

HEALTH AND SAFETY POLICY DOCUMENT

An effective policy document will address three main areas:

- the statement of the employer's general policy on health and safety (Part One);
- the organisation for implementing arrangements including allocation of functions to individuals (Part Two); and
- The arrangements for carrying out the functions to control risks (Part Three).

Once the Health and Safety Policy document has been completed the following should occur:

- communication to all staff in school;
- review – typically annually or if significant changes take place (e.g. new buildings);
- inclusion in any induction arrangements for new staff, student teachers and supply teachers.

The document also will form part of the portfolio of documentation required to demonstrate a robust safety management system e.g. at audit.

HEALTH AND SAFETY POLICY DOCUMENT

PART ONE

STATEMENT OF INTENT

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Signed:	Signed:
Headteacher's name: Mr C. Whelan	Chair of Governors' name: M Fol
Date:	Proposed review date: September 2022

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PART TWO - ORGANISATION

<p>Organisation – Introduction.</p> <p>In order to achieve compliance with the Governing Body and Headteacher’s Statement of Intent the school’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.</p>	
<p>The Duties of the Governing Body</p> <p>The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	
<p>The Duties of the Headteacher</p> <p>The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.</p>	
<p>The Duties of Employees</p> <p>All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school’s health and safety arrangements and exercise good standards of housekeeping and cleanliness.</p>	

<p>Pupils</p> <p>Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	
<p>School Health and Safety Representatives</p> <p>The Governing Body and Headteacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.</p>	
<p>Temporary Staff</p> <p>Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.</p>	
<p>Teaching Staff</p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	
<p>Teaching Assistants</p> <p>Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	

<p>The Duties of External Visits Coordinators (EVC)</p> <p>The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School.</p>	
<p>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</p> <p>The Premises Manager has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	
<p>Volunteer and Parent Helpers</p> <p>Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.</p>	

PART THREE - ARRANGEMENTS

Arrangements The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	Responsibility of: Name/Title	Action/Arrangements (customise to meet your own situation)
Communication The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	C. Whelan (Head) I Griffiths (Deputy Head) P. Masterson (Site Manager, H &S)	<ul style="list-style-type: none"> • New staff will undergo an induction programme, which will include being assigned a mentor and being given a copy of the Staff Handbook, which identifies key Health and Safety procedures for: First Aid, Reporting & Recording Accidents, Behaviour Management, Field Trips and visits, General Fire Procedure. H&S will be posted on notice board in staff room. • When building or plant maintenance work is carried out by Local Authority contractors. The responsibility for ensuring that a competent contractor is employed and for overseeing the planning and safe execution of the work rests with the Local Authority. The site manager will be responsible for liaising with the contractors. • Pupils are inducted appropriately for their age and understanding. • Visitors and parents are given induction on arrival e.g. fire procedures and will be under the supervision of a member of staff.
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	C. Whelan (Head) P. Masterson (Site Manager, H&S)	<ul style="list-style-type: none"> • All members of staff will be regularly consulted about health and safety issues via weekly staff meetings and on a one to one basis, as appropriate. • Every member of staff is encouraged to report anything that is thought to be in need of attention, or not in good order.

Section 1 - RISK ASSESSMENT		
<p>Risk Assessment</p> <p>The school uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p>		<p>N. Hughes / Design Technology I Griffiths – EVC, P. Masterson – Fire, COSHH A Ainscough – Science COSHH G. Heath – Food Technology</p>

<p>School Trips/Offsite Visits</p> <p>The school complies with DFE Guidance on offsite visits and school journeys. A separate school trips procedure has been produced.</p>	<p>I Griffiths (EVC)</p>	<p>Newfield uses EVOLVE for the monitoring of educational trips. The EVC is responsible for the monitoring and use of the system.</p>
<p>Working at Height</p> <p>The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>C. Whelan (Head] P. Masterson (SiteManager,H&S)</p>	<ul style="list-style-type: none"> • Working at heights may be undertaken on occasions by the site manager for maintenance and by teachers/teaching assistants for the purposes of display. Whilst the majority of notice boards do not require working at height, step ladders are available. • Site Manager is responsible for carrying out periodic documented ladder checks • All staff receive training on use of step ladders and assistance is available from site manager on request.
<p>Noise</p> <p>The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>	<p>C. Whelan (head) P. Masterson (site manager) Subject Coordinator</p>	<ul style="list-style-type: none"> • Noise identified around the school include D&T (machines/grinders) Music (musical equipment etc.) • The subject leader is responsible person for evaluating and controlling departments noted as having higher level noise exposure • Machinery in DT is used occasionally and for short periods of time. Pupils have 1 lesson per week y7-9 and 2 lessons y10-11. Pupils are not offered ear plugs. • As machinery is only occasional use, DT staff are supplied with ear plugs on request.

<p>Violence to Staff</p> <p>The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.</p>	<p>C. Whelan (Head) I. Griffiths (Dep Head - lower) S. Furlong (Dep Head – upper)</p>	<ul style="list-style-type: none"> • Risk of violence towards staff at Newfield is greater than at a main stream school due to the designation of Newfield as a school for pupils with SEBD/SEMH • Staff undergo and review behaviour management approaches and techniques on a regular basis during staff meetings and INSET as an integral part of staff training and development. Staff receive Team Teach training every 2 years. Staff follow the behaviour policy. • Staff complete incident reports and positive handling reports (as appropriate) for incidents of violence towards staff.
<p>Security Arrangements Including Dealing with Intruders</p> <p>Risks to security of the premises and property are assessed through the risk assessment process</p>	<p>C. Whelan (Head) P. Masterson (Site Manager)</p>	<ul style="list-style-type: none"> • Responsibility for the building security is allocated to the Site Manager. Day to day security is the responsibility of the Headteacher. All staff are responsible for security within their classroom and around the building when they are present. • Newfield follows security policy in respect to visitors. The school has set emergency procedures in place. • All visitors and contractors must sign in and out at reception. • All prohibited areas are locked and accessed only by relevant personnel. • Supervision of contractors is the responsibility of Site Manager. Visitors and parents are supervised by the appropriate school staff.
<p>Personal Security/Lone Working</p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>	<p>C. Whelan (Head) P. Masterson (Site Manager)</p>	<ul style="list-style-type: none"> • Lone working may on occasion be carried out by Site Manager and/or cleaning staff. They will follow procedures set out in policy. Staff are consulted on the procedures for lone working. Means of communication e.g. walkie talkie/mobile phone are used by staff. • Home visits are occasionally made and staff follow procedures set down.
<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the</p>	<p>C. Whelan (Head) P. Masterson (Site Manager) A. Ainscough (science) N. Hughes (DT)</p>	<ul style="list-style-type: none"> • Site manager is responsible for safe storage and use of hazardous substances used for the cleaning and maintenance of the building. They are responsible for ensuring RA and Data sheets are kept. • Science/DT curriculum leaders are responsible for RA/Data sheets along with safe storage and use of hazardous substances specific to their subjects. • Annual inspection and maintenance for Local Exhaust Ventilation in DT will be undertaken. Annual inspection and maintenance for Fume cupboard will be undertaken in science.

specific activities of the Department or area.		
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<p>Personal Protective Equipment</p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. All Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>P. Masterson (site manager)</p> <p>N. Hughes (DT)</p> <p>A Ainscough (Science)</p>	<p>PPE will be stored by the Site Manager and relevant subjects departments in a secure place to prevent damage and easily accessed for use. They will be inspected before each use and replaced/repaired as necessary. Staff will be given training on correct use. Any PPE use by pupils will be under the supervision of appropriate adults. Examples include</p> <ul style="list-style-type: none"> • Hardware e.g. rubber gloves • Dust masks • Overalls • Safety boots • Goggles
<p>School Transport</p> <p>Risks associated with driving are evaluated within assessments for activities.</p>	<p>I Griffiths (EVC)</p>	<ul style="list-style-type: none"> • The driving of the minibus is voluntary. Any staff wishing to drive the minibus must attend Local Authority training. • Staff Licenses are checked on undertaking training. • Insurance for the minibus is purchased through the local authority insurance scheme. • R.A. are provided for each trip specific to transporting staff and pupils on the minibus. • Safety checks are carried out on the minibus by driver before each trip e.g. visual tyre condition, lights etc. • The minibus is serviced annually according to manufacturer's recommendations. Faults are reported to and acted upon by EVC. • Staff using own car must have appropriate insurance and their vehicle must be roadworthy with tax and MOT. • Staff must not transport single pupils unaccompanied unless no other option available.
<p>Manual Handling (typical loads and handling pupils)</p> <p>Risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers are responsible for assessing the appropriate approach to handling tasks.</p>	<p>C Whelan (Head)</p> <p>P. Masterson (Site Manager)</p>	<ul style="list-style-type: none"> • All staff undergo manual handling training. • A trolley is available for transporting objects around school premises • All staff undergo training to move pupils safely and in accordance to behavior policy and care and control policy. • Pupils who require handling have a Positive Handling Plan.

<p>Curriculum Safety (including extended schools activity/study support)</p> <p>Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>N. Hughes (DT)</p> <p>G Heath (Food Tech)</p> <p>A Ainscough (Science)</p>	<ul style="list-style-type: none"> • Subject leaders provide Risk Assessments for subject; that are available for all staff. • Teaching staff refer to RA in planning for use in lessons • DT staff must be trained and hold H&S certificate for each piece of machinery in DT room. DATA provides safety training for teaching and support staff in the machine room/Food Technology. • Maintenance of machinery to be carried out annually. • Faults on machines must be reported to subject leader. • Faulty machines must not be used until repaired or replaced.
<p>Work Experience Placements</p> <p>Work experience co-ordinators follow the working practices outlined in: ‘Work-related learning and the law’, Guidance for schools and school-business link practitioners and ‘Work experience a Guide for secondary schools’.</p>	<p>G Riley (alternative Curric)</p> <p>C.Whelan/S Furlong (Work Placement)</p>	<ul style="list-style-type: none"> • All alternative curriculum placements are through LA approved providers. • Pupils will be checked upon on a regular basis. • Work placements will be approved by LA • Pupils arranging own work placements must submit details for LA checks to be made. • Pupils will be checked on during work placement by a member of Newfield staff.
<p>Display Screen Equipment</p> <p>The majority of staff within the school are not considered to be DSE users. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually, when equipment changes or office layouts change or when there are staff changes.</p>	<p>MGL (IT technician)</p>	<ul style="list-style-type: none"> • DSE assessments are carried out for all identified ‘Users’ • All Staff receive training in best practice for DSE. • All Staff receive training in DSE and how to set up appropriately for home use. • Any problems or issues relating to IT equipment may be referred to IT technician. • Users are made aware of LA policy for eye tests.

<p>Parent Teacher Association</p> <p>The school offers support to the Parent Teacher Association (PTA) and provides a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p>	<p>C. Whelan (Head)</p> <p>G Heath (Chairman)</p> <p>N Hughes (Treasurer)</p> <p>All members of PTA</p>	<ul style="list-style-type: none"> • Staff and parents arranging events are responsible for any necessary risk assessments • Insurance is provided through normal school insurance for events held on school premises. Events that use hire equipment will need to check with school Bursar and equipment supplier for any additional insurance that may be needed. • A list of PTA members is available from the chairman of PTA upon request • Risk assessments are held in school office for PTA events
<p>Playground Supervision/Play Equipment and Maintenance</p> <p>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>	<p>C. Whelan (Head)</p> <p>P Masterson (site manager)</p> <p>Members of SLT</p> <p>Staff on duty</p>	<ul style="list-style-type: none"> • Play equipment such as climbing equipment in primary playground and all fencing are checked weekly as part of Site Manager inspection. • Football posts are checked regularly. • The design of the equipment included different heights and stimuli, though no equipment is greater in height than two metres. • The climbing equipment has been installed for use by primary pupils, though secondary pupils have access to it. • School security is by way of fencing and lockable gates which are checked by site manager regularly. External cameras are used in isolated areas. • Visitors use main entrance and exit only. All visitors must sign in and out and be supervised appropriately according to their reason for visit. • Parking is in bays at front of school. Minibuses take pupils to and from school. Pupils are escorted from and to buses at each end of day. • Staff supervision ratios are regularly reviewed to ensure enough staff are available. • Staggered lunchtimes occur between primary and secondary departments. • Staff are trained in emergency protocol for incidents around premises. All first aiders are identified around school and a member of SLT and office staff are available to coordinate and communicate respectively regarding emergencies. • Availability of a senior management team member at all times during the midsession or lunch breaks when the pupils are using the playground

		<ul style="list-style-type: none">• Staff are available at all times to monitor and deal with behaviour on school premises.
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Section 2 - PREMISES

<p>Mechanical and Electrical (fixed and portable)</p> <p>The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in:</p>	<p>P Masterson (site manager)</p> <p>N Hughes (DT)</p>	<ul style="list-style-type: none"> • PAT testing is carried out according to designated procedures and is arranged by the site manager. • Machinery in DT room is inspected annually and arranged by DT co-ordinator
<p>Maintenance of Machinery and Equipment</p> <p>The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment.</p>	<p>P Masterson (site manager)</p> <p>N Hughes (DT)</p> <p>MGL (IT technician)</p>	<ul style="list-style-type: none"> • Machinery in DT room is inspected annually and arranged by DT co-ordinator • LEV testing is arranged for dust extractors in DT room annually by DT co-ordinator • The site manager is responsible for maintenance of machinery and equipment under his jurisdiction. • IT technician is responsible for maintenance of computer equipment and accessories.

<p>Asbestos</p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • complying with all regulations concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • Having a named officer who has responsibility for implementing the Asbestos Management Plan. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 		<p>Sefton Authority have informed us that there is not any asbestos present at Newfield School.</p>
<p>Service Contractors</p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>	<p>P Masterson (site manager) C Whelan (head)</p>	<ul style="list-style-type: none"> • All contractors are responsible to the site manager and ultimately the head teacher • All contractors are approved by Sefton Local Authority who have checked all necessary documents. • All maintenance work is arranged by site manager using appropriate tradesmen for each job. • All log books and paper work is maintained and kept by site manager.
<p>Building Contractors</p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	<p>P Masterson (site manager) C Whelan (head)</p>	<ul style="list-style-type: none"> • Contractors are regulated by the requirements of the construction Design and Management Regulations. The school exercise the duties of the client as contained therein • For all larger scale involvement in works, pre meetings will be with the site manager, Headteacher, subject leader (for subject specific requirements) and Contractor • Timescales for work methodology (e.g. noisy work, carried out when school is unoccupied wherever possible) will be laid out and all large

		<p>scale work will be carried out during school breaks where practical.</p> <ul style="list-style-type: none">• Access requirements will be discussed with head, site manager and contractor to provide safety for all site users and minimal impact to school day if term time.• Contractors, in discussion with site manager and head, will provide emergency access requirements etc. if works impact on school day to ensure safety for all site users.
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<p>Small Scale Building Works</p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	<p>P Masterson (site manager)</p> <p>C Whelan (head)</p>	<ul style="list-style-type: none"> • All contractors sign in and report to site manager at start of day • All work must be approved by site manager prior to start of work • Site manager is responsible for arranging maintenance work. • Contractors to sign in and wear visitors badge. Site manager to provide contractors whilst on site with safety information e.g. location of fire exits etc. • Site manager will hold contact details should a problem arise • Timescales will be agreed before commencement of work and any alteration should be informed to site manager. • Access to equipment and services should not be impeded unless absolutely necessary to carry out maintenance. Such impediment should be for minimum amount of time and take in to account any safety issues that may arise from such actions. Site manager must be consulted. • Fire precautions/procedures and any particular problems on school site such as overhead cables/access etc) should be identified to contractors by site manager or by contractors to site manager if their work affects/identifies them.
<p>Lettings (shared working – playgroups etc)</p> <p>The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer’s/tenant’s claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	<p>C. Whelan (head)</p> <p>L Daley (bursar)</p> <p>P Masterson (site manager)</p>	<ul style="list-style-type: none"> • Newfield does not hire out any part of the school, however, in certain circumstances, Newfield in working with its external partners have allowed them to use its facilities outside of the school day. • The hirer will be given a designated area, as per hire agreement, they will not have access to school areas outside of their designated area. All designated areas will include toileting facilities. • Fire and emergency procedures and security regarding the building will remain responsibility of school. Hirer will be provided with safety instruction e.g. position of exits, fire extinguishers etc. The Hirer is provided with training regarding exits, fire alarms and their activation and use and position of extinguishers. Hirer will be responsible for themselves and the users in their care to follow safety procedures in such circumstances should the occasion arise. Hirers will be responsible for themselves and users in their care for the security of individuals and their possessions. The school is not responsible for personal possessions, motor vehicles etc. of hirers or those of users in their care. Hirers are expected to act and ensure their users act in a safe manner at all times. • Public liability insurance must be provided by hirers for their activities and users in their care.

		<ul style="list-style-type: none"> • Hirer provides own risk assessments for their own activities. School will have general risk assessment made available for premises. • Hirer will be responsible for all persons taking part in their activity and their behaviour. • Letting agreements are kept in Bursar office.
<p>Slips/Trips/Falls</p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>P Masterson (site manager)</p> <p>C Whelan (head)</p> <p>All users of premises.</p>	<ul style="list-style-type: none"> • While it is the responsibility of every member of staff to take reasonable care for the health and safety of themselves, pupils, visitors and contractors; the site manager will be responsible for ensuring that the school is kept in a clean, orderly and in a safe condition and that there is a safe means of access provided to all working areas. • The Headteacher, Health and Safety Officer, Site Manager and Chair of Governors regularly walk through and around school to check the building. They then discuss anything which it is felt requires attention. • Every member of staff is encouraged to report anything that is thought to be in need of attention, or not in good order.

<p>Cleaning</p> <p>A cleaning schedule is in place which is monitored by the site manager. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>P Masterson (Site manager)</p>	<ul style="list-style-type: none"> • The school employs it cleaners directly and they are under the supervision of the site manager • Kitchen staff are employed by Sefton Catering Services • The sefton Catering Services employees are responsible for cleaning and inspection of the kitchen area. • Deep cleaning is undertaken e.g. kitchen when required. • A maintenance and cleaning record is kept in staff room for reporting to site manager/cleaners of particular incidents and places that require cleaning in addition to normal cleaning rota. • Staff are provided with training for safe use and practice in carrying out their duties as cleaners.
<p>Transport Arrangements (on-site)</p> <p>The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>		<ul style="list-style-type: none"> • Staff park in designated bays. • Pupils are escorted to and from buses at start and end of day • Pupils are not allowed at front of school during school day. • Deliveries are via front of school, therefore minimizing the possibility of delivery vans encountering pupils. • Pupils at front of school to be monitored by staff member. • Fencing and gates at side of school to minimize unauthorized pupil access to front of school during school day.
<p>Bus Duties (supervision of pupils boarding school buses)</p>		<ul style="list-style-type: none"> • All pupils are escorted from buses/taxis at start of day by bus escorts. • All pupils are escorted to buses/taxis at end of day by bus escorts and staff member(s).
<p>Caretaking and Grounds Maintenance (and grounds safety)</p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>	<p>P Masterson (site manager)</p>	<ul style="list-style-type: none"> • The Site manager is in charge of maintenance and grounds • Records e.g. Legionella will be held by site manager • log books regarding maintenance are located in Site manager office • Relevant safety inspections are carried out by qualified personnel and records kept by site manager • A site plan is held by site manager and available for inspection • Process/procedure for notifying defects/grounds etc. are made known to all staff, a record book is held in staff room to record any concerns. • inspections are undertaken regularly by site manager e.g. buildings

		<p>site inspections security and regular checks of the fire alarm system etc. and results are recorded in Log Book. A report is sent to governors annually.</p> <ul style="list-style-type: none">• List all regular safety checks of the school grounds e.g. checks of outdoor play equipment etc• contracts relating to school maintenance• Occasionally pupils attempt (and succeed) in gaining access to the school roof; Regular checks are made to reduce occurrences and vulnerable areas that may allow access are enclosed with fencing at roof level to reduce such access.• Pupils accessing roof are subject to the School Behaviour Policy.• Pupils on the roof are monitored from the ground. Staff DO NOT access the roof in order to get pupils down.• If a pupil does not come down voluntarily then emergency services may be called to assist, for the safety of the child and other service users.
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<p>Gas and Electrical Appliances</p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>P Masterson (site manager)</p>	<p>Add details here of the responsible persons e.g. who oversees the work ● add details of how often the checks are carried out and by whom e.g. contractor and person carrying out visual checks</p>
<p>Glass and Glazing</p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p>P Masterson (site manager)</p>	<ul style="list-style-type: none"> ● Site manager undertakes regular site inspection for glass and glazing e.g. weekly. All staff report any known damage to site manager. ● A book is held in staff room to report any identified damage to site manager. ● Local authority approved contractors are used to replace any damaged glass and glazing.
<p>Water Supply/Legionella</p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	<p>P Masterson (site manager)</p>	<ul style="list-style-type: none"> ● Site manager is responsible for arranging checks. Total Environmental Compliance Ltd is contracted in carrying out checks and monthly temperature checks. ● The risk assessment/log book/documentated checks can be found in site managers office ● Total Environmental Compliance Ltd carries out the annual survey. ● Site Manager carries out weekly flushing and keeps records.

<p>Snow and Ice Gritting</p> <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>	<p>C Whelan (head)</p> <p>P Masterson (site manager)</p>	<ul style="list-style-type: none"> • Add further information here e.g. persons responsible for dealing with adverse weather conditions • Manual handling training etc. have been provided to all staff involved involved in manual handling. This includes handling e.g. weights, equipment such as shovels etc. • A trolley is provided for manually handling of weights. Appropriate tools e.g. shovels are provided to minimise e.g. bending and twisting in manual handling tasks.
<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>		
<p>Infectious Diseases</p> <p>The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>	<p>C Whelan (head)</p>	<ul style="list-style-type: none"> • Details regarding infectious diseases are located in Medical Information File, held in school office outlining guidelines on infection control in school. • L Daley to inform Local authority health team.
<p>Dealing with Medical Conditions</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>	<p>C Whelan (head)</p> <p>E White (Mental Health)</p> <p>SLT</p> <p>Class teachers</p> <p>Other staff</p>	<ul style="list-style-type: none"> • Make a note of local procedures here e.g. location of specific policy • responsible person/s, health professionals etc

<p>Drug Administration</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>P Robinson (1st aider)</p> <p>C Whelan (head)</p>	<ul style="list-style-type: none"> • Medication is administered on site by qualified first aider. • All details regarding medication must be provided by medical practitioner of child or other medical person whom child is under care/jurisdiction • Relevant policy is located in school office.
<p>First Aid</p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff.</p>		<ul style="list-style-type: none"> • A list of first aiders is available in school office, staffroom and every classroom. <ul style="list-style-type: none"> ○ P Robinson ○ V Hartland ○ P Masterson ○ N Hughes Team Teach • A copy of certificates held by those qualified in first aid is held in school office. • Training is provided to update training prior to date of expiry of qualification • location of first aid boxes <ul style="list-style-type: none"> ○ First aid room ○ Senior Unit ○ Mini bus ○ Site manager room ○ Cleaners rooms ○ Main office ○ IT Server room ○ Kitchen ○ Staff room

		<ul style="list-style-type: none">○ DT room○ Science lab○ Primary site managers room <p>For certain pupils staff may undergo instruction to meet specific needs of a pupil. Currently three staff (E White, C Coates, K Ratcliffe) have received instruction by the pupil's mother, to supervise treatment during the day for the pupil's needs. Whilst such treatment/supervision will be provided when the pupil is responsive, any refusal by the pupil to receive his treatment will mean that it is not provided. Staff will not make the pupil have treatment against their will. If the pupil's mother requires him to have compulsory treatment, she will be contacted to attend and provide it herself when he refuses.</p>
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<p>Reporting of Accidents, Hazards, Near Misses</p> <p>All staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p>	<p>C Whelan (head)</p>	<ul style="list-style-type: none"> • First aid practitioners record accidents in accident book. Incidents that result in injury are recorded in accident book in addition to the incident forms. The head teacher keeps a record of accidents and incidents. • An accident book is held in school office to be completed by designated first aider. • Incidents are reported according to RIDDOR and local authority guidelines by head teacher • the Staff Handbook, which identifies key Health and Safety procedures for: <ul style="list-style-type: none"> ○ <i>First Aid</i> ○ <i>Reporting & Recording Accidents</i> ○ <i>Behaviour Management</i> ○ <i>Field Trips and visits</i> ○ <i>General Fire Procedure</i> • To check our working conditions, and ensure our safe working practices are being followed, we will record accidents, for investigation and analysis by the Head teacher, including investigating work-related causes of sickness absences and acting on investigation findings to prevent a recurrence.
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<p>Fire Safety and Emergency Evacuation</p> <p>A risk assessment has been carried out and a safety management plan is in place</p>	<p>C Whelan (head)</p> <p>P Masterson (site manager and fire warden)</p> <p>Mike Bullock (fire wardens)</p>	<ul style="list-style-type: none"> • The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. • Escape routes are checked by P Masterson daily • Fire extinguishers are maintained and checked weekly • Alarms are tested by P Masterson weekly • Emergency evacuation will be tested every term by P Masterson • Fire drills take place termly and are recorded. • Assembly points are located on the rear playgrounds and front car park. Location of assembly points is provided to all staff and visitors along with location of fire exits. • Fire exits are clearly marked at point of fire exit and in corridors to guide site users to nearest exit.
<p>Crisis and Emergency Management</p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>	<p>C Whelan (head)</p>	<ul style="list-style-type: none"> • Crisis Management Team <ul style="list-style-type: none"> ○ Head teacher ○ Deputy Head Teacher ○ Site Manager ○ Bursar • Testing will take place annually • Equipment, plan and procedures etc. are located in each member of the Crisis Management Team's possession/office.

Section 4 - MONITORING AND REVIEW

Monitoring

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors

- Health and Safety issues are monitored and reviewed through regular meetings between the Health and Safety Officer, site manager and the Head teacher. All staff and the Governing Body will be informed of any changes to the policy. The policy will be reviewed annually. Staff will be consulted on any amendments.

<p>Inspections</p> <p>Regular safety inspections are carried out by the nominated person/s All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>C Whelan (head)</p> <p>P Masterson (site manager H&S)</p>	<ul style="list-style-type: none"> • Regular safety inspections are undertaken by Head teacher, Site Manager, H&S officer and designated Governor • Inspections are carried out regularly • Inspections for curriculum areas are carried out by curriculum leader with support from site manager, head and H&S officer. • Departmental inspections are carried out annually • Inspection of machinery and other equipment will be carried out annually. • Subject teachers will make a dynamic assessment of hazards during every lesson. • Inspection sheets are held by subject leader and by site manger • Procedures in place for maintenance and repair are held by site manager. Subject leaders report maintenance and repair issues to site manager/ bursar.
<p>Review</p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school.</p>	<p>C Whelan (head)</p> <p>P Masterson (site manager, H&S)</p>	<ul style="list-style-type: none"> • The school also has arrangements in place to check all health and safety documentation including risk assessments, policies and procedures etc. • An annual Health and Safety Report is presented to Governors • A statistical breakdown of accidents is kept • A review of risk assessments is made annually or after an incident/accident has occurred. • The Health and Safety Policy Document will be reviewed annually and approved by the Governors. • Accident trends are monitored and used to inform future actions.

Section 5 -TRAINING

Staff Health and Safety Training/Competence

The school is committed to ensuring that staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.

- Staff training requirements will be identified through the annual Career Review. New staff will undergo an induction programme, which will include being assigned a mentor and being given a copy of the Staff Handbook, which identifies key Health and Safety procedures for:

First Aid

Reporting & Recording Accidents

Behaviour Management

Field Trips and visits

General Fire Procedure

Competency for tasks and training

- Induction training will be provided for all employees by: Catherine Neeson, Induction Lead
- Job specific training and monitoring will be provided by I Griffiths as CPD Co-ordinator
- Specific jobs requiring special training are: Fire Marshall, Handling Scientific substances, Food handling
- Training records are kept at/by: I Griffiths, CPD Coordinator

Supply and Student Teachers

The school's expectations are made clear to the Supply and Student Teacher through the provision of Staff Handbook. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The Headteacher is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers

C Whelan (head)

I Griffiths (dept head – lower)

C Neeson

- Supply staff / students receive an induction by C Neesen (induction lead) to include e.g. code of conduct, security arrangements, fire safety etc

attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.



<p>Volunteer and Parent Helpers</p> <p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>	<p>C Whelan (head)</p>	<ul style="list-style-type: none"> • Induction given by C Neeson • Child protection given by designated officer. Child protection officers currently are <ul style="list-style-type: none"> ○ C Whelan ○ A Ruddock ○ G Riley ○ P Robinson
<p>Section 6 - HEALTH AND WELLBEING</p>		
<p>Pregnant Members of Staff</p> <p>The First Aid Room has rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.</p>	<p>C Whelan (head)</p>	<ul style="list-style-type: none"> • First aid room/rest room are both located near front entrance to school
<p>Health and Well Being Including Absence Management</p> <p>The school has carried out a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>	<p>C Whelan (head)</p> <p>E White</p> <p>(designated teachers for well being – staff voted)</p>	<ul style="list-style-type: none"> • Well being is managed through • Responsible person/s • Events which promote wellbeing ,Fortnightly drop in hosted by SLT..... • Procedures in place for consulting and supporting employees through change etc..... • Staff follow the guidance of the Staff Absence Policy, which links with this policy, particularly in Leadership referral to Occupational Health services. A Work Life Balance Policy and Stress Policy also link with this policy.

Smoking on Site		<ul style="list-style-type: none"> No smoking on the school site.
Section 7 - ENVIRONMENTAL MANAGEMENT		
Environmental Compliance The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	B Stone P Masterson (site manager) L Daley (Bursar)	<ul style="list-style-type: none"> Local authority are used as contractors B Stone is responsible person for promoting environmental issues in school P Masterson is responsible for waste management/disposal around school and contracts to Sefton authority services.
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner	P Masterson (site manager)	<ul style="list-style-type: none"> The site manager arranges collection and disposal of waste through local authority
Section 8 - CATERING AND FOOD HYGIENE		
Catering and Food Hygiene All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).		<ul style="list-style-type: none"> Sefton Catering Services are contracted to provide the catering.
Section 9 – HEALTH AND SAFETY ADVICE		
Information		<ul style="list-style-type: none"> Health and safety advice is available from: Sefton LA

