



Health and Safety Policy Statement

Introduction

Where mentioned The Walnuts refers to the school and residential children's home. At The Walnuts, we will use autism specific, empathetic approaches, and provide an autism friendly environment to raise self esteem and promote the personal development of all our children and young people.

1. STATEMENT OF INTENT

The Governing Body of The Walnuts will take all steps within its power to meet its responsibilities under the Health and Safety at Work etc Act and other health and safety legislation relating to its activities.

This Health and Safety Statement describes our organisation and arrangements for the management of health and safety within The Walnuts. It should be read in conjunction with the Council's Health and Safety Policy Statement and organisation and arrangements including the approved scheme for the local management of schools.

Text in italics indicates sources of advice, or other advice from the Director of Education & Library Services (DELS).

2. ORGANISATION

2.1 Responsibilities of Governing Body

The Council's Health and Safety Policy Statement sets out the principles by which some of the LA's responsibilities as an employer have been delegated or devolved to governing bodies. The list which follows is a summary of those delegated or devolved responsibilities.

The Governing Body will:

- (i) formulate a Health and Safety Statement setting out in writing the responsibilities and arrangements for ensuring safety in The Walnuts. The Statement will comply with: the Council's Health and Safety Policy Statement; The Education Service's organisation and arrangements and Codes of Practice and Codes of Safe Working Practice (all of which are kept in the Health and Safety Handbook) and be reviewed at least once a year;
- (ii) implement new arrangements as necessary;
- (iv) provide appropriate resources from within The Walnuts delegated and devolved budgets to implement the arrangements set out in this Statement and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (eg premises and equipment maintenance, staff training);
- (v) receive from the Headteacher, or other members of staff as appropriate, reports on health and safety matters and report to the LA, or other external body as appropriate, any hazards which are their responsibility, or which the Governing Body is unable to rectify from its own resources;
- (vi) seek appropriate specialist advice from the LA and/or others on health and safety matters where the Governing Body is not fully competent or where additional advice could usefully be sought;
- (vii) promote high standards of health and safety in The Walnuts.

2.2 Duties of All Employees

Most of the day-to-day responsibility for health and safety matters will be delegated to employees, eg the Headteacher. All employees should:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

- co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with;
- not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare;
- report to their line manager* any serious and immediate danger to health and safety;
- report to their line manager* any shortcomings in the arrangements for health and safety;
- follow instructions when using any machinery, equipment, dangerous substance or safety device;
- only use specialist equipment when they are authorised to use it.

* Headteachers should, in general, report to the Governing Body

Disciplinary action may be taken against anyone disregarding safe working practices.

2.3 Responsibilities of the Headteacher and/or Other Designated Person

The Headteacher and/or Site Manager will:

- have overall responsibility for implementing The Walnuts' health and safety arrangements as assigned by the Governing Body;
- be the focal point for day-to-day references on health and safety at The Walnuts and give advice or indicate sources of advice;
- report to the Local Authority hazards which cannot be rectified immediately or from within the resources of the Governing Body;
- stop any misuse of equipment etc. (Specialist advice may be obtained from the Health and Safety Officer or relevant Advisory Service);
- arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate;
- ensure that instructions from the Local Authority on health and safety matters are reported to the Governing Body and/or implemented as appropriate;
- seek specialist advice on health and safety matters when necessary.

3. ARRANGEMENTS

3.1 Fire and Other Emergencies

3.1.1 Emergency procedures exist covering a range of situations (eg medical emergency, serious injury, severe weather, fire, severe electrical fault, bomb alert, laboratory accident) which will or may arise.

These documents will be kept in the positions indicated.

<u>Type of emergency procedure</u>	<u>Location(s)</u>
1. Fire Evacuation Procedure	Site Manager's Office in Red 'Fire' file Main reception noticeboard Residential Home office Lower School Office in red 'Fire' file Displayed next to fire fighting equipment throughout each building
2. Business Continuity Plan	School Business Manager's Office
3. First Aid Procedure	Deputy Head's office

3.1.2 In an emergency the person discovering the emergency is to sound the alarm and clear the area of people, taking appropriate immediate action, eg close doors.

3.1.3 Once the alarm is sounded members of the Senior Management Team (SMT) will call ensure a

call to the emergency services, isolate services and ensure that all relevant areas are clear of people.

- 3.1.4 Once emergency procedures have been put in hand a member of SMT will if necessary report the circumstances by telephone in accordance with the Fire and Other Major Emergencies in Education Establishments document which is kept in the Headteacher's Office

FIRST PRIORITY in all hazardous situations is the safety of people, their removal from danger, care and the application of first aid.

SECOND PRIORITY: call the emergency services where necessary.

THIRD PRIORITY: safeguard premises and equipment, if possible.

- 3.1.5 The Headteacher is responsible for providing the LA with emergency telephone numbers for use if an emergency occurs outside of school hours.

- 3.1.6 Fire drills are held termly and are initiated by the Site Manager.

- 3.1.7 Details of the positions of the following isolation points (water, electricity, gas) are kept in the Site Manager's office and Lower School Office

Guidance - see Risk Management Handbook. NB Consider evacuation of disabled people and include arrangements for place of refuge, use of Evac-Chairs etc if necessary.

3.2 Fire Prevention and Detection Equipment Arrangements

- 3.2.1 The Site Manager is responsible for initiating the test of the following systems and completing the record sheets which are kept in the places indicated below:

<u>System Type</u>	<u>Location of Test Records</u>
1. Fire Alarm	Site Manager's Office/Hazeley Reception Office/Lower School Office /Residential Staff workroom
2. Emergency lighting system	Site Manager's Office/Lower School Office
3. Smoke/Heat detection	Site Manager's Office/Lower School Office

- 3.2.2 The Site Manager and Premises Team are responsible for conducting visual inspections of fire fighting equipment (as appropriate and as part of the health and safety inspection).

- 3.2.3 The Site Manager is responsible for arranging for a contractor to conduct the annual test of fire fighting equipment.

Guidance - See Health and Safety Handbook Section 4.1.

3.3 Hazard Reporting, Risk Assessment and Safety Signs

- 3.3.1 All employees and governors should report hazards of which they become aware by means of a verbal and/or written report to the Site Manager.

- 3.3.2 The Site Manager is responsible for initiating a risk assessment and any remedial action decided upon, including the provision of safety signs which comply with the regulations where necessary.

Guidance - See Health and Safety Handbook Section 1.6

3.4 First Aid

- 3.4.1 A list of staff trained to First Aid at work level is attached (appendix A)

- 3.4.2 A list of staff trained in First Aid is attached (Appendix B)

- 3.4.3 A list of staff trained in the use of defibrillators is attached (Appendix C)

- 3.4.4 On expiry of certificates or when an employee who has been trained as a first aider leaves The Walnuts, the Training Assistant will make arrangements for another person to be trained to replace them.

- 3.4.5 The names (and extension numbers if appropriate) of current first and emergency aiders are displayed at the following points in the school.

Main Notice Board in School and Lower School, staffrooms and reception offices.

The majority of staff in residential have undergone first aid and emergency aid training.

3.4.6 First aid boxes are kept at the following points:

Teaching block: Deputy Head's Office
Food Tech Room

Residential Home: Main Office
1st Floor Kitchenette
Home Dining room
House Kitchen

Lower School: Staff Workroom/First Aid Room

3.4.7 **Travelling first aid boxes** are kept at the following points in the school:

Classrooms

3.4.8 A termly check on the contents of boxes will be made by the designated First Aider.

3.4.9 Use of first aid materials and deficiencies should be reported to the designated First Aider who will arrange for replacement.

3.4.10 **First aid record books** are kept in the following places:

Deputy Head's Office
Residential Staff Workroom

3.4.11 Details of contact numbers for the nearest hospital casualty department and other medical services are kept in the School office, Residential office and Lower School Office.

3.4.12 Defibrillators are located in reception areas of Hazeley and Hertford Place and Sixth Form Fenny Stratford.

3.5 Accident and Dangerous or Violent Incident Reporting and Investigation

3.5.1 An employee who witnesses an accident or dangerous or violent incident, or to whom one is reported, will make an entry in the accident report book which is kept in the School Offices and Residential Office as soon as practicable afterwards.

3.5.2 Accident reports should be drawn to the attention of and counter-signed by the Headteacher. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work he/she will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident he/she will report the accident in accordance with the Council's procedures.

Guidance - See Health and Safety Handbook Section 2.1.

3.6 Entering and Leaving the Premises

3.6.1 The Site Manager is responsible for opening and securing the building as necessary.

3.6.2 During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Site Manager, under the direction of the Headteacher.

Guidance - See Health and Safety Handbook Section 4.2.

3.7 Maintenance of Premises and Housekeeping

3.7.1 All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The Site Manager will make a daily check. All employees are required to co-operate with decisions taken as a result of this check.

3.7.2 An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard should report to the Site Manager via the Premises Management system T:\Report Issues.

3.7.3 Defective furniture should be reported to the Site Manager.

3.7.4 The Site Manager is responsible for ordering repairs which are the School's responsibility, eg

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replacement of damaged glazing, under the delegated budget.

- 3.7.5 In schools with devolved budgets the local authority is responsible for determining the programming of structural maintenance works, having taken into account the works identified in the Council's annual inspection.

There is no asbestos contained in The Walnuts School Premises - assurance given by MKC Health & Safety Representative on 20.11.2008

There is, however, asbestos present in the Lower School building and an asbestos register is held on those premises.

3.8 Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes N/A

3.9 Training

- 3.9.1 The Site Manager will draw health and safety responsibilities and the Council's and The Walnuts' health and safety arrangements to the attention of employees as part of their induction training

- 3.9.2 The CPD Co-ordinator will identify health and safety training needs in consultation with the employees concerned.

- 3.9.3 The Headteacher is responsible for The Walnuts' training plan. It may be included in The Walnuts' development plan.

- 3.9.4 Where certificates of competence are required for potentially hazardous activities (eg woodworking machinery, swimming) the CPD Co-ordinator is responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary.

- 3.9.5 Employees who feel that they have need for health and safety training of any kind should notify the Site Manager in writing.

- 3.9.6 The Site Manager is responsible for reviewing the effectiveness of health and safety training.

Guidance : see Health and Safety Handbook Section 1.7.

3.10 Work Equipment

3.10.1 Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:

	Persons Responsible for selection/risk assessment	Persons authorised to use/operate	Persons authorised to inspect and arrange repairs	Frequency of inspection
Ladders, mobile access platform	Site Manager	Site Manager	Platform Sales and Hire	Six monthly
Caretaking and Cleaning Equipment (inc hand tools)	Site Manager	Site Manager	Site Manager	Annual
Passenger lifts	Site Manager	Site Manager	Kone Limited	Six monthly
PE & Play Equipment	PE Subject Leader	Teachers	Appointed Contractors	Annual
Stage Lighting Equipment	Site Manager	Trained Staff	Appointed contractor	Annual
Piano	Music Subject Leader	Staff	Music Subject Leader	Annual
Portable Staging	Site Manager	Premises staff	Site Manager	Annual
Portable Electrical Appliances	Site Manager	Staff	Janus Safety Solutions Limited	Annual

3.10.2 Portable Electrical Appliances

Person responsible for fitting replacement or new plugs and checking fuse rating before they are brought into use is the Site Manager.

3.10.3 Dangerous Parts of Machinery

The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety e.g. wood/ metal/plastics working machines, spin driers, paper guillotines, washing machines, dish-washer, and food mixers.

The Site Manager will:

- (i) conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or pupils, and
- (ii) will take follow-up action (ie taking machines out of service) when necessary.

3.10.4 The Site Manager and Catering Manager are responsible for instructing employees on the correct use of equipment (including use of guards) before the latter are authorised to use it. They are responsible for reporting to the Site Manager any equipment which is not fitted with appropriate safety features (eg guards) or which is in need of maintenance to ensure safety, and for taking such equipment out of use in the meantime.

3.11 **Safety Inspections**

3.11.1 Health and safety inspections of premises will take place at least once every term. These will be initiated by the Site Manager. The nominated person will conduct the inspection jointly with the School's Health & Safety Governor and Health and Safety Representative(s) if possible.

3.11.2 Safety Representative - Inspection and Report Forms (ED/B----) will be completed and the top copy will be forwarded to the **Health and Safety Officer**, Saxon Court, 502 Avebury Boulevard, Central Milton Keynes. Responsibility for following up action on the report will rest with the Site Manager.

Guidance - See Health and Safety Handbook - Section 1.3

3.12 **Provision of Information**

3.12.1 The Site Manager is responsible for distributing all health and safety information received by the School from the Local Authority or elsewhere and for the maintenance of a health and safety information reference system.

3.12.2 All employees have been informed of existing information held on the School site relevant to them by the Site Manager and have signed to confirm they have read and understood them. Records of this are kept in the School Office. New employees will be informed of all relevant health and safety information as part of the induction process.

3.12.3 All health and safety documentation is kept in or with the Departmental Health and Safety Handbook which is kept in the Site Manager's Office and is readily available for reference by all employees. This is the master file. The exception is where information is more appropriately kept at a particular location (eg risk assessments for the use of hazardous substances). In such cases, the Site Manager will inform the relevant employees of the location and information kept on these files. A record of the content and location of these files will also be kept on the master file by the Site Manager.

3.12.4 All new health and safety information received at the School will be copied. The original will be kept on the appropriate file. The Site Manager will decide on the circulation of each document. Employees will sign to confirm they have read and understood the information. A copy of the information will also be displayed by the Site Manager for two weeks on the staff notice boards sited in Residential, Hazeley site and Hertford Place staff rooms and has an abstract of the Health and Safety at Work Act 1974 in place.

3.13 **Curriculum Planning (eg Educational Visits, Work Experience)**

3.13.1 Particular activities requiring the approval of specific persons are identified as follows:

Educational visits including overnight stay	EVC and Headteacher
Educational visits- not including overnight stay	EVC or Headteacher
Work experience placements:	Headteacher
Use of School transport	Headteacher

Guidance - See Health and Safety Handbook Section 12

3.14 Dangerous Substances

3.14.1 Inventories of dangerous substances used in The Walnuts are maintained by the following employees,

<u>Name/Post</u>	<u>Type of substance (eg Cleaning materials, Art Material)</u>
Site Manager	Cleaning Materials
Art subject Co-ordinator	Art materials

3.14.2 Local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc.): N/A

Guidance - see Health and Safety Handbook Section 5.4. and 5.5.

3.15 Manual Handling

3.15.1 The Site Manager is responsible for maintaining an audit of the manual handling activities in The Walnuts. They will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

Guidance- see Health and Safety Handbook Section 6.1

3.16 Radioactive Sources N/A

3.17 Personal Protective Equipment (PPE)

3.17.1 Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their Head of Department as soon as they become aware of a need to repair or replace PPE which they use.

3.17.2 The Head of Department will be responsible for replacing worn PPE.

3.17.3 PPE will be inspected (*eg quarterly, as part of the safety inspection*), by the Site Manager or more frequently if required. Similarly a quarterly (or more frequent) check is to be made that PPE is being used by employees and pupils by the Site Manager.

- Arrangements for laundering soiled PPE (*eg overalls contaminated by blood or body fluids*) are as follows: School Laundry.

3.18 Waste Management and Cleaning Arrangements

3.18.1 Waste is collected daily by the cleaner(s) and the Site Manager will arrange for its safe storage in appropriately sited secure containers. All employees are responsible for reporting accumulation of waste, or large items of waste that require special attention to the Site Manager who will arrange for its disposal.

3.18.2 All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the Site Manager who will arrange for them to be dealt with.

3.18.3 Hazardous materials or substances require special procedures for disposal. All employees are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the Site Manager.

3.18.4 Soiled laundry is dealt with when appropriate by staff in the residential home, using the laundry equipment provided. In the case of the day school it may be sent home to pupils' families in a sealed plastic bag.

3.18.5 The Site Manager is responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA.

3.18.6 The cleaning arrangements for the School are set out in the cleaning schedule, held by the Site Manager.

3.18.7 An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the Site Manager who will assess whether the arrangements can be changed.

3.19 Use of Premises Outside School Hours

3.19.1 N/A

3.20 Safety Representatives and Safety Committees

3.20.1 An employee appointed as a safety representative by his/her association or trade union is required to inform the Headteacher and Site Manager. He/she will be offered facilities in accordance with the Authority's Code of Practice.

3.20.2 Schools with an established safety committee

N/A at present.

Guidance: See Health and Safety Handbook Section 1.4

3.21 Visitors and Contractors

3.21.1 **All visitors and contractors** should report on arrival on site to the School Receptionist who will:

- (i) identify a contact person;
- (ii) issue an identification badge
- (iii) provide them with relevant health and safety information;
- (iv) remind them of their duties to The Walnuts community (if applicable eg contractors)

3.21.2 Visitors will be invited to sign the visitor's book and will be informed of this request by means of a sign inside the school entrance.

3.21.3 An employee seeing an unidentified person should act in accordance with agreed procedures.

Guidance -see Risk Management Handbook, DfEE circular 'Dealing with Troublemakers'

3.21.4 The Walnuts will normally use contractors on the Council's approved list.

If a contractor not on a Council approved list is selected the Site Manager is responsible for vetting the firm to ensure that it is competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act.

3.21.5 Responsibility for liaison with contractors, and for matters set out in Appendix 3 of the Code of Practice on the Control of Contractors and the LMS Handbook Section P4, is allocated as follows:

Building Cleaning	Site Manager
Building Maintenance and Improvements	Site Manager
Grounds Maintenance	Site Manager
Catering	Catering Manager

3.21.6 The risk assessment for the cash handling arrangements in the school is undertaken by the Business Manager and kept in their office.

Guidance: See Health and Safety Handbook Section 9.1. LMS Handbook Section P4

3.22 Supplies (Purchasing/Procurement and Deliveries)

3.22.1 The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the Walnuts. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors.

They will also assess any revenue implications of the necessary maintenance of donated items.

<u>Name</u>	<u>Type of Orders etc</u>
Headteacher	Any
SMT members	Any, when specifically authorised by Headteacher.
Site Manager	Maintenance, PPE and cleaning supplies.
Catering Manager	Catering supplies and equipment.

Classroom supplies Teachers and Teaching Assistants, when specifically authorised via line manager and Headteacher
Deputy Head of Care When specifically authorised via the Head of Care

3.22.2 Deliveries of goods will be reported to the Finance Assistant

3.22.3 Arrangements for the safe movement and storage of supplies will be made by:-

The Site Manager	Movement
The Site Manager, Catering Manager, Class Teachers, Head of Care	Storage

Guidance: See Health and Safety Handbook Section 8.1.

3.23 Catering

3.23.1 The Catering Manager is responsible for registering the food premises with the Environmental Health Officers.

3.23.2 Schools with an in-house catering operation (ie special Schools)

The Catering Manager is responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards.

Please see Walnuts School Kitchen Policy

Guidance - LMS Handbook Section M4, Catering Health and Safety Policy Booklet.

3.24 Visits and Recommendations of Enforcing Authorities eg HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer

3.24.1 Notification of visits and recommendations should be given to the Site Manager who will (i) co-ordinate action (ii) report matters requiring authorisation/action to the Governing Body or LA.

3.25 Display Screen Equipment

3.25.1 The following employees are classified as users of display screen equipment and an assessment will be made by a competent (i.e. trained) assessor of their workstations. They will be entitled to a regular eye test.

Headteacher	HR Officer
Headteacher's PA	Admin Assistants
School Administrator	The ICT Teacher
All SMT members	ICT Technician
Finance Assistant	Site Manager

3.25.2 The Site Manager is responsible for carrying out the risk assessment.

3.25.3 The Site Manager is responsible for initiating action required as a result of the assessment.

Guidance - See Health and Safety Handbook Section 7.3.

3.26 Noise

3.26.1 **An employee** concerned about the noise levels at work should report the matter to the Site Manager who will arrange for remedial action or for an assessment to be made by the **Health and Safety Officer**.

Guidance - See Health and Safety Handbook Section 13.1

3.27 Smoking

3.27.1 The Governing Body has prohibited smoking in The Walnuts, including electronic cigarettes, on premises, in vehicles under its control or anywhere else within sight of pupils.

The policy applies equally to all people who have business in The Walnuts premises including County Councillors, employees, pupils, parents and other visitors. Although it is recognised that there may be circumstances when it will not be possible or advisable to stop a member of the public from smoking, employees are requested as far as possible to encourage

visitors not to smoke. The Governing Body recognises the right of individuals to be smokers but is mindful of the right of the non smoking majority to work in, visit and use a smoke free environment.

In the few instances where these rights conflict, the aim will be to seek a reasonable solution, initially by negotiation and without the need to use more formal procedures.

- 3.27.2 All job applicants will be informed by their interviewer, or in standard letters of the no smoking policy.
- 3.27.3 No Smoking signs will be displayed in the School wherever appropriate, determined by the Site Manager.
- 3.27.4 The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff who require assistance. Other help may also be available. Requests for support should be made to the Site Manager.

Guidance - See Health and Safety Handbook Section 10.2

3.28 Administration of Medicines

- 3.28.1 The Headteacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils.
- 3.28.2 Records of requests for the administration of medicines to pupils and young people which have been agreed are kept in the locking medicine cupboards in the school, Lower School and in the young people's files located in the residential home offices.
- 3.28.3 The administration of medicines records are kept in classrooms and Residential Offices.
- 3.28.4 The protocol for managing children with complex health care needs in community settings is attached at Annex 3.

3.29 Vehicles

- 3.29.1 The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by The Walnuts are operated in accordance with the law and with the County Council regulations for the use of vehicles.
- 3.29.2 Walnuts owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure referred to in paragraph 3.13.
- 3.29.3 Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Headteacher (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.
- 3.29.4 The Site Manager is responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Council.
- 3.29.5 The Human Resources Officer is responsible for maintaining a list of authorised drivers of Walnuts vehicles who have passed the appropriate test.

Guidance - LMS Handbook Section M2

"Regulations for the Use of Vehicles" - available from the Passenger Transport Officer, Civic Offices

3.30 Bullying/Harassment

- 3.30.1 The Walnuts' policy on behaviour (including bullying) is kept in the policies file.
- 3.30.2 Records of bullying incidents and action taken are kept in the Headteacher's office.

Guidance - Guidance and advice on behaviour policies and bullying is available from the Psychological Service.

A leaflet on harassment (aimed at employees) is available from the Health and Safety Officer.

DFE circulars No 8/94 paras. 54 - 58. Action Against Bullying and 'Dealing with Troublemakers'

A Support Pack For Schools: The Scottish Council for Research in Education. Available from HMSO Bookshops ISBN 0 11 2789X

3.31 Insurance

3.31.1 In addition to the insurances arranged by the County Council for all LA maintained Schools, the Governing Body has decided to arrange the following additional cover.

Cover for staff transporting children or other staff in their own cars on The Walnuts business.

Guidance see LMS Handbook Section F3.

3.32 Audit, Review, Performance Measurement and Action Plan

3.32.1 The Site Manager is responsible for sending a copy of The Walnuts' Health and Safety Statement to the Council.

3.32.2 The Governing Body is responsible for carrying out:

- (i) an annual review of the Statement and its implementation in The Walnuts;
- (ii) a performance measurement exercise and;
- (iii) including action for improvements in the appropriate development plan.

Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept in the school office.

3.32.3 **The Health and Safety Officer** is responsible for external audit of the management of health and safety in The Walnuts.

Guidance - See Health and Safety Handbook Section 1.3

Signed Chair of Governors Date

CONTACTS FOR HEALTH AND SAFETY ADVICE AND ASSISTANCE

Advice and assistance is available from line managers and from:

Health and Safety Officer	Tel. No. 253526
Advisors and School Support Services	Tel. No. 253341
Catering General Manager	Tel. No. 252849
Head of Infrastructure (Cleaning and Catering)	Tel. No. 252577
Education Planning (Security)	Tel. No. 253375
Insurance Manager	Tel. No. 252315
Corporate Maintenance Manager	Tel. No. 252745
Passenger Transport Officer	Tel. No. 252481
Road Safety Officer	Tel. No. 252357

THE WALNUTS HEALTH AND SAFETY STATEMENT LISTS OF RESPONSIBILITIES

1. Governing Body/Individual Governors/Committee

- (i) See Health and Safety Statement paragraph 2.1.
- (ii) Take any responsibilities from Section 3 of the Statement (Arrangements) assigned to the Governing Body corporately or to individual governors or committees

2. Headteacher

- (i) See lists on pp 2 - 3 of the Statement and paragraph 6 of this annex for duties of a) all employees and b) Headteacher.
- (ii) Take any responsibilities from section 3 (arrangements) assigned to the Headteacher.

3. Other Employees in Line Management Positions eg Deputy Headteacher, Head of Department, some premises staff

- (i) See lists on p 2 and paragraph 6 of this annex of the Statement for duties of all employees
- (ii) See lists on pp 2 - 3 of the Statement for duties assigned to respective employee
- (iii) The following list of responsibilities will normally attach to an employee in such a position unless: they have been specifically allocated to another person and included in their list of responsibilities
 - (a) Implementation of The Walnuts' health and safety arrangements within their area of responsibility as directed by the Headteacher.
 - (b) Where necessary, establish, maintain and monitor safe working procedures within area of responsibility e.g. the use, handling, storage and transport of articles and substances.

4. Teachers

- (i) See lists on p 2 of the Statement and paragraph 6 of this annex for duties of all teachers.
- (ii) See lists on p 2 - 3 of Model statement for duties assigned to respective employee
- (iii) The following list of responsibilities will normally attach to a teacher unless: they have been specifically allocated to another person and included in their list of responsibilities or they are not relevant to The Walnuts.
 - (a) Exercise effective supervision of the pupils, be aware of the emergency procedures and carry them out when necessary
 - (b) Be aware of safe systems of work to be adopted in their teaching area and apply them as necessary
 - (c) Give clear instructions and warning of hazards and safety measures before work starts and as and when necessary.
 - (d) Ensure, so far as it is within their power, that adequate risk assessments have been made for practical lessons, in particular, and ensure that control measures are appropriately deployed.
 - (e) Ensure that personal protective equipment is used, where required by a risk assessment.
 - (f) Exercise careful control of products to be made during practical lessons, including researching appropriate regulations eg trading standards.

NB These duties also apply to students who are allocated to the school for teaching practice/observation.

5. Premises Staff

- (i) see lists on p 2 of Model Statement and paragraph 6 of this annex for duties of all employees
- (ii) see lists on p 2 - 3 of Model Statement of duties assigned to respective employee.
- (iii) The following list of responsibilities will normally attach to an employee in such a position unless they have been specifically allocated to another person and included in their list of responsibilities.
 - (a) Ensure, so far as is reasonably practicable, that the toilet facilities are maintained in a clean and hygienic condition, adequately ventilated and supplied with adequate facilities for washing (eg soap, towels).
 - (b) Ensure, so far as is reasonably practicable, that The Walnuts grounds, including playgrounds and playing fields are safe and free of broken glass, dog fouling and other hazards.

6. All Employees - Additional Duties Arising from Employees Arrangements

- (i) Check, as far as is reasonably practicable, that classroom/work area and equipment is safe before use.
- (ii) Ensure the safe use, transport, handling and storage of articles and substances for which they are responsible
- (iii) Inform their line manager of any concerns they may have about the safety of a particular task (eg manual handling) in order that they may assess and, if appropriate, modify the system of work, or refer the matter to the CEO for advice.
- (iv) All employees are responsible for directing colleagues, visitors or pupils with due regard to health and safety (e.g. manual handling operations).

7. Responsibilities of Pupils - Pupils should be encouraged and supported to:

- (i) Exercise personal responsibility for the safety of themselves and others with whom they work
- (ii) Observe all the health and safety rules of The Walnuts
- (iii) Observe standards of dress that are consistent with high standards of health, safety and hygiene
- (iv) Listen to and follow the instructions of any member of staff specially in an emergency
- (v) Use and not wilfully misuse, neglect or interfere with equipment and notices provided for their health and safety.

LIST OF STAFF TRAINED TO FIRST AID AT WORK LEVEL
(As of 22/06/16)

- Nicola BRANDOM
- Michelle DOGGETT
- Cailey HALL
- Emma JOLLEY
- Jacquie KELLY
- Lydia MORAN
- Laura PIPER
- Lisa SMITH
- Caroline WALLACE

LIST OF STAFF TRAINED IN EMERGENCY FIRST AID

(As of 22/06/16)

- Rosemarie Arko
- Kerry Barker
- Susan Bates
- Carla Bell
- Laura Blotor
- Emily Brandom
- Katelyn Burns
- Stuart Carey
- Suzanne Clarke
- Rosemarie Cooper
- Jade Crawley
- Sandra Dick
- Joanne Fenner
- Nicky Frohawk
- Eileen Frost
- Kaylee Harwood
- Alice Holland
- Amanda Jenkins
- Jacqui Kelly
- Susan Kirn-Moss
- Caroline McCabe
- Blessing Motsi
- James Mutonono
- Kirsty Odell
- Katy Pamphilon
- Laura Piper
- Wendy Robins
- Annette Smith
- Jenni Stacey
- Harvey Thornewood
- Kerry West
- Sonia Wilkes
- Charlotte Yeboah-Mensah
- Bernice Babarinde
- Ian Baker
- Mark Beach
- Alena Bilkova
- Nicki Brandom
- Samantha Burdock
- Lindra Bvungidzire
- Heather Chart
- Carmen Colucci
- Pilar Cottrell
- Jane Davey
- Margaret Ezeigbo
- Emma Forsey
- Jacob Frohawk McLucas
- Cailey Hall
- Mark Hawkins
- Deborah James
- Hitu Jethwa
- Debbie King
- Roger Martin
- Debbie McQuillan
- Sophia Munangati
- Alison Norton
- Marilyn Okraku
- Jamie Pink
- Aaron Roberts
- Emma Simm
- Matthew Solly
- Beth Thomas
- Kevin Vickers
- Vanessa Wilford
- Wendy Wooding

LIST OF STAFF TRAINED USE OF DEFIBRILLATOR
(As of 22/06/16)

- Jerry ALDOUS
- Ian BAKER
- Mark BEACH
- Nicky FROWHAWK
- Abigail GARVAN
- Cailey HALL
- Karen KING
- Giulia MARINI
- Hilary MAYES
- Katie PENNIE
- Laura PIPER
- John RHEAD
- Jaquie WHITEHAND
- Charlie WOODS
- Jo YATES