



Where learning's an adventure

# Health and Safety Policy

	Name	Signature	Date
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Approved by:	Name: Chair of Governing Body		
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## **Part I**

### **Statement of Policy**

#### **FOREWORD**

The Governing Body of EGA and Copenhagen recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site activities is fundamental to the wellbeing of the school.

This Safety Policy, its supporting documentation and arrangements and monitoring will meet our legal obligations and contribute to our objectives relating to continuous improvement on Health and Safety performance.

We are committed to high standards of Health and Safety and expect all staff to be familiar with the contents of this Policy.

## **Part I**

### **Statement of Policy**

#### **1.1 Scope**

This Policy is specific to Copenhagen Primary School, it is supported by policies and guidance from other relevant organisations such as the Local Authority, Health and Safety Executive (HSE), DfE and other agencies.

The Health and Safety system will be integrated within the daily management of the school and will be continuously developed, maintained and implemented and monitored via a comprehensive series of documents which will include:-

- I. The Policy Aim, Objectives and Statement
- II. Organisation
- III. Arrangements for Implementation
- IV. Working Policy Documents
- V. Subject specific Guidance periodically issued by DfE, and HSE

The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

#### **1.2 Aim**

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

#### **1.3 Objectives**

It is the responsibility of the Governing Body of EGA and Copenhagen via the Head teacher together with the school's Senior Leadership Team (SLT) to ensure that systems are in place which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Governing Body of EGA and Copenhagen expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:-

- I. To establish and maintain a safe and healthy environment throughout the school
- II. To establish and maintain safe working procedures among staff and pupils
- III. To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances



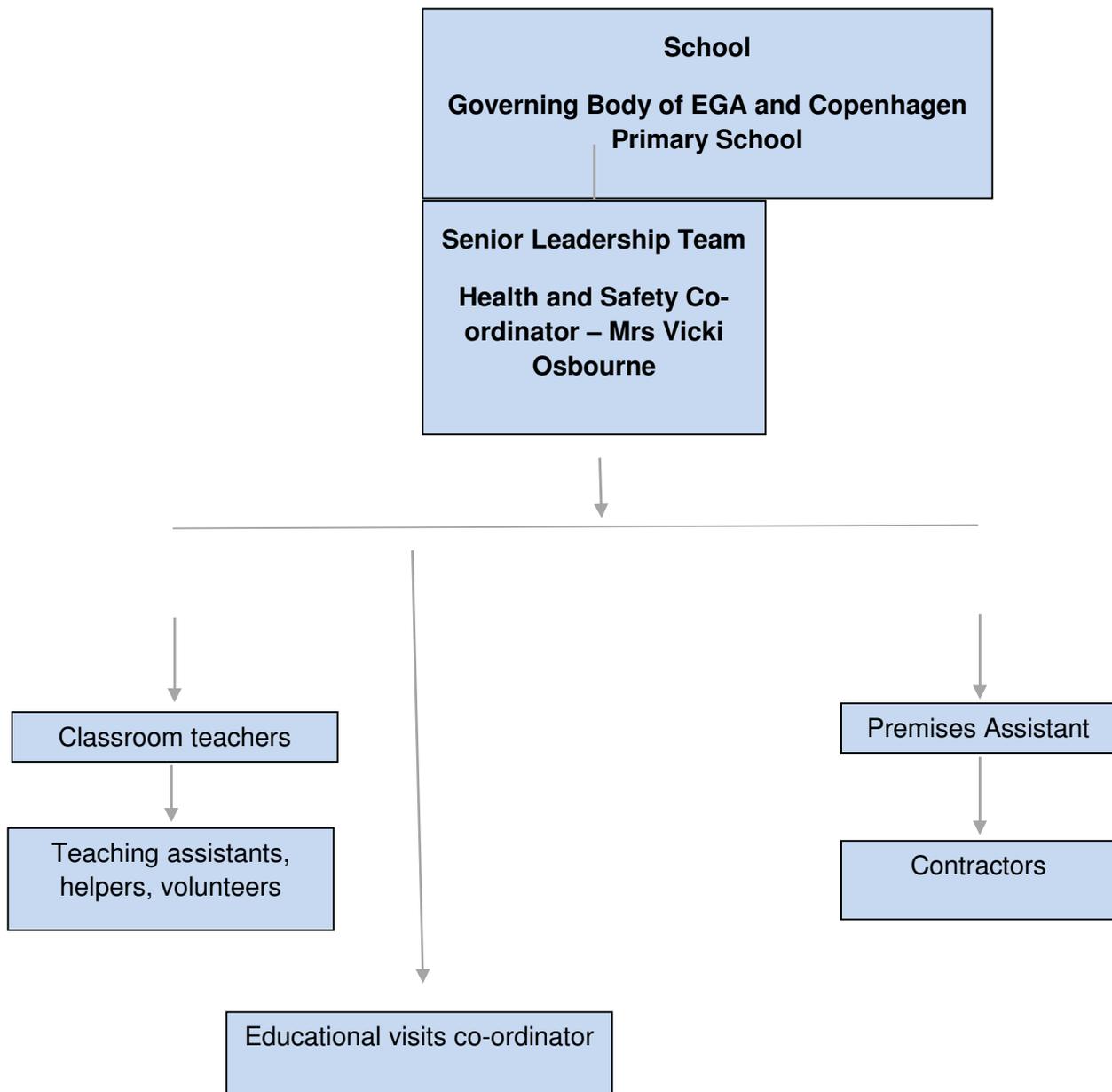


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## **Health and Safety Policy**

### **Part II**

#### **Organisation**



The School Health and Safety Committee consists of representatives of the Leadership Team

Chair

\_\_Vicki Osbourne SBM\_\_\_\_\_

Members	1	Harsha Patel_____Head_____
	2	Eleanor Clarke Deputy_____
	3	Conor Clack premises Assistant__
	4	_____
	5	_____

## Part II organisation

Local Management of Schools requires the school staff and Governing Body of EGA and Copenhagen to work together to ensure health, safety and welfare objectives are achieved.

### **2.1 General**

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Below outlines the responsibilities of key personnel within the school to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities.

### **2.2 Governors responsibilities**

The Governing Body of EGA and Copenhagen of the school are corporate bodies. A corporate body has a legal identity separate from that of its members. Individual Governing Body of EGA and Copenhagen members are generally protected from personal liability as a result of the Governing Body of EGA and Copenhagen's decisions and actions. Governing Body of EGA and Copenhagen members should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents and anyone with a legitimate interest in the school.

Governing Body of EGA and Copenhagen members have responsibility for and are expected to:

Consider the nomination of a named health and safety Governing Body of EGA and Copenhagen member;

- a. Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implements the council's Health and Safety policy;
- b. Give due consideration to Health and Safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
- c. Ensure, so far as it is within their power, that school specific Health and Safety arrangements are developed and effectively implemented to deliver the council's Health and Safety policy;
- d. Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel on site;
- e. Include sensible health and safety as a regular item on the Governing Body of EGA and Copenhagen meeting agenda;
- f. Co-operate with advice and directions issued by the council relating matters concerning Health and Safety or establish and adopt other equally effective measures; and
- g. Ensure that in respect of any project that they initiate, consider and appropriately consult, on issues affecting the Health and Safety of all persons at the planning stage and include any necessary measures to control risks

### **2.3 Head teachers responsibilities**

Head teachers will liaise with the Governing Body of EGA and Copenhagen to ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises or activities. The head teacher is responsible for the day to day management of the school and therefore has responsibility for and is expected to ensure:

- a. An appropriate school-specific Health and Safety policy is developed and effectively implemented and its requirements are communicated to all relevant persons;
- b. Put in place effective arrangements for managing real health and safety risks at the school;
- c. Staff and visitors are aware of procedures and the precautions to follow;
- d. That where health and safety functions are delegated, staff have the capacity to take on the responsibilities and have appropriate training and competencies, and clear lines of accountability are established;
- e. Consider nominating a person to act as a focal point for health and safety within the school;

- f. School premises are maintained in a safe state of repair, in accordance with the requirements and arrangements of the council, including those associated with the assessment and appointment of contractors;
- g. To co-operation with the requirements, guidance or directions issued by the council relating to matters concerning Health and Safety;
- h. Suitable and sufficient assessments are conducted for significant risks arising from the school premises and activities;
- i. All staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely;
- j. That they keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to premises and activities;
- k. That Health and Safety is a core element at all scheduled meetings, such as monthly staff meetings that regularly include such matters; consider incorporating Health and Safety as a permanent agenda item and where necessary, establish a local Health and Safety committee;
- l. All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place;
- m. Employees have access to the Health and Safety Executive "Health and Safety Law – What you should know" poster or the associated leaflet.
- n. Consult and work with recognised TU safety representatives/ employee representatives.

#### **2.4 Health and Safety Co-ordinator responsibilities**

The day to day responsibility for all school health, safety and welfare matters and activity rests with the Health and Safety Co-ordinator who will:

- a. Be the focal point for reference on health, safety and welfare matters and to give advice or indicate source of advice
- b. Liaise with and report directly to the Head teacher on all matters of health and safety
- c. Ensure the day to day implementation of this Policy including the maintenance of appropriate risk assessments for school and seeking approval of the Head teacher for meeting the financial implications of identified control measures.
- d. Ensure that all certification and statutory inspections are kept up to date
- e. To investigate accidents, dangerous occurrences and near misses, ensure correct completion of the IRIS online accident reporting system
- f. Issue updates as required to all holders of health and safety policy documents.
- g. To liaise with Corporate health and safety in regard to health and safety matters

## 2.5 Premises Managers responsibilities

The Premises Assistant (or equivalent) has particular responsibility to ensure:

- a. Required premises related risk assessments are undertaken and regularly reviewed, including specific hazards such as Asbestos, Legionella and electric supply/appliance risk assessments;
- b. Where alterations are proposed to site activities or to the layout of the premises, the fire risk assessment for the premises is up-dated with the assistance of Corporate Health & Safety;
- c. Risk assessments of harmful substances used in the maintenance of the premises, are implemented and available to staff working in the premises and first aiders;
- d. Procedures and necessary resources are available to make safe any spillage or breakage that could lead to exposure to persons of hazardous substances or materials;
- e. Premises related safety systems and procedures are effectively established and regularly reviewed, appliances and plant are serviced within the required timeframes and required records are maintained and available for inspection;
- f. Emergency procedures are established and maintained to the council standard;
- g. An emergency team is appointed that includes trained responsible person, fire marshals and first aiders, and that sufficient information on a buildings emergency arrangements is given to staff to ensure they know how to respond in an emergency;
- h. Emergency fire alarm, detection and lighting systems are regularly serviced and tested and safety signage is appropriate and in place;
- i. Termly emergency building evacuation exercises (fire drills) are carried out;
- j. Escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines;
- k. All building and service contractors are employed in accordance with the council's Procurement Code;
- l. Asset management are consulted before any arrangements are initiated involving contractors undertaking work regarding:
  - alteration to a buildings structure or its grounds;
  - substantial change to a buildings use (whether partially or wholly);
  - significant change to a buildings water or energy supply or environmental control systems; or
  - alteration or removal from service (whether partially, wholly or temporary), a buildings fire alarm, detection or sprinkler system;
- m. Contractor Authorisation Forms are in place and are subject to periodic monitoring to confirm they function correctly;

- n. An Education Asbestos Management Plan is compiled, comprising details of location and condition of any asbestos that may be present, and is always available for inspection;
- o. Common areas are safety inspected at least once per quarter;
- p. High standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local fire procedures and the required health and safety standards; and
- q. Systems for environmental control are regularly serviced and are without risk to health.

## **2.6 Employees (including temporary & volunteers) responsibilities**

Copenhagen Primary School reminds its employees of their duties under Section 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

All employees, whether permanent, part time or temporary, have a responsibility to:

- a. Take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do;
- b. Co-operate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;
- c. Never interfere with, or misuse, anything provided in the interests of health, safety and welfare;
- d. Carry out activities in accordance with training and instructions; and
- e. Inform your employer or a member of senior management team of any serious risks.
- f. In order to carry out the above, all employees must:
  - make themselves familiar with and comply with, relevant safety instructions at all times;
  - use approved personal protective equipment for the purpose for which it was supplied;
  - report to their manager incidents that have led to or may lead to, injury or damage and assist in the investigation of such incidents if required;
  - use any machinery, equipment, safety devices, transport and substances in accordance with safety instructions and the training given and report any problems;
  - make full use of any system of work designed to reduce the risk of injury to themselves;
  - not work under the influence of alcohol or drugs; and
  - Discuss with their manager any work-related stress issues or health issues that could affect their ability to perform safely or to the required standard.

Therefore employees who wilfully or intentionally interfere with or misuse anything provided for Health and Safety may be subject to disciplinary action according to the school's disciplinary procedures.

### **2.7 Classroom teachers responsibilities:**

Classroom teachers have a particular responsibility to ensure:

- a. The safety of all children under their charge by effectively supervising their activities
- b. Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- c. Observing all safety procedures and instructions

### **2.8 Pupils/students responsibilities**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will

- a. Follow all instructions issued by any member of staff in the case of an emergency.
- b. Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- c. Inform any member of staff of any situation which may affect their safety.

### **2.8 Contractors working on site**

The Head Teacher is responsible for ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.

The Head Teacher should inform all contractors of any known hazards which might affect them whilst at work. They in turn should notify the Key Manager (or person designated by him/her to monitor contract work) of any hazards arising from their activities which may affect the occupants of the school.

The Catering staff are responsible for the safety of the kitchen areas and of notifying the Head Teacher of any hazards. All contractors should report to the school office on arrival.

## **2.9 Staff Safety Representative responsibilities**

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Governing Body of EGA and Copenhagen is notified in writing of such an appointment,

Copenhagen Primary School recognises and fully accepts the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977. It will co-operate with council recognised trade union appointed safety representatives and elected staff representatives for safety when introducing measures to ensure the health and safety at work of employees. Copenhagen Primary School will therefore incorporate employee representation into the health and safety consultative structure.

Safety representatives appointed by their trade union may represent non-trade union employees within the representatives agreed constituency but subject to the employees' agreement. Non-trade union representatives for safety may represent employees but only following agreement from the employees to be represented. All appointments and facilities will be subject to those rules and conditions as established for that purpose by the school.

Safety representatives will be provided with sufficient facility time to carry out their responsibilities and time-off with pay for relevant training. Their functions will include:

- a. To make representation to management in respect to health, safety and welfare issues affecting employees;
- b. To inspect the workplace each quarter year;
- c. To investigate accidents, hazards and dangerous occurrences;
- d. To attend safety committees; and
- e. To support the council in the promotion of a positive health, safety and welfare culture.

### **EVC coordinator**

Vicki Osbourne SBM is the EVC for Copenhagen Primary School



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## Health and Safety Policy

### Part III

#### List of Arrangements for Implementation

- a. Communication of health and safety procedures
- b. Accident, Incidents, Dangerous Occurrences and Near misses
- c. Asbestos
- d. Control of contractors
- e. Control of Substances Hazardous to health
- f. Display Screen Equipment
- g. Electricity at work
- h. Emergency procedures
- i. Fire Safety Management
- j. First Aid – see Medical Policy
- k. Legionella
- l. Lifting Operations and Lifting Equipment
- m. Management of health and safety
- n. Manual handling
- o. New and Expectant Mothers
- p. Noise at work
- q. Personal protective equipment
- r. Safety Representatives and consultation
- s. Site security
- t. Stress at work

- u. Training**
- v. Violence and aggression**
- w. Visitors**
- x. Work Experience**

- a. Accident Forms**
- b. Assembly Areas**
- c. Cleaning Premises in an Emergency**
- d. Control of Hazards to Health**
- e. Cleaning Arrangements**
- f. Electrical Equipment**
- g. Fire and Emergency Procedures**
- h. Fire-fighting and Precautions**
- i. Fire Alarms**
- j. Fire Drills**
- k. Furniture and Equipment**
- l. Hirers, Contractors and Others Using or Working in the School**
- m. Information, Documentation and Training**
- n. Machinery and Plant**
- o. Notifying the Emergency Services**
- p. Provision of First Aid**
- q. School Premises Plans**
- r. Repairs and Maintenance**
- s. Visitors**

#### **a. Accident forms**

Every case of injury, accident or incident must be fully and accurately reported on the Council's accident report form. Accident report forms are obtained from the school office.

It is the responsibility of Vicki Osbourne to ensure an accident form is completed and uploaded to IRIS the LA monitoring website in the event of an accident. He/she should also investigate the accident and suggest action to prevent recurrence. Accident forms must be completed for all accidents however minor, with copies retained for at least three years.

#### **b. Assembly Areas**

The following staff have specific responsibility to take charge of the assembly area and check that numbers correspond with attendance figures:

<b>Name</b>	<b>Location</b>	<b>Telephone Number</b>	<b>Area of Responsibility</b>
Miss Britta Eke	Main school Office	Ext 0	Registers and Fire Roll call
Mrs Kelly Owens	Main School Office	Ext 0	Registers and Fire Roll call

### **c. Clearing Premises in an Emergency**

The following staff have specific responsibility to check that all areas are cleared, and that people with disability are provided with assistance:

<b>Name</b>	<b>Location</b>	<b>Telephone Number</b>	<b>Area of Responsibility</b>
Premise Assistant Conor Clack		07718290658	Site Management

### **d. Control of Hazards to Health (COSHH Primary, Special and Nursery Schools)**

Substances will be used in accordance with the guidance given in "Be Safe" from the ASE; in the CLEAPSS booklet LP5, "Safe Use of Household and Other Chemicals"; and in accordance with the manufacturers' instructions and advice on the label.

Any substance, which it is proposed to use for a purpose not covered in either of the above texts, should be the subject of further advice (from CLEAPSS) and to the consent of the Head Teacher / COSHH Manager. Any substances not identified should be disposed of.

### **e. Cleaning Arrangements**

The School premises are cleaned by *external contractor* -GP Cleaners .

The specification for the cleaning regime is held by *external contractor*-GP Cleaners

Any problem relating to the cleaning should be made to Premises Assistant.

### **f. Electrical Equipment**

All portable electrical equipment will be tested by a qualified electrical company every year. No equipment should be brought in from home under any circumstances.

A copy of the inventory of the electrical equipment tested, including the results of such tests, should be kept with the safety manual, which is held by the School Business Manager –Victoria Osbourne

All staff must visually check all electrical appliances prior to their use, and report any defects as detailed above.

#### **g. Fire and Emergency Procedures**

It is the duty of all members of staff to be aware of the fire and emergency procedures.

The following person(s) are responsible for ensuring that all escape routes are kept clear and to report any defective equipment or damage to extinguishers and any other equipment:

<b>Name</b>	<b>Location</b>	<b>Telephone Number</b>	<b>Area of Responsibility</b>
Premises Assistant Conor Clack	SBM Office	07718290658	

#### **h. Fire-fighting and Precautions**

All fire-fighting equipment is annually inspected and serviced by Tyco

It is the responsibility of the following person(s) to ensure that the annual service takes place, and an inventory of all equipment, plus a diagram showing location and type of fire-fighting equipment is kept up to date.

<b>Name</b>	<b>Location</b>	<b>Telephone Number</b>	<b>Area of Responsibility</b>
Premises Assistant Conor Clack		07718290658	Site management

#### **i. Fire Alarms**

The fire alarms are tested weekly and recorded in the fire alarm log book by:

<b>Name</b>	<b>Location</b>	<b>Telephone Number</b>	<b>Area of Responsibility</b>
Premises Assistant Conor Clack	SBM office	07718290658	Site

#### **j. Fire Drills**

The purpose of fire drills is to remove everyone as quickly as possible, ensuring any people with disability are adequately provided for, assemble them in a safe place and check attendance. Fire drills will be arranged by:

<b>Name</b>	<b>Location</b>	<b>Telephone Number</b>	<b>Area of Responsibility</b>
Premises Assistant Conor Clack	SBM office	07718290658	Site

#### **k. Furniture and Equipment**

The nominated member of staff, Premises Manager, must ensure that there is a system of inspection to identify and safeguard against defective furniture and equipment. All discovered defects must be reported to the Premises Manager who should take immediate remedial action where necessary.

#### **l. Hirers, Contractors and Others Using or Working in the School**

When the school's premises are used for purposes under the direction of the Head Teacher then the principal person in charge of the activities or use will have responsibility for safe practices.

The Head Teacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times.

When the premises are hired to persons outside the employ of the Interim Executive Board, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety directives of the Interim Executive Board. They will not, unless with prior consent of the Interim Executive Board:

- a. Introduce equipment for use on the school premises
- b. Alter fixed installations
- c. Remove fire and safety notices or equipment

- d. Take any action that may create hazards for persons using the premises or the staff of the school

All contractors who work on the school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

**m. Information, Documentation and Training**

Staff should either receive copies or have their attention drawn to relevant safety information contained in the School's Health & Safety manual. The Head Teacher must ensure that the guidance or safety standards are current and adhered to at all time.

Health & Safety documents are held on the 'M' drive and all Induction Folders, and identified staff, heads of department, etc. must ensure that their staff are familiar with all relevant documentation.

It is the responsibility of the Headteacher/School Business Manager to identify the training needs of staff and to keep a record of those who have attended Health and Safety training, along with the type of training.

The Headteacher/School Business Manager is responsible for coordinating safety meetings, and meetings will take place every Monday morning at 8.30am in the staff room.

The person responsible for contacting the Council's Safety Adviser(s) when issues cannot resolved at School level is the Headteacher / School Business Manager

**n. Machinery and Plant**

All machinery and plant will be checked by the Premises Assistant prior to being brought on site, to ensure it has a CE mark. This mark will indicate the plant or work equipment has been designed and manufactured in compliance with the EC's Work Equipment Directive, which requires all work equipment to be designed to be intrinsically safe when used or stored.

Certain pieces of equipment and plant must be inspected and/or tested as part of a statutory safety regime. These include, for example, lifts, boilers, extraction equipment for the control of hazardous substances, etc. The following people carry out these tests:

<b>Name</b>	<b>Equipment / plant to be tested</b>	<b>Frequency or interval</b>
	Lifts	N/A
Premises Assistant	Fume Cupboards	Weekly

Premises Assistant	Extraction systems for COSHH-related activities	N/A
	Pressure vessels, autoclaves	N/A
	Art, design & technology equipment, e.g. kilns, lathes, etc.	N/A
Premises Assistant	Heating systems and boilers	Weekly

#### **o. Notifying the Emergency Services**

The following staff have specific responsibility to call emergency services:

<b>Name</b>	<b>Location</b>	<b>Telephone Number</b>	<b>Area of Responsibility</b>
Headteacher – Miss Harsha Patel	Headteacher's office	Ext 221	Overall responsibility
SBM - Mrs Victoria Osbourne	SBM office	Ext 222	All Health and Safety issues and policies
Deputy Headteacher – Miss Eleanor Clarke	Deputy's office	Ext 231	

#### **p. Provision of first aid**

The designated first aiders are:

<b>Name</b>	<b>Location</b>	<b>Telephone Number</b>
Miss Claudia De Wolfe	Third floor	
Miss Josephine Parsons	Middle Floor	
Mrs Vivian SArpong (Nursery block) Miss Britta Eke	Ground Floor	Ext 241 Ext 0

The designated person responsible for checking and maintaining the contents of the first aid box is Pamela Fields

Note: If necessary a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training.

If an ambulance is required, the emergency 999 service should be used. It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis.

#### q. School Premises Plans

Plans of the school indicating floor layout, emergency exits, fire extinguishers, storage of hazardous or flammable substances, location of hazardous equipment, plant, etc. and asbestos is held and maintained by:

<b>Name</b>	<b>Location</b>	<b>Telephone Number</b>	<b>Area of Responsibility</b>
Ms Kelly Owen / Miss Britta Eke	School Office	Ext 0	Office

All defective equipment must be taken out of use immediately and reported to The Business Manager – Mrs Vicki Osbourne. Privately owned appliances must not be used on the School's premises.

#### r. Repairs and Maintenance

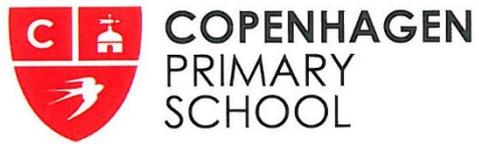
All damage, signs of wear and defects in the premises must be reported to:

<b>Name</b>	<b>Location</b>	<b>Telephone Number</b>	<b>Area of Responsibility</b>
Victoria Osbourne	SBM office	07747086550	Business Management

Note : All staff members have a red diary issued. Any item reported should be logged in there and also logged on the Premises log on the 'm' drive(school computer network, along with details about measures taken to make immediately safe, and any medium- or long-term plans to permanently make good any notified defects.

#### **s. Visitors**

All visitors must report to the school office where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the school. Contractors working in the school's premises will be made aware of the health and safety arrangements applicable to them by the Assistant.



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## **Health and Safety Policy**

### **Part IV**

#### **Inspections, Monitoring, Audit and Review of Performance**

#### **4.1 Inspection**

- a) General inspections take place once per term by the Health and Safety Co-ordinator and/or premises manager with the assistance of other managers as necessary and in consultation with the Safety Representatives.
- b) In addition Curriculum Leaders or staff in supervisory roles will carry out monthly checks on their area of operation and report any problems to the Health and Safety Co-ordinator and/or Premises Assistant.

#### **4.2 Monitoring Systems**

- a) The School Health and Safety Committee will meet at least once per term and usually following termly inspection so that any issues can be addressed.
- b) The Head teacher will monitor the school's performance on health and safety issues.
- c) The Governing Body of EGA and Copenhagen will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for the health and Safety issues arising.

#### **4.3 Audit and Review of Performance**

- a) There will be an annual audit of all aspects of Health and Safety and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body of EGA and Copenhagen.
- b) There will be a bi annual self assessment audit carried out in the years that a formal audit is not being carried out.

#### **4.4 Third Party Monitoring/Inspections**

- a) The school will be subject to third party inspection and monitoring as follows:
  - As part of Ofsted requirements
  - Provided by Corporate Health and Safety
- b) Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

#### **4.5 Policy Implementation and Review**

Policy effective from Autumn 2016

Next policy review date Autumn 2017.