



## Health and Safety Arrangements

### What are arrangements?

The third and final element of a Health and Safety (H&S) policy is the *arrangements* section. This guidance will help you develop H&S arrangements for your school.

The arrangements detail the specific procedures, actions or activities that the school will carry out or put into place in order to achieve the aims set out in the statement of intent. In other words, the policy statement identifies what the school will do, whilst the arrangements state *how* this will be done.

These will be **school-specific** and, where North Somerset Council is the employer; will supplement the council's overarching Health and Safety arrangements.

### Scope and detail of arrangements

The depth, scope and detail of each arrangement will vary significantly according to the nature of the area or subject and its impact or potential impact in the school.

Some arrangements for lower hazard activities will be fairly short and brief as they aren't designed to be overly long or unnecessarily detailed. They need to be easily understandable and offer a clear, concise summary of how these elements of Health and Safety are managed within the specific school environment.

Other sections relating to higher-hazard or more complicated activities will probably be more detailed or may have a supplementary policy or procedure of their own (such as fire / emergency arrangements). In these circumstances, it isn't necessary to repeat everything- an acknowledgement and cross reference / signpost to the other information will be perfectly sufficient.

### What goes into the arrangements section?

There is no list of things that must be included in the arrangements section. Ultimately, the content of your arrangements should reflect the amount and type of hazards that need managing within the school.

Typically, arrangements will include, but may not be limited to, information about how the school manages H&S in relation to the following:

- accident and incident reporting / investigation
- active monitoring (inspections)
- audit and review
- consultation with employees
- display screen equipment
- Maintenance of plant and equipment e.g. electrical equipment, gas appliances and lifting equipment
- fire and emergency (cross referenced to a separate policy / procedure if one is in place)
- first aid and supporting medical needs
- health and safety training
- individual pupil risk assessment
- infection control
- lone working
- control of hazardous substances
- on-site vehicle movement
- selection and management of contractors
- manual handling
- people handling
- new and expectant mothers
- school security
- off-site visits (often cross referenced to a more detailed policy)
- play equipment
- ponds and nature areas
- risk assessment
- stress (maybe cross referenced to more detailed policy)
- work equipment
- personal protective equipment (PPE)
- working at height
- violence and aggression (cross referenced to behaviour policy)

Much of the above will be applicable to every school but some sections will be more relevant than others. This will therefore dictate how detailed or otherwise the arrangement is.

Further guidance on arrangements can be found in the North Somerset Council Schools H&S manual.

### **Example Arrangement**

Below is a selection basic example arrangements which address a variety of subjects. They *give an idea of what an arrangement should look like and the sort of information should be contained.*

You are welcome to adopt **and, importantly, adapt** them for your school and **make them specific** to your requirements and circumstances. You may consider certain bits of them more applicable or useful than others and may wish to elaborate on or reduce / delete certain elements.

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You can then use this format to put together further arrangements for your school.

### **Example Arrangement- Risk Assessment**

The school carries out risk assessments of significant hazards and risks as per legal requirements. To enable this is successfully carried out, the arrangements at the school for undertaking risk assessments are as follows:

Risk assessments will be carried out for a variety of hazards across the school- which may be activities, areas / locations, events or even individuals.

The overall risk assessment process will be managed by **Headteacher**

Assessments are delegated by **Headteacher** for completion to competent individuals who understand the process of risk assessment, the hazards and risks related to the subject that is being assessed and the control measures required to eliminate or reduce the risk.

We use a team approach to risk assessment involving input from relevant staff and, where appropriate, will involve pupils in the process.

Prior to being published, assessments will be checked by **Deputy Headteacher and individual medical risk assessments by the Assistant Head.**

- Staff will have access to assessments by **Accessing Central Resources.**
- Governors will have access to assessments by **Accessing Central Resources and Attending Health and Safety meetings.**
- Contractors will be appraised of risks applicable to their undertaking by Premises Manager

Assessments will be subject to review on an annual basis or before should circumstances dictate (such as a related accident), or if it is believed the assessment is no longer valid.

Training in risk assessment will be provided by **Headteacher** and will be repeated on a yearly basis and records relating to this will be retained in School by the School's administration.

School trips and individual pupil risk assessments are addressed separately.

Blank documentation for school risk assessments can be found on the school central resources.

For further information relating to risk assessment, including the general basic approach, underpinning legislation and hierarchy of control measures, please refer to North Somerset Council's Schools H&S Manual.

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## Example Arrangement- First Aid

The school's arrangements for providing first aid cover have been developed in line with North Somerset Council's overarching first aid arrangements.

A first aid assessment of need has been carried out by **Headteacher** which has given an informed picture of the school's first aid risks and related requirements provision put in place according to these findings.

First aid training is managed at the school by **the Headteacher** who ensures that appropriate individuals are identified, trained and that their training remains current. A training database is in place which details who is due refresher training and when.

The school has:

- **4** trained paediatric first aiders
- **2** First Aid at Work qualified
- **All Staff First Aid Essentials EduCare trained annually**

First aiders' identities and contact details are clearly displayed **across all sites**.

First aid training is provided by a competent training provider PLUS who has been selected in line with NSC guidance.

The school has **6** first aid boxes which are kept **across the school site in these locations: main hall, Science Lab, outside the Catering Room, in the Iles Kitchen, in the P16 Staffroom and Primary cupboard** and are clearly signed. It also has 6 portable first aid kits for use **on trips** (All EYFS trips will be accompanied by a paediatric first aider). Each of the **4** school vehicles has a portable first aid kit. First aiders are asked to replenish the contents of first aid kits after use, from a store held **in Healthcare**. The contents are also routinely checked by **Healthcare termly**.

The first aid room / area is located in **Healthcare, off the main corridor next to the staff room**. It is immediately available and fit for purpose.

In the event of an accident or incident to a child or adult at the school, a suitably trained first aider will attend and:

- take control of the situation
- provide initial care for the injury or illness as appropriate
- call an ambulance as necessary

Parents are informed of first aid given to their children by **receiving a copy of the accident form or a telephone call**.

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## Example Arrangement- Work at Height

The school's arrangements to ensure safe working at height have been developed in line with North Somerset Council's overarching first aid arrangements- which are followed for all activities that incorporate an element of work at height.

Work at height is avoided where possible but, where this is not practical, is suitably risk assessed, planned and supervised.

We have developed a generic working at height risk assessment (carried out by **SLT**) that addresses all tasks routinely carried out on school premises, which is reviewed on an annual basis or sooner if circumstances dictate (e.g. change of task, new equipment, an accident). It highlights the hazards associated with a variety of activities along with the risks and controls in place to reduce the risk to an acceptable level. For activities that fall outside the scope of this assessment, a further specific assessment will be carried out by **SLT**.

The significant findings of the risk assessment are communicated to staff via **staff meetings and briefings**.

We endeavour to select the safest *practical* access equipment for each activity. Equipment is checked by the user prior to each use whilst **Premises Team** periodically inspects and records the condition of all ladders. This is recorded as a hardcopy and is held in filing cabinet in Premises office.

Ladders and stepladders are used only when they represent the most suitable form of access, the task is low risk and short duration and staff are suitably trained in their use.

All staff that work at height receive training or information on how to do so safely which is proportionate to the activity they carry out.

- The Caretaker / Site Manager / Site Team members have carried out work at height training
- Individuals that use tower scaffolding receive PASMA-accredited training.
- Teachers and support staff who hang decorations and artwork etc. have the principles of safe work at height explained by distribution and discussion of HSE leaflets and risk assessments.

## Example Arrangement- Active Monitoring

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In order to ensure that we are proactively managing our H&S at the school we undertake a recorded H&S inspection 3 times per year. These are carried out by a variety / group of individuals including **premises team and governors**. We use the exercise to identify areas for improvement or issues that need rectifying and address these on a risk basis. The inspection or 'walk around' is recorded and the results factored onto an action plan which is monitored to completion by **Premises Manager**. Reports are forwarded to the H&S Committee for information / action.

In addition to this programmed inspection, faults and other hazards that are identified at the school between inspections are monitored by use of a hazard reporting sheet / book. The hazard report forms are located in the staffroom and once completed is located in the drop box outside the SLT office is reviewed by **Premises team** on a daily basis.

This ensures that corrective actions are taken promptly and that a suitable audit trail is retained.

### **Example Arrangement- Accident Reporting and Investigation**

Accident reporting is carried out as per North Somerset requirements. In summary, we do the following:

All accidents to pupils and staff regardless of how trivial are recorded in the staff accident / pupil accident book. This is usually carried out by **a staff member and reported to Healthcare**.

Certain accidents / incidents are reported to North Somerset on the appropriate documentation (which can be found **on G Drive**). These are outlined in North Somerset's overarching accident reporting arrangements and include:

- All significant incidents of violent aggressive and abusive behavior.
- Serious accidents and incidents to pupils and staff.
- Near misses of a more potentially significant nature.

**Healthcare** is the school's identified person to report accidents and he /she has a system in place to retain copies at a local level.

Accident investigations, where we look to identify and address both immediate and underlying causes will be carried out at a local level by the Headteacher who would be accompanied by **a member of the H&S committee** as necessary. For investigations of a more serious or involved nature, we utilise the services of **Health & Safety Executive**.

Accident statistics and trends will be presented to Governors for consideration and discussion every **term**.

### **Example Arrangement- Contractors**

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All school-funded projects are notified to North Somerset as per guidance issued by the Property and Asset Management team and assistance is sought from this team as required.

Before commissioning contactors, we check to ascertain that the contractor is on the exor select list. This offers a level of assurance that the contractor has been subject to a pre-qualification approval process including some general H&S documentation.

When this has been established, we then make reasonable and proportionate enquiries of the contractor that they have appropriate arrangements in place to carry out the specific job safely. This will usually mean that we obtain from them, copies of related risk assessments and method statements. We may also ask for evidence of other Health and Safety documentation such as training records or specific competencies.

**Premises Manager** carries out this activity and retains the information **in the Premises folder on G-Drive, filed under Contractors information**. They will also share with the contractor key information about significant hazards and risks related to the job / site.

We supervise and monitor the contractor's performance throughout the job to ensure they are adhering to agreed standards and will intervene if concerns are raised or issues are identified. The individual who assumes the key role of liaising between the school and contractor is **a member of SLT**.

### **Example Arrangement- Display Screen Equipment**

All members of staff who are deemed as DSE 'users' carry out the DSE e-learning package via North Somerset's Learning Pool **OR** are provided with training by **Network Manager** which gives information on the features of their workstation including how to adjust it,

This training is carried out by users on induction and when appropriate or required thereafter, for example after a change in office locations.

Following training, users also carry out a DSE self-assessment / questionnaire which is given to their manager to address any issues that arise.

When issues are identified, the manager carries out a workstation assessment with the user which records any remedial actions taken (using the form provided by North Somerset's H&S team. In more complicated cases, we will use the services of **Occupational Health**.

DSE users are offered free eyesight tests by the school and are reimbursed

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the cost after providing **proof of** an optician's receipt.

The school will also reimburse users the cost of a (basic) pair of glasses prescribed for VDU use upon being supplied with the optician's confirmation of the prescription and a letter stating that glasses are required for VDU use only. Confirmation should be provided to **SLT**.

DSE proformas can be found [here](#)

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## **ORGANISATION**

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

The following is a summary of individual responsibilities, their consequent structure and accountability: -

### **Governors**

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the Agenda for termly meetings.

### **Governors Must Ensure:**

- a) That in co-operation with the Head teacher, an individual school Health and Safety Policy is produced that reflects the status of the school and who is the employer, and this policy is regularly reviewed and revised as and when necessary;
  - b) That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;
  - c) That sufficient funding is allocated and authorised for health and safety issues e.g. major expenditure for maintenance issues, training, provision of personal protective clothing etc;
  - d) That regular health and safety inspections of the premises are carried out on a termly basis;
  - e) That the Governing Body receives an annual audit of health and safety systems and standards of health and safety from the Head teacher;
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- f) That a positive health and safety culture is established and maintained.
- g) That the Governing body appoint a Governor to the role of Health and Safety Governor.
- h) Ensuring that Health and Safety keeps on the agenda by including it intrinsically with business discussions

### **Employee Duties**

All Employees have a legal duty under Health and Safety legislation, in order to achieve this, their duties should include the following;

- a) Are responsible for their own Health and Safety
- b) Ensure that their actions will not put at risk the safety of other employees, pupils or visitors.
- c) Are alert to observe and correct or report any unsafe practices or conditions.
- d) Maintain a healthy and safe place to work and cooperate with managers in the implementation of all Health and Safety matters
- e) Make suggestions to improve any areas of Health and Safety especially with their specific working knowledge of an area or task.
- f) Maintain an active interest in Health and Safety.
- g) Learn and follow the safe operating procedures and Health and Safety rules, for safe operation and performance of their roles.
- h) Follow the established procedure if accidents occur.

Specific duties for staff are outlined below;

### **Head teacher**

The Head teacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include the following:

- a) Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a health and safety culture is also developed with the pupils.
  - b) Ensuring that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers etc) are
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aware of the contents of the school health and safety policy and all safe working practices.

- c) If deemed necessary, appointing one or more members of staff (safety co-ordinators – schools may wish to choose their own title), undertaking specific duties in relation to health and safety. Acting as co-ordinator for the school on health and safety matters affecting the school. (This post is not to be confused with union appointed safety reps. This is an extra role to enable the Governing Body/Head teacher to effectively manage health and safety.)
  - d) Ensuring that risk assessments are carried out on any activity that has significant associated hazards. 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/head of department/ 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.
  - e) Undertaking inspections of the school premises, plant, equipment and working practices on a termly basis. Where necessary implement any changes and improvements. (Some inspection/monitoring can be delegated)
  - f) Providing an annual report to the Governors of the school regarding safety performance. – e.g. how many fire drills have been carried out? How many accidents have occurred? Have any trends been discovered? What risk assessments have been carried out?
  - g) Making recommendations to Governors where Health and Safety funding is required, and to advise on any safety policies that need to be introduced.
  - h) Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Health & Safety Officer for school's (to allow North Somerset to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995).
  - i) Personally chair the Schools Health and Safety committee.
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## **Deputy Head/Head of Department/Year Head**

Deputy Heads/Head of Department/Year Heads are responsible to the Head teacher for the health and safety of all staff, workplaces and activities under their control. To achieve this their duties include the following: -

- a) Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a health and safety awareness culture is also developed with the pupils.
  - b) Ensuring that all staff, probationers/students/supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity.
  - c) Actively encouraging the participation in health and safety and welfare matters of all pupils.
  - d) Making known to the Head teacher any identified training needs.
  - e) Establishing and regularly reviewing Risk Assessments and safe working practices, for activities under their control.
  - f) Taking effective action and/or immediately referring to the Head teacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate.
  - g) Ensuring that all work equipment items of portable electrical equipment (including new purchases) are entered on the school inventory before use, and that visual inspection of all equipment take place on a termly basis. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced, (repaired by a competent person only).
  - h) Checking the adequacy of fire precautions and procedures in liaison with the Head teacher.
  - i) If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.
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- j) Establish acceptable housekeeping and safe storage standards, of all areas of their responsibility
- k) Develop a training plan that includes specific job instructions for new, or transferred employees.

### **Teaching Staff (Including Supply Teachers)**

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- a) Ensuring that the Health and Safety culture developed within the school is further developed with the pupils, by way of enforcement of health and safety rules. Also, by including briefs of health and safety, and referral to specific risk assessments, especially before any hazardous/high risk activities and lessons.
  - b) Ensuring that all students/probationers, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
  - c) Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.
  - d) Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc.
  - e) Being aware of the Risk Assessments and Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
  - f) Setting an example by personally following safe working practices.
  - g) Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment must be visually checked before use.
  - h) Reporting to the Head teacher or Head of Department any defects in equipment or identified inadequacies in procedures. N.B Where any defect renders the equipment potentially
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hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'.

- i) Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons.
- j) Highlighting any training needs deemed necessary to fulfil their role to their immediate line manager.
- k) Ensuring their direct areas of responsibility are well managed in terms of housekeeping and safe storage of materials and equipment.

### **Non-Teaching Staff**

There is a need to identify the specific duties and responsibilities over and above employee legal duties for the following categories of staff (appropriate to your school). As the structure and duties assigned differ for each establishment it is not possible to provide a 'model'. Remember that in allocating duties you will need to take into account the level of authority, ability, training and instruction needed to carry them out.

It is suggested that a format similar to the preceding pages be adopted for the following groups of employees within your school.

### **Categories**

- Resources Manager/Bursar
- Office Staff
- Science and Design Technology Technicians
- Classroom Assistants
- General Assistants (Special Needs)
- Lunchtime Supervisors
- School Nurse (Local Authority)
- Premises Manager
- Caretakers/Cleaners
- Ground Maintenance Staff
- Handyman

**Please refer to Employee duties above as the minimum nonspecific standard.**

### **Trade Union Safety Representative**

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Any Trade Union Safety Representative will be encouraged by the Head teacher to fulfil his/her duties as well as being released for any appropriate training. The Head teacher will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

### **The Local Authority**

To provide a model Health and Safety policy, outlining the clear policy statement, roles and responsibilities and the arrangements necessary to implement the health and safety standards.

To provide advice to schools and Governors on complying with health and safety legislation.

Monitor performance of health and safety in schools

HSE reporting on behalf of schools on RIDDOR reportable accidents.  
(For a full range of services refer to the Service Level Agreement)

### **Health & Safety Executive**

The Health & Safety Executive (HSE) have many powers, including the right to visit the school and have sight of all relevant policies and documents.

They have the right to turn up for announced or unannounced visits, however they will **usually** visit in connection with an accident that has been reported to them.

If contact is made within the school by the HSE either by visit, phone or writing, the school will make contact with the Education Safety Officer to make them aware of the reason for contact.

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## Ravenswood School Health and Safety Policy Statement

- 1-1 The Governors and Senior Leadership Team of the school are committed to a safety management approach to Health & Safety, and thereby to an organised, well informed and proactive approach to all health & safety and welfare related issues. All activities will be planned and executed with a systematic approach which includes an element of 'context sensitive' risk assessment, and where necessary control measures will be put in place to reduce/eliminate to a safe level any foreseen risks.
  - 1-2 This policy supplements and operates in conjunction with North Somerset Council's policy statement on Health and Safety.
  - 1-3 It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school.
  - 1-4 All school staff are reminded that they have a legal duty to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the health and safety requirements relevant to their activities.
  - 1-5 A suitable assessment of all-foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.
  - 1-6 Consultation will take place with any Union appointed safety representatives and members of staff on matters that effect their health and safety. If required, specialist advice will be sought at the earliest opportunity from The North Somerset School's Health and Safety Officer, Building Surveyors, Asset Manager or other specialist advisers, such as the local Fire Officer
  - 1-7 All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities.
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1-8 Governors and the Senior Leadership Team of the school will ensure safe access to and safe egress from the building is maintained at all times. That safe storage of equipment and materials is achievable, and regular maintenance/inspection of equipment and plant occurs at regular intervals

1-9 A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.

1-10 Additional information to implement this policy is contained in the attached Schedule of Duties. Further information is contained within the North Somerset Health and Safety Manual.

Chair of Governors - Toby Willis

Headteacher - Mark Senior

Signed ...T. Willis.....

Signed:



Date ...27.11.24.....

Date: 27.11.24

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