



St Anne's Church of England VA Primary School

Health and Safety Policy Arrangements



This policy should be taken and used as part of St Anne's Church of England School overall strategy and implemented within the context of our vision, instrument of government aims and values as a Church of England School.

The Governors at St Anne's Church of England VA Primary School recognise that the way forward in achieving effective management of the school health and safety policy and the arrangements necessary to fulfil the obligation is through the Finance, Personnel & Estates Committee. These meetings will also be a key tool in promoting a positive health and safety culture.

This Committee will include: -

- A governor responsible for health and safety matters
- The Head Teacher
- At least 3 other elected governors

Wherever possible the Site Team will also be invited to attend the regular Health and Safety Inspections of the school building and its premises by the committee.

Recommended items for discussion under the agenda of Health and Safety (within Finance, Personnel & Estates Committee Meetings)

- 1) Any accidents of note since the last meeting, how many accidents in total and are there any trends.
- 2) Are there any building works/ modifications planned and what are the Health and Safety implications of this project. Has all the necessary paperwork been completed and Asset management notified.
- 3) Risk assessment progress and review
North Somerset Council recommends that a group approach to risk assessment be executed, usually consisting of an individual who has received specific training in the theory of risk assessment, a teacher/ assistant who has the hands-on experience of tasks being assessed, and any safety representatives that school may have. Where significant risks are identified, appropriate measures and/or safe working practices will be introduced to reduce/eliminate such hazards.
- 4) Training needs
- 5) First Aid provision/qualifications etc..
- 6) Any school trips taking place and has this been assessed and authorised
- 7) Inspection findings and required actions.

Law Poster

The Health and Safety Information for Employees Regulations requires the school to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are

also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in the staff rooms of both @Hewish and @West Wick.

Accident Reporting, Recording and Investigation

- All accidents must be reported to the Head Teacher.
- All accidents should be recorded in an accident book. The pupils accident book is located in the School Office of both @Hewish and @West Wick. The staff accident book is located in the both @Hewish and @West Wick. Little Learners Nursery will hold their own accident folder for accidents occurring in the settings.
- The accident forms are held in the School Office of both @Hewish and @West Wick or located on the PCS website. Little Learners Nursery accident forms will be held in the classrooms.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by the Business Manager.
- Fatal or major injuries must be reported immediately by telephone to PCS Enterprises Health & Safety Department (01934 529355) and an accident form completed. When necessary, parents / carers or other persons should be notified of the pupil's accident. Little Learners Nursery parents will always be notified and in they will be required to sign the accident report.
- Details of all accidents are brought to the attention of the schools health and safety committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.
- Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately by telephone to PCS Enterprises Health & Safety Department (01934 529355)

Please refer to the Health and Safety Manual for further information and guidance

1. Asbestos

- The asbestos survey is located in the School Office @Hewish.
- There is no Asbestos at West Wick.
- Helen Burge and Lisa Dadds have attended Asbestos Awareness Training, and have / will undertake regular refresher training.
- All contractors are required to sign and confirm they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking. The contractors signing in sheet located in the School Office.
- An asbestos management plan is located with the asbestos survey in the Contractors signing in folder.
- Staff responsible for monitoring and inspecting asbestos containing material are Helen Burge.
- Staff will report any damage to identified areas immediately to Helen Burge.

- If asbestos is damaged the area will be sealed off immediately and locked to prevent access – Emergency procedures as outlined in the Asbestos Policy will be complemented.
- Location maps of asbestos containing material is located in the Contractor's Folder.
- A Refurbishment / Demolition (R & D) asbestos survey will, when required, be used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas including those that may be difficult to reach.

Please refer to the Asbestos Policy for further advice and guidance

2. Contractors and Visitors

All visitors and contractors must report to the main office. They will be signed in and be given an identity / visitors badge and a health and safety leaflet. On leaving the site they will be required to sign out and inform Helen Burge of the work / actions that have been carried out and any further work that is required.

Before contractors are selected by the school, the school will make sure that they not only have a good work record, but also a good health and safety record. The school has a contractors pack to satisfy themselves that contractors are competent to carry out the job safely and without risk to the school or themselves. The school should formally ask the contractor:

- What experience they have in this type of work and seek recommendations, if appropriate
- What are the contractor's health and safety policies and practices.
- Have they had any recent accidents
- What are their emergency procedures and first aid arrangements
- What accreditations, membership of trade body, qualifications the contractor has achieved
- Has an independent organisation made an assessment of their safety arrangements e.g. Exor or Contractor Health and Safety Assessment Scheme (CHAS)
- Have in date CRB checks been undertaken for employees working within the school
- What is their selection process for sub-contracting work, if appropriate
- Do they have in date Public Liability Insurance and Employers Liability Insurance and what are the limits of the cover.
- Do they have safety method statements for the work activities.
- Do they have safety policies and safety record systems.
- Have the contractors any references from other school projects.

Essential safety matters must be agreed in writing, and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations / discussions based on the work, such as asbestos surveys, ground surveys, etc.

In addition, when contractors arrive on site to commence work the school will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.

- Any changes to the work activities will be discussed with the Head teacher, or school representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the schools Health and Safety Policy.
- A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.
- Specifically hazardous works e.g 'hot work' are governed and monitored via a 'Hot Work Permit' between the school and contractor.

3. COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site is compiled and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- The arrangements for the delivery of hazardous substances to the school are managed by Helen Burge. Deliveries of hazardous substances are planned for outside the school academic hours and are temporarily stored in the lockable cleaning cupboard.
- Any new products that are brought into the school that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage will require a risk assessments to be undertaken.
- COSHH risk assessment forms are available on the PCS website.
- Details of products used by the caretaker / site staff are kept by in the folder in the Cleaning cupboard with a copy provided in each cleaning cupboard / site staff area.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- If applicable, cleaning contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the schools arrangements.

Please refer to the Health and Safety Manual for further information and guidance

4. Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of Helen Burge so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of Helen Burge, so it can be logged, actioned and monitored.

5. Display Screen Equipment (DSE)

- The School has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff, bursars.
- For 'users' a DSE assessment should be carried out by their line manager or as a self assessment.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the school (and corrective lenses if required specifically for DSE use).

Please refer to the Health and Safety Manual for further advice and guidance

6. E-Safety

E-Safety is recognised as an essential aspect of strategic leadership in the school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school. The Head Teacher ensures that the Policy is implemented and compliance with the Policy monitored.

Please refer to the E-Safety Policy and Health and Safety Manual for further information and guidance

7. Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the school office, caretaker, site manager, or through the hazard reporting procedures. Any faulty fittings (e.g. cracked sockets etc) should be isolated and labelled for repair.
- Portable appliance testing is carried out by qualified electricians or competent staff.
- Portable appliance testing is carried out annually.
- Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.
- The PAT register is kept in the School Office (CD-ROM). During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use extension lead this must be only as a temporary measure. Extension leads should be fully unwound.
- Hirers of the school's facilities / rooms, contractors and visitors must ensure that any electrical equipment they bring in to the school must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

8. Fire and Emergency Procedures

We have two oxygen tanks at our Hewish campus, for the medical support of a pupil. These are stored under his buggy in the Year 1 classroom and in the Learning Den upstairs in the main building. Please see separate Risk Assessment for the Oxygen tanks.

- The school has a separate Fire Policy.
- The responsible person is Lisa Dadds.
- The assembly point is in the front playground @Hewish and the turning circle @West Wick.
- Fire wardens are teaching staff and any support staff in charge if a group of pupils / students.
The roles and responsibilities of fire wardens are provided in a separate document and have been provided to relevant staff.
Fire warden training has been provided.
- Each week the alarm will be tested by Jane Hares @Hewish and Weston Support Services @West Wick to ensure that it is effective. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the fire log book.
- Fire drills must be carried out three times a year to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the fire log book. In addition, Little Learners Nursery will carry out more regular emergency evacuation drills to ensure all children are familiar with the process. A whistle will be used in place of the fire alarm. Details will be recorded in the fire log book.
- The fire extinguishers and emergency lighting are formally inspected annually by Graham FM. Weekly and monthly checks are undertaken by Weston Support Services. Details are recorded in the fire log book.
- The fire log book is kept in the Emergency Grab bag in the School Office. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, fire fighting equipment checks etc.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes should be free from obstructions.
- Final exit doors must be unlocked whilst there are people in the building.
- The use of display materials or pupils school work along emergency exit routes should be controlled.
- Decorations, display materials or pupils school work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors spending any length of time in the school should be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable substances should be known and recorded.
- Should the emergency fire services attend the school in the event of a fire, the Senior Fire Officer must be informed of all relevant information. If there is any person still in

the building, location of asbestos containing materials, chemical store rooms, gas and electricity supply.

- Nursery will have a separate grab bag which will include essential items such as spare nappies and wipes. The most senior person in the setting will collect the register for the day which will be kept next to the fire exit. The register will contain names and contact details for all pupils on role.

If you discover a fire:-

- Activate the nearest fire alarm call point. On sounding the alarm the fire brigade will be summoned, if necessary by the head teacher OR
- Go to the nearest telephone and dial 999. State your name, location, nature of emergency, contact telephone number and any relevant information. Do not hang up until all information has been confirmed.
- All staff, pupils and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- Nominated persons (Fire Wardens) carry out any previously arranged duties, such as sweeping a particular area while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

Action on Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit
- Proceed to assembly point in the Playground.
- Walk quickly – Do not run
- Keep calm
- Do not stop to collect any personal belongings
- Registers will be taken to the assembly points by class teachers and distributed to teachers for roll call
- If the fire brigade have been called there must be clear access to the site by emergency services

Please refer to the Fire Policy and Fire Procedures for further advice and guidance

9. First Aid

- The details of the appointed person(s) who holds the nationally recognised qualifications are displayed in the Staff room and entrance foyer. These named persons are qualified to administer first aid to casualties.
- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites. The First Aid room is in the interior hall in front of the PTFA cupboard.
- First aid boxes are located in the following points:
 - Every classroom

- School Office
 - Staff room
- The School Office ensures that there are sufficiently stocked first-aid boxes and they (or another nominated person) ensure that the contents of the first-aid boxes are replenished as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.
 - If the first aider or Head teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
 - The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)

Please refer to the First Aid Policy for further advice and guidance

10. Glass and Glazing

It is the responsibility of North Somerset Council to arrange or carry out a glazing survey of glass in 'critical locations' around the school. Action any findings.

Please refer to the Health and Safety Manual for further advice and guidance

11. Infectious Diseases

- The Health Protection Agency poster on guidance on infection control in schools and other childcare setting is located in the School Office and on the Nursery notice board.

Please refer to the Infectious Disease Policy and the Health and Safety Manual for further information and guidance

12. Lettings

- All lettings must be approved by the Head teacher/Governing Body.
- Conditions for lettings are set out on the Letting Form which must be completed accordingly.
- Details of the schools emergency contact details are provided to the hirer.
- Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers risk assessments may be requested.
- Adequate insurance is required from any hirer.
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.

Please refer to the Lettings Policy for further advice and guidance

13. Lone Working

Please refer to the Health and Safety Manual for further advice and guidance

14. Manual Handling

Staff must :-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must undertake manual handling activities in a safe manner.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any unsafe manual handling activities.
- Staff are required to assess any unsafe / hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and training.
- Staff must ensure they are physically capable of safely completing a manual handling task.
- A manual handling risk assessments should be carried out and recorded on all those handling activities that may pose a risk of injury to school staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.
- When staff are required to handle goods (stock, furniture) that may be hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.

Please refer to the Health and Safety Manual for further advice and guidance

15. Medication

Please refer to the Medications Policy for further advice and guidance

16. Play Equipment

EYFS

- Daily checks will be carried by EYFS staff on all indoor and outdoor play equipment as part of the ongoing risk assessment. Any defects will be reported and taken out of the setting .

Gym Equipment

- All staff should check the PE apparatus before use.
- The PE equipment is inspected annually by Playsafety and a record of the inspection is kept in the School Office.

Outdoor play equipment

- External play equipment will only be used when supervised.
- Such equipment will be checked daily, weekly or monthly by Weston Support Services for any apparent defects and particularly for contamination by animals

- The outdoor play equipment is inspected annually by Playsafety and a record of the inspection is kept in the School Office.
- The school has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to pupils and reinforced when appropriate.

Please refer to the Health and Safety Manual for further advice and guidance

17. Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.
- EYFS will follow the Nappy changing policy and use the personal protective equipment as specified.

18. Risk Assessments

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located in the School Office. EYFS will hold specific ongoing risk assessments in the setting.
- Blank risk assessment forms can be found on the PCS website.
- Each department should have a copy of the risk assessments relevant to them.
- Staff are involved in the adoption, review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed annually as a minimum.
- A specific risk assessment for expectant mothers will be undertaken.
- All school trips or learning outside the classroom activities will have recorded risk assessments. (See school trips section).
- Every off site visit taking place after school hours, of a medium/high risk or for residential will be assessed.

19. Safeguarding

- The Board of Governors fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- The school has a Safeguarding Policy that was last reviewed on July 2016.
- The Safeguarding Officer(s) are Lisa Dadds, Di Martin, Amy Marsh (Nursery) and Rachel Few,.
- All staff have received safeguarding training

Please refer to the Safeguarding Policy for further advice and guidance

20. School Trips/off site activities

The school has a Learning outside the classroom policy which was last reviewed July 2015.

The named competent person nominated as Educational Visits Coordinator (EVC) is Lisa Dadds.

- Activities will be lead by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary risk assessments before departing.
- The school uses the EVOLVE on-line system for school trips. Category A, B and C trips will be completed via the EVOLVE system. The EVC will be provided with all relevant information and risk assessments for school trips or off site visits.
- For Category C trips the Head Teacher / Principal will 'sign off' the trip. (Reference to the Schools Trip Policy should be made.)
- Category C trips are sent to the Health and Safety Advisors for spot check review.
- Pupils will be briefed about the off site visit, together with expected behaviour rules.
- Staff will be fully briefed about the off site visit.
- Adequate staff to pupil ratios will be assessed.
- Parents will receive relevant information about the off site visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the SENCO is sought if applicable for individual pupils.
- Volunteers on any off site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All volunteers and staff will be DBS vetted.

Please refer to the Learning outside the Classroom Policy for further advice and guidance

21. School Transport / Minibus

Where staff and authorised volunteers are required to drive as part of their job, they must ensure that they have read and adhere to the school's policy. Any significant findings must be reported to the Head Teacher who must ensure that remedial action is taken.

Pre-use checks of the vehicle are undertaken and recorded.

Checks are carried out on an annual basis by North Somerset and the School Office that drivers hold a current and valid driver's licence, have undertaken MIDAS training, hold appropriate business insurance and an MOT where relevant.

22. Smoking

The school is a non smoking site.

23. Staff Consultation

The Governing Body, through the Head teacher, will make arrangements for full and proper consultation with employees on health and safety matters.

There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the proceeding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

24. Wellbeing

- Governors will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, Governors, in consultation with the Head teacher, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The schools will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.
- The HR Department, Occupational Health, and if applicable an Employee Assistance Programme are available to staff and should be contacted when required.

Please refer to the Staff Well-Being Policy or Managing Attendance Policy for further advice and guidance

25. Violence to Staff

- The Head Teacher and Governors are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Head Teacher.
- Staff are asked to keep a record of such episodes.
- An accident report form should be completed. A form is available on the PCS website.
- Appropriate steps will be taken by the Head Teacher to deal with such a situation.
- The school may refer to their legal department for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the schools position and any arrangements for sanctions or exclusions.

Please refer to the Health and Safety Manual for further advice and guidance

26. Water Hygiene

- A copy of the Legionella risk assessment is located on Compliance 365.
- Graham FM are employed to carry out many of the requirements of water testing under L8 guidance
- Weston Support Services carries out weekly flushing @West Wick and @Hewish. Temperature recording is carried out by Graham FM.

27. Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the Business Manager to ensure this takes place.
- Staff have access to kick stools, small steps or ladders.
- Regular inspections of the ladders are recorded.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear
- Pupils are / are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities e.g. drama production.
- Contractors are expected to provide their own equipment and will not be permitted to use the schools equipment.

28. Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Staff, technicians and caretakers are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded.
- Employees must not provide their own equipment.
- Heads of departments and line managers must ensure that any such equipment within the department is used appropriately and training or refresher training should be provided if required by the user.
- Heads of Department and line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.
- Personal Protective Equipment must be provided free of charge if required.

29. Work Experience Pupils

A nominated person in conjunction with an external organisation will provide guidance on student work experience placement. The nominated person and or external organisation will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

For work experience placements at the school the students will be monitored / supervised by the class teacher, support staff they are assigned to and liaise if necessary with the nominated person.

Nursery will follow their specific guidance and procedures for working with volunteers and students.

30. Workplace Inspections and Premises Risks

The Head teacher and a Governor representing the Governing Body will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The Head teacher will ensure that hazards associated with premises are monitored and controlled.

A named Governor will be involved / undertake inspections on a termly basis (three times per year) and report back to the Finance, Personnel & Estates Committee with a written report.

31. Health and Safety Committees

The health and safety committee is (part of the Finance, Personnel & Estates Committee). The committee focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful management of this area.

The Safety Committee may include: -

- Chair of Governors (or member responsible for health and safety matters) Head/
- Business Manager
- Trade Union Staff and Manual (if applicable) Safety Representative(s)

The standard agenda items for a school health and safety committee meetings is:-

1. Any accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Are there any building works/modifications planned and what are the Health and Safety implications of this project? Has all the necessary paperwork been completed.
 - From the Pre-Qualification questionnaires to the design phase risk assessments; to risk assessments method statements for the job itself and selection of project manager.
 - Is the job notifiable under Construction Design Management Regulations 2007, if so had a CDM Coordinator been appointed etc.
3. Feedback from high risk departments
4. Risk assessment progress and review

5. Training needs
6. First Aid provision / qualifications etc ..
7. Any school trips taking place and has this been assessed and authorised
8. Inspection findings and required actions.
9. Findings of any compliance issues to feed into the

32. Compliance

The schools compliance arrangements are managed by Business Manager. A compliance contract has been awarded to Graham FM.

33. Health and Safety Training

Health and safety training is managed, recorded and assessed by the Head Teacher / Business Manager. The school recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and Governors. Recording when staff and Governors have completed relevant training, assists the school to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.

October 2016

Contents of the Health and Safety on-line Manual (as at August 2016)

The Health and Safety manual can be found online at: <http://pcs-enterprises.org.uk/health-safety-manual/> For guidance relating to this staff should in the first instance speak to the Business Manager or Head teacher. Further guidance can be sought from the Priory Community School Enterprises Ltd Health & Safety Team (Tel: 01934 529355, go to <http://pcs-enterprises.org.uk>).

Accidents / Incidents

- Procedure: Accident / Incident Management ([Download here](#))
- Guidance: Accident Reporting Flowchart ([Download here](#))
- Form: Pupil Minor Incident Form ([Download here](#))
- Form: Accident / Incident Form ([Download here](#))
- Form: Traumatic Incident Report Form ([Download here](#))
- Information: Accident / Incident Investigation – Gathering the Facts ([Download here](#))
- Publication: HSE – Incident Reporting in Schools ([Download here](#))

Acetylene Cylinders

- Publication: HSE – Working Safely with Acetylene ([Download here](#))

After School

- Information: After School Care ([Download here](#))

Alcohol and Drugs

- Information: Alcohol and Drugs (Staff Only) ([Download here](#))
- Publication: HSE Don't Mix It. A guide for employers on alcohol at work ([Download here](#))
- Publication: HSE Drug Misuse at Work. Guide for employers ([Download here](#))

Animals

CLEAPSS provide guidance for Primary and Secondary schools on the risks of animals. Go to the [CLEAPSS website](#) or contact our office for further details.

Arrangements

- Procedure: Arrangements ([Download here](#))

Asbestos

- Procedure: Asbestos Management Plan ([Download here](#))
- Form: Contractors Asbestos Register sheet ([Download here](#))
- Powerpoint: Asbestos Awareness Toolbox Talk ([Download here](#))
- Publication: DfE – The Management of Asbestos in Schools – March 2015 Review ([Download here](#))
- Publication: HSE – Asbestos Management Checklist for Schools ([Download here](#))
- Publication: HSE – What to do if you uncovered or damage materials that may contain asbestos ([Download here](#))

- Publication: Asbestos in Schools – The Need for Action (All Party Parliamentary Group report) ([Download here](#))
- Link: The [HSE asbestos website](#) provides advice on managing and working with asbestos.

Asthma – see Medicines and Medical Issues section

- The [HSE website](#) has a good webpage on asthma.

Audit

- Form: Audit – Master ([Download here](#))
- Form: Audit – Transport ([Download here](#))
- Form: Inspection – Master ([Download here](#))
- Form: Pupil / Classroom Risk Assessment ([Download here](#))
- Checklist: Action Plan ([Download here](#))
- Checklist: Department Checklist ([Download here](#))

B

Blood and Body Fluids – see Infection Control section

Bomb Threats

- Publication: HSE – Biological / Chemical Threats by Post ([Download here](#))
- Link: [Centre for the Protection of National Infrastructure website – Bomb Threats](#)
- Link: CPNI – Bomb Threats Checklist ([Download here](#))
- Link: CPNI – CPNI YouTube videos ([Download here](#))

Bouncy Castles and other inflatables – see Events section

Bullying and Behaviour

- Publication: DfE – Screening Searching and Confiscation ([Download here](#))
- Publication: DfE – Use of Reasonable Force 2013 – Advice for Headteachers and Governors ([Download here](#))
- Publication: DfE – Preventing and Tackling Bullying ([Download here](#))
- Publication: DfE – The Equality Act 2010 (as amended 2014) and Schools ([Download here](#))
- Publication: DfE – Behaviour and Discipline in Schools 2014 – Advice for Headteachers and School Staff ([Download here](#))
- Link: GOV – Keeping Children Safe in Education ([Download here](#))
- Link: Teacher Support – Behaviour Practical Guide – ([Download here](#))

C

Caretakers

- Guidance: Caretakers Guide ([Download here](#))

Child Car Seats

- Link: ROSPA – Child Car Seat ([Download here](#))
- Link: GOV.UK – Child Car Seats; The Law ([Download here](#))

Compliance Management

- Publication: Compliance Monitoring ([Download here](#))

Contractors

- Procedure: Contractors Pack ([Download here](#))
- Form: Contractors Asbestos Sign-in Record ([Download here](#))
- Form: Permit to work ([Download here](#))

Construction

- Guidance: The Construction (Design and Management) Regulations 2015 and its application ([Download here](#))
- Link: [HSE – Construction Phase Plan CDM 2015](#)
- Link: [HSE – Managing health and safety in construction](#)
- Link: [CITB – Industry Guidance for CDM 2015](#)

COSHH

- Procedure: Hazardous Substances ([Download here](#))
- Form: COSHH Risk Assessment Form ([Download here](#))
- Form: Chemical Substance Inventory ([Download here](#))
- Publication: HSE – Working with Substances Hazardous to Health ([Download here](#))
- Link: [HSE COSHH Basics website](#) and [COSHH Essentials website](#) which provides advice on controlling the use of chemicals.
- Material Safety Data Sheets – go to section M

Critical Incident – please go to Emergency Plan.

Cyberbullying

- Publication: Cyberbullying: Advice for Headteachers and School Staff ([Download here](#))

D

Design and Technology

The Design and Technology Association (DATA) and CLEAPSS provide guidance for design and technology departments. Go to the [Design and Technology Association \(DATA\)](#) and [CLEAPSS website](#), or contact our office for further details.

The HSE has a very useful Dust Hub webpage <http://www.hse.gov.uk/dust/>. The HSE website also has a [‘Clean your act up’ video](#) that demonstrates the high exposures you can get sweeping up and blowing down compared to using a vacuum cleaner with HEPA filters.

The code of practice [‘Health and safety for design and technology in educational and similar establishments’ BS4163:2014](#) is strongly recommended for all school’s Design and Technology Departments.

Diabetes – see Medicines and Medical Issues section

Display Screen Equipment (Computers)

- Form: Display Screen Equipment User Risk Assessment Questionnaire ([Download here](#))
- Form: Display Screen Equipment Workstation Record for Managers ([Download here](#))
- Guidance: Guidelines for VDU Use and Pupils ([Download here](#))
- Guidance: Display Screen Equipment Introduction ([Download here](#))
- Information: iPad Neck ([Download here](#))
- Publication: Display Screen Equipment Illustrations ([Download here](#))
- Publication: HSE – Visual Display Unit Checklist ([Download here](#))
- Publication: Posturite – Tablet Devices Helpful Hints ([Download here](#))
- Publication: Posturite – Laptop Helpful Hints ([Download here](#))
- Publication: Posturite – Desktop Helpful Hints ([Download here](#))

Driving

- Form: Transport Safety Audit ([Download here](#))
- Guidance: Driving at Work Code of Practice ([Download here](#))
- Form: Pre Drive and Vehicle Checklist ([Download here](#))
- Publication: DVSA – Guide to Maintaining Roadworthiness ([Download here](#))
- Publication: DVLA – Guide to the Current Medical Standards of Fitness to Drive ([Download here](#))
- Publication: DfE – Advice on School Staff Driving Minibuses ([Download here](#))
- Publication: ROSPA Minibus Safety. A Code of Practice 2008 ([Download here](#))

E

E-Safety

- Link: SW Grid for Learning – On Line E-Safety Resources ([Download here](#))

Early Years Foundation Stage

- Publication: DfE – Statutory Framework for the Early Years Foundation Stage ([Download here](#))

Electricity

- Procedure: Electrical Safety ([Download here](#))
- Guidance: Electrical Safety for all Staff ([Download here](#))
- Publication: HSE – Electrical Safety and You ([Download here](#))
- Publication: HSE – Electricity at Work ([Download here](#))
- Publication: HSE – Maintaining Portable and Transportable Electrical Equipment ([Download here](#))
- Link: TwoThirtyVolts Socket Overload Calculator ([Download here](#))

Emergency Plan

- Procedure: Emergency Plan ([Download here](#))

Environment

- Guidance: The Environment ([Download here](#))

Equipment

- Form: Equipment Checklist ([Download here](#))

Events

- Form: Firework Display Checklist ([Download here](#))
- Publication: HSE – Managing Crowds Safely ([Download here](#))
- Publication: HSE – Working Together on Firework Displays ([Download here](#))
- Publication: HSE – Giving your own Firework Display ([Download here](#))
- Link: ROSPA – Bouncy Castles ([Download here](#))
- Link: HSE – Advice on Inflatables ([Download here](#))
- Link: The [HSE Events website](#) provides guidance on running events safely.

Expectant Mothers

- Guidance: Expectant Mothers Introduction ([Download here](#))
- Form: Pregnant Mothers Risk Assessment Form ([Download here](#))

F

Farm Visits – see School Trips section

Finger Entrapment

- Information: Finger Entrapment ([Download here](#))

Fire

- Form: Fire Log Book ([Download here](#))
- PowerPoint: Fire Awareness Tool Box Talk ([Download here](#))
- Information: Evacuation Chairs ([Download here](#))
- Procedure: Model Fire Policy ([Download here](#))
- Information: Fire Warden Roles & Responsibilities ([Download here](#))
- Information: Responsible Persons Information ([Download here](#))
- Form: Fire Coordinator Checklist ([Download here](#))
- Information: Emergency Grab Bag ([Download here](#))
- Form: Fire Safety Inspection Checklist ([Download here](#))
- Procedure: Fire Action Notice ([Download here](#))
- Procedure: Classroom Fire Action Notice for Pupils – ([Download here](#))
- Procedure: Preliminary Fire Risk Assessment ([Download here](#))
- Form: Personal Emergency Evacuation Plan (PEEP) ([Download here](#))
- Information: Fire Capacity Calculation ([Download here](#))
- Publication: FIA Fact Sheet: – Guide to Inspection and Testing of Fire Protection Systems ([Download here](#))
- Publication: FIA Fact Sheet – Guide to Fire Safety Signs and Notices ([Download here](#))
- Publication: Fire Kills: Fire Safety BBQ ([Download here](#))

- Publication: FIA Best Practise Guide to Fire Safety ([Download here](#))
- Publication: Fire Safety Guide for Educational Premises ([Download here](#))
- Publication: Design for Fire Safety in Schools (BB100) Revised July 2016 – **New** ([Download here](#))

Firework Display – see Events section

First Aid

- Information: First Aid Manual ([Download here](#))
- Information: Portable First Aid Bags ([Download here](#))
- Link: DfE – First Aid in Schools ([Download here](#))
- Link: The [HSE First Aid website](#) has the latest guidance and publications on first aid.

Food Hygiene

- Publication: Food Standards Agency – Food Hygiene Guide Booklet ([Download here](#))
- Publication: CIEH National Guidance for Outdoor and Mobile Catering ([Download here](#))
- Information: Effective Hand Washing ([Download here](#))

G

Glass – Safety

- Information: Safety Glazing for Schools – ([Download here](#))

Governors

- Procedure: Strategic Plan ([Download here](#))
- Publication: DfE – Governance Handbook – **New** ([Download here](#))
- Publication: Twenty Key Questions for a Governing Body ([Download here](#))
- Publication: Statutory Policies for Schools ([Download here](#))
- Publication: SGOSS – Roles and Responsibilities of Academy Governors ([Download here](#))
- Publication: DfE – Behaviour and Discipline in Schools – Guidance for Governing Bodies ([Download here](#))
- Publication: DfE – Screening, Searching and Confiscation ([Download here](#))
- Publication: DfE – Use of Reasonable Force 2013 – Advice for Headteachers and Governors ([Download here](#))

H

Health & Safety Policy (Statement, Organisation & Arrangements)

- Procedure: Model Schools Health & Safety Policy Statement for Voluntary Aided and Academy Schools ([Download here](#))
- Procedure: Model Schools Health & Safety Organisation for Voluntary Aided and Academy Schools ([Download here](#))
- Procedure: Model Schools Health and Safety Arrangements for Voluntary Aided and Academy Schools ([Download here](#))
- Publication: DFE – Health & Safety: Advice on Legal Duties and Powers. ([Download here](#))

Hoists – see Manual Handling – Persons section

Hotwork

- Form: Hotwork Permit – example ([Download here](#))

I

Induction

- Powerpoint: Model Induction Presentation ([Download here](#))

Infection Control

- Guidance: Body Fluids and Universal Precautions ([Download here](#))
- Publication: HPA Guidance on Infection Control in Schools and other children settings ([Download here](#))
- Publication: HPA Norovirus Toolkit for Schools and Nurseries ([Download here](#))
- Link: HSE – E. Coli 0157 ([Download here](#))

Inspections – see Audit section

Insurance

- Publication: HSE – Employers’ Liability (Compulsory Insurance) Act 1969 ([Download here](#))

J

K

Kilns

- Guidance: Celtic Kilncare – Overtemp Protection RA Chart ([Download here](#))
- Guidance: Celtic Kilncare – Good Firing Guide ([Download here](#))
- Guidance: Celtic Kilncare – Using Your Pottery Kiln ([Download here](#))

L

Ladders – see Working at Height section

Lead Paint

- Information: Lead Paint Information ([Download here](#))

Legionella

- Information: Legionella Introduction ([Download here](#))
- Guidance: Water Fountains Guidance ([Download here](#))
- Form: Monthly Hot and Cold Water Log Sheet ([Download here](#))
- Link: [HSE – Legionnaires’ Disease Resource page](#)

Lone Working

- Information: Lone Working Policy Information ([Download here](#))
- Form: Lone Working Checklist ([Download here](#))
- The [HSE website](#) has comprehensive guidance on Lone Working.

LPG installations

- Publication: UKLPG Installation Record and documentation ([Download here](#))
- Link: HSE – [About Liquefied Petroleum Gas](#)
- Link: [UKLPG](#) provides guidance on the safe use and handling of LP Gas

M

Management of Safety

- Guidance: 18 Point Guide for the Management of Health and Safety ([Download here](#))
- Guidance: Strategic Plan ([Download here](#))
- Information: Health & Safety Committee Structure Information ([Download here](#))
- Information: Reception Information Leaflet ([Download here](#))

Manual Handling – Loads

- Information: Manual Handling ([Download here](#))
- Form: Manual Handling Risk Assessment Form ([Download here](#))
- Publication: HSE Manual Handling Assessment Tool ([Download here](#))
- Publication: HSE Getting to Grips with Manual Handling ([Download here](#))

Manual Handling – Persons

- Procedure: Manual Handling Policy ([Download here](#))
- Form: Individual Pupil Manual Handling Assessment 1 ([Download here](#))
- Form: Manual Handling Care Plan 2 ([Download here](#))
- Form: Risk Identified 3 ([Download here](#))
- Form: Safe Systems of Work 4 ([Download here](#))
- Publication: HSE – Moving and Handling of Special Educational Needs ([Download here](#))
- Publication: Hoisting Guidelines ([Download here](#))
- Publication: HSE Manual Handling Assessment Charts ([Download here](#))

Material Safety Data Sheets (MSDS)

Safety data sheets provide information on chemical products and describe the hazards the chemical presents, and gives information on handling, storage and emergency measures in case of accident. A safety data sheet is not a risk assessment. Schools should use the information it contains to help make their own assessment. To carry out a search for a particular MSDS, place your 'product name' and 'MSDS UK' in an internet search engine.

The HSE have a [COSHH Essentials website](#) which provides advice on controlling the use of chemicals.

MDF (Medium Density Fibreboard)

- The [HSE website](#) has a frequently asked questions webpage on MDF.

Medicines and Medical Issues

- Procedure: Model policy and procedures for supporting pupils with medical conditions ([Download here](#))
- Form: Individual Healthcare Plan ([Download here](#))
- Form: Model letter inviting parents to contribute to individual healthcare plan development ([Download here](#))
- Form: Parental agreement for setting to administer medicine ([Download here](#))
- Form: Record of medicine administered to all children ([Download here](#))
- Form: Record of medicine administered to an individual child ([Download here](#))
- Form: Staff training record – administration of medicines ([Download here](#))
- Form: Contacting emergency services ([Download here](#))
- Publication: DfE – Supporting Pupils at School with Medical Conditions ([Download here](#))
- Publication: Dept of Health – Guidance on the Use of Emergency Salbutamol Inhalers in Schools ([Download here](#))
- Publication: TUC – Occupational Asthma ([Download here](#))
- Publication: Asthma – Initial Employee Questionnaire ([Download here](#))
- Publication: Asthma Poster – Asthma UK ([Download here](#))
- Publication: Asthma Policy – Asthma UK ([Download here](#))
- Powerpoint: Asthma UK Powerpoint Presentation ([Download here](#))
- Publication: Diabetes Awareness – Diabetes UK ([Download here](#))
- Powerpoint: Diabetes Powerpoint Presentation – Diabetes UK ([Download here](#))
- Publication: Diabetes Information Guide – Diabetes UK ([Download here](#))
- Link: DfE – Automated external defibrillators (AEDs) in schools ([Download here](#))

N

Noise

- Publication: HSE Sound Advice ([Download here](#))

Norovirus – see Infection Control section

O

OFSTED Information

- Link: The [GOV.UK website](#) has the latest publications on the framework for school inspections.

P

Permit to Work

- Form: Permit to work ([Download here](#))

Physical Education

- Publication: Safe Practice for the School Games Resource ([Download here](#))
- Link: The [Association of Physical Education provides](#) services, resources and valuable professional support for physical education and sport professionals.

Physical Intervention

- Form: Record of Incident of Physical Intervention using Force ([Download here](#))
- Form: Violent Aggressive or Threatening Behaviour Form ([Download here](#))
- Publication: DfE – Use of Reasonable Force – Advice for Headteachers and Governors ([Download here](#))
- Information: Diffusion & De-escalation Techniques ([Download here](#))
- Publication: Ofsted’s Children’s Views on Restraint 2012 ([Download here](#))
- Link: DfE – Screening Searching and Confiscation ([Download here](#))
- Link: ‘Legal Briefing for Schools’ is a useful video that NFPS Ltd have produced for schools. It gives some basic introduction into the use of physical intervention / restraint with children and young people. You can find out more by going to: <https://vimeo.com/43454164>

Playground Equipment

- Publication: Playforce – Checklist of Play Equipment ([Download here](#))
- Publication: Playground Safety (Thanks to Hampshire and Isle of Wight Health and Safety Advisory Group) ([Download here](#))
- Publication: Guide to Playground Equipment and Surfaces – Wicksteed Playscapes ([Download here](#))

Ponds

- Publication: ROSPA Pond Dipping ([Download here](#))
- Publication: ROSPA Pond Water Safety ([Download here](#))
- Link: CLEAPSS provide guidance on ponds. Go to the [CLEAPSS website](#) or contact our office for further details.

Powered Gate Safety

- Information: Electrically Powered Gates Information ([Download here](#))
- Publication: Powered Gate Guidance ([Download here](#))
- Link: [The HSE website has guidance on power gates.](#)

Pregnancy – see Expectant Mothers section

Premises

- Publication: DfE – Advice on Standards for School Premises ([Download here](#))

Pupil Risk Assessment

- Form: Individual Pupil Risk Assessments for those pupils with a health and safety concern ([Download here](#))
- Form: Pupil blue form SEN HS1 ([Download here](#))
- Form: Safety Risk Assessment Form for Pupils ([Download here](#))
- Form: Question Form on Pupils Assessment ([Download here](#))

Pupil Resources for Safety

- Link: [Suzy Lamplugh Trust](#) has some useful presentations on personal safety for pupils.
- Publication: School Construction Poster ([Download here](#))
- Publication: Building site activity sheet ([Download here](#))

Q

R

Radon

- Publication: Radon in schools ([Download here](#))
- Link: [HSE – Radon in the workplace](#)

RIDDOR – see Accident / Incident section

Risk Assessments

- Model PCS Risk Assessment Templates ([Link here](#))
- Procedure: Management of Risk Assessment ([Download here](#))
- Form: Generic Risk Assessment Template ([Download here](#))
- Form: Pupil / Classroom Risk Assessment ([Download here](#))
- Publication HSE – Risk Assessment. A brief guide to controlling risks in the workplace ([Download here](#))

Risk Management

- Publication: HMC The Orange Book Management of Risk – Principles and Concepts 2013 ([Download here](#))
- Publication: Risk Protection Arrangements (RPA) for Academy Trusts ([Download here](#))

S

Safeguarding

- Link: The [GOV.UK website “Safeguarding Children”](#) has the latest safeguarding publications.
- Link: DfE ‘The Prevent Duty’, resilience to radicalisation ([Download here](#))
- Female Genital Mutilation (FGM)
 - Publication: FGM Act 2012 ([Download here](#))
 - Powerpoint: FGM Powerpoint ([Download here](#))
 - Publication: FGM KS3 Lesson Plan ([Download here](#))
 - Publication: Home Office FGM Leaflet ([Download here](#))
 - Publication: HM Government – Multi Agency Practice Guidelines ([Download here](#))
 - Publication: Traditional and local terms of FGM ([Download here](#))
 - Publication: Asking difficult questions ([Download here](#))
 - Publication: City University London – Taking Local Action on FGM ([Download here](#))

School Trips

- Information: Educational Visits Introduction ([Download here](#))

- Guidance: School Safety on Trips Short Guide ([Download here](#))
- Publication: DfE Water – Group Safety ([Download here](#))
- Publication: Guidance for Overseas Expeditions ([Download here](#))
- Publication: HSE – School Trips and Outdoor Learning Activities ([Download here](#))
- Publication: EVOLVE – Outline Specifications ([Download here](#))
- Publication: EVOLVE – School Trips Management System ([Download here](#))
- Link: National Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom go to <http://oeapng.info>.
- Link: [Farming & Countryside Education](#) has useful information on planning a class visit to a farm.

Science

- Video: CLEAPSS – Washing your Hands for Microbiology ([Download here](#))

CLEAPSS provide guidance on Science subjects for Primary and Secondary schools. Go to the [CLEAPSS website](#) or contact our office for further details.

Security

- Publication: DFE – School Security Advice ([Download here](#))
- Publication: Schools Secured by Design ([Download here](#))

Slips, Trips and Falls

- Publication: HSE Preventing Slip and Trip Incidents in the Education Sector ([Download here](#))
- Link: [HSE Shattered Lives](#). Education Sector E-learning Module and Toolkit.

Stress – see Wellbeing section

Sun Safety

- Guidance: Heat Wave Guidance ([Download here](#))
- Link: [Public Health England – Heatwave resource](#) page

Swimming

- Publication: HSE Managing Health and Safety in Swimming Pools ([Download here](#))
- Publication: ASA Guidelines for School Swimming ([Download here](#))

T

Training

- Information: Training and Competence ([Download here](#))
- Information: Training Matrix – New ([Download here](#))

Transport – see Driving section

Two-way Radios

- Procedure: Radio Procedures ([Download here](#))

U

V

Violent Acts – see Physical Intervention section

W

Water Fountains – see Legionella section

Wellbeing

- Publication: NUT Teacher Well-Being Ready Reckoner ([Download here](#))
- Link: The [HSE has the latest Wellbeing](#) publications and advice.
- Link: The [HSE has the latest Stress](#) publications and advice.

Working at Height

- Information: Working at Height Introduction ([Download here](#))
- PowerPoint: Working at Height Toolbox Talk PowerPoint ([Download here](#))
- Guidance: Working at Height Guide 1 ([Download here](#))
- Guidance: Working at Height Guide 2 ([Download here](#))
- Form: Ladder Register ([Download here](#))

The HSE website has very comprehensive working at height guidance.

- Link: [Working at height](#)
- Link: [Work at height and the use of tallscopes in theatres](#)
- Link: [Using ladders safely](#)

X

Y

Young People and Work experience

The HSE website has very comprehensive guidance on work experience and young people at work.

- Link: [Work experience](#)
- Link: [Young people at work](#)

Z

Zoonoses

- Link: [The HSE website has very comprehensive guidance on zoonoses.](#)