



St Michael's Primary School

Health and Safety Policy

The Governing Body and Headteacher

Adopted November 2014

Reviewed by Head May 2015

Reviewed by Head May 2017

St. Michael's C. E. (Aided) Primary School



HEALTH AND SAFETY POLICY

Section 1

1.1 GENERAL STATEMENT

The Governing Body of St. Michael's Primary School within the Metropolitan Borough of Trafford acknowledges that:

- (i) The Chief Executive has overall responsibility for Health and Safety within the Authority and the school is covered by the Health and Safety Policy Statement of Trafford Metropolitan Borough Council
- (ii) The Executive Director responsible for Children and Young People's Services has the responsibility for seeing that the Authority's Health and Safety Policy is carried out within the Education Department.
- (iii) Advice and training is available to the school through the Health and Safety Unit within Trafford borough Council.

1.2 STATEMENT OF THE GOVERNING BODY

The governors of St. Michael's School recognise their corporate responsibility as an employer, to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come on the premises.

They will take all reasonable steps within their power to fulfil this responsibility.

It is the intention of the Governors that for health and safety purposes that school will operate within the structure and framework of Trafford borough Council and will apply all health and safety instructions training and advice provided by the Health and Safety unit.

The Headteacher will provide leadership in matters of Health and Safety within the School. The Headteacher is required to draw up the necessary arrangements to secure compliance with all health and safety requirements, to write them down and circulate this information to all appropriate personnel, to monitor the implementation of the arrangements, review and initiate their revision when necessary.

Signed: ...*Mrs D Gould*

Chair of Governors

Signed: ...*Mrs A Drayton*
Headteacher

PART 2

2.0 ORGANISATION

This part describes the organisation in place for ensuring health and safety in Voluntary Aided and Foundation Schools and outlines the allocation of duties and how the management structure operates.

2.1 GOVERNING BODY

As employer, the Governing Body is responsible for:

- Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupil and visitors to premises and establishing appropriate committees in which to consult on health and safety matters.
- Establishing a suitable organisation and effective arrangements for satisfying the Safety Policy.
- Managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health.
- Ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by evaluation of relevant inspection reports.

2.2 HEAD TEACHERS

Head teachers are responsible for the following:

- Ensuring the effective planning and implementation of the Safety Policy incorporating appropriate organisational detail and local arrangements and that all employees are familiar with the Policy and their delegated duties.
- Ensuring the effective planning and implementation of the health and safety management system.
- Establishing and maintaining safe working procedures and a working environment where suitable and sufficient risks to all employees, pupils and visitors to the premises are assessed, prevented or controlled.

- Identifying the training needs of employees and arrange for suitable and sufficient training programmes to be provided.
- Providing health and safety induction training for new employees and information and instruction on the organisation and arrangements as detailed in the Safety Policy.
- Ensuring all contractors' undertakings are fully compliant with health and safety regulations and take full account of health and safety issues affecting employees, pupils and any other users of the establishment.
- Arranging and being involved in inspection of the school premises at least once per term and ensuring findings are reported to the relevant governing body committee.
- Being prepared and having arrangements in place to act safely and effectively in the event of any emergency affecting the health, safety and welfare of employee, pupil and the school environment.
- Having arrangements for accident/investigation and reporting procedures that are in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Noting and acting upon, as appropriate, health and safety instruction and advice provided by the Health and Safety Unit and the Health and Safety Executive, Department for Education and Skills and Local Authority.
- Ensuring where necessary, specialist advice is obtained from a competent person e.g. from Health and Safety, Manual Handling, Fire Safety or Occupational Health Advisors on matters relating to health, safety and welfare.

2.3 DEPUTY HEAD

The Deputy Headteacher assists the Head in the day-to-day management of the school and deputises for the Head during any period of absence. This would include ensuring that the duties delegated to the Headteacher are carried out in their absence.

2.4 RESPONSIBILITIES OF HEADS OF DEPARTMENTS/KEY STAGE CO-ORDINATORS

Heads of Department (HoD) and Key Stage Co-ordinators (KSC) are accountable to the Headteacher for the safety of persons under their control.

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the head teacher and have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. It is also the responsibility of the HoD and KSC to assist with the writing of health and safety risk assessments, safe systems of work and procedures for all processes and work activities in which their department is engaged.

As part of their day-to-day responsibilities they will ensure that:

- a) The employees (teaching and non-teaching) are:
 - Familiar with the requirements of the School's Safety Policies
 - Made aware of the hazards in their areas of activity
 - Familiar with safe methods of work
 - Aware of action to be taken in an emergency
 - Aware of the First Aid facilities available.
- b) Safety rules and safe methods of work are observed and that protective equipment is utilised where appropriate.
- c) They inform the Headteacher of all accidents and incidents and to assist in the investigation

- d) They initiate or recommend any necessary repairs or maintenance work in order to ensure that equipment under their control is maintained in a sound and safe condition.
- e) They set and maintain high standards of safe working/environment at all times and that staff, pupils and others under their jurisdiction are instructed in safe working practices.
- f) They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety.

2.5 STAFF (as employees)

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

All employees have responsibility for

- Carrying out their duties in accordance with the Safety Policy
- Taking reasonable care of themselves and other persons whilst at work.
- Co-operating with the Headteacher and others in school to comply with legislation.
- Engaging in consultation and development of health and safety procedures to promote positive employee involvement.
- Following instruction and information on safe working procedures and using plant substances and equipment safely.
- Attending health and safety training courses provided.
- Reporting defects or damage to equipment and safety hazards to the relevant persons.
- Reporting all accidents and incidents to the relevant persons.
- Exercising effective supervision of their pupils and to know and carry out the procedures in respect of fire, first aid and other emergencies.
- Following the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice e.g. CLEAPSS, if issued and to ensure that they are applied.
- Integrating all relevant aspects of safety into the teaching process and where necessary, give special lessons on health and safety in line with national curriculum requirements for safety education.

2.6 CARETAKERS/SITE MANAGERS

In addition to their responsibilities as an employee, the caretaker is responsible to the Head Teacher for any duties which are delegated to them by the Head Teacher. See below for delegated Caretaker/Premises management.

2.7 SCHOOL HEALTH AND SAFETY COORDINATOR

Alison Drayton – Headteacher

The School Health and Safety Coordinator has the following duties:

- a) to co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general risk assessment process for the school.
- c) To make provision for the inspection and maintenance of work equipment throughout school.
- d) To manage the keeping of records of all health and safety activities.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally and
- g) carry out any other functions allocated by the Headteacher or Governing Body

PREMISES MANAGER

Staff in charge of premises have a duty in law to ensure health and safety on the premises under their

control and this should include, where appropriate, production of additional safety rules to supplement this policy.

NB: In schools this role would normally be taken by the Headteacher unless it is delegated to another member of staff within the school.

In addition to the responsibilities outlined above, so far as is reasonably practicable, the main health and safety functions for premises managers will be with regard to:

Caretaking/cleaning duties either shared or delegated to cleaning staff:

1. Waste Management - alert the Head/Office if a skip is needed
2. Internal Windows- Ensure they are cleaned regularly from finger marks.
3. Floors- ensure they are clean and swept including the outside areas under the canopies in Y1 and Y2
4. Toilets cleaned and maintained.

a) ensuring that fire risk assessments are carried out for the premises, emergency procedures including emergency evacuation plans are in place.

b) Ensuring the preparation of an asbestos management plan for the premises-HEAD

c) Ensuring that work equipment including fire fighting, portable electrical, lifting and other equipment is adequately maintained and accompanied by all necessary records.(A management plan was established July 2016 to ensure the appropriate renewals are made each year.)

d) Ensuring that routine work is carried out to an appropriate standard. Peter Aston will support the Head during the holidays and inform the contract manager and Head of any concerns observed during contract work on site,

e) ensuring that all premises users and visitors are made aware of any activities or conditions that could create risk to their health and safety and of the emergency evacuation procedures HEAD

OFFICE STAFF AND CARETAKER

f) Ensuring that maintenance work and repairs required (for example to internal doors and windows) are reported to the appropriate person and carried out adequately and safely.

g) Ensuring that general building and maintenance work is carried out by appropriately qualified and experienced trades' people in compliance with the building regulations. HEAD

h) Ensuring that testing, inspection and maintenance work in relation to electrical, gas, lifts, water, fire safety and another installations and equipment is carried out by appropriately qualified trades' people to current legislation and standards.

5. HEAD – SEE REGISTER CREATED IN July 2016.

i) Ensuring the safe condition, operation, maintenance and storage of equipment on the premises- keep brooms and mops clean, ensure caretakers room is clean and tidy and resources are appropriately stored.

j) Ensuring the safe use, handling, storage and transport of substances on the premises.

k) Seeking advice where unsure of the competence of trade persons or the current legislation and standards.

2.8 VISITORS, MEMBERS OF THE PUBLIC AND VOLUNTEERS.

Visitors and members of the public should be asked to co-operate with the health and safety arrangements put in place by school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees. Line managers will therefore have responsibilities for undertaking in particular thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

Visitor and Volunteer Policy to be signed

Up to date register to be kept in the office.

PART 3 ARRANGEMENTS FOR HEALTH AND SAFETY

Health, Safety and Welfare

The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level:

3.1 ACCIDENT REPORTING RECORDING AND INVESTIGATION

All staff should report all accidents, incidents and near misses to employees, pupils, visitors and contractors working on the premises and line managers will investigate such incidents and identify and implement means to prevent reoccurrence.

When an accident happens to any pupil, employee or other person then the head teacher must complete Accident Report Form HS1. A copy must be retained in school and the original sent to the Health and Safety Unit within 3 days of the accident occurring.

The details of any employee who is suffering from a reportable disease must also be reported to the Council's health and Safety Unit. (Details of which diseases are reportable may be obtained from the Health and Safety Unit).

The Headteacher will periodically scrutinise the pattern and causes of accidents as recorded and will bear these in mind when introducing preventative measures against risks.

An HR1 form should be filled in if a staff member has an accident or goes to hospital. An HR1 should be filled in if the accident to a child is due to faulty equipment, playground surface or if the school send the child to hospital. All accidents within normal children playground games should be recorded in the yellow accident book.

3.2 ASBESTOS

To minimise risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by producing an asbestos management plan and complying with all Trafford Council's policy concerning the control of asbestos.

The person responsible for monitoring asbestos and ensuring the Asbestos Management Plan is produced, followed and reviewed is the Headteacher.

- 3.3 The only asbestos present in school in 2017 is in outside store ceiling which has been encapsulated and stickered. The skylights may have asbestos around the rims. They are not disturbed but contractors would need to be informed

3.4 CONSTRUCTION WORK AND CONTRACTORS

The school will follow the council's Policy Guidance on Managing Health and Safety on Construction Work HSP12 and the supplementary Guidelines for Schools.

Work arranged through the Council

When major or minor works are arranged through the appropriate Service Area within the council takes responsibility for the drafting of contracts, vetting of contractors and inspection of works and will liaise with Head about site specific contractual arrangements such as access and egress, hours of work etc.

3.5 LOCAL CONTRACTS

When the school contracts directly, the contractor is responsible for ensuring so far as is reasonably practicable, the health and safety of himself, his employees and persons who might be affected by his activities.

The school will ensure the health and safety of its employees, pupils, visitors (which includes the contractor). In particular the school will:

- Check the competence of contractors and visiting workers (Competence can be judged from past experience, recommendation, pre-selection evaluation or a combination taking into consideration nature and scale of work required).
- Examine risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc.
- Ensure all significant risks on site have been clearly identified.

Ensure there are arrangements for monitoring and controlling works in progress.

- Relevant information likely to be needed by designers, contractors or others to plan and manage their work is passed to the appropriate person.
- Contractors have made arrangements for suitable welfare facilities to be provided from the start and throughout the construction phase.

The Headteacher is responsible for the above.

Monitoring of the contractors on a day to day basis is the responsibility of The Contract Manager.

3.4 CURRICULUM SAFETY

The school recognises that the curriculum requires that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All available guidance material will be reviewed where applicable – CLEAPSS, AfPE (formally BAALPE and the LA's procedures and guidance can be used.

All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.

3.6 ELECTRICAL EQUIPMENT (fixed and portable)

Electrical equipment will be tested regularly by a competent person/electrical engineer who will take unsafe equipment out of use. All equipment will be made available to the contractors for testing.

The person responsible for ensuring all equipment is tested regularly is Alison Drayton. The contractors who test equipment on site are PHS Compliance.

3.7 FIRE SAFETY

Trafford council Policy and Guidance FSP2 on Fire Safety in Education will be followed by the school. Advice from the Fire safety Adviser in the Health and Safety Unit will be taken by the school regarding safe practices during the school day and also when the school is being used for lettings/public performances. NB Where an event is governed by the Music and Dancing Licence advice should be sought from the Licensing Officer.

Fire Procedures

- The school will ensure or co-operate with the relevant contractor in ensuring that the fire equipment servicing is carried out regularly. The caretaker or other nominated member of staff will be responsible for checking the equipment in between annual visits. Other members of staff should report any defects that they see in the fire fighting equipment to the caretaker. Fire doors must not be propped open. All fire exit doors must be readily opened and free from obstruction.
- The person nominated to carry out checks is Alison Drayton.
- Arrangements for evacuation will be placed on the notice board of each room in the school. Class teachers and those responsible for other rooms must check regularly that these notices are in good order.
- Fire drills should be carried out at least once a term, or when there are changes in circumstances. The effectiveness of these procedures should be discussed with the staff immediately and at a meeting of the Governing Body.

- In the event of a fire, the person finding the outbreak should immediately activate the nearest alarm. The appointed person must then ring the emergency services. Staff should not put themselves at risk in attempting to put out a fire, but staff trained in the use of fire extinguishers may attempt to put out a small fire if there is no personal risk.

3.8 FIRST AID

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff.

The guidelines issued by the DFEE on First Aid for Schools has been adopted by the school. This is available on <http://www.teachernet.gov.uk/doc/4421/GFAS.pdf>. All staff are First Aid Paediatric Trained to level one. The First Aid boxes are located in all classrooms and the medical room. A portable pack is available for school visits.

3.9 Glass and Glazing

All glass in vulnerable windows, doors and side panels should be safety glass and all replacement glass in these areas will be replaced with safety glass meeting the requirements of BS 6206. There will be routine monitoring of areas where glass not conforming to the above standard has been covered in plastic film. The caretaker/site manager is responsible for ensuring glazing meets the required standards.

3.10 Hazardous Substances

Trafford council's Policy and guidance (HSP6) for the Control of Substances Hazardous to Health (COSHH) will be followed by the school in respect of managing hazardous substances.

Where hazardous substances are used, line managers or a designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk.

3.11 Health and Safety Advice

Health and safety advice can be obtained from Trafford Council's Health and Safety Unit on 0161 912 4509 or from other competent persons.

3.12 Lifting and Handling

Trafford Council's Policy and Guidance on Manual Handling (HSP11) and the CYPS Moving and Handling Policy will be followed by the school.

The regulations apply to any manual handling operation that may cause injury at work. These include not only lifting of loads, but also lowering, pushing, pulling, carrying or moving them.

- Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.
- Managers are responsible for assessing the appropriate approach to handling task and may seek professional advice from the Council.

The National Curriculum for P.E. requires pupils to be taught "how to lift, carry, place and use equipment safely" (See also the Health and Safety Guidelines for Primary and Secondary Teachers of Physical Education and Related Activities issued by the LA and other guidelines issued by DFEE). Link to these below:

<http://www.teachernet.gov.uk/wholeschool/healthandsafety/pesafety>

3.13 Lone Working

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to minimise those risks. Staff are asked to leave the premises by 6pm when the caretaker locks up. If the Head remains alone both the caretaker and the cleaner and a relative are aware and contactable by

mobile phone. In the holidays, staff let the caretaker know they will be working in the building, which will always be within his holiday working hours.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

3.14 Maintenance/Inspection of Equipment

employers need to provide safe plant and equipment (i.e. heating systems, office equipment). This also includes staff using their own equipment. Whatever the source of the equipment it must be suitable for the task for which it is being used, properly maintained and used in a safe manner by staff trained in its use.

There is a statutory requirement to service, testing and inspect certain equipment such as gas appliances, local exhaust ventilation and lifting equipment and records must be kept.

Where inspections/servicing has identified the need for remedial action, the Head Teacher will ensure that any necessary work required to maintain the safe operation of equipment is carried out in a timely manner.

The caretaker/site manager is responsible for ensuring all equipment is maintained and inspected.

Records of inspection are kept in the School Office.

3.15 Medications

Parents have the prime responsibility for their child's health and should provide schools with information about their child's medical condition.

There is no legal duty requiring school staff to administer medicines, however the school recognises that Children with medical needs have the same rights of admission to a school or setting as other children.

Procedures will be put into place should the need to administer medications to pupils become necessary.

This will be determined on the basis of individual risk assessment following advice from the pupil's medical practitioner.

The person responsible for administering medications is Ann Gallagher and Lynda Sandbach.

The nominated deputy in their absence is Alison Drayton.

<http://www.teachernet.gov.uk?wholeschool/healthand> safety/medical

3.16 Personal Protective Equipment (PPE)

Line managers will assess the need for PPE in risk assessments and COSHH assessments. Where it is determined that PPE is required, suitable PPE shall be selected and provided at the school's expense. A record of PPE issued to staff will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.

3.17 Reporting

The Head Teacher will report on Health and Safety matters to the Governors and when necessary to parents based upon the Self Audit Evaluation.

3.18 Risk Assessments

Schools are expected to adopt and follow the guidance contained in the Council's Risk Assessment Policy Guidance HSP2

Risk assessment is the responsibility of the school's management at all levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities.

Risks should be assessed in priority order and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessment should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically (at least annually) where there is a change in circumstances or following an accident.

The Head Teacher is responsible for coordinating and ensuring risk assessments are carried out. Persons

responsible for carrying out risk assessments are Alison Drayton, Teaching and Support Staff.

3.19 School Trips/Off-Site Activities

The school will follow Trafford council's "Guidelines for Safety Outdoor Education and on Educational Visits".

3.20 School Transport

The school will follow Trafford's Children and Young Peoples Service Guidelines on the use of transport, including minibuses. Copies available from the Policy & Project Officer (Business Unit) on 912 4698. The Head Teacher is responsible in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law.

Employees who are required to use their private vehicles for official business are personally responsible for ensuring that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

3.21

3.22 Staff Consultation

The Governing Body, through the Head Teacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association or other elected workplace safety representative will be offered a role in these consultations.

The nominated safety representative for the school is Cathy Prole.

3.23 Staff Health and Safety Training and Development

The Head Teacher and other line managers (where appropriate) will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held. This training needs analysis will be reviewed on a regular basis or on the introduction of new legislation. The person responsible for identifying staff training is Alison Drayton.

3.24 Staff Well-being/Stress

The school will follow the council's Policy Guidelines on Managing Pressure and Reducing Stress.

The Head Teacher will include workplace stress as part of the risk assessment process identifying areas of concern and implement appropriate control measures, so far as it reasonably practicable.

Where workplace stress arises, head Teachers will deal with the issue in a sensitive and constructive manner using available means within the Council to manage stress and assist staff, utilising the counselling scheme available, accessed through the council's Occupational Health Provider if the service is purchased via an SLA.

3.25 Use of VDU's/Display Screens

The majority of staff within the school are not considered to be DSE users. The school will implement a system to ensure that.

Assess the risk to those who are regular users of DSE

Ensure that workstations meet the minimum standards in relation to the screen, keyboard, desk, chair, working environment and software.

Plan work so there are breaks or changes of activity away from the screen.

Provide users with eye and eyesight tests and glasses if special ones are needed for DSE use and normal ones cannot be used.

Provide training and information to ensure staff know how to use their DSE and workstation safely to avoid problems e.g. by adjusting the chair.

3.26 Vehicles on Site

The school will endeavour to:

Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic.
Design out vehicular and vulnerable traffic route conflicts, both at access and on-site.
Wherever possible avoid same access points for both vehicles and pedestrians.

3.27 Violence to Staff/School Security

The Head Teacher is responsible for assessing the risks of violence to staff. Risks to personal security premises and property will be assessed through the risk assessment process and where violence is identified as a significant risk, the Head Teacher will ensure that appropriate control measures are put in place.
Staff must report incidents of violence and aggression in the same manner as accidents.

3.28 Working at Height

Line managers will ensure that working at height is risk assessed in accordance with the Council's Work at Height Policy Guidance (HSP18) and ensure that appropriate control measures are put in place to minimise potential risks.

3.29 Monitoring and Workplace Inspections

Line managers responsible for premises/departments to undertake workplace inspections on a termly basis. The schools will follow the Council's Monitoring Policy HSP3 and use the appropriate Monitoring Forms to record their findings. The site manager/caretaker will ensure that hazards associated with premises are monitored and controlled.

4.0 Contacts for more information

All policies and guidance referred to are available from the School's Learning Zone in the "generic documents" section.

Health and Safety Unit

Further information is available from the Council's Health and Safety Unit on 0161 912 4295/4509.
E-mail: healthandsafetyunit@trafford.gov.uk

Construction Work

For construction projects schools are referred to the Capital Programme Manager within CYPS (Tel. No. 0161 912 4376) or if there is a query on the application of the CDM Regulations to contact the Principal for Safety and Performance within PPD (Tel. No. 0161 912 2601)

Further information is also available on the following websites:

Health and Safety Executive website: www.hse.gov.uk

Teachernet:

<http://www.teachernet.gov.uk/wholeschool/healthandsafety>