

# HEALTH AND SAFETY POLICY 2024-25

## Cape Primary School



<b>Approved by:</b>	Full Governors	<b>Date:</b> September 2024
<b>Last reviewed on:</b>	September 2023	
<b>Next review due by:</b>	September 2025	

**Change Log:**

Date	By Who	Comment
July 2024	S. Baker	Location change for staff finding policies to read.
July 2024	S. Baker	Pg 11 reporting accidents – change of process for reporting H&S incidents

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## Health and Safety Policy Statement

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations to both employees and others who may be affected by our activities at Cape Primary School

To meet these obligations we will:

- Ensure that health and safety is embedded into all our activities and that effective health and safety management systems are in place
- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health
- Consult our employees on matters affecting their health and safety
- Promote a positive health and safety culture where employees and their representatives are able to raise health and safety issues and are empowered to work safely
- Provide information, instruction and supervision for employees to enable them to do their work safely
- Ensure all employees are competent to do their tasks, and are given adequate training
- Provide and maintain safe plant & equipment and ensure that substances are handled and used safely
- Provide an environment in which staff can work without fear of violence, intimidation or threats; and
- Regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by;

- Effective leadership by governors, the headteacher and senior staff
- Participation of all employees; and
- Open and responsive communication

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; copies can be found on the T Drive > H > Health & Safety > September 2024 > H&S. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

It is only by securing a total commitment to health, safety and welfare matters from those who work for, or on behalf of Cape Primary School that the high standards we set ourselves will be achieved.

Signed: .....

Date: .....

Chair of Governors / Management Board

Signed: .....

Date: .....

Head Teacher

## **Organisation / responsibilities**

This section of the health and safety policy sets out lines of communication and how duties are delegated and tasks allocated. It includes an outline of the roles of the governors, headteacher and senior leadership team along with more specialist roles such as Educational Visits Co-ordinator and school business manager & site manager. It also details the role of competent advisors at Health and Safety Support team SIPS Education.

## **Responsibilities**

### **Governors will:**

- Ensure health and safety issues concerning the school are identified and appropriate action taken
- A school safety policy is produced and that the policy is regularly reviewed
- Receive and action regular and routine H&S reports from the Head teacher to enable it to monitor and evaluate the effectiveness of the H&S management system
- Ensure that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensure that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensure appropriate arrangements are in place to consider health and safety issues at Governing body level

### **Head teacher will:**

- Establish H&S objectives and ensure the development and implementation of a school H&S action plan for continuous improvement in H&S
- Ensure adequate resources are available to successfully manage H&S in their school
- Ensure detailed policies, procedures and arrangements with regard to health, safety and welfare matters within the school are established in writing, and that they are communicated, understood and followed by all members of staff, including temporary/supply staff.
- Ensure that risk assessments are undertaken by a competent person and reviewed on an appropriate basis
- Ensure staff are aware of their responsibilities and ensure that those to whom Health and Safety responsibilities have been delegated, are suitably trained and competent to undertake the tasks.
- Ensure systems are in place for the adequate consultation and communication of H&S matters with employees
- Assume the role of Premise Manager and Responsible Person under the Regulatory Reform Order Fire Safety

- Ensure the effective proactive and reactive monitoring of H&S
- Ensure procedures are in place for reporting and recording and investigation of accidents and where appropriate preventive measures are taken to reduce the number of incidents
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.
- Ensure the school has access to competent H&S advice

### **Deputy Head teacher/Senior Management**

- Support the head teacher and carry out duties in their absence
- Develop and implement arrangements and procedures to protect the health and safety of staff, pupils and others
- Undertake risk assessments as appropriate and ensure that suitable controls are in place
- Put forward suggestions to improve health and safety controls to the head teacher

### **Class Teachers**

Staff timetabled to be in charge of classes have the following responsibility to assist the headteacher:

- To follow safe working procedures personally.
- To ensure the safety of pupils in classrooms and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards, etc, where necessary and ensure they are used.
- To make recommendations to the headteacher regarding the safety of equipment or tools, in particular any equipment or machinery which are potentially dangerous.
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

### **Educational Visits Co-ordinator (EVC)**

Follow the National Guidance <http://oeapng.info/> where full responsibilities are outlined:

- Ensure that staff involved in educational visits, are aware of their responsibilities regarding the off-site visits policy and have ready access to it.

- Inform the head of all non-routine visits.

### **Site manager –**

- Ensure all building related registers/log books i.e. asbestos, fire, legionella are in place and kept up to date
- Ensure that statutory testing and any inspections identified from site related assessments are carried out at the required intervals either by the site team or by competent contractors/persons
- Ensure that arrangements are in place for the safe management of any substances used on site
- Carry out regular site inspections
- Ensure the building is secured at night

### **Business manager**

- Ensure that funds are available to carry out actions identified in the schools health and safety action plan

### **Employees General Responsibilities**

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.



## **Organisation –Health and Safety Management System**

This section of the policy explains the schools health and safety management system

### **Policy Development**

At Cape Primary School, we will keep our health and safety policy including organisation/responsibilities and arrangements under regular review to ensure they remain current and effective

All local policies and procedures, and revisions to them will be authorised by the head teacher and governing body and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

### **Cooperation, consultation and communication**

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health and safety systems, policies, procedures and risk assessments.

To ensure that health, safety and welfare is considered at a local level the Governing body has decided that school health, safety and welfare matters be dealt with by the Provisions Committee

The Provisions Committee will consist as a minimum of the duly appointed safety representatives, area representative, the head teacher and representatives of the school governing body/management board

Our policies, procedures and assessments will be made available to staff via the T Drive > H > Health & Safety > September 2024 > H&S

### **Competent Advice**

Key health and safety competencies required within the school will be determined by use of a training analysis, see appendix one. In addition competent, trained school staff will receive expert, guidance and advice from the Health and Safety Support Unit at SIPS Education.

### **Planning and Prioritising**

We will ensure that health and safety is embedded into all our activities and that effective health and safety management systems, including a buildings improvement plan, are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health.

### **Measuring health and safety performance**

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governing Body on a regular basis (annually), or as required.

In order to substantiate that health and safety standards are actually being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school will use different types of systems to measure health and safety performance:

#### **Active monitoring systems:**

- Regular inspections of the workplace – see the monitoring plan held by the site manager.
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken

#### **Reactive monitoring systems:**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, hazard reports by the governors and senior management team to ensure appropriate remedial action is taken to help prevent recurrence

### **Auditing/inspecting health and safety performance**

- As part of our active monitoring we will carry out regular health and safety inspections/self-audits in accordance with our health and safety plan.
- 5 year inspection by the local authority/SIPs audit.

### **Reviewing health and safety performance**

- Our health and safety performance, including progress on our health and safety plan, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated each term by our senior management and Governing body

## Arrangements for Health, Safety and Welfare

### Accidents and Aggressive Incidents

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction
- Employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms. These can be obtained from *the school office*.
- Accident and aggressive incidents will be monitored and reported to the governing body each term in order to identify issues/trends and put in place measures to reduce the number of incidents
- For every accident where appropriate, *the head teacher*, will investigate all accidents and take remedial steps to avoid similar instances recurring
- Any incident subject to RIDDOR (i.e. fatality, major injury, over 7 day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to the HSE via the on line reporting system apart from fatalities and specified injuries **only** which must be reported by calling the Incident Contact Centre on 0845 300 9923. The business manager/headteacher are responsible for reporting all incidents subject to RIDDOR
- In addition, all health and safety incident forms are completed electronically on the My Sandwell portal. These are then picked up by Sandwell H&S unit.

### Asbestos Management

- The head teacher / site manager is responsible for the management of asbestos on the school site and has a legal duty to prevent exposure to staff, pupils and contractors etc to asbestos
- An asbestos management survey has been carried out by a competent asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACM's) Areas that were not surveyed are presumed to contain ACM and managed accordingly. These are located in *Site office*.
- The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when ACM's have been removed)
- A risk assessment has been carried out and an asbestos management plan has been produced. (Asbestos Log Book)

- Before contractors / staff are allowed to work on our buildings, they are made aware of any ACM's they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the site manager.
- The site manager has been nominated to manage ACM's on site and has attended training on the management of asbestos
- A refurbishment/demolition survey will be carried out prior to any major work e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs
- If ACMs are accidentally damaged we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

### **Contractors and Service Providers**

For the purpose of this section, the term 'contractor' includes anyone who is carrying out repairs, maintenance and improvements at the establishment

- The Head Teacher/Site Manager has a responsibility to ensure that contractors on site do not endanger the health, safety and welfare of employees, visitors, service users and the public.
- When the school is used for purposes not under the direction of the principal then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control. The building and general responsibilities for on-site health and safety remain with the principal, as the primary occupier.
- Contractors working on the school premises are required to identify and control risks arising from their activities and to share this information with the school in advance of work starting.
- Where we commission work ourselves we will ensure that appropriate health and safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements on site.
- Contractors must ensure that they share all relevant information with any sub-contractors they use.

### **Control of Substances Hazardous to Health (COSHH)**

- Wherever possible we will use non-hazardous products in school
- An inventory of substances held within school is located in *the site office*.
- All hazardous substances used in the school will have a COSHH assessment undertaken by *the site manager* before they are brought into use. No substance will be used until the appropriate assessment has been undertaken.
- All hazardous substances will be stored appropriately and securely when not in use
- Staff will be informed how to use products safely and will receive training if appropriate
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it

### **Display Screen Equipment**

- All DSE Users will complete a DSE self assessment
- All self assessments will be checked by *Business manager* who will decide if any further action/controls is required

### **Electrical Equipment**

- All electrical equipment will be properly maintained
- Risk assessment will identify the frequency that equipment should be electrically tested. Testing will be carried out by a competent person and records kept. *Site manager* will arrange PAT testing
- All members of staff are encouraged to visually inspect electrical equipment prior to use for any obvious signs of damage. Any defects should be reported to the site manager.
- Any item failing an inspection/test should be taken out of service immediately and until such time as it can be repaired and retested, or a decision is made to scrap the item
- Second hand or acquired electrical equipment, or employees/visitors own equipment, may not be used within the school until it has been inspected and tested

### **Fire Procedures**

- The school will ensure that a fire risk assessment is carried out on the premise by a suitably trained competent person
- The fire risk assessment and fire log are located in *the site office*.

- Any actions identified by the fire risk assessment will be addressed by an appropriate action plan
- The assessment will be reviewed on an annual basis
- *A senior staff member* will carry out Personal emergency evacuation plans (PEEPs) for any staff or pupils requiring one due to disability or ill health
- Firefighting equipment, fire alarm systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessment
- *Site Manager* will be responsible for ensuring that all checks identified by the fire risk assessment are carried out at the required frequencies and recorded in a Fire Log Book.
- A fire evacuation plan will be produced and appropriate staff will be appointed and suitably briefed to act as fire marshals
- Fire safety drills will take place at least once a term
- All staff will receive training in the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precaution
- Pupils will be briefed on the evacuation procedure at the start of the school year
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise

## **First Aid Arrangements**

- We will complete a risk assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident
- Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities
- *The business manager* will ensure that all first aiders are suitably trained and that their certification is up to date
- First aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given
- First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately

- Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes
- All staff will make themselves familiar with the details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.
- *The first aid policy and associated policies can be found on the T Drive > H > Health & Safety > September 2024 > H&S policies*

### **General Workplace Safety**

- Robust housekeeping is essential in assisting to reduce the likelihood of accidents resulting in slips, trips and falls, the most common cause of accidents in the workplace
- All members of staff are responsible for ensuring that their work area is kept orderly with equipment stored away in an appropriate manner to ensure general traffic routes and access to and egress from the workplace are kept free from obstructions at all times
- All spillages must be cleared up immediately to reduce the risk of slip accidents. Materials to assist staff in this area are in each classroom stored in the lockers.
- Training in dealing with bodily fluid spillages is LSP staff who are expected to clean up such spillages in the absence of the site manager

### **Legionella (water safety)**

- A legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly
- Any remedial work identified by the risk assessments will be addressed
- A copy of the risk assessment is located in *site office*.
- We have a written scheme to manage the risk from legionella which includes the following controls:
  - Weekly flushing of little used outlets by site team.
  - Monthly temperature checks by external partner provided through Sandwell LA.
  - Annual water sampling by external partner provided through Sandwell LA.

## **Lifts and Lifting Equipment**

- All our lifting equipment will be serviced and inspected by a competent person at the required intervals as required by LOLER
- Identified staff will be trained in the safe use of lifting equipment

## **Manual Handling**

- All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled.
- Manual handling risk assessments will be undertaken by *site manager*.
- A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.
- All staff must employ the principles of safe manual handling techniques and act in accordance with the guidance given through training and instruction provided by the school
- All moving and handling of pupils will be risk assessed and recorded by *NVCI trained staff member – assistant SENDCo*. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor
- All staff who move and handle pupils will receive appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

## **New and Expectant Mothers**

- When notified a risk assessment will be carried out for any new or expectant mothers
- This risk assessment will be reviewed at a regular frequencies

## **Off site / out of hours activities**

- All offsite/out of hours activities undertaken by the school are conducted in line with the requirements outlined in Sandwell's' Offsite / Out of Hours Educational Activities Policy and accompanying procedures.
- The school has appointed an Educational Visits Co-ordinator, whose role is to act as the liaison with and provide assistance to the Group Leader(s) and to link with Sandwell MBC



Educational Visits Advisers to ensure all requirements of the policy are met.

## **Premise Management**

- The schools premise manager is Headteacher.
- The Premise is managed by the school. Details of all examination, maintenance and service arrangements for plant and equipment within the building, and records of specific safety checks including those for gas appliances, legionella, water hygiene, glass and safety glazing, lifting equipment, P.E. and play equipment are maintained by the school and are located *the site office. The site manager will arrange for inspections of equipment as per the annual schedule.*

## **Protective Clothing and Equipment**

- Protective clothing and equipment (PPE) will only be provided when an assessed risk cannot be eliminated or controlled by some better means or where it is required by legislation
- Employees who are required to use PPE will be provided with appropriate information, instruction and training on its use and care
- Records will be kept of equipment issued, and to whom

## **Risk Assessments**

- *The site manager/Head Teacher* is responsible for ensuring all activities, teaching, non teaching and premises risk assessments are completed
- Risk assessments are available for all staff to view and are held centrally in *T Drive > H > Health & Safety > September 2024 > Risk assessments*
- Risk assessments will be reviewed at least annually
- Specific risk assessments relating to individuals are held on the persons file

## **Security and Lone Working**

- This establishment is committed to creating a secure and safe environment for all pupils, staff and visitors to the school. A security risk assessment is carried out for the site which considers, for example, external fencing, controlled access to the establishment building and security of the building overnight and during the establishment holidays.

- Any concerns over security or suspicious behaviour of individuals on/ around the establishment site should be brought to the attention of the Head Teacher or other member of the senior management team in their absence.
- All visitors arriving at school must follow the signing in and out procedure
- Where lone working happens the school will liaise with Louise Butler (Community alarms manager) 0121 569 6815. [louise\\_butler@sandwell.gov.uk](mailto:louise_butler@sandwell.gov.uk)

### **Stress and Occupational Health Services**

- The school monitors the workload of staff throughout the year. Where staff are off sick with work related stress the school follows the management of absence policy. School will also refer staff to occupational health to help identify any underlying causes.
- Stress risk assessments are undertaken by headteacher and/or line manager.
- Any concerns which staff have, should be brought to the attention of your supervisor as soon as possible
- The school also buy into the employee counselling service to support staff. Employee Assistance Scheme. The link for the site is [www.carefirst-lifestyle.co.uk](http://www.carefirst-lifestyle.co.uk) The EAP's new contact number is 0808 168 2143 for colleagues who may wish to gain free advice, support and counselling. The Username for your school is: sandwellschools. The Password for your school is: schools1234 - Please only share this password to colleagues within your school. The headteacher is also a Level 3 trained mental health first aider.
- Staff should familiarize themselves with the contents of the school stress policy which is located T Drive > H > Health & Safety > September 2024 > H&S policies.

### **Vehicle movements on site**

- We will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover school events and maintenance activities where vehicles may need to access vehicle restricted areas.
- There is only one point whereby vehicles can get on to site and this is via the staff car park. Pedestrians cannot access the main entrance from the car park unless they have parked there. There is a box junction at the bottom of the car park which prevents parking alongside signs saying the gate is in constant use. No vehicles can come onto the playground during the day unless under strict supervision.

## Violence and Aggression

- We will ensure that risk assessments and suitable controls are in place to cover any circumstances where staff may be subject to aggressive incidents
- All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.
- *There is a poster displayed at the front office outlining the school's zero tolerance of violence and aggression.*

## Working at Height

- The schools nominated person responsible for work at height will be *the site manager*
- The nominated person(s) shall ensure:
  - All work at height is properly planned and organised.
  - The use of access equipment is restricted to authorised users.
  - All those involved in work at height are trained and competent to do so.
  - The risks from working at height are assessed and appropriate equipment selected.
  - A register of access equipment is maintained and all equipment is regularly inspected and maintained.
  - Any risks from fragile surfaces is properly controlled.
  - Staff are trained to use the step ladders safely.
  - Pupils will not be permitted to use ladders/stepladders.
- Contractors will not be permitted to use any of the school's work equipment

## Training

- We will ensure that all staff, including temporary and agency staff, are competent and given appropriate health and safety training to undertake their role safely and carry out duties assigned to them
- All staff will receive a health and safety induction when they first start working at the school and further training requirements will be identified with reference to the training matrix at appendix one.

## **Appendix One**

### **Health and Safety Training Requirements for School Based Staff**

Once staff have been designated with responsibility, they must receive appropriate training to enable them to discharge their duties competently.

#### **Induction**

The following basic training should form part of the induction training for all new members of staff:

- The School's Health and Safety Policy
- Any statutory requirements with regards to health, safety and welfare
- The major hazards which exist within the school (location of any asbestos for example)
- Risk Assessment procedures
- Safe working methods and accident prevention procedures
- Fire and Emergency procedures
- First Aid arrangements

The following table is indicative of the training requirements for different categories of employee within the school, and is not exhaustive. A suitable and sufficient risk assessment will also indicate the type and level of training required.

All training courses mentioned below are available through the Risk Management team at SIPS Education

<b>Course Name</b>	<b>Category of Employee</b>	<b>Course Duration</b>
CIEH Level 3 Health& Safety in the Workplace	Essential learning for Head Teachers & Business Managers	3 days
CIEH Foundation Certificate Health & Safety in the Workplace	Essential learning for Premise managers	1 day
Asbestos awareness	Essential learning for Head Teachers & Site Managers	Half day
Fire Safety Management	Essential learning for Head Teachers & Business Managers & Site Managers	1 day
Compilation of Premise Log Book	Essential learning for Head Teachers & Site Managers	Half day
Stress & Workplace Violence Awareness	Recommended for members of the senior leadership team	Half day
General Risk Assessment	Aimed at a wider staff audience, role specific	1 day
Practical/Principles of Manual Handling	Aimed at a wider staff audience, role specific	Half day
Understanding COSHH	Aimed at a wider staff audience, role specific	Half day
Visual Electrical Equipment Testing	Aimed at a wider staff audience, role specific	Half day
DSE Training	Aimed at a wider staff audience, role specific	Half day
Incident Investigation	Aimed at a wider staff audience, role specific	Half day
Non technical Playground Inspection	Aimed at a wider staff audience, role specific	Half day
Working with Contractors	Aimed at a wider staff audience, role specific	Half day

For training enquiries, please contact the Risk Management team, SIPS Education on 0121 296 3000