or unknown; this is the responsibility of the adults in charge.
- iv) No child will be permitted to leave the site without prior written consent from a parent or carer. Any pupil leaving the site during school hours should be signed out/in by a parent or carer.
- v) Any member of staff leaving the premises should make it known to the Business Manager and ensure they have ticked out first on the Fire List prior to leaving; they should also report their return to school and tick back in if returning. When the Executive Headteacher leaves (and returns) to the school site, he will inform the next most senior member of staff, who will assume responsibility for the school in his absence; other staff will also be made aware as appropriate.
- vi) There will be designated areas on the playground/field for specific play activities, e.g. football, running. Pupils will be involved in Risk Assessments for safe play, e.g. using any climbing frames.
- vii) A separate, smaller play area is available for younger pupils (FS) if needed or is appropriate.
- viii) Rules for safety around the school site will be an integral part of class discussions with all pupils at appropriate times during the school year.

### 3.20.2 *Separation of Vehicular and Pedestrian movement*

- i) The Executive Headteacher will ensure that car parking arrangements, including those for disabled persons, do not compromise the safety of pedestrians.
- ii) The Executive Headteacher will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.
- iii) The Business Manager will request that deliveries are not made for 15 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times.
- iv) Separate access will be provided for pedestrian access which removes as far as reasonably practicable the risk of contact with moving vehicles.
- v) It is the responsibility of all staff to ensure the safety of pupils in and around the access points to the school hall.

### 3.20.3 *Staff*

- i) Staff working either in isolated parts of the building and/or out of normal hours should follow the Lone Working Policy (Policy number 60) and any lone working activities subject to appropriate controls and implemented as required.
- ii) Cleaning staff should sign in with the Premises Officer on commencement of work and sign out at the end of their job using the staff sign in/out 'fire' sheet.

#### 3.20.4 *Visitors*

- i) Visitors must sign in at reception and will be issued with a visitor's badge which must be returned on leaving the site.

### 3.20 **Statutory Inspections and Examinations**

Statutory inspections and examinations of boilers, pressure vessels lifting equipment and fire equipment will be carried out at statutory intervals by competent persons (T Clarkes for M&E, ISE for Fire). The register of these will be held by the Premises Officer who will confirm that arrangements for inspection and examination are made by the due dates in accordance with manufacturer's instructions.

### 3.21 **Supervision of Pupils**

- 3.21.1 The Executive Headteacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.
- 3.21.2 The Executive Headteacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunch time.
- 3.21.3 All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the buildings and site.
- 3.21.4 Staff supervising pupils in and around practical rooms i.e. the halls will be responsible for ensuring that pupils' behaviour is safe and in accordance with the school code of conduct.
- 3.21.5 In all cases a risk assessment should be conducted that will detail the numbers/ratio in relation to the activity and the individuals taking part in the task.

### 3.22 **Training**

- 3.22.1 All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training is part of staff and visitor



induction. All new members of staff and Bank staff receive a staff handbook pack. The Health and Safety Policy is one of the documents in this pack.

3.22.2 The Training will cover:

i) **Induction Training**

Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed (this is within the Induction pack). A copy of this policy will have been issued within the staff handbook and must be signed as being read and understood by all new employees.

ii) **Management Training**

The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.

iii) **Specialist Training**

The Executive Headteacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties.

iv) **Fire Training**

Selected members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of firefighting equipment and alarms (LTS Fire Safety Awareness Training).

3.23 **Visitors**

3.23.1 Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.

3.23.2 In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point.

3.24 **Work Experience**

3.24.1 The Executive Headteacher will ensure that all young persons under the age of 18 who are either employed by the school or gaining work experience have a suitable and sufficient risk assessment in place before they commence employment/the placement.

3.25 **Critical Incident Plan**

3.25.1 The Oakham Church of England Primary and The Parks School will create a Critical Incident Plan (See Policy 65), this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.

- 3.25.2 In the event of a major emergency or disruption, co-ordination and implementation of the Critical Incident Plan is the responsibility of the Executive Headteacher and the Governors. A group of nominated people will form the CIMT (Critical Incident Management Team) in the event of a major emergency or major disruption.
- 3.25.3 A copy of the Oakham Church of England Primary and The Parks School Critical Incident Plan will be distributed to all members of the CIMT and they will ensure that pre-planning is carried out.
- 3.25.4 In the unlikely event of major disruption or disaster the CIMT will arrange to meet in the Executive Headteachers office to co-ordinate and implement the Critical Incident Plan.
- 3.25.5 The Oakham Church of England Primary and The Parks School Critical Incident Plan will be reviewed every 2 years, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by the CIMT/ School Governors / Executive Head Teacher / Senior Leadership Team / Business Manager.
- 3.25.6 The Executive Headteacher will liaise with Rutland County Council in the event of an emergency.

#### 4.0 Appendix 1 Table of Delegation of Specific Duties:

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	<b>Responsibility</b>	<b>Frequency</b>	<b>Delegated to:</b>	<b>Signed</b>
1	Reviewing Health and Safety Policy	Annually	Cathy Hodgkin	
2	Digitally Backing up Compliance and Safety Documents	When Created or Received	Jane Evans	
3	Allocating Budget for Health and Safety	Annually	Jane Evans	
4	Display Energy Certificate Renewal	Annually	Nigel Tyers, G Broadbent	
5	Organising Type 2 Fire Risk Assessment	Every 5 Years	Jane Evans – Due 2021 -ISE	
6	Conducting and reviewing Type 1 Fire Risk Assessment	Ongoing	Nigel Tyers	
7	Internal Checking of the Fire Alarm Panel	Daily	Nigel Tyers	
8	Internal Fire Evacuation Drill Organisation	Quarterly	Steve Cox, Nigel Tyers	
9	Internal Manual Call Point Checks	Weekly on Rotation	Nigel Tyers	
10	Internal Emergency Lighting Checks	Monthly	Nigel Tyers	
11	Internal Extinguisher Checks	Weekly	Nigel Tyers	
12	Internal Sprinkler System Checks	N/A	N/A	
13	Internal Fire Door Checks	Monthly	Nigel Tyers	
14	Organising Service of The Fire Alarm System	Six Monthly	Sonic Security	
15	Organising Service of Fire Extinguishers	Annually	ISE	
16	Organising Service and Maintenance to the Sprinkler System	N/A	N/A	
17	Organising Service and Maintenance of Emergency Lighting	Annually	Lidbetter & Hicks	
18	Organising Service and Maintenance of Air Conditioning Units	6 Monthly	T Clarkes	
19	Organising Service and Maintenance of Air Handling Units	Annually	T Clarkes	
20	Reviewing the Emergency Evacuation Plan	Annually	Steve Cox, Nigel Tyers	
21	Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	Kay Smith	
22	Winter Gritting Pavements and Carparks	Consult Weather Forecast	Nigel Tyers	
23	Reviewing the Critical Incident Plan and Emergency Procedures	Every 2 Years	Steve Cox/Jane Evans	

24	Reviewing the LAMP (Local Asbestos Management Plan)	N/A	N/A - None in School	
25	Organising Asbestos Management Surveys	N/A	N/A - None in School	
26	Monitoring the Condition of Asbestos on the Premises	N/A	N/A - None in School	
27	Organising Water Hygiene Surveys	Twice Yearly	Kinetico	
28	Flushing of Little Used Outlets	Weekly	Nigel Tyers	
29	Water Temperature Monitoring	Monthly	Nigel Tyers	
30	Signing Off Water Temperature Monitoring	Monthly	Nigel Tyers	
31	Organising Water Heater Service and Maintenance	Annually	T Clarkes	
32	Organising Water Tank Inspections	Annually	T Clarkes	
33	Organising Electrical Installations Condition Reports	5 Yearly	T Clarkes	
34	Organising PAT (Portable Appliance Testing)	Annually	Nigel Tyers	
35	Organising Service of Stage Lighting	As Required	Lidbetter & Hicks	
36	Organising Servicing of Gas Boilers	Annually	T Clarkes	
37	Organising Gas Risk Assessment	Annually	T Clarkes	
38	Conducting Workplace Inspections	Weekly	Nigel Tyers	
39	Conducting Workplace Inspections (Governor and SLT)	1 per Year	Governors/SLT	
40	Organising Building Condition Surveys/Checks	Regular condition checks	Nigel Tyers/Jane Evans	
41	Internal Inspections of Playing Fields and Playground Equipment	Weekly	Nigel Tyers	
42	Organising RPII Inspections of Outdoor Play Equipment	Annually	Nigel Tyers	
43	Inspecting PE Equipment	Before Use	Teachers	
44	Organising External Inspections of PE Equipment	Annually	G.M Services	
45	Organising Glazing Surveys/Checks	Regular condition checks	Nigel Tyers/Jane Evans	
46	Procuring and Commissioning Contractors	When Necessary	Jane Evans	
47	Managing and Supervising Contractors	When Necessary	Jane Evans/Nigel Tyers	
48	Contractor Inductions	When Necessary	Jane Evans/Nigel Tyers	
49	Internal Inspection of Passenger Lifts and Hoists	Monthly	Nigel Tyers	
50	Organising Service and Maintenance of Lifts and Hoists	6 Monthly	Thyssenkrup/Multicare	
51	Organising Service and Maintenance of The Kiln	N/A	N/A	
52	Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	Jane Evans/Nigel Tyers	
53	Organising the Service and Maintenance of Local Extract Ventilation (LEV) Systems e.g. fume cupboards, dust extraction in D&T	14 months	T Clarkes	
54	Organising the Service and Maintenance of The Kitchen Equipment	6 Monthly	Aggora	
55	Organising a Deep Clean of The School Kitchen	Annually	Aspens	

56	Creating and Reviewing Classroom Risk Assessments	Annually	SLT	
57	Creating and Reviewing Premises Related Risk Assessments	Annually	Governors/Nigel Tyers	
58	Creating and Reviewing PE Risk Assessments	Annually	Louise Goodwin/Lee Clarke	
59	Creating and Reviewing Design Technology Risk Assessments	Annually	Nathanael Hammond	
60	Creating and Reviewing Science Risk Assessments	Annually		
61	Creating and Reviewing Other Risk Assessments	Annually	Governors	
62	Conducting Pregnancy Risk Assessments	When Necessary	Jane Evans	
63	Conducting Return to Work Risk Assessments	When Necessary	Steve Cox/Jane Evans	
64	Selecting Staff Health and Safety Training	Review Termly	Steve Cox/Jane Evans	
65	Recording Staff Health and Safety Training in a Central Record	When Necessary	Shirley Baker/Cathy Hodgkin	
66	Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Nigel Tyers	
67	Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	Nigel Tyers	
68	Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Nigel Tyers	
69	Logging Accidents onto the AssessNet system	When Necessary	Jane Evans	
70	Reporting RIDDOR	When Necessary	Jane Evans	
71	Reviewing Accident Statistics	3 times per school year	Governors	
72	Reviewing the Management of Medications Policy	Annually	Kay Smith	
73	Reviewing the First Aid Needs Assessment	Annually	Kay Smith	
74	Checking First Aid Kit Contents	Termly	Deborah Penn	
75	Checking the Condition of First Aid Facilities	Weekly	Deborah Penn	
76	Reviewing Pupil Individual Care Plans	When Necessary	Kay Smith	
77	Reviewing Individual Behaviour Plans	When Necessary	SLT	
78	Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	Steve Cox/Teachers	
79	Approving Off-Site Visits	When Necessary	Steve Cox/EVOLVE	
80	Creating a Health & Safety Report for Governors	3 times per year	Jane Evans	
81	Communicating Emergency Procedures to Lettings	When Necessary	Jane Evans	
82	Emergency Contact during Lettings	When Necessary	Nigel Tyers	
83	Work Experience Co-ordination	When Necessary	Jane Evans	
84	Organising Service of The School Minibus(es)	XXXX Miles or Annually	Jane Evans	
85	Pre-Use/Daily Mini bus Driver Checks	Before Use	Designated Driver	
86	Driving for Work Drivers Licence and Insurance Checks	6 Monthly	Jane Evans	

87	Organising Tree Surveys	3 Yearly	Jane Evans	
88	Organising Service/Inspection of The Lightening Protection Rod	11 Monthly	Jane Evans/BMC	

**Swimming Pool Management Responsibilities:**

89	Creating and Reviewing Standard Operating Procedures for The Swimming Pool	Annually	Cathy Hodgkin/Nigel Tyers	
90	Creating and Reviewing Swimming Pool Risk Assessments	Annually	Cathy Hodgkin/Nigel Tyers	
91	Ensuring Water Samples are Submitted for Bacteria Testing	Monthly	Nigel Tyers	
92	Conducting Water PH Testing	3 Times a Day	Nigel Tyers	
93	Conducting Deep Cleans of The Swimming Pool Area and Changing Rooms	Termly	Nigel Tyers	
94	Organising Service and Maintenance of Pool Plant	Annually	Hallams	
95	Creating and Reviewing an Emergency Action Plan for the Pool	Annually	Cathy Hodgkin/Nigel Tyers	

## 5.0 Appendix 2 - Oakham C of E Primary & The Parks Schools' Additional Policies and Guidance

Oakham C of E Primary and The Parks School will in addition to this health and safety policy, follow the policies and guidance set out in the table below.

	<b>Policy Documents</b>	<b>Location</b>
1	Management of Medications Policy	Policy File/S Drive (Policy 58)
2	Supporting Pupils with Medical Conditions Policy	Policy File/S Drive (Policy 40)
3	Lettings Procedures – Pool Lettings plus General Lettings(Halls) procedures	Lettings File
	<b>Guidance Documents</b>	
4	Accident, Incident and Near Miss Guidance	Within the Health and Safety Policy
5	Asbestos - Information and Guidance	Not Applicable
6	LAMP Local Asbestos Management Plan	Not Applicable
7	Contractor Management	Within the Health and Safety Policy
8	COSHH Guidance	Within the Health and Safety Policy
9	Display Screen Equipment Guidance	Within the Health and Safety Policy
10	Electrical Safety Guidance	Within the Health and Safety Policy
11	Fire Safety Guidance	Policy File/S Drive (Policy 56)
12	First Aid Guidance	Policy File/S Drive (Policy 52)
13	Glazing - Information and Guidance	Within the Health and Safety Policy
14	Intimate Care Guidance	Policy File/S Drive (Policy 30)
15	Lettings Guidance	Lettings File
16	Lone Working	Policy File/S Drive (Policy 60)
17	Manual Handling	Policy File/S Drive (Policy 62)
18	Pregnancy and Breastfeeding	Within the Health and Safety Policy
19	Noise at Work	Within the Health and Safety Policy
20	Risk Assessment Procedure Guidance	Policy File/S Drive (Policy 64)
21	Stress Management in Schools Guidance	Policy File/S Drive (Policy 61)
22	Swimming Pool Safety Operating Procedures	'O' Drive under 'Pool NOP & EAP'

## 10 Health and Safety Policy

I confirm that I have read and understood Oakham CE Primary School and The Parks Schools Health and Safety Policy and will adhere to the requirements and procedures within it.

Signed

Printed

Date