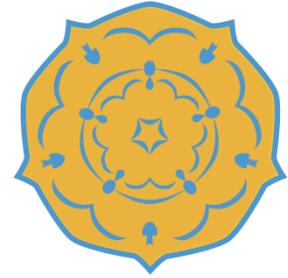


# The Gold Rose MAT

Being the best we can be



## Health and Safety Policy, Organisation & Arrangements

### Scheme of Delegation

Approver: *Trustees*

Reviewer: *Operations Director*

### Dates

Date of approval: March 2021

Date for revision: March 2022

### Category

A – statutory policy required by educational legislation

**B – statutory policy required by other legislation impacting directly on schools**

C – statutory other

D – document referenced in statutory guidance

NS – non statutory

### Published

School webpage

**trust webpage**

prospectus

## **INDEX**

### **1.0 INTRODUCTION AND OBJECTIVES**

### **2.0 SAFETY POLICY STATEMENT OF INTENT**

### **3.0 ORGANISATION & RESPONSIBILITIES**

- 3.1 Board of Trustees
- 3.2 Academy Council Committee
- 3.3 Trustee Responsible for Health & Safety
- 3.4 Headteacher Responsibilities
- 3.5 Finance and School Manager
- 3.6 Safety, Health & Environmental Competent Person
- 3.7 Teaching/Non-teaching staff holding posts/Positions of special responsibility.
- 3.8 Class teachers
- 3.9 Everyone's Responsibilities
- 3.10 Pupils responsibilities

### **4.0 CONSULTATION WITH EMPLOYEES**

- 4.1 Consultation via the Health and Safety Steering group

### **5.0 GENERAL ARRANGEMENTS**

General arrangements are organised in alphabetical order

### **APPENDICES**

- 1. Main Legal Requirements from Health and Safety at Work etc Act 1974
- 2. Main Legal Requirements from Management of Health and Safety at Work Regulations 1999
- 3. Competency Criteria

## 1.0 INTRODUCTION AND OBJECTIVES

This documentation has been prepared in accordance with Section 2 (3) of the Health & Safety at Work Act 1974.

It describes the safety management strategy and how it has been developed in order to comply with requirements from the Management of Health & Safety at Work Regulations 1999 to ensure there are appropriate arrangements in place to plan, organise, control, monitor and review safety.

Due consideration has also been made to HSG65 (HSE – managing for health and safety guidance) to ensure our approach to safety management reflects a Plan, Do, Check, Act style of management.

In addition to this document specific policy documents will be developed, if necessary, to describe in greater detail how arrangements will be implemented throughout the school.

Forms and templates are also used to encourage consistency and verify the stated arrangements are being implemented in full and if not, why this might be, in order that changes can be made if required.

This forms the basis of the schools Management System.

### The Trust

The Gold Rose MAT was established on 13 March 2012 with a primary purpose of promoting education, which it fulfils by establishing and supporting a number of academies.

As an exempt charity and company limited by guarantee (company number: 07988376), The Gold Rose MAT (the “Trust”) is governed by a Board of Trustees (the “Trustees”) who are responsible for, and oversee, the management and administration of the Trust and the academies run by the Trust.

The trustees are the charity trustees (within the terms of section 177(1) of the Charities Act 2011) and are responsible for the general control and management of the administration of the trust in accordance with the provisions set out in the memorandum and articles of association. Trustees are recruited and appointed by Trustees. The board of trustees is the accountable body for the performance of all the schools within the trust and as such must:

1. Ensure clarity of vision, ethos and strategic direction
2. Hold the executive to account for the educational performance of the schools and their pupils, and the performance management of staff
3. Oversee the financial performance of the trust and make sure its money is well spent

The Trustees are responsible for:

- Compliance with all statutory regulations and Acts of Parliament governing the operation of the academy, including health and safety.
- Compliance with the provisions of the funding agreements.
- Compliance with the Academies Financial Handbook.

- Setting the risk management strategy, reviewing the strategic risk profile, considering strategic risks in the context of future trust planning and decision making and reviewing the effectiveness of the risk management arrangements.

The Trustees are accountable to external government agencies including the Charity Commission.

### **The Academy Council Committee and Councillors**

The Academy Council committee's role is to carry the trust's vision, values, policies and priorities forward, provide internal assurance and, in addition, to develop local community and employer links.

The council may:

- Seek to understand how the school is led and managed: the academy Headteacher and deputies will report termly on how the school is fulfilling the trust's ethos, vision and strategy
- act as a key link between the academy, parents and local community (*promotion/events/marketing/website/social media*)
- champion the work of the academy in the local community (*annual parent/pupil survey*)
- act as a sounding board for the headteacher and leadership team as they plan the future development of the academy and represent the views of different parts of the school community to influence decision making (*SDP/SEF*)
- act as the panel when reviewing the academy headteacher's decisions of exclusions, and parents complaints
- keep an eye on how the plans are implemented, ensuring that the Gold Rose MAT ethos remains at the heart of the academy community
- continually review the overall impact of the academy amongst the people it exists to serve and makes suggestions for improvement. (*parent and staff surveys, exit surveys, staff and pupil attendance, pupil applications*)
- approve and help on the ground with the implementation of certain Academy policies (*including curriculum - Intent/Implementation/Impact*).
- offer challenging but positive and proactive support to the Headteacher and Deputies

The Academy Council committee is appointed as a sub-committee of the trust's board of trustees and as such has no separate legal status. Consequently, any act or omission of the Academy Council committee or any officer of the academy that subsequently leads to prosecution or other litigation will be a liability of the trustees and any event in an academy

that might lead to public criticism or adverse publicity or damage to the reputation of the trust will be a concern for the trustees.

In such events and in order to minimise risk, the chair of the Academy Council committee or the headteacher will immediately advise the chair of the trustees. These events will include the following (but shall not exclude any other event that falls within the generality of the circumstances described above):

- Any event leading to loss of life or critical injury on the premises of the academy or during an event off the premises organised or supervised by academy staff;
- Any event that requires a report to the health and safety executive or that results in the service of a legal notice on the academy alleging a breach of fire or health or safety law or regulations;

## HEALTH & SAFETY POLICY STATEMENT

### THE GOLD ROSE MAT

The Gold Rose MAT acknowledge and accept all legal and moral health, safety & welfare responsibilities toward our employees, pupils, our contractors and those who may be affected by our activities, so far as is reasonably practicable

We commit to encouraging a positive safety culture via effective communication, cooperation, team work, and consultative management.

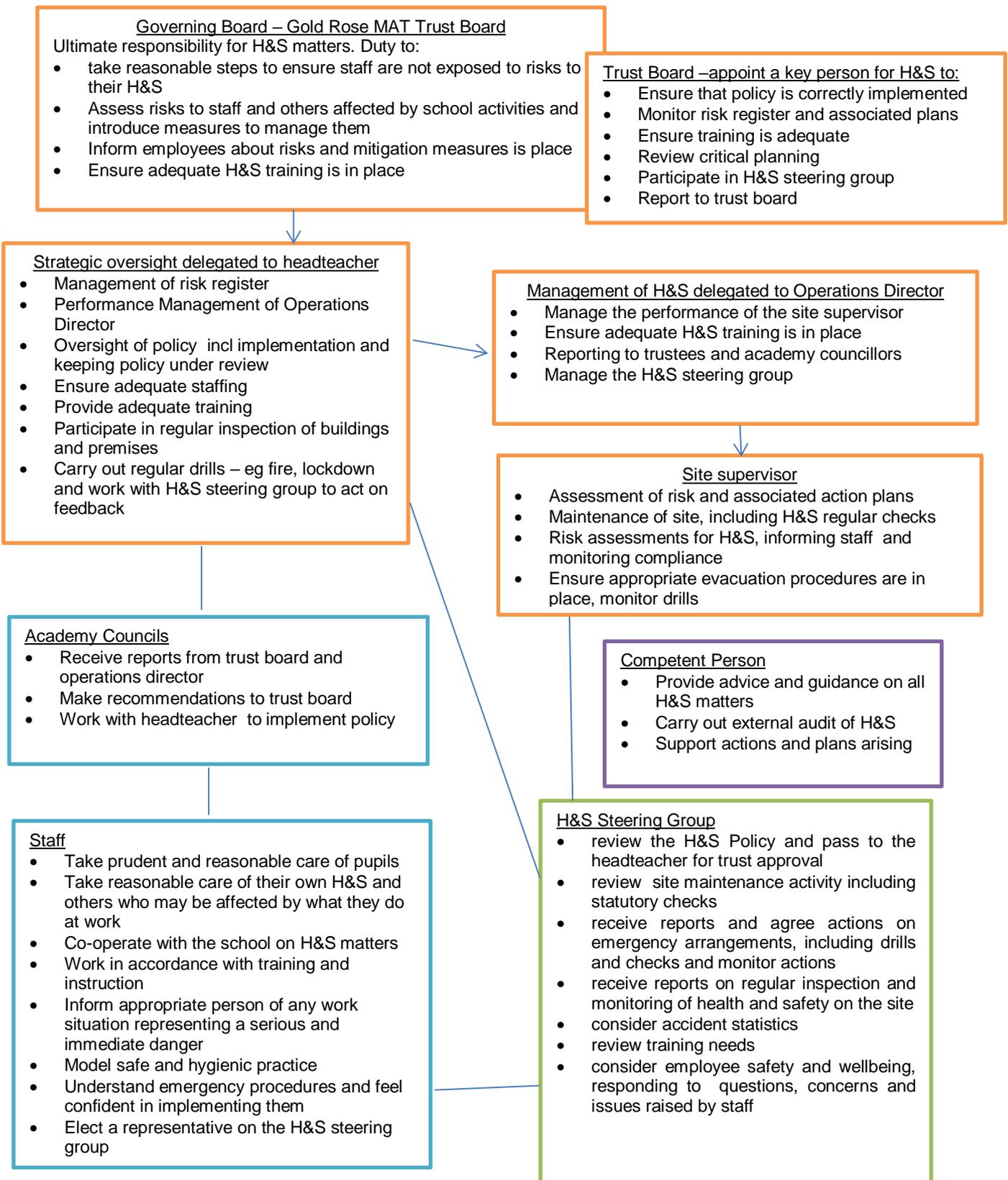
We will achieve these aims by:-

- Ensuring that adequate resources are provided to manage safely. In particular to plan, organise, control, monitor & review safety.
- Making strong management decisions based on risk and the views of others
- Developing management systems that will allow us to maintain, monitor, and where necessary, continually improve our safety performance.
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely.
- Monitoring our safety performance and taking action where it falls below expected standards.
- Ensuring that the safety responsibilities of employees are clearly defined.
- Ensuring places of work and work equipment, for which we are responsible, are maintained and without risks to health.
- Providing adequate welfare facilities where this is our responsibility
- Engaging competent professionals where safety & health expertise is not available in house.
- Informing others of hazards we are aware of
- Developing and practising emergency arrangements, informing others in how to respond to
- Having systems in place to react to, report and learn from incidents and accidents.
- Using contractors who have the skills, knowledge, experience and organisational capability to under the work expected Recognising that securing high standards of safety, health and welfare is an integral component of what we do
- Ensure that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement annually or more frequently if there are significant organisational changes

We expect all employees & Contractors working for us at all levels to:-

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
- Be a good example to others, use supplied PPE and be safety & health ambassadors
- Co-operate on safety matters to enable us to fulfil our obligations
- Comply with risk assessments completed for their work and activities.
- Report safety matters that they are concerned about and are unable to resolve themselves
- Not to interfere, misuse or wilfully damage anything provided in the interest of Health & Safety

## Health and Safety – Roles and Responsibilities



### **3.1 Board of Trustees**

The Board of Trustees is the responsible body for Health and Safety. It is the Board of Trustees that approve Health and Safety policy and the reporting and auditing arrangements that ensure compliance with it and any other relevant legislation.

The Board receive reports relating to health and safety and manage the central risk register. Trustees may follow up any aspects of health and safety that concern them. A link trustee liaises with the Operations Director and the Trustees expect the Operations Director to ensure compliance with policy. This is monitored through reports and minutes from the health and safety steering group. Trustees delegate the line management of the operations director, including performance management to the headteacher.

The trust board is the forum for trustees to discuss health and safety management strategy and direction and regular monitoring of the risk register.

The trust board is specifically responsible for:

1. Considering the broader implications of all the decisions they make particularly when deciding on the overall direction of the school
2. Ensuring that Health and Safety management is treated with the same importance as other Policy Objectives
3. Ensuring it is monitored and acting upon results of audits as relevant
4. Reviewing arrangements annually
5. Ensuring there are procedures in place to fulfill the training requirements identified from risk assessments

### **3.2 Academy Council Committee**

They are specifically responsible for:-

1. Ensuring adequate resources are made available to fulfil the obligations within the policy statement above , the general arrangements and risk assessments developed under it
2. Planning the anticipated allocation of resources to fulfil future obligations to manage responsibly

### **3.3 Trustee responsible for Health & Safety See chart above for individual schools**

The role of this individual is to champion Health & Safety throughout the organisation and also within the Trust

They are specifically responsible for:-

1. Ensuring there are adequate resources to manage health & safety management within the school and to enable training to be delivered when and as required
2. Being aware of results from proactive and reactive monitoring
3. Ensuring the trust board are aware of current health and safety risks
4. Leading by example. Ensuring s/he attends relevant training and following the safety

arrangements expected of all staff

5. Being actively involved in managing safety standards throughout the school alongside the operations director and competent person
6. Providing all necessary support and cooperation to the operations director ensuring they have the necessary resources to fully implement any necessary measures
7. Ensuring the health & safety steering group meets termly or more often if the need arises
8. Attending the health and safety steering group and ensuring it operates as a consultative forum where views are shared and all opinions considered
9. Reviewing this policy documentation annually or more frequently if there are significant organisational changes
10. Ensuring there is a review of the school's safety management arrangements, by the health & safety environmental management competent person at least every year.

### **3.4 Headteacher**

The headteacher supports the Academy Council by ensuring:

1. Reviewing and updating policy on an annual basis and monitoring its effectiveness
2. The policy is communicated to anyone who could be affected by it.
3. The arrangements within the policy are fully implemented.
4. Appropriate consultation arrangements are in place for staff and their trade union representatives.
5. All staff are provided with adequate information, instruction and training on health and safety issues.
6. That agreed health & safety decisions are implemented throughout the school
7. Developing a positive safety attitude throughout the School by actively engaging in health & safety management and following control measures that would be expected of all employees
8. Risk assessments of the premises and working practices are undertaken.
9. Safe systems of work are in place as identified from risk assessments.
10. Emergency procedures are in place for all expected emergencies and these are practised.
11. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
12. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
13. Arrangements are in place to monitor premises and performance.
14. Accidents are investigated and any remedial actions required are taken or requested.
15. Health and safety performance of the schools is reported to each academy council committee according to agreed processes. This is at least termly.
16. Ensure that the disciplinary system is used if employees do not respond to the training, guidance and support offered to them to comply with Health & Safety standards

The headteacher may delegate H&S responsibilities to members of staff but still retain overall responsibility for the above.

### **3.5 Responsible Person –Operations Director**

**Post Holder: Hari Atwal**

The post holder is responsible for coordinating Health and Safety management throughout the trust.

They are responsible for:-

1. Project management, ensuring the supervision of relevant planning and construction processes is undertaken in line with contractual obligations and contractor management arrangements.
2. Ensuring the safe maintenance and security operations of the school premises.
3. Overseeing the maintenance budget and works.
4. Strategic leadership and direction of Health and Safety of the site including ensuring hazards are identified and risk assessments are coordinated.
5. Liaison with the school's H&S consultants and the H&S governor.
6. Ensure fire precaution requirements are in place and up to date.
7. Reporting to Trustees on Health and Safety Policy and actions
8. Reporting to Trustees on management of school sites
9. Ensure compliance on disability access for staff and pupils.
10. Ensure management of food production continues to meet environmental health standards.
11. Work together with the headteacher and the academy council to maintain and keep the action plan up to date
12. Reporting back to the headteacher and academy council if standards fall below legal requirements due to a lack of resources or other matters that they are unable to control
13. Where external services or contractors are procured that they have the experience, knowledge, skills and organisational capability to undertake the tasks expected of them
14. Ensuring that plant & equipment is maintained and that statutory thorough examinations have been undertaken where necessary, including for equipment that has been hired
15. Ensuring policies, arrangements and risk assessments are being kept up to date and advising employees of changes when required
16. Ensuring the health and safety training staff have undertaken is tracked, certificates are held, that refreshers are undertaken and training is planned
17. Ensuring relevant daily, weekly and termly checks are being undertaken and participating in this process
18. Managing the incident reporting system, encouraging incident reporting, RIDDOR reporting when required and ensuring that incident trend analysis is undertaken
19. Ensuring the risk assessment process for the school is managed effectively.
20. Monitoring the termly general workplace monitoring inspections and performance monitoring process.
21. Monitoring the records of all health and safety activities.
22. Carrying out any other functions devolved to him/her by the headteacher or academy council.

23. Monitoring that unsafe conditions are being reported and dealt with to agreed timescales.
24. Report to governors on health and safety and premises management as required by headteacher.
25. Report to trustees on health and safety and premises developments and monitoring on a regular basis (generally half termly).

### **3.6 Safety, Health & Environmental Competent Person**

The competent person for Safety, Health & Environmental Management is a qualified, chartered safety professional who provides support and technical advice to senior leadership team and other employees within the school. This service is supplied by Slough Borough Council.

They are responsible for:-

1. Providing technical advice, guidance and direction in respect of safety management
2. Providing day to day expertise on the management of the schools safety management system
3. Ensuring that the health and safety steering group is aware of any legislative changes that may affect policy
4. Carrying out risk assessments, audits, procedural work and advice for the school as agreed by the steering group
5. Undertaking a review of the schools safety management system every year in compliance with HSG65
6. Providing support when there has been an incident and ensuring advice is provided if incidents have to be reported under RIDDOR
7. Reporting back to the governor responsible for H&S on the continued development of the safety management system and assisting with documentation management
8. Regularly reviewing and acting upon incident & accident statistics, undertaking investigations as instructed.

### **c3.7 Teaching/Non-teaching staff holding posts/Positions of special responsibility.**

Managers and those with responsibilities to organise the activity of others, are responsible for implementing this policy within their areas of responsibility.

In particular, managers must not put the schools in The Gold Rose MAT and its Governors and Trustees into a position where it is at risk of criminal or civil litigation due to their actions or inactions particularly in relation to

- **Consent** – being aware of a safety issue that is going on and actively agreeing to it, going along with the non-compliance
- **Connivance** – being aware of what is going on and turning a blind eye, pretending the situation does not exist
- **Neglect** – actively breaching a legal requirement or obligation – gross negligence

If those in this position are unable to fulfil their own obligations this must be effectively communicated and the issue escalated until it can be resolved. It is a criminal offence under the Health & Safety at Work Act to put another person(s) or a corporate body into a position where it is not complying with statutory requirements.

Managers & supervisors are responsible for meeting relevant standards contained within the arrangements and for complying with the Safety & Environmental policies.

They must:

1. Apply the school's health and safety policy to their own department or area of work and be directly responsible to the headteacher for the application of the health and safety procedures and arrangements.
2. Carry out regular health and safety risk assessments of the activities for which they are responsible and submit a copy of report/risk assessments to the operations director.
3. Ensure all staff under their management are familiar with the health and safety procedures for their area of work.
4. Resolve health, safety and welfare problems that members of staff refer to them, or refer to operations director problems to which they cannot achieve a satisfactory solution within the resources available to them.
5. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
6. Ensure, as far as is reasonably practicable, 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.
7. Ensure all accidents are investigated appropriately.
8. Provide health and safety information to the headteacher and operations director as required

### **3.8 Special Obligations of Teaching staff**

Teaching staff are expected to:

1. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. Follow the health and safety procedures applicable to their area of work (available through Year Leaders).
3. Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
4. Ensure the use of personal protective equipment and guards where necessary.
5. Make recommendations to senior leaders on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
6. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national curriculum requirements for safety education.
7. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
8. Report all accidents, defects and dangerous occurrences to the operations director.

### 3.9 Obligations of all Employees of The Gold Rose MAT

All employees (teaching and non-teaching staff) have varying levels of safety responsibility. The amount of responsibility will depend on their position, the work that they do and the number of people reporting to them.

Everyone should be aware that failures to comply with statutory or policy health, safety and welfare requirements or acts of negligence (including misuse of safety related equipment) are liable to be dealt with under the Disciplinary Procedure.

If individuals are unable to fulfil their own obligations this must be reported to their line manager in writing and the problem escalated until it can be resolved. They may also discuss the matter with their representative on the health and safety steering group. It is a criminal offence under the Health & Safety at Work Act to put another person(s) or the school into a position where it is not complying with statutory requirements that can lead to person prosecution

Any individual actively ignoring safety instructions will be personally responsible for their actions and may also be personally prosecuted. As health & safety law is criminal law this could result in a criminal record.

Apart from any specific responsibilities which may have been delegated to them, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
2. Observe all instructions on health and safety issued by the school or any other person delegated to be responsible for a relevant aspect of health and safety.
3. Act in accordance with any specific H&S training received.
4. Report all accidents and near misses in accordance with school procedure.
5. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
6. Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
7. To attend safety training when training needs identify that this is required.
8. Participating in, and contributing to, written risk assessments carried out for areas of work that they control or have expertise in.
9. To effectively supervise those under their control and ensure that their work has been fully risk assessed
10. To co-operate and follow controls where risk assessments identify that action is required. In particular in relation to the care of and use of personal protective clothing.
11. Ensuring that where they are required to keep safety records this documentation is kept up to date and is available for inspection as and when required.
12. Adhere to the lone working systems in operation for their work activity whether this be signing in/out, contacting the office on a regular basis or via other management controls that have been agreed as policy.
13. Cooperating with the completion of regular checks if requested to do so.
14. Inform their line manager of any shortcomings they identify in the school's health and safety arrangements.
15. Exercise good standards of housekeeping and cleanliness.

16. Know and apply the procedures in respect of fire, first aid and other emergencies.
17. Co-operate with the appointed trade union health and safety representative and the enforcement officers of the health and safety executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

#### General Guidelines for all staff

- **DO** make yourself familiar with emergency and fire procedures whilst at work
- **DO** take note and follow any specific instructions given to you by others or provided via signage
- **DO** make yourself familiar with hazards in your working environment where ever this may be
- **DO** request information on hazards where you are working on other people's premises.
- **DO** ensure that your work has been risk assessed and follow relevant controls
- **DO** use any PPE provided to you
- **DO** report unsafe working practices that you have become aware of
- **DO** report potential slip, trip and fall hazards e.g. damage to floor surfaces
- **DO** request assistance if you are unsure of your responsibilities or safety precautions that apply within your work
- **DO** complete risk assessments if you are asked to do so
- **DO** comply monitoring requirements if you work alone
- **DO** switch off lights when they are not required or in rooms that no-one is using
  
- **DO NOT** use electrical or work equipment if it appears to be faulty
- **DO NOT** overload electrical appliances
- **DO NOT** repair or use equipment you have not been trained to use or repair
- **DO NOT** lift or move loads that are clearly too heavy for one person to lift
- **DO NOT** put yourself at risk by accessing areas that are clearly unsafe
- **DO NOT** put others at risk by taking them into environments that are clearly unsafe
- **DO NOT** access high levels or other hazardous environments without carrying out a risk assessment
- **DO NOT** access fragile surfaces or roofs without appropriate precautions being in place
- **DO NOT** tamper with fire equipment or other equipment provided to safeguard health & safety
- **DO NOT** ignore control measures that have been put in place as a result of a risk assessment to protect you or pupils

### 3.10 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.

3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

#### **4.0 Consultation with employees**

Schools in the Gold Rose MAT will co-operate with any existing or newly formed trade union in accordance with The Safety Representatives and Safety Committees Regulations 1977.

Safety representatives may be appointed by recognised and independent trade unions within a school. Where safety representatives are appointed employers have a duty to consult them with regard to health and safety issues.

The academy council committee and headteacher recognise the role of health and safety representatives appointed by a recognised trade union. Health and safety representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the headteacher or academy council committee.

Currently there are no Union H&S reps but, if appointed, time off for training of safety representatives will be provided in accordance with the regulations. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a safety representative in order that they can play an effective role, any problems that need further action or a review of procedures.

#### **4.1 Consultation via the Health and Safety Steering Group**

The health and safety steering group for Cippenham School is chaired by the Operations Director and consists of representatives from across the school and the trustee responsible for H&S.

The group meets termly and is the forum by which implementation of the safety management system and work by the competent person can be discussed and views of individuals considered.

Members of this group are responsible for

1. Attending meetings and acting as ambassadors for their area of influence, representing teaching and non-teaching staff.
2. Ensuring that issues raised by others are brought to the committee and ideas are actively encouraged to improve safety management performance
3. Ensuring that managers for whom they are responsible are provided with feedback from the meetings and understand exactly how to implement the safety management system or safety instructions received

4. Where managers and individuals have raised concerns or wish to have their views heard that this can be openly discussed at these meetings without fear of reprisal
5. Ensuring that the health and safety action plan is up to date and actions are on track
6. Fulfilling the responsibilities of managers and supervisors as below

The health and safety issues that employees will be consulted include:

- Introduction of any measure at the workplace which may substantially affect the health and safety of those employees.
- Arrangements for nominating 'competent persons' in accordance with the management regulations to assist the employer on health and safety matters, and to take charge of measures to combat identified serious and imminent danger at the workplace.
- Any statutory health and safety information that the school is required to supply.
- Planning and organisation of any health and safety training that will be provided.
- Health and safety consequences to those employees that are affected with the introduction of new technologies in the workplace.

## **5.0 General Arrangements**

The following general arrangements outline in additional detail the standards that anyone working for The Gold Rose MAT are expected to maintain for the duration of their engagement.

These arrangements are not intended to supersede any specific legal requirements or Health and Safety Executive recommendations.

### **Accidents & Incidents**

All accidents, incidents and near misses that occur, however minor, must be internally reported to headteacher and operations director. If the incident occurs on a client site or whilst a visitor this must also be reported in accordance with their internal procedures.

Records will be logged and trends analysed for pupils and non-pupils

Under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) certain accidents have to be reported. The operations director will arrange RIDDOR reports and investigate any incidents involving directly engaged self-employed people, employees or members of the public including pupils (as relevant) occurring out of or in connection with work.

Contractors who are not self-employed, will remain responsible for RIDDOR reporting incidents under these regulations where their employees suffer injury or ill health at work.

Details of all incidents will also be discussed in the steering group meeting and any incidents are to be investigated to determine root causes and prevent a recurrence where relevant.

Copies of reports will be retained within confidential files.

Schools within The Gold Rose MAT reserve the right to investigate any incidents or near misses involving contractors who have been directly engaged. Where such an incident is found to have

occurred as a direct result of any act or omission by a contractor, the schools reserve the right to re-charge all costs associated with the incident to the contractor.

Where anyone identifies something they feel could be a hazard to others, particularly in relation to slips, trips and falls or unsafe working practise by others, this should be reported to the client or operations manager as relevant.

### **Alcohol & Drugs**

Staff are responsible for ensuring that they do not work under the influence of alcohol or non-prescribed drugs

Individuals who must take prescribed drugs that could affect their ability to work safely must have their work carefully risk assessed so should inform their line manager so that the relevant controls can be implemented to ensure that they are not a danger to themselves or to others.

(See managing medicines for children)

### **Asbestos**

Asbestos is only harmful if it is damaged or broken into which will release inhalable fibres. All employees should avoid breaking into surfaces or walls as a matter of course.

There is known asbestos within the school and the register is held at the site office.

All employees involved in premises management will receive annual asbestos awareness training,.

In accordance with legal requirements the school will develop an asbestos management plan which will describe in greater detail the policy and arrangements for ensuring anyone who may accidentally be exposed to fibres is protected.

Employees should avoid fixing directly to wall surfaces or otherwise breaking into any structure unless asbestos information has been made available first.

Contractors must be inducted and informed of the location of known asbestos containing materials.

Where work will be undertaken that will damage the fabric of the building then a refurbishment and demolition survey will be undertaken before the project commences.

### **Behaviour Management and Bullying**

Bullying and aggressive behavior will not be tolerated between staff and between pupils. The headteacher is responsible for keeping the bullying policy up to date

All contractors and staff are expected to work and behave professionally.

Identification must be worn at all times and any contractor working during term time will be expected to be DBS checked.

## **Catering**

Catering is undertaken via a contractor who will be subject to contractor controls

They are wholly responsible for ensuring that kitchen staff are appropriately trained and records of training kept for examination. H&S training in the kitchen will cover:-

- Safe use of knives
- Use of slicing machine
- Manual handling
- Use of fryers and cleaning of fryers
- COSHH

All accidents in the kitchen will be reported using the schools accident reporting procedure.

## **Caretaking and Cleaning**

The schools employ caretaking staff. Their work will be fully risk and COSHH assessed. Any findings from the risk assessment will be fully implemented.

## **Checking and Reviewing Safety Arrangements**

This safety policy will be reviewed and updated every year, following a safety review or when significant change occurs whichever is sooner.

The Gold Rose MAT will ensure these arrangements are also reviewed annually to ensure they remain valid and relevant.

Daily & weekly visual checks will be undertaken by the school premises team and teaching staff will undertake checks within classrooms or areas allocated to them.

The school caretakers will check all supplied PPE, office and safety equipment termly. Employees also have a responsibility to check work equipment provided to them and report any damage so appropriate action can be taken.

The operations director will maintain an asset register of fixed equipment requiring maintenance or subject to statutory thorough examinations.

Termly checks will be undertaken in conjunction with the trustee responsible for safety and all findings reported to the trust board and academy council via the steering group.

## **Competence**

Contractors will be expected to demonstrate they have the skills, knowledge, and experience and, if they are an organisation, the organisational capability to work safely and in accordance with these arrangements.

All contractors will be inducted before they start work and will have to provide information on how

they will work safely.

Contractors working in term time must ensure their staff are DBS checked.

### **Construction Sites**

Construction sites may include areas cordoned off for building work. If there is a requirement to access construction sites, standards and safety rules specified by the principal (main) contractor must be observed including signing in at designated points and observing information provided as part of their site induction. Employees should avoid entering construction sites alone.

### **Consultation & Escalation**

The Gold Rose MAT recognises the importance of worker contributions and involvement. In the first instance employees should raise any safety issues with their line manager as they occur. **Employees should feel free to raise concerns and make suggestions at any time to anyone.**

Any formal discussions will be via the steering group. All levels and roles within the organisation will be represented and trade unions will be invited to attend. This is the forum where by strategic decisions are made on the direction of safety management within the organisation. Each member of the steering group will represent an employee group.

Any changes to arrangements or the safety management system will be agreed here. Minutes will be made available to all members of staff .

### **Curriculum Safety (including out of school learning activities)**

Risk assessments must be completed for all school work activities including those off site. Team leaders are responsible for ensuring risk assessments are completed for their area of control and providing a copy of risk assessments/reports to the operations director.

Copies of all risk assessments for school activities must be stored in the shared drive

The schools educational visits co-ordinator (EVC) is responsible for risk assessments associated with school trips.

### **Display Screen Equipment (DSE)**

Employees who use DSE for an hour or more at a time will be requested to complete a DSE self-assessment form at least annually.

Where assessments identify required adjustments, these will be made in conjunction with the employee. The headteacher will agree the supply of any additional work equipment in order to protect employee health.

Pupils will be provided with training & guidance on safe use of DSE as part of their curriculum activities.

## **Educational Visits and Journeys**

The Educational Visits Co-ordinator will coordinate all documentation relating to school visits and ensure members of staff responsible for undertaking risk assessments have received training in order that expected standards are fully understood.

### **Driving for Work.**

The use of mobile telephones whilst driving for work is not permitted. If an emergency call has to be made this must be via a hands free device and call duration kept to a minimum. Calls are to be made or received when vehicles are stationary.

Everyone will be expected to adhere to the highway code whilst they are driving on school business and wear their seat belt at all times. Pupils must be instructed to wear seat belts and on proper conduct.

Driving must be avoided, where roads have not been cleared of snow or ice and when heavy snow is falling.

Employees must take breaks from driving at least every 2 hours and plan sensible travel arrangements.

Sensible precautions should be taken by lone drivers. Valuables should never be left on display inside vehicles. Any school equipment that has to be left in vehicles must be locked in the boot, out of sight. Anyone driving or working alone should have access to a fully charged mobile telephone.

### **Electrical Equipment (fixed and portable)**

Only suitably qualified and competent employees and contractors registered with the national Inspection Council for Electrical Installation Contracting (NICEIC) will be permitted to work with electricity.

Electrical equipment and appliances should be visually examined prior to each use to check for obvious faults such as loose wires or damaged plugs. Equipment should not be used that has an obvious electrical fault. Electrical faults must be reported to the Operations Director and if possible the appliance disabled and labelled so it cannot be used.

PAT testing will be undertaken in line with a risk assessment. Staff may not bring electrical personal items into school without prior authorisation.

Employees should switch off any electrical appliances they use at the end of the day.

If multi-sockets are used they must be connected to anti-surge devices and not overloaded.

5 year fixed wiring will be undertaken for the premises

### **Emergency Arrangements & Fire**

A fire risk assessment will be undertaken by a qualified fire consultant at least every four years and reviewed by the Operations Director every year. There is a fire alarm system and if the fire alarm sounds employees must guide pupils and visitors for whom they are responsible to evacuate to the appropriate assembly point.

The SENDCo will be responsible for undertaking personal emergency evacuation plans for anyone with special needs or who may require assistance.

When staff or pupils visit other locations their hosts emergency and fire must be observed. Employees will be expected to co-operate with any requests to undertake training, inductions or briefings in these arrangements.

Fire exits and escape routes must be kept clear at all times and the relevant response to any fire alarm made. On hearing a fire alarm all individuals should evacuate without delay via the nearest escape route following directional signage.

Fire doors exist to partition off parts of the building and prevent a fire from spreading. Fire doors should never be propped open as this may cause a fire to spread into areas of a building that would have been otherwise protected.

Similarly, final exits must be kept clear both inside and out so that they can be used to escape from the building. If you block or lock an escape route you may be preventing someone from escaping a fire.

Employees should not delay their escape or attempt to use fire fighting equipment to fight a fire. Fire extinguishers are provided to assist escape where a route is blocked in a life threatening situation. Equipment must not be interfered with or misused.

Employees responsible for visitors should ensure they are accompanied at all times and guided to the assembly location for the building. If visitors have any special needs which may affect their ability to escape this must be determined and alternative arrangements made as necessary.

Employees must ensure an emergency contact has been provided to the school office and that these details are kept up to date with her.

Pupil emergency contact details will be maintained and kept up to date.

A fire drill will be undertaken termly and lockdown practise undertaken at least annually.

Other emergencies will be considered and detailed within an emergency plan for the school

## **Enforcement Officers**

Any contact with or subsequent letters, notices or other action by enforcement officers must be notified to the academy council without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of the schools and should refer formal enquiries to the headteacher.

## **First Aid**

The headteacher is responsible for ensuring a first aid risk assessment has been carried out to determine the school's first aid requirements.

The school will ensure all first aid treatment administered is recorded and that first aid boxes are checked and restocked regularly.

Where a child needs to attend hospital from the school the child's parents will always be contacted.

In the event of emergency services being called the reception will always be informed.

Any use of first aid supplies should prompt an internal incident report form to be generated, RIDDOR as appropriate.

## **Gas Safety**

Only gas registered engineers will be permitted to work on gas appliances or installations. If there is a smell of gas do not use light switches or any other ignition sources. Open windows or doors if it is safe to do so and call the gas board on **0800 111 999**

Annual gas safety checks will be undertaken on all gas equipment including catering equipment in the canteen and used for teaching purposes.

## **Hazards**

The school has a responsibility to inform those working, or anyone who could be affected of any potential hazards they should reasonably be aware of and of their emergency arrangements. Contractors will be provided with this information at induction. Employees should inform the Operations Director of any known hazards

## **Hazardous Substances / COSHH**

Substances used by the cleaning staff will be risk assessed and substances that are less hazardous and more environmentally friendly have been chosen where ever possible. PPE will be provided where identified by the risk assessment process.

## **Health Checks**

New employees will be asked to complete a medical questionnaire. Personal risk assessments will be undertaken if this is deemed necessary.

## **Working at Heights**

Employees must not stand on chairs or desks or undertake work from ladders, access equipment or outside of edge protection unless they have considered the risk to their own safety, have undertaken appropriate training and had the work risk assessed. Employees must not encourage others to access areas at height which are clearly unsafe.

If work cannot be undertaken safely it should not be carried out. In particular, avoid accessing flat roofs or areas where there are sudden drops and/or no or little edge protection or fragile surfaces. It may be possible to inspect flat roofs and access for maintenance from areas inside the building which will avoid the necessity to access the flat roof.

Employees should not access roofs in poor weather conditions or when surfaces are clearly slippery due to the wet.

Care must be taken when using ladders ensuring three points of contact are maintained at all times. (See ladders.)

### **Inclusion**

The school will plan for and have assessments in place for SEND pupils, making reasonable adjustments in respect of access and to ensure they can evacuate the building safely in the event of an emergency.

The school's SENDCo is responsible for ensuring these assessments are undertaken and staff are suitably informed and trained to be able to support SEND pupils safely and effectively.

### **Ladders / Stepladders**

A ladder is primarily a means of access. Employees may use ladders to gain access to plant rooms, flat roofs or scaffolds for purposes of inspection.

Ladders must be secured either at the top, at the base or be "footed" for the duration of use by a second person.

- If used as a means of access, the ladder must extend at least 1 meter above the landing place and must be tied or fixed
- Used only at correct angle (75° or 1 meter out of every 4 meters of height).

Employees must visually check access arrangements and if ladders are in poor condition or they are not properly secured they should not be used.

Regular ladder checks will be undertaken and ladders marked with a scafftag to show the check has been undertaken.

Staff using ladders will be trained

Ladders must be stored in a secure location when not in use.

## **Lettings/shared use of premises/use of premises outside school hours**

The Operations Director is responsible for management of lettings at the school and renewal of the schools public entertainment licence.

The lettings agreement covers fire and emergency arrangements. The site team are responsible for informing the lettings of these arrangements and securing the building after lettings.

Anyone using school premises out of hours as part of a business will be expected to provide risk and method statements for their work activities.

## **Lighting**

Adequacy of lighting will be assessed as part of display screen assessments. Employees should report any lights they identify as not working or if they are experiencing discomfort due to poor lighting conditions.

Employees should not access to areas if there is not sufficient light to be able to see any potential hazards clearly.

## **Lone Working**

All lone working will be subject to risk assessment. Any member of staff working alone will be monitored and will be expected to adhere to determined controls

## **Maintenance and Inspection of Equipment - PPMs**

The site supervisor is responsible for the periodic inspection, examination and testing of plant and equipment by external competent persons.

## **Manual Handling**

Wherever reasonably practicable, manual handling will be avoided, using mechanical lifting methods instead.

Manual handling risk assessments will be undertaken for standard activities that site agents undertake.

Where relevant manual handling training will be provided

## **Managing Medicines**

An operating procedure will be developed and implemented to ensure medicines are protected from unauthorised access and that relevant staff/pupils have access to medication and that records are maintained

## **Mobile Towers**

Mobile scaffolding may be used where work has to be undertaken at height and where there is space to erect a tower safely. Users will be trained and competent to erect or dismantle the structure in accordance with the manufacturer's manual / guide.

Site staff are the only staff authorised to erect and use the tower scaffold and ensuring in particular:

- Height to base ratio will not exceed manufacturer's recommendations.
- Outriggers or will be used or the tower connected to the building/ structure, for stability.
- Towers will only be ascended from the inside, on narrowest side.
- Work only undertaken from fully boarded platforms with guardrails and toe boards.
- Ladder / stepladders will not be used to gain extra height as this can cause the tower to overturn.

Site Staff will attend PASMA training and this training is refreshed every 5 years.

### **New & Expectant Mothers**

New and expectant mothers will have their work risk assessed and any measures required to ensure they can work safely will be mutually agreed and implemented.

### **Outdoor & PE Equipment**

Outdoor play equipment & PE equipment will be subject to annual external thorough examination.

All equipment will be routinely checked by site staff for damage.

### **Permits to Work**

The operations director will issue a high risk permit for prescribed high risk work

### **Personal Protective Clothing / Equipment**

Site staff will be issued with PPE and will undertake to use it in the performance of their duties.

In curriculum based subjects such as D&T and Science the year team leaders will be responsible for ensuring PPE is stored and used correctly by staff and pupils during lessons.

PPE will be determined through risk assessment and where provided maintained.

### **Personal Safety & Security**

Staff should not put themselves at risk in a confrontational situation and will not be expected to press or pursue a matter that could escalate into a verbal or physical confrontation. The most appropriate action within the circumstances should be taken to avoid such a situation. Employees should be conscious of possible cultural or religious conventions that may apply and when pupils are in the vicinity.

### **Risk Assessments**

Risk assessments are in place for the range of activities undertaken by schools within the Gold Rose MAT. These assessments form the basis of these arrangements and how environmental, health & safety risks are managed throughout the school. The risk assessments are reviewed annually or when there is a change in circumstance.

From the assessments training needs have been determined and PPE agreed and provided. In the majority of cases generic risk assessments cover the vast majority of the activities undertaken.

Controls identified from completing risk assessments, that cannot be dealt with straight away, will be included within the appropriate school's H&S action plan so that they are implemented in priority order based on risk.

Where the school employs young persons (under the age of 18) the headteacher will complete a young person risk assessment.

The site team carry out minor repairs, decoration at the school and are responsible for opening and locking up the school and are managed by the site supervisor.

### **Signage**

Safety signage will comply with The Health and Safety (Safety Signs and Signals) Regulations 1996.

### **Signing in and out**

All staff are required to wear an ID badge when on site. These badges are used to sign in and out at designated points around the school - front entrance of Dennis Way site, front entrance of Elmshott Lane site and pedestrian entry/exit to car park B.

By signing in and out of the site, attendance during emergency procedures can be accessed quickly. All staff are expected to sign in and out whenever they enter or leave the premises.

During holiday periods staff may also be required to alert site staff to their presence on site.

### **Slips, Trips & Falls**

The Gold Rose MAT believes in ensuring that all areas of the school including classrooms and corridors are maintained in a clean and tidy manner at all times. In particular, that pupil's bags and coats are not stored on the floor where it can provide a trip hazard.

The school has procedures in place to manage icy conditions which involves gritting designated access and egress route into school.

### **Smoking**

The school has a no smoking policy on school site or in view of pupils

### **Stress**

The Gold Rose MAT recognises that if standards of working are not appropriately managed throughout it can lead to poor health, poor well-being, lower productivity and increased sickness absence.

In particular in relation to:

- Demands upon employees within their roles
- How much control employees have within their work
- How they are supported
- Support, positive encouragement and resources available
- Understanding individual roles and avoid conflict between roles
- Managing change in a positive consultative manner

If staff feel unable to report they are feeling unwell due to their work to their line manager this should be raised with the headteacher without delay so appropriate steps can be swiftly taken.

### **Traffic Routes and Vehicle / Pedestrian Conflict**

If employees are working in locations where vehicles negotiate small spaces they must observe safe pedestrian routes and wear the provided hi-viz clothing. Care should be taken to adhere to marked safe routes.

Vehicles and pupils will be separated and pupils provided with hi- viz clothing when necessary

Employees are not permitted to marshal vehicles.

See also driving for work.

### **Training**

The Health & Safety at Work Act 1974 requires that all employees receive adequate information, instruction and training, commensurate with duties from their employer. Training is crucial in ensuring that safety management procedures are implemented appropriately and no-one should undertake tasks for which they have not previously been trained or instructed upon.

Training is identified through the risk assessment process/CPD. The headteacher is responsible for ensuring all H&S training records are up to date and refresher training is carried out.

New staff will undergo a Health & Safety induction by the appointed person

Training is undertaken externally e.g. first aid, training and also internally via E-Learning

### **Visitors**

Visitors sign in at reception and receive a visitor's badge. They will be accompanied at all times unless DBS checked.

As part of safeguarding requirements the school perimeter will be protected from unauthorised entry and fences/gates kept closed during school hours

### **Water Hygiene**

A water risk assessment will be undertaken at least every two years. Water monitoring checks will be undertaken as specified within the assessment and recorded in a water log book.

Any identified actions will be added to the action plan

### **Welfare Facilities**

High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 have to be provided. Suitable welfare facilities are provided for staff.

### **Well-Being**

The Cippenham School has a separate stress management policy and undertakes well being surveys regularly, responding to outcomes as appropriate.

### **Work Equipment**

Work equipment is defined by the Provision & Use of Work Equipment Regulations 1998. Use of work equipment within the schools will be risk assessed.

The site supervisor is responsible for ensuring work equipment is maintained.

Where work equipment does not meet expected standards it will be fully disabled until permanent repairs can be undertaken.

### **Work Experience**

Cippenham School pupils do not participate in work experience training.

The school does allow pupils from other schools on work experience and is required to complete risk assessments for those young person's undertaking the work experience.

The deputy headteacher (well being and curriculum) oversees all work experiences and is responsible for completing the young person risk assessment and ensuring any control measure identified from the risk assessments are implemented.

## **Appendix 1 – Health & Safety at Work etc Act 1974 an Overview of Main Requirements**

This legislation provides a legal framework for safety responsibility and is the main piece of legislation from which all other safety regulations are developed.

The main sections within the Health & Safety at Work etc Act 1974 relating to organisation and responsibility, and therefore relevant to this document, are as follows:-

### **Section 2**

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of his employees”

### **Section 3**

“It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety”

### **Section 7**

It shall be the duty of every employee while at work –

- (a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
  
- (b) As regards any duty or requirement imposed on his employer or any other person.....to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with

### **Section 8**

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **Section 36**

An individual cannot not act in such a way that will lead to a body corporate or individual being guilty of an offence

Section 36 is often used to personally prosecute senior managers where it has been identified that a decision was made by an individual that led to serious failing. An example of this could be that a manager decided that they were not going to spend the time or money carrying out risk assessments and this then led to an accident

Safety responsibilities are set by criminal law. This documentation aims to clarify responsibilities for those individuals that hold them within Cippenham Schools Trust.

### **How Far Do You Go?**

Safety controls should bring risk down to the lowest level that is reasonably practicable.

In deciding if it is reasonably practicable to control a risk it is necessary to consider:

- Who and how many people could be affected if the hazard is not controlled?
- Has there already been incidents or near misses reported?
- What is the potential outcome? i.e. is it possible that someone could be killed or only suffer minor injury?
- What do legal requirements, codes of practice and risk assessments say you should do?

**Versus** the financial implications of introducing the control within the available resources. If there is the possibility of death, high value or multiple claims it will probably be reasonably practicable to follow through the control no matter what the cost implications are.

It is a fact of life that big organisations with larger resources are expected to do more than small Schools with less. These organisations will also face the harshest fines and most severe treatment if prosecuted for a safety related matter.

## Appendix 2

### Management of Health and Safety at Work Regulations an Overview of Main Requirements

These regulations are made under the Health and Safety at Work etc Act 1974 and they specify even more clearly how an organisation must have a framework of responsibility in order to comply fully with safety requirements.

In particular:

Regulation	Overview of Legal Requirement
3	Requires that the employer undertake suitable and sufficient risk assessments, covering all risks to employees whilst they are at work and to others affected by his undertaking. Assessments are to be regularly reviewed and updated as and when work changes. Risk assessments form the basis of how safety is managed throughout the group and once completed findings must be implemented.
5	Requires that every employer has arrangements, commensurate to the size of his undertaking to effectively <b>plan, organise, control, monitor and review safety.</b>
6	Requires that health surveillance be undertaken as required within a risk assessment. For example when using substances that may be hazardous to health
7	Requires that competent people be appointed, preferably internally, to assist with employers duties. It also states that they should be provided with adequate resources and be assured full co-operation.
8 & 9	There must be effective emergency arrangements and first aid care in place for potential situations that could pose a serious and imminent risk to danger e.g. fire
10	Requires the employer to communicate effectively with their employees particularly in relation to preventative and protective measures and any safety procedures that they are aware of
11	Is a general duty of co-operation where different employers have shared or overlapping responsibilities – this could mean other service providers or Schooles with whom you may be working or who may share occupation of a site or property
12	Requires employers to provide hazard information and instruction to those working within his undertaking whom he may not directly employ. This information should include dealing with on-site emergency. This also covers arrangements for safe guarding self-employed people at work
13	Requires employers to provide safety training to their employees as their work or risks to them change. It also specifies that training should be undertaken periodically where appropriate.
14	Requires employees to co-operate with their employer and follow advice and instruction given to them in respect of safety. Also to inform their employer of any hazards that they become aware of.
15	Relates to temporary workers and specifies that they must be protected by the employer and provided with training, information and health surveillance if required for the role that they are appointed to undertake
16 to 18	New & Expectant Mothers and Young workers should have their work carefully assessed

**Appendix 3 - Competency Criteria**

Contractors should meet the following competency criteria for the duration of their engagement. Self employed contractors and those who employ fewer than 5 people should agree arrangements separately with the appropriate school in Cippenham Schools Trust. All contractors will be expected to adhere to the information contained within this policy document no matter of their size.

Action Point	Standard to be achieved
Organisation and H&S Policy	Have & implement an appropriate policy, regularly reviewed and signed off by the person at the highest level within the organisation. Policy should be relevant to the nature and scale of the work that the organisation undertakes. Named responsibilities should be fully detailed within this policy
Arrangements for ensuring safety measures	This should be relevant to the work to be undertaken and must clearly outline how exactly safety duties will be discharged – may consist of site rules or operating procedures
Consultation, communication and staff involvement	There should be an effective means of communicating with the work force. Be able to provide evidence of meetings and how this has occurred in practice
Competent advice – school and construction sector related	The management of Health & Safety at work regulations requires that a competent person or persons be appointed, preferably within the school to provide sector specific safety advice relating to their work area. Be able to provide information on how this individual has been used and evidence of advice followed through to conclusion
Subcontracting procedures (if applicable)	There should be set systems in place for appointing sub-contractors in the same way that the contractor is assessed and for monitoring their performance once they are working on site.
Co-operation with others and sub-contractors	Systems should specify how co-operation and co-ordination is undertaken in practice and how the work force is involved in drawing up method statements / risk assessments. How sub-contractors are managed.
Performance measurement	There should be a system in place to monitor that the procedures that the service provider states has in place are actually working via auditing and review on an ongoing basis
Training and information	Training arrangements should be in place within the organisation to ensure that their employees have the relevant skills to undertake the tasks expected of them. There should also be a refresher programme or system of CPD in place that keeps employees up to date with changes in safety legislation.

Action Point	Standard to be achieved
Individual qualifications and experience	Individuals within the organisation should have an appropriate level of training for the tasks that they undertake unless they are under controlled and competent supervision This should apply throughout the school structure.
Risk assessment and method statements	There should be clearly defined methods for carrying out risk assessment and where necessary these are to lead onto safe methods of working / method statements. There must be a process for completing site specific assessments as and when these are required
Incident management	Records of all RIDDOR reportable incidents should be available for the last 3 years. There should be systems in place for reviewing incidents and recording action taken as a result throughout the organisation. There should also be a record of any enforcement action taken against the school including legal notices or its employees
Welfare provision	Be able to show that the appropriate welfare arrangements will always be available
Insurance	Professional Indemnity, public / employers liability and product liability should be checked against the clients requirements usually set by the school secretary
Work Experience	Be able to demonstrate work on previous similar projects and active safety management standards on these projects