Ysgol Y Lawnt Primary

HEALTH AND SAFETY STATEMENT FOR PRIMARY SCHOOLS

Introduction

1. Under the Health and Safety at Work etc. Act 1974, it is the duty of every employer to have an up to date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.

2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do, the school should ensure it is customised to fit their individual circumstances.

3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.

4. This document provides a customisable template for schools to adapt.

5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the individual arrangements of the school.

6. The safety policy statement should be signed and dated by the head teacher/chair of governors

7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.

8. It is recommended that the school specific policy be reviewed periodically to ensure it remains current - the Authority recommends at least every two years.

Ysgol Y Lawnt Primary
PART 1: STATEMENT OF INTENT

Ysgol Y Lawnt Primary School

The Governing Body of Ysgol Y Lawnt Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept on Ramis4Schools.

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements

- Caerphilly County Borough Council (CCBC) General Statement of Health and Safety at Work Policy
- CCBC Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other Health and Safety policies and guidance) may be downloaded by staff from the

[Insert signature]

[Insert signature]

Chair of Governors	**Head Teacher**
Date	Date

Ysgol Y Lawnt Primary
PART 2: ORGANISATION

Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their School

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.
[In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with their employer, the Governing Body]
At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; [In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended]
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.

Responsibilities of the Head Teacher

Overall responsibility for the day to day management of health and safety rests with the Head Teacher. As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. The Head Teacher has responsibility for:

- Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment

Where tasks have been delegated to nominated individuals insert details below

Itemise the functions and areas of responsibility delegated to staff you may wish to consider the following roles Deputy Head, Safety Coordinator, Heads of Department, Premises Managers etc. Where applicable, schools may also wish to insert details relating to specialist provisions.

Responsibilities of other teaching staff/non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- Undertake regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented;
- Arrange for appropriate safe working procedures to be brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Head Teacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;

- So far as is reasonably practicable, arrange for the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Implement procedures so that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc.;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

Responsibilities of employees

Under the Health and Safety at Work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work; they must also ensure the health and safety of others who may be affected by their action or inaction. All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery that they are competent / have been trained and are authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of volunteers

It is recommended that Employers/School's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers. Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction. All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team etc.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.

- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor…
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3: ARRANGEMENTS

Specific health and safety arrangements	**Responsibility (insert name and position)**	**Action/Arrangements (insert local arrangements)**
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Head Teacher SLA Health and Safety Officer	Risk assessments are completed by the Head teacher and School's SLA Health and Safety Officer
Risk assessments are reviewed regularly/ following significant change.		Risk assessments are reviewed following significant change or at suitable intervals not exceeding two years
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.		Pupil and staff assessments are completed by the Head Teacher and Schools SLA Health and Safety Officer. Where necessary the School's SLA Health and Safety Officer will liaise with specialist officers to complete complex/specialist risk assessments. School completes COVID risk assessment following LA guidance and support with SLA Health and safety officer
New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.		Pregnant worker risk assessment are completed and reviewed by the head teacher and School SLA Health and safety Officer.
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Head Teacher Educational Visits Coordinator (EVC)	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ SLA Health and Safety Office/Authority's Offsite

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	SLA Health and Safety Officer	Visits Officer for final approval.
The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.		Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Head Teacher Caretaker SLA Health and Safety Officer	General inspections are completed Bi-annually by the SLA Health and Safety Officer. General school site inspections are completed annually by the Governor for health and safety, Head Teacher and SLA Health and safety Officer The Caretaker will conduct a general site inspection termly. The Caretaker will visually inspect external areas, walkways, the school hall etc. daily. Class staff will visually inspect classrooms and work areas daily. Playground equipment, forest schools and school garden area are visually inspected prior to use. Any faults defects or concerns identified during the inspections are reported to the school management team or recorded in the caretakers log book.
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.		Bi Annual and annual inspections are documented and reports provided to the Governing Body.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		The significant findings of termly inspections are documented and reported to the school management team. Any faults defects or concerns identified during the inspections are reported to the school management team or recorded in the caretakers log book.
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Governor for Health and Safety	General school site inspections are completed annually by the Governor for health and safety, Head Teacher and SLA Health and safety Officer. This inspection is documented and report provided to the Governing body.
A nominated Governor will be responsible for monitoring management systems.		The nominated Governor for Health and Safety will periodically review the school's RAMIS reports and liaise with the SLA Health and Safety Officer.
Health and Safety Information instruction and training: The health and safety law poster is displayed in school.	Head Teacher	The health and safety law poster is displayed in the staff room.
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Head Teacher SLA Health and Safety Officer	Health and Safety training needs are assessed by the Head Teacher and SLA Health and Safety Officer
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	Head Teacher	Training records are stored on the school annual CPD/training record.
Programme of health and safety training All employees are provided with**:** • induction training • update training in response to any	Head Teacher Health and safety division	Staff receive regular health and safety information instruction and training via staff meetings every half term.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
significant change; • Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • Refresher training where required.		
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Head Teacher SLA Health and Safety Officer	
Fire drill are undertaken termly and a record on RAMIS.		
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.		Where a pupil or staff assessment identifies that a person requires a personal emergency evacuation plan (PEEP) the SLA Health and Safety Officer will complete the PEEP and share the information with key staff.
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.		Staff receive regular fire safety training (in house)
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.		Staff are made aware of the type and location of portable firefighting equipment and receive basic instruction on its correct use. Key staff are familiar with the location of service isolation points.
Inspection/maintenance of emergency equipment: Escape routes are checked daily for	All staff	All staff must ensure that escape routes are kept free from obstruction.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
any obstructions. Final exit doors should be checked to ensure they are operational.		
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	Head Teacher	
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	Head Teacher	
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of legionella bacteria.	Head Teacher Caretaker	The Caretaker completes weekly and monthly legionella checks.
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	All staff	
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.		Specialist first aid arrangements are detailed in the individuals pupil/staff risk assessment. Specialist first aid training is available under the Health and Safety SLA. Training available includes, epipen training, diabetes awareness training and epilepsy awareness training.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	All Staff	Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		immediate medical advice (call an ambulance).
Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied a member of staff will accompany a pupil where parents/guardians cannot attend immediately.	Head Teacher First Aid Trained Staff	
Administration of medication: Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.	Head Teacher Deputy Head/ SENCO	Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	Head Teacher Deputy Head SENCO	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually Pupil assessments are completed under the Health and Safety SLA where appropriate.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Head Teacher, All Staff	A copy of the communicable diseases poster is available in the School Officer and Head Teachers Officer. In addition following the coronavirus pandemic additional poster information is available relating to this along with a school Covid risk assessment
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.	Head Teacher SLA Health and Safety Officer	Minor accidents are recorded in the school's accident book.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated**.**		Any near miss is reported to the school management team, were appropriate a near miss will be investigated by the school management team and SLA Health and Safety Officer.
RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.		The school will forward details of serious accidents or cases of work related ill health to the Health and Safety Division. Where appropriate the Health and Safety Division will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	Head Teacher SLA Health and Safety Officer	**Low Level** investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team **Medium** level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division. **High Level/Reportable Incidents:** School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation. Further information is contained in the Authority's guidance to accident investigation.
Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be	Head Teacher SLA Health and Safety Officer	An inappropriate/aggressive behaviour poster is located in the school reception area, and head teachers office.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
recorded on the Authority's VAW report form and forwarded to Health and Safety Division.		Any incident of inappropriate behaviour or aggression/violence towards staff is recorded on the Violent Incident Report form (VIRF) a copy of the form is forwarded to Health and Safety Division.
The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.		Where appropriate the school will seek advice from the SLA Health and Safety Officers / Health and Safety Division regarding appropriate action/sanctions. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.
Asbestos: The school will adhere to the Authority's policy and guidance. The asbestos survey and log book are made available to all contractors. **Updating information:** The school must ensure that changes to the asbestos containing materials are noted and survey is updated.	Head Teacher Caretaker SLA Health and Safety Officer	Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Building Manger or checking the survey for the school. The asbestos survey and log book is located in the reception area. The most up to date information is contained in the LAMP on RAMIS. Information is added to the survey as required. The most up to date accurate information is available on RAMIS.
Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be entered into the asbestos log book.		All contractors view the survey and sign the logbook before undertaking work.
Asbestos condition monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is periodically		Asbestos condition monitoring is completed by the SLA Health and Safety Officer who updates RAMIS.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
completed. The visual inspection should be completed at least annually and documented.		
Reporting damage/deterioration in asbestos containing material: Must be reported and documented.		Any damage or deterioration is immediately reported to Head Teacher, school management team or SLA Health and Safety officer who will contact: The Health and Safety Division: Asbestos Team – 01443 864361 Out of Hour Control Centre - 01443 863445
Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials will be reported and documented.		Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to Head Teacher, school management team or SLA Health and Safety officer who will contact: The Health and Safety Division: Asbestos Team – 01443 864361 Out of Hour Control Centre - 01443 863445
Managing contractors: The school will adhere to the Authority's policy and guidance. **Technical expertise**: Where appropriate works are arranged through a technical department.	Head Teacher SLA Health and Safety Officer	Works are arranged via the Authority where practicable. Contractors are encouraged to contact the school to make appropriate arrangements prior to visiting school. Suitable arrangements relating to segregation, hours of work etc. are agreed in advance.
Contractors and visitors on site: All		All contractors must report to the school office. The

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
contractors must sign the visitor's book and adhere to school site rules. Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements,		caretaker or school management team are informed of their arrival. All visitors must sign in and are given a visitors badge detailing the school's safeguarding arrangements. Where appropriate contractors are asked to sign the asbestos log book Contractors are provided with key health and safety information e.g. fire arrangements welfare facilities etc.
Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.		Where possible school will uses Contractors who have been vetted by the Authority. Where contractors who are not registered are used the Head Teacher and SLA Health and Safety Officer will undertake appropriate competency checks prior to engaging a contractor.
Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.	Head Teacher	Risk assessments and method statements are discussed prior to work commencing. Suitable arrangements relating to segregation, hours of work etc. are agreed in advance.
Ground maintenance and cleaning contracts: The school have opted in to the contracts operated by the Authority.	Head Teacher	
Lone Working: Staff are encouraged not to work alone in school. Works which are carried	Head Teacher SLA Health and Safety	A Lone worker risk assessment has been completed for the Caretaker.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	Officer	Where lone working is unavoidable a lone worker risk assessment will be undertaken by the SLA Health and Safety Officer.
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	Head Teacher SLA Health and safety officer	Where required the SLA Health and Safety Officer will complete specific assessments for any work involving significant hazards.
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Head Teacher SLA Health and Safety Officer	A risk assessment has been completed for the caretaker.
Play equipment: All play equipment is maintained in safe condition. All equipment is periodically inspected	Head Teacher RPII qualified inspector Louisa Hill Caretaker SLA Health and Safety Officer	The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects and the Caretaker and SLA health and Safety Officer will conduct a formal termly inspection of the equipment. Play Equipment is inspected annually by an RPII qualified inspector: Sovereign PE Equipment annual inspection is completed by Sportfix.
Hazardous substances: Where possible hazardous materials are substituted with non-hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed.	Head Teacher SLA Health and Safety Officer	Where possible the school uses non-hazardous materials where use of a hazardous substance is unavoidable the SLA Health and Safety Officer will complete a basic COSHH assessment.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.	Head Teacher SLA Health and Safety Officer	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan; staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	Head Teacher SLA Health and Safety Officer	Where a Care Handling Plan for pupils with mobility need is required the SLA Health and Safety Officer will liaise with the Specialist Manual Handling Trainer assessor within Health and Safety Division.
Working with computers: The school will adhere to the Authority's policy and guidance. Staff who use computers daily as the main part of the job will complete a workstation assessment.	Head Teacher SLA Health and Safety Officer	DSE assessments are undertaken by the SLA Health and Safety Officer.
Vehicles: The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.	Head Teacher SLA Health and Safety Officer	Vehicles access to the front of the school pupils do not access this area unsupervised. .Suitable walkways are painted on the floor to encourage staff and pupils to use designated routes. The arrangements are detailed in the school's traffic management risk assessment.
Shared use of premises/hiring rooms to third parties: Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.	Head Teacher	Hire agreement has been implemented and is stored on Ramis4schools.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	Head Teacher SLA Health and Safety Officer	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.

Appendix: Statutory maintenance

Statutory maintenance of:	Current contractor	Frequency
Gas Boilers	Gibson's	Annually
Emergency lighting systems	Cofely	Quarterly and annually
Fire alarm systems	Ambassador	Annually
Firefighting equipment	Ambassador	Annually
Electrical testing – Fixed wiring	Appointed as required	Every 5 years
Legionella testing	Aquasafe	Quarterly (if showers present) Six monthly (if cold water storage tanks present) Annually – all water systems.