

The Raglan Schools

*A Federation of Raglan Infant
and Junior Schools*



Health & Safety Policy

Author	Martin Kelsey
Source of Policy	LBE
Date Issued	Sept 2016
Date ratified by Governing Body	July 2016
Committee	Full Governing Body
Review Date	Sept 2018

Governing Body

This policy supplements and should be read in conjunction with the London Borough of Enfield, Schools Health Safety Framework Policy (Appendix 2). It lays down the local organisation and arrangements established by the governing body to implement that policy.

The governing body is committed to high standards of health, safety and wellbeing and will take all reasonable steps to ensure the Schools and Children's Services Health and Safety Framework Policy, and its health and safety procedures e.g. Health and Safety documents available on Fronter, Fire Log Book, Responsible Persons Premises Log etc are implemented. In view of this, the school's own safety policy has been devised to complement that of the Local Authority and provide those details that a Local Authority policy cannot.

The governing body recognises its responsibilities as set out in the Local Management of Schools Scheme. We will endeavour to ensure the Schools and Children's Services department's Framework policy is implemented with regard to:

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities
- an effective local organisation to implement the policy
- full consultation with staff on matters affecting their health and safety
- effective communication throughout the school on health and safety matters
- provision of information, instruction and supervision
- ensuring staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development
- obtaining competent advice when that is not available within the school
- risk assessments are undertaken and the necessary controls implemented
- the effective management of contractors
- effective monitoring and review of the implementation of the policy and health and safety performance adequate resources to implement this policy

The governing body will review this policy annually.

Signed:

Chair of Governors

Date

Responsibilities

Head

The Head is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the Head will:

- (a) nominate a senior manager as health and safety coordinator
- (b) ensure subordinate managers meet their health and safety responsibilities
- (c) ensure the arrangements for consultation with staff are implemented and chair the safety committee
- (d) ensure effective communication of health and safety matters
- (e) ensure requirements with regard to staff competence are met
- (f) ensure health and safety standards, school health and safety procedures/codes of practice are implemented
- (g) ensure risk assessments are carried out
- (h) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- (i) ensure health and safety monitoring is undertaken, including:
 - (i) incident reporting and investigation
 - (ii) specific equipment & premises inspections
 - (iii) termly inspections
 - (iv) monitoring of health safety action plans
 - (v) health and safety in staff appraisals
 - (vi) ensuring an annual (or ongoing) report is provided to the governing body
 - (vii) make recommendations to the governing body in relation to external independent audits
 - (viii) report to the governing body any health and safety issues that cannot be resolved.

Senior management team

The senior management team will support the Head with regard to the overall management of health and safety in the school. This includes:

- (a) providing leadership by ensuring health and safety is considered as part of every decision
- (b) considering the health and safety impact of new initiatives
- (c) informing the Head about any health and safety issues that affect the school
- (d) agreeing strategic health and safety initiatives
- (e) monitoring the overall implementation of the schools health and safety policy in their areas of control and agreeing health and safety reports.

School health and safety coordinator

The health and safety coordinator is responsible for the overall coordination of health and safety throughout the school on behalf of the Head. Responsibilities include:

- (a) co-ordinating all aspects of health, safety and wellbeing policy and practice
- (b) liaising with safety representatives and attending the safety committee
- (c) disseminating health and safety information
- (d) coordinating accident reporting procedures
- (e) coordinating emergency evacuation procedures
- (f) ensuring health and safety matters raised by staff are dealt with
- (g) maintaining a central file of health and safety procedures and other relevant information;
- (h) monitoring implementation of the policy by:
 - (i) ensuring heads of department undertake inspections
 - (ii) ensuring incidents are investigated
 - (iii) reporting 'reportable' incidents to the Health and Safety Executive.
 - (iv) managing the schools annual monitoring checklist
 - (v) making recommendations to the Head teacher about an independent audit
 - (vi) reporting health and safety issues that cannot be resolved to the Head/governing body.

Other managers

(Including heads of department, managers of non-teaching staff.)

Managers are responsible for implementing this policy in their area of control.

This includes:

- (a) ensuring staff meet their health and safety responsibilities
- (b) consulting with staff on matters affecting their health and safety
- (c) communicating health and safety information to staff
- (d) assessing staff competence and ensuring appropriate training and development
- (e) ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice, are implemented
- (f) ensuring risk assessments are carried out
- (g) ensuring safe working procedures and codes of practice are prepared for activities under their control
- (h) undertaking risk assessments in relation to directly managed staff
- (i) implementing monitoring arrangements, such as:
 - (i) incident reporting and investigation
 - (ii) specific equipment / premises inspections
 - (iii) termly inspections
 - (iv) the schools annual monitoring checklist
 - (v) including health and safety in staff appraisals
- (j) reporting any health and safety issues which cannot be resolved to the health and safety coordinator/Head.

All members of staff

All members of staff are responsible for:

- (a) taking care of their own health and safety and the health and safety of others affected by their actions
- (b) co-operating with the governing body by following the schools safe working procedures and meeting responsibilities laid down in this policy
- (c) reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety coordinator
- (d) undertaking any health and safety training/development identified as necessary
- (e) using work equipment in accordance with safe working procedures, instructions and training
- (f) not making unauthorised or improper use of equipment
- (g) ensuring a risk assessment is undertaken when carrying out projects or new activities
- (h) reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures.

Safety representatives

Safety representatives do not have responsibilities under this policy. However, they have functions as laid down in the Safety Representatives and Safety Committees Regulations 1977 (SI 1977 No. 500). Reasonable time will be provided to enable safety representatives to carry out their functions subject to the exigencies of the service. This should be arranged with their line manager and the health and safety coordinator.

Where no union representation for safety is available under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and employees will be consulted directly as individuals, or through **elected** health and safety representatives (known as “representatives of employee safety” in the Regulations), or a combination of the two.

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Consultation with Staff

Health and safety committee

There is an established health and safety committee for Schools and Children's Services, which meets termly. It is chaired by the Chief Education Officer, and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on schools issues, such as policy, strategy and guidance. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed.

Local consultation

Line managers will consult directly with staff on health and safety issues relevant to a particular department or work area.

There is an established health and safety committee for the school, which meets regularly. It is chaired by the Head Teacher and includes management representatives and safety representatives. The committee facilitates consultation on local schools issues, such as policy, strategy and codes of practice. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed.

Health and Safety Procedures

The Schools Health and Safety Team has drawn up health and safety procedures and arrangements covering school-wide issues. These include the Health and Safety Framework Policy, Health and Safety Policies and health and safety guidance and procedures as found in the Health and Safety section on Fronter), Fire Log Book, Responsible Persons Premises Log etc.

Further procedures following required control measures for the school are drawn up locally following risk assessment.

Educational visits

The role of the educational visits coordinator, arrangements for seeking approval - both within the school and where appropriate from the LA, planning and safety during the visit, pre-visits, staff ratios, etc is covered in the 'Guidance for off-site Visits and Related Activities with EVOLVE, issued by the LA.

Fire and emergency procedures

The roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building etc are derived from risk assessment and follow from guidance in the Fire Log Book

Risk Assessments

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (e.g.

display screen equipment, educational visits); in these cases the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment.

Heads of department and other line managers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange for a departmental health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment.

Formats for general risk assessment are available from the schools policy and guidance on risk assessment and includes specific guidance and advice e.g pupil risk assessment is available from the Schools Health and Safety section on Fronter.

Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety

Responsibility	Name
Head	Martin Kelsey
Senior management team	<ul style="list-style-type: none"> • Claire Daly (Deputy Headteacher) • Anthea Socratous (Assistant Headteacher) • Carolyn Ruff (Assistant Headteacher) • Lisa Bennett (Assistant Headteacher) • Corrine Giles (Assistant Headteacher) • Candice Ferrand (Assistant Headteacher) • Sally O'Donnell (School Business Manager)
Health and safety coordinator	<ul style="list-style-type: none"> • Sally O'Donnell (School Business Manager)
<p>Other managers (<i>include heads of department, non-teaching managers such as the bursar, specialists such as premises manager and educational visits coordinator</i>)</p>	<ul style="list-style-type: none"> • Sally O'Donnell (School Business Manager) • Steve Ashford (Site Manager) • Martin Kelsey (EVC)
Safety representatives	Sally O'Donnell
<p>First aiders</p> <p>Appointed persons</p> <p>Location of first-aid boxes</p> <p>Name and address and telephone number of nearest hospital</p>	<p>All Teaching Assistants, Lunchtime Team and one member of the Admin Team.</p> <p>Hilary Wick, Maria Buttigieg & Margaret Nicolas.</p> <p>Welfare Rooms & Nursery</p> <p style="text-align: center;">Chase Farm Hospital, The Ridgeway, Enfield EN2 8JL (Tel: 0845 111 4000 or 0200208 375 2999) Non –urgent 9-9pm.</p> <p style="text-align: center;">North Middlesex University Hospital Sterling Way, N18 1QX (Tel: 0208 887 2000) Life Saving treatment</p>

Fire Safety manager/evacuation officer	Steve Ashford
Location of fire log	Finance Office (Junior School)
Fire assembly point	Playgrounds (x3), Car Park & off site at King George's Field
Time of weekly fire alarm tests	Thursday at 4:30pm
Asbestos- appointed person (for AMS access)	Steve Ashford (Site Manager)
Procedures reporting hazards (name or other contact arrangements)	Site Job Book at the Main Office or inform SBM

Legionella trained person	Steve Ashford Liam Duffy (On line)
Premises Manager Site manager	Steve Ashford




Documents relating to this Policy are listed below along with the locations in which they can be found

Document	Location (eg office, web address)
Fire Log Book	Finance Office (Junior School)
School Policies	www.raglanschools.org (School Website) Virtual Staffroom Essential Policies (Inc H&S) in both Staffrooms Googledocs: SHARED ALL>ESSENTIAL DOCUMENTS
Asbestos Register	Finance Office (Junior School)
SH&St Training Programme	Finance Office (Junior School)
First Aid Book	Welfare Rooms
COSHH Assessments	Finance Office (Junior School)
Accident /Incident Reporting Guide	Welfare Rooms
Risk Assessments	Finance Office (Junior School)
Responsible Persons Premises Log	Finance Office (Junior School)
Educational visits guide	Finance Office (Junior School) & Both Staffrooms
Legionella Risk Assessment	Finance Office (Junior School)

London Borough of Enfield

Schools Health and Safety Framework Policy

April 2015

	Name	Signature	Date
Reviewed and Revised by:	Mary Cassidy		April 2015
Checked:	Paul Bishop		April 2015
Approved by:	Jenny Tosh		April 2015
Document Title:	Schools Health and Safety Framework Policy		
Version Number:	0.7	Date of Next Review:	April 2016

This plan will be amended according to legislation / changes to better practice and will be updated as and when required.

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Directors Policy Statement

SCHOOLS AND CHILDREN'S SERVICES HEALTH AND SAFETY POLICY STATEMENT

As Director, I have overall responsibility for all health and safety matters within Schools and Children's Services. As such I am committed to the continuous improvement in health and safety standards for staff, clients, pupils, and visitors and a better working environment for everyone.

It is essential to the achievement of our Strategy for Health and Safety to ensure that access to the right knowledge, skills, and support is available to staff when they need it, and that this is widely communicated and understood.

I am committed to the continuous improvement in health and safety management by setting clear objectives and monitoring performance through health and safety management plans and proactive audit programmes. All managers, including the Department Management Team and Service Managers must lead by example by demonstrating best practice in health and safety management and ensuring whenever possible, that all management decisions further health and safety objectives.

Effective partnerships between managers and staff are crucial to successful health and safety management. Poor health and safety management is rarely the result of malicious intent. Education and training in health and safety skills and risk management are key to achieving a strong health and safety culture which benefits all staff, clients, pupils, visitors and contractors who work in our premises, and improves the quality of our service.

Andrew Fraser

A handwritten signature in blue ink, appearing to read 'A Fraser', with a stylized flourish at the end.

Director Schools and Children's Services
April 2015

1. Introduction

The Health and Safety at Work Act 1974 introduced the basic requirement that all employers (with five or more members of staff) produce a written health and safety policy. This consists of three elements, the Statement, the organisation, and the arrangements for delivering the content of the Statement.

The purpose of the Statement is to effectively demonstrate management commitment and support for health and safety. The health and safety policy provides concise details of the organisation's health and safety goals, objectives and means of achieving them including the assignment of responsibilities and detailed arrangements, this includes the personal responsibilities held by every employee.

It is important that this information is communicated to all staff so that they have a clear understanding of the arrangements for health and safety and therefore this document is sent to all staff with their contract of employment. The document is reviewed annually as part of the Schools Health and Safety Team Audit and revised as necessary.

1.1. Scope and Objectives - Schools Health and Safety Team Strategy for Health and Safety

- (a) The promotion of a better working environment for all staff;
- (b) The analysis of problems and the creation of effective solutions;
- (c) The promotion of good health as a priority and the provision of knowledgeable, skilled support for all staff;
- (d) The provision of clear models of effective health and safety management for managers;
- (e) The promotion of the benefits of improved health and safety performance and an understanding of the negative affects of poor health and safety performance;
- (f) The promotion of the full integration of health and safety within general management systems, including a culture of self regulation;
- (g) The promotion of partnerships on health and safety issues between all stakeholders in the health and safety system including managers and staff;
- (h) The encouragement of managers to lead by example at all levels;
- (i) The promotion of education at every level in health and safety risk management;
- (j) The "designing in" of health and safety into all processes and products, particularly complex contractual structures;
- (k) Policy commitment to the inclusion of safety improvements in the School's Improvement Plan (SIP) or separate Safety Improvement Plan that includes objectives, e.g. termly inspections to take place, reduction of accidents etc.

2. Health and Safety Policies

2.1. Corporate Health and Safety Policy

This document sets out the overall organisation and responsibilities for health and safety within the Council. It requires each Director within the Council to make arrangements for health and safety within their Department and provides a set of standards for the major procedures and processes that should be implemented.

2.2. Schools Health and Safety Team Framework Policy

This document satisfies the Schools Health and Safety Service responsibilities as outlined above. The Policy contains the Health and Safety Policy Statement acting as the over-arching policy for schools and those listed in appendix 1, and provides details of the service's organisational structure and arrangements for all aspects of health and safety. A copy of the Schools Health and Safety Service Framework Policy is provided to all staff on appointment where they are employed in the areas listed in Annex 1 and is reviewed annually or as a consequence of any significant change.

2.3. Establishment Health and Safety Policies

As a consequence of the number of establishments who are within the Schools Health and Safety Service, a detailed statement and policy must be produced by each establishment, which reflects their particular premises, practices, and staff. All employees must be aware of the content of this policy (including temporary and agency staff), and of any duties they are assigned under the policy. The Establishment Health and Safety Policy and Statement should be reviewed annually or as a consequence of significant change.

2.4. Subject/ Activity Specific Health and Safety Policy

The Schools Health and Safety Team or other specialist officers in the Schools and Children's Services Department will as appropriate produce health and safety policies, guidance, briefings and advisory documents relating to specific activities.

Non school teams can access a wide range of health and safety documents (policies and guidance) by accessing the Workplace Tab on the Enfield Eye.

Schools can access a wide range of health and safety documents (policies and guidance) by accessing the Health and Safety room on Fronter.

3. Health and Safety Organisation and Responsibilities

3.1. Director of Schools and Children's Services

The Director has ultimate responsibility for health and safety matters within the Schools and Children's Services Department and also:

- (a) Represents the Department on the Council Management Team;
- (b) Specifies the extent of delegated responsibilities within the Department and monitors the effectiveness of such delegation;
- (c) Advises financial priorities with respect to capital expenditure;

- (d) Approves the Department Health and Safety Management Plan and the Schools Health and Safety Service Management Plan;
- (e) Ensures that Health and Safety appears on the agenda for DMT at least twice a year;
- (f) Ensures health and safety forms part of service centre planning arrangements.

3.2. The Assistant Director of Schools and Children's Services

The Assistant Director of Schools and Children's Services is responsible for the work of the Schools Health and Safety Team and also:

- (a) Approves the Schools Health and Safety Framework Policy and all other health and safety policies and guidance aimed at schools;
- (b) Chairs the Schools and Children's Services Health and Safety Committee;
- (c) Ensures appropriate health and safety items are presented to DMT;
- (d) Undertakes the responsibilities of Safety Liaison Officer on behalf of the Schools Health and Safety Service and be their representative on the Corporate Safety Committee.

3.3. Head of Occupational Health and Safety

The Head of Occupational Health and Safety is responsible for:

- (a) Management of the Council Health and Safety Unit including that of the Corporate Safety Team (directly) and the Schools health and Safety Team (through the Schools Health and Safety Manager);
- (b) Ensuring that the Corporate Health and Safety Policy is maintained, reviewed and revised as necessary and that supporting codes of practice and guidance are provided;
- (c) Ensuring the effective provision of Health and Safety services to the Council as a whole including the monitoring and review of professional standards of all safety advisers employed by the Council to ensure a consistent and professional approach to safety management;
- (d) Ensuring the effective provision of information, advice and guidance with respect to the fire safety of all Council establishments (through the Fire and Safety Adviser and Schools Health and Safety Manager);
- (e) Monitoring and review of the effectiveness of the Council's performance, including schools, through audit of the health and safety management systems;
- (f) Preparing, annually, the Council's Health and Safety Management Plan and preparing a 6 monthly and annual progress report for Council Management Board on this and the Department Health and Safety Management Plans.

3.4. Schools Health and Safety Manager

The Schools Health and Safety Manager is responsible for the provision of a professional health and safety service to all establishments and services in Appendix 1, in summary these are:

- (a) Day to day management of the Schools Health and Safety Team;

- (b) Represent the Director of Schools and Children's Service on relevant Corporate bodies where there are implications for the establishments and services listed in Appendix 1;
- (c) Provision of advice and support to managers and staff within the establishments and services listed in Appendix 1;
- (d) Ex-officio member of the Schools Health and Safety Committee;
- (e) Ensures a managed audit system is in place for schools and services listed in Appendix 1

3.5. Schools Health and Safety Team

Full details for the service provided by the Schools Health and Safety Team is described in 'The Schools' Health and Safety Teams Provision of Service and Documents to Schools' available from Fronter. In summary the responsibilities are the following:

- (a) Provision of audit programme of establishments and services;
- (b) Recording, investigating and monitoring of accidents, incidents of violence and abuse or ill health;
- (c) Provision of health and safety training programmes;
- (d) Development of policies, guidelines and procedures;
- (e) Production, of the Schools Health and Safety Service Health and Safety Management Plan, six monthly progress report and Health and Safety Annual Report;
- (f) Allocation of funds from the various health and safety budgets and the supervision of various central health and safety contracts.

3.6. Governing Body of an Establishment

Has responsibility for the following:

- (a) Approval of the establishment's health and safety policy;
- (b) Ensuring the implementation of the establishments health and safety policy, as well as compliance with the Schools Health and Safety Service health and safety arrangements;
- (c) Establish financial priorities for delegated matters and ensuring bids are forwarded for matters retained centrally;
- (d) Monitoring the effectiveness of the establishments' health and safety performance by reviewing the outcome of the termly inspections and conducting an annual audit.

3.7. Headteacher of an Establishment or Service

Have the following responsibilities:

- (a) The production of the establishment/service health and safety policy;
- (b) The maintenance of a system/organisational structure to implement School Health and Safety service policies, guidelines and procedures;

- (c) To ensure procedures are in place to conduct termly inspections of the premises/activities and review the outcome of the inspections;
- (d) To participate in the annual audit of health and safety performance for the establishment/service and the subsequent production of the establishment/service health and safety management plan;
- (e) The inclusion of health and safety as an agenda item at all Team Meetings, and in Service Centre Plans;
- (f) Include health and safety improvements in the School Improvement Plan, or develop a separate Safety Improvement Plan

3.8. Individual Employees

All employees must take reasonable care for the health and safety of themselves and others. In particular:

- (a) Understand the hazards in their work;
- (b) Follow safety rules and procedures, using work equipment, personal protective equipment, substances and safety devices correctly;
- (c) Work in accordance with the training provided and only doing work which they have been trained for;
- (d) Co-operate with the employer's arrangement for protecting the health and safety of their employees;
- (e) Report all accidents, incidents of violence and abuse and any work related ill-health;
- (f) Report any circumstances, which present or may present a hazard.

3.9. Schools and Children's Services Health and Safety Team Safety Committee

The aim of the Schools and Children's Services Health and Safety Service Safety Committee is to consult employees within respect to strategic matters involving the policy associated with health and safety, including welfare and security, taking into consideration the overall activities of the Schools Health and Safety Service. Day to day items remain the responsibility of the appropriate managers and nominated officers. The Committee meets once every term and comprises representatives from the trade unions, representatives of employee safety and management. The Committee is chaired by the Assistant Director of Schools and Children's Services, and administered by the Schools Professional Technical Officer. The Schools Health and Safety Manager provides professional advice to the Committee.

4. Evaluating Health and Safety Performance

- (a) The Head of Occupational Health and Safety will be responsible for an annual audit of the work of the Schools Health and Safety Team. Monthly meetings will be held between the Responsible Assistant Director, and Schools Health and Safety Manager, to monitor progress on significant issues.

- (b) The Head of Occupational Health and Safety will monitor progress against the targets set out in the Schools Health and Safety Management Plan and report progress to the Council Management Board, and the Corporate Safety Committee.
- (c) The Schools Health and Safety Team undertakes a continuous audit programme of all establishments and services listed in Appendix 1, at least once every two years (or more frequently where required).
- (d) Managers of establishments and services listed in Appendix 1 undertake an annual health and safety audit of their own performance
- (e) Managers of establishments and services listed in Appendix 1 undertake termly inspections of their premises/activities.
- (f) The Schools Health and Safety Team undertake investigations of accidents, incidents of violence and abuse and occupational ill health to staff or pupils where appropriate. Incidents involving pupils will require a multidisciplinary Team approach.
- (g) Managers undertake investigations of all accidents and incidents of ill health to staff, pupils, or service users, seeking advice and support where necessary.
- (h) The Schools Health and Safety Team will investigate any unsafe practice or facility, which comes to their attention.

Appendix 1 – Schools Health and Safety Framework Policy

Establishments and services which receive their service from the Schools Health and Safety Team and who are therefore subject to this Policy are:

- **All Community Schools and Community Special Schools**
- **Education Services**
- **Children’s Services**
- **Early Intervention & Access**
- **Commissioning**
- **Youth Services**