

## IMPLEMENTATION PLAN – HEALTH AND SAFETY POLICY September 2020

| AREA   | ACTION   | DATE COMPLETED |
|--|--|----------------|
| <b>PART 1</b><br>H&S Policy Statement            | To agree, sign and date:<br>Chair of IEB and Head Teacher  |                |
| <b>PART 2</b><br>Organisation & Responsibilities | To read through and ensure all parties aware of their responsibilities <ul style="list-style-type: none"> <li>• IEB</li> <li>• Head Teacher</li> <li>• Other staff with H&amp;S responsibilities</li> <li>• Facilities Manager</li> <li>• All Employees</li> </ul>   |                |
| <b>PART 3</b><br>Arrangements:                   |  |                |
| Accident Reporting                               | <ol style="list-style-type: none"> <li>1. Schedule with Bridie a training session with all first aiders to refresh on process to follow when reporting &amp; recording accidents.</li> <li>2. Produce bullet points for this training session</li> <li>3. Review how recording (local book, SMART, HS1)</li> <li>4. Review 'Procedure for Reporting Pupil Accidents'</li> <li>5. Gerry and Terri (with my support) to undertake termly evaluations of reported incidents to identify trends.</li> <li>6. Review Near Miss Procedure and implement</li> </ol> |                |
| Asbestos Management                              | <ol style="list-style-type: none"> <li>1. Phil Cooke – TRAC commissioned to produce 'Asbestos Management Plan'</li> <li>2. To share with all relevant parties</li> <li>3. To go through duties for Gerry – all implemented?</li> <li>4. Contractors to use TRAC portal – set up?</li> <li>5. TRAC to provide updated survey (Quote?)</li> </ol>  |                |
| Bomb Threat                                      | To implement Bomb Threat Procedure (follow UK Gov guidance)  |                |
| Contractor Procurement and Management            | <ol style="list-style-type: none"> <li>1. Review all arrangements with Gerry</li> <li>2. To include use of Bury system</li> <li>3. Set up own system of 'approved contractors'</li> <li>4. Review all documents to 'manage' contractors</li> </ol>   |                |
| COSHH  | <ol style="list-style-type: none"> <li>1. Review COSHH inventory &amp; risk assessments</li> <li>2. Audit use of substances (including for Covid)</li> </ol>   |                |
| Display Screen Equipment                         | <ol style="list-style-type: none"> <li>1. List of all DSE users – send HSE Workstation Risk Assessment for completion</li> <li>2. Review all assessments – reasonable adjustments</li> </ol>   |                |
| Lettings   | Review School Lettings Policy/ H&S arrangements  |                |
| Fire   | <ol style="list-style-type: none"> <li>1. Update Fire Risk Assessment (to include changes for Covid measures)</li> <li>2. Refer to report from Guy Doyle (August 2020) – action include: physical changes to the building, emergency arrangements, storage of flammables, etc</li> <li>3. Produce Fire Policy</li> </ol>   |                |
| Caretakers Duties                                | <ol style="list-style-type: none"> <li>1. Review Caretaker daily checklist &amp; update with additional duties for Covid</li> <li>2. Go through list of actions from training 7<sup>th</sup> Aug 2019</li> </ol>   |                |
| First Aid  | <ol style="list-style-type: none"> <li>1. Review and update First Aid Needs Assessment</li> <li>2. Produce First Aid Policy</li> <li>3. First Aid training list – update &amp; add names to SMARTlog</li> <li>4. Update list of staff requiring training and arrange (LM /IH)</li> <li>5. Lead First Aider to: set up weekly AED checks &amp; record. Half termly checks of all first aid boxes</li> </ol>   |                |
| Medicines  | <ol style="list-style-type: none"> <li>1. Review and update Administering Medicines Policy, to include: Anaphylaxis &amp; Allergens,</li> <li>2. Procedure to be implemented and shared with all relevant staff (SENco). To include use of new forms (see H&amp;S Policy)</li> <li>3. Review training needs</li> </ol>   |                |

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|---|---|----------------|
| Emergency Planning                      | <ol style="list-style-type: none"> <li>1. Buy into Bury Council Emergency Planning service</li> <li>2. Review updated documents supplied and implement</li> <li>3. Lockdown arrangements – review and practice</li> </ol>   |                |
| Legionella                              | <ol style="list-style-type: none"> <li>1. Buy into Bury Council service for water management</li> <li>2. Review: SLA, Risk Assessment, management controls e.g. weekly flushing of seldom used outlets, six monthly temperature checks of stored water, monthly temperature checks on sentinel outlets, annual inspection by IWS etc.</li> </ol> <p>Current issue gaining access due to ACM's in boiler room</p>  |                |
| Lone Working / Personal Safety          | <ol style="list-style-type: none"> <li>1. Review current Lone Working Policy and arrangements</li> <li>2. Identify staff working alone – risk assessment to include call out procedure for Caretakers</li> <li>3. Review Home Visits RA / Checklist (including covid)</li> </ol>  |                |
| Manual Handling                         | To identify staff at risk & undertake manual handling risk assessment   |                |
| Minibus                                 | <ol style="list-style-type: none"> <li>1. Produce Minibus Policy</li> <li>2. Identify and list staff who drive the minibus – check licences</li> <li>3. MIDAS training for all staff to be arranged</li> <li>4. Procedure for checking the safety of the minibus to include: checklist before use, at least every 10wks garage check etc</li> </ol>   |                |
| Monitoring and Inspections              | <p>Implement active monitoring arrangements:</p> <ol style="list-style-type: none"> <li>1. School Inspection Checklist – termly by FM &amp; H&amp;S</li> <li>2. Daily checklist for Caretakers</li> <li>3. H&amp;S checklist for classrooms – to put on each wall and staff instructed to view when use the room</li> <li>4. H&amp;S Checklist for HOD's – procedure for termly inspections (to follow up)</li> <li>5. P.E., Technology and Science – own Checklists to use</li> </ol>  |                |
| Off site Visits                         |   |                |
| Premises and Work Equipment             | <ol style="list-style-type: none"> <li>1. Use 'Typical School Maintenance Schedule'</li> <li>2. Review SMARTlog use for planned maintenance/inspections</li> <li>3. List of tools and ladders available &amp; checks logged</li> <li>4. DFE docs go through with Gerry</li> </ol>   |                |
| Risk Assessments                        | <ol style="list-style-type: none"> <li>1. To review all School RA's against Teachsafes Table<br/>Identify gaps and use generic assessments</li> <li>2. To create a folder for staff to access all RA's</li> <li>3. To update specific areas e.g. Curriculum: P.E. (new AFpe template), Technology (use Checklist). Art to do</li> </ol>   |                |
| Slips, Trips & Falls prevention         | To share HSE advice on 'slips in Education' – use poster in staff room and Shattered Lives/Guidance (Working at height)   |                |
| Stress and Wellbeing                    | HSE Education Talking Tool kit – implement  |                |
| Training and Information                | <ol style="list-style-type: none"> <li>1. Staff Induction booklet – to review H&amp;S</li> <li>2. Cover Manager (Rachel) use of H&amp;S Induction Checklist for supply staff – review what covered (to include fire evacuation now responsible for escorting own class from building. Must familiarise with Fire Evacuation poster in classroom. Keys for Science, D&amp;T rooms etc)</li> <li>3. Ensure all staff have induction e.g. TA's, Cleaners etc</li> <li>4. To ensure all staff H&amp;S training is undertaken (as Competency Framework) &amp; recorded on SMARTlog – LM to review with admin staff assistance</li> </ol> |                |
| Vehicles on site                        | 1. To review procedures for vehicle movement. To update following arrangements for covid  |                |
| Work related learning / Work experience | <ol style="list-style-type: none"> <li>1. To review process. Bury Council strictly no pupils going off site during covid</li> <li>2. Must follow Bury Council standard for work experience</li> </ol>   |                |
| Audit and Review                        | H&S Management system audit to be undertaken every 12 months (see Part 4 for list)  |                |

