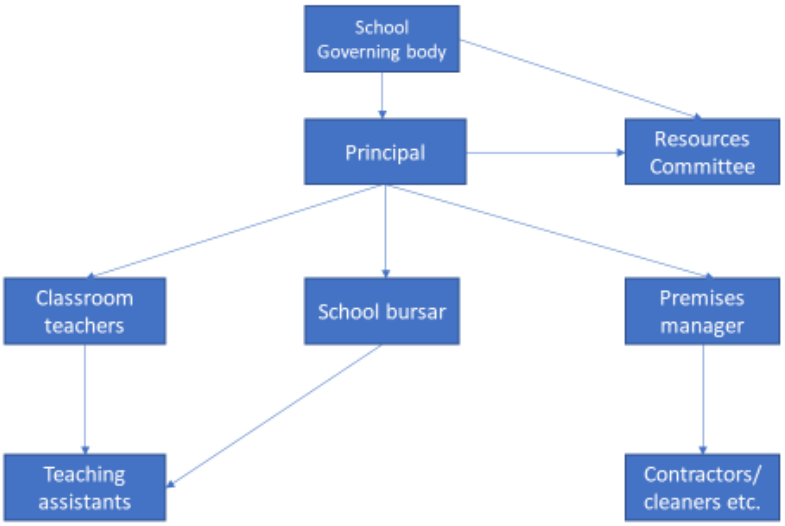
# Health and Safety Policy

**General Statement**

The Board of Trustees notes the provisions of the Health and Safety at Work, etc Act 1974 (S.2 (1), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

**Responsibilities**

The organisational arrangements for staff with health and safety responsibilities are represented diagrammatically below:




**Board of Trustees**

Members of the Board of Trustees are responsible for ensuring that any health and safety issues of which they become aware are reported to the Principal.

**Duties of the Board of Trustees**

In the discharge of its duty the Board of Trustees, in consultation with the Principal will:

- Make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999 (S1 1999 No. 3242).
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- Identify and evaluate all risks relating to: accidents, health and school activities.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, children and others.
- Create and monitor the management structure.

In particular the Board of Trustees undertakes to provide:

- A safe place for staff and children to work including safe means of entry and exit.
- Plant, equipment and systems of work which are safe.
- Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions which take account of all appropriate: statutory requirements, codes of practice whether statutory or advisory and guidance whether statutory or advisory.
- Supervision, training and instruction so that all staff and children can perform their school-related activities in a healthy and safe manner. All staff will receive health and safety training which is appropriate to their duties and responsibilities, and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, children and others, then the Board of Trustees will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- Adequate welfare facilities.

So far as is reasonably practicable the Board of Trustees, through the Principal, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- This policy.
- All other relevant health and safety matters.
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

**Duties of the Principal and Senior Leadership Team**

The principal and senior leadership team have the following responsibilities:

- To ensure that the Free School Norwich health and safety policy is effectively communicated and implemented.
- To ensure that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner.
- To ensure that arrangements are made for suitable staff training for all aspects of their work.
- To ensure that all staff and visitors are provided with adequate information, instruction and training on health and safety matters.
- To ensure that appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- To arrange for risk assessments of the premises, including fire risk assessment (in compliance with the Regulatory Reform (Fire Safety) Order 2005)
- To undertake risk assessments of activities undertaken by staff and students and that appropriate information on significant risks is provided to staff and others.
- To ensure safe systems of work are in place as identified from risk assessments.
- To ensure that the use of personal protective equipment (PPE) where appropriate and that it is maintained and renewed as necessary.
- To respond to any action plans arising from audits and inspections of their school / office within agreed timescales and to report to the Principle and appointed Health & Safety governor as required on the health and safety performance of the establishment.
- To ensure that the premises are inspected and maintained, and that equipment is inspected, tested and maintained so that they remain in a safe condition.
- To ensure that effective arrangements are in place to evacuate the building in case of fire or other emergencies, that evacuation drills are undertaken regularly, and that firefighting equipment is available and maintained.
- To ensure appropriate records are kept for the following: employee health and safety training; accidents; resources committee premises safety inspections (including Trustee visits); fire equipment tests; machinery and equipment safety tests and inspections.
- Ensure that all accidents and incidents are reported internally and to the enforcement authorities where required and that accidents and incidents are investigated, and suitable remedial actions taken.
- To ensure that suitable emergency procedures are in place.

**Duties of the Caretaker**

The Caretaker has the following responsibilities:

- To coordinate the annual risk assessment process for the establishment and maintain a register of health and safety risk assessments.
- To ensure that the physical condition of all areas of the school including playgrounds and outbuildings are of a safe standard.
- To coordinate performance monitoring processes.
- To make provision for all statutory inspections and maintenance including firefighting equipment, fire alarm systems and security systems.
- To manage the keeping of records of all health and safety activities including maintenance of the building fabric and services.
- To advise the Principal of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the establishment generally.
- To inform all contractors of any known hazards which might affect them whilst at work.

The caretaker is responsible for undertaking daily security checks around the site. This includes checks of the exterior and interior areas of the building.

**Duties of All Other Staff**

This includes the Vice Principal, Administration Staff, Teachers, Teaching Assistants, Curriculum Coordinators, Heads of KS, Curriculum Coordinators, Squirrels Assistants and Cleaning Assistants. They have the following responsibilities:

- Apply the school's Health and Safety Policy to their own area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements.
- Carry out and document health and safety risk assessments for the activities they organise.
- Ensure that all staff they manage are familiar with the Health and Safety policy and safe systems of work in their area.
- Resolve health, safety and welfare problems which members of staff refer to them or refer to the Principal any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that furniture and activities are safe.
- Ensure any equipment used in their department is safe and is regularly maintained and appropriate records kept.
- Ensure in so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Participate in investigations into accidents that occur within their area of responsibility.
- Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the health and safety measures documented for their teaching areas.
- Ensure the safety of all children under their charge by close supervision and giving clear oral and written instructions and warnings to students when necessary.
- Participate in the risk assessment process and follow safe working practices to include ensuring personal protective equipment is worn when prescribed in the risk assessment.
- Make recommendations to their Principal or head of department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process.
- Report all accidents, defects and dangerous occurrences to their head of department. Always comply with the Free School Norwich's Health and Safety policy and procedures- in particular procedures for fire, first aid and other emergencies and incident investigation.
- Cooperate 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.
- Undertake necessary training where required.
- Report to their manager any hazardous situations and defects in equipment found in their workplaces.
- Report all incidents in line with the incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their manager of what they consider to be shortcomings in health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Familiarise yourselves with and understand this Health & Safety Policy as well as:
    - The Lone Worker Policy
    - The Fire Safety Policy

  - Legionella Policy
  - PAT Testing Policy
  - HACCP Policy
  - Asbestos Policy
  - COSHH Policy
  - Critical Incident Policy
  - Personal Emergency Evacuation Plan Policy
  - Visitors Policy
  - Intimate Care Log & Policy
  - Stress Policy
  - Security Policy
  - First Aid Policy
  - Premises Management Policy
  - Employment Policy

- Co-operate with appointed Union health and safety representative(s).

**Health and Safety Representatives**

The Free School Norwich recognises the role of health and safety representatives appointed by recognised Trade Unions. Health and safety representatives will be allowed to participate in health and safety committee meetings, incident investigations, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

**Pupils**

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not misuse or interfere with things provided for their health and safety.
- Treat premises with respect and avoid creating health and safety risks.

**Contractors**

Contactors should notify any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the school office on arrival. The Caretaker will be responsible for overseeing the work of contractors to ensure the safety of pupil's staff and visitors. In the interests of safety, major work should take place out of school hours and during school holidays.

Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which requires a permit to work are:

- Work on mains electrical wiring, mains incomers and distribution boards.
- Removal of asbestos or work where asbestos materials are known or suspected to be in place.
- Major excavations.
- Access to roofs and roof voids.
- Sterilising of water systems with chemicals.

- Access by anyone to confined spaces such as voids sumps and drains.

**Catering**

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

The Catering contractor is responsible for:

- the safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises.
- ensuring that its employees are competent in working safety in the kitchens with particular regard to the following: **Hygiene**: To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas **Fire**: To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen. **Training:** Providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen firefighting equipment.

**In-House Catering Facility use:**

All staff must comply with ALL necessary COSHH regulations including the control of foods i.e., labelling of food jars etc, (with date opened). Cleanliness and general kitchen management.

**Visitors**

All visitors must report to Reception where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the Caretaker. Visitors should wear a suitable visitors' badge when on the premises.

**Procedures and Arrangements**

**1. Health and safety management system**
The Free School Norwich has in place a Health and Safety management and procedures system in line with guidance from the Health and Safety Executive.

**2. Risk assessment**
The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities. Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health. Schools as employers have a duty to carry out risk assessments for all of their activities which affect their employees, students, visitors and contractors.

**3. Fire safety**
**Fire and emergency arrangements**
It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.
**Fire Risk Assessments**

Fire risk assessments will be carried out for all premises occupied by the Free School Norwich. This is the responsibility of the Principal, or in their absence, the deputy. The fire risk assessment will identify the fire hazards and the people at risk.
Steps will be taken to remove or reduce the risks and emergency action plans will be developed.
Staff and their representatives will be advised of the risks that have been identified and be provided with information, fire safety instruction and training.

**Fire Wardens**

Because of the nature of the school building, all staff are trained fire wardens. Fire wardens are responsible for a formal check of the premises fire equipment on a weekly basis. This will include fire doors; fire signage and alarm systems and they will assess their suitability and any repairs or improvements required. As part of an annual health and safety check, the Board of Trustees will also show due regard to fire safety.

**Firefighting and precautions**

All firefighting equipment is annually inspected and serviced by Island Fire Protection Limited. It is the responsibility of the Caretaker to ensure that firefighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date.

**Fire alarms**

The fire alarms should be tested weekly and recorded in the fire alarm logbook by the Caretaker. Fire alarms should be serviced annually by a competent contractor and records kept of the tests.

**Fire drills**

Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers. Suitable arrangements must be in place for evacuating those with disablement or with special educational needs, as well as occasional visitors and contractors.

**Notifying the Emergency Services**

The following staff have specific responsibility to call emergency services:

| Name | Location | Tel No. | Area of Responsibility |
|---|---|---|---|
| Darren Webster | Second Floor | 01603 761044 | Principal |
| Emma Coulson | Reception | 01603 761044 | Receptionist |

**Clearing premises in an emergency**

The following staff have specific responsibility to check all areas are cleared:

| Name | Location | Tel No. | Area of Responsibility |
|---|---|---|---|
| Darren Webster/ James Rowson | Second Floor | On file | Principal/ Assistant Principal |
| April Warns/ Kerryn Edwards/ Emma Collier/ Holly Bodmer | First Floor | On file | Year 3 teacher/Year 5 teacher |
| Sam Warns/ Emma Coulson | Ground Floor | On file | Assistant Principal/ Secretary |

**Assembly Areas**

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

| Name | Location | Tel No. | Area of Responsibility |
|---|---|---|---|
| Darren Webster | Front of Building | On file | Principal |
| Sam Warns/ Emma Coulson | Back Playground | On file | Year 1 teacher/ Secretary |

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

| Name | Location | Tel No. | Area of Responsibility |
|---|---|---|---|
| Barry Davison | School Site | 07539231549 | Caretaker |

**Note:**
A record must be kept of all reported items on the site. This will be managed by the Caretaker and action taken will be quality assured by the School Business Manager.

**School Premises Plans** A copy of this plan should be held in the school office to be available in the school office for use by the fire brigade.

**4. Manual handling**
Manual handling tasks will be avoided. Where they cannot be avoided, staff will be trained and will use the equipment provided to help them lift and carry. Where tasks are essential and cannot be done using lifting equipment or wheeled trolleys, a suitable and sufficient risk assessment will be conducted.

**5. Electrical equipment**
All portable electrical equipment is tested by Caretaker every year. A copy of the inventory of the electrical equipment tested including the results should be kept with the school health and safety manual, which is held in the office. All staff must visually check all electrical appliances prior to their use and report any defects to Mr Steve Everett. All defective equipment must be taken out of use immediately and reported to Mr Steve Everett. Privately owned appliances must typically not be used on the School's premises (unless their use has been approved and/or they have been tested under the PAT test).

**6. Machinery and plant**
All machinery and plant will be of suitable safety specifications and will carry a CE marking which shows that it complies with the European Community safety standards. Certain pieces of equipment and plant must be inspected and or tested as part of a statutory safety regime. These include for example lifts, boilers, extraction equipment for the control of hazardous substances, pressure systems etc. The following people carry out these tests:

| Name | Equipment to be tested | Frequency |
|---|---|---|
| Lift | Stannah Lifts (01603-748021) | Twice Annually |
| Boiler | Hamworthy Heating (01202-662555) | Annually |

**7. Computers and workstations**
Display screen equipment comprises PCs, laptops, netbooks and tablets. Risk assessments will be carried out by staff who use display screen equipment as defined by the regulations.
The Free School Norwich will ensure that information and training is provided to “users”, will provide eyesight tests on request and a contribution towards the cost of a spectacles if needed for such work.

**8. Hazardous substances**
The Free School Norwich will take steps to prevent staff and others from coming to harm from exposure to hazardous substances.
To do this, activities will be identified that involve hazardous substances to establish what the health hazards are and steps taken to reduce harm occurring.
Wherever possible the use of hazardous substances will be avoided.

If the activity cannot be avoided a safer substance will be used or the substance used in a safer form.

All substances, chemicals, etc purchased and used within the school including by the kitchens and the Caretaker, preparation and storage rooms must comply with the **COSHH** guidance. Risk assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept. Substances will be used in accordance with the guidance given in "Be Safe" from the HSE and in accordance with the

manufacturers, instructions and advice on the label. Any substance, which it is proposed to use for a purpose not covered in either of the above texts, should be the subject of further advice and to the consent of the Principal. Any substance not identified should be disposed of safely.

The risk assessment process will be used to decide how to prevent harm to health by:

- Providing control measures and making sure they are used.
- Keeping all control measures in good working order.
- Providing information, instruction and training for employees and others.
- Providing monitoring and health surveillance in appropriate cases.
- Providing personal protective equipment.
- Planning for emergencies.

**9. Cleaning arrangements**

The School's premises are cleaned internally by the Spire Cleaners.
Specification for the cleaning regime is held by the School Business Manager. Any problem relating to the cleaning should be made primarily to the Caretaker, and then to the School Business Manager. Arrangements for maintaining testing and inspecting electrical equipment such as vacuums and floor polishers which require regular inspections to ensure electrical leads have not been damaged. Use and storage of personal protective equipment. Regular meetings are organised between the Principal and the Caretaker discussing all aspects of cleaning within the school.

**10. Slips, trips and falls**

Precautions, such as a regime of cleaning, are in place to prevent slips and trips on wet or contaminated floors. Precautions will be taken to ensure surfaces are kept safe during periods of ice or snow.
The premises will be suitably maintained and well-lit to prevent slips and trips on loose floor coverings, trailing leads or other obstructions on the floor.
In areas of higher risk, such as food preparation, flooring will be provided that is suitable for the environment and staff will be provided with appropriate footwear.

**11. Work at height**

Work at height will be avoided and where it cannot be avoided the risks will be assessed, precautions taken and work will be properly planned and supervised.
Roof work - Safe access will be provided and access will be restricted to competent staff to prevent falls from edges and openings.
Fragile surfaces – will be identified and avoided and where they cannot be avoided, access will be strictly controlled.
Ladders – where there is a requirement to use ladders staff will be trained and supervised and equipment inspected and maintained.

**12. Movement of vehicles**

To prevent vehicles coming into contact with people, damage to property or vehicles:

- Only authorised vehicles will be able to enter the school grounds.
- Procedures for contractors, suppliers and other visitors will be documented and

provided to them.

**13. Electricity**

All contractors and subcontractors working on the premises must be members of an approved electrical body National Inspection Council for Electrical Installation Contracting (NICEIC) or similar.

All wiring will be tested and inspected by a NICEIC or National Association of Professional Inspectors and Testers[1] (NAPIT) firm at intervals not exceeding 5 years, or such other periods as recommended for the environment in which the installation is located.

Portable appliance testing (PAT test) - The frequency of inspection and testing will depend upon the type of equipment and the environment it is used in. The school will follow the guidance on suggested frequencies of inspection and testing produced by the Health and Safety Executive in its publication Maintaining Portable Electric Equipment.

Staff will be trained to identify faulty or damaged equipment that will be taken out of use until it is repaired.

**14. Lifting equipment**

The Free School Norwich will ensure that all lifting equipment used is fit for purpose, appropriate for the task, suitably marked and subject to statutory periodic thorough examination. Records will be kept of all thorough examinations. Records will be kept for all maintenance and servicing of the lift and will be held by the caretaker.

**15. Workplace**

The Free School Norwich will ensure that it complies fully with the Workplace (Health, Safety and Welfare) Regulations 1992, in particular in relation to:

- Cleanliness and waste disposal
- General condition of premises and maintenance
- Glazing
- Heating, ventilation and temperature
- Lighting
- Space
- Vehicle access

**16. Confined spaces**

Entry into confined spaces will be avoided wherever possible. If entry into a confined space is unavoidable a safe system of work will be followed and adequate emergency arrangements put in place before the work starts.

A risk assessment will be carried out for any work in confined spaces taking into consideration the task, the working environment, working materials and tools, the suitability of those carrying out the task and arrangements for emergency rescue.

**17. Violence towards staff**

The Free School Norwich will consider the risks to employees of violence from pupils, parents and visitors to the school, decide how significant these risks are and what to do to prevent or control the risks.

The Free School Norwich has a clear policy in relation to harassment, abuse and violence against staff detailing its own responsibilities, as well as those of the staff, to raise awareness of related issues among staff and set standards for behaviour.

**18. Child behaviour**

The Free School Norwich has a clear policy within the relevant statutory framework with regards the handling of students who present extreme behaviour which may impact on the safety of the wider school community.

**19. Gas safety**

The Free School Norwich will ensure that all gas appliances are maintained and inspected annually by a Gas Safe registered engineer.

**20. Pressure systems**

The Free School Norwich will ensure that:

- Safe and suitable equipment is installed and that modifications / repairs to any pressure systems are carried out by competent persons.
- Suitable protective devices are fitted to pressure systems and ensure they function properly.
- Pressure systems are properly maintained.
- Where necessary appropriate training is given to anyone operating such equipment.
- Such equipment is examined including production of a written scheme of examination to be used to carry out the statutory examination.
- Choose a competent person to carry out the examination
-

**21. Burns and scalds**

Schools will assess the risks to vulnerable persons from burns and scalds and where there is a risk put precautions in place, such as insulation or thermostatic mixing valves.

**22. Legionella**

Schools will ensure that:

- They have a risk assessment for water services.
- Any control measures or remedial action identified by the risk assessment have been implemented.
- Planned maintenance of water services is being carried out according to agreed schedules.
- Water quality and temperatures are being monitored and remedial action taken when necessary.

**23. Noise**

Areas where noise is at a level where it may cause harm will be identified and subject to a noise assessment. Actions will be taken to reduce levels to as low as is reasonably practicable.

Suitable arrangements will be put in place for the selection, provision and maintenance of personal protective equipment. All persons exposed to noise will be provided with supervision, information, instruction, training and health surveillance.

**24. Asbestos**

The Principal is responsible for ensuring that arrangements are in place for managing asbestos in accordance with the procedures and guidance, in accordance with local & national legislation. Staff should be briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. Arrangements will be in place to ensure that any asbestos in the premises is not disturbed by the work of contractors. They should immediately stop work, evacuate the area and request advice from the Health and Safety team, telephone 01603 761044. The Headteacher, School Business Manager and Caretaker should all receive asbestos training.

The school will comply with its duty to control asbestos by:

- establishing if asbestos is present by employing a specialist contractor.
- identifying the location of any intended work to ensure that there is no asbestos in the location of the work by examining the asbestos register.
- briefing contractors in the action they should take if they discover material which they suspect could be asbestos.
- making a record of the location, type and condition of the asbestos.
- assessing the risk of anyone being exposed to the asbestos.
- having a plan on how to manage these risks.
- putting the plan into action, monitoring it and keeping it up to date.
- providing information to anyone who might work on or disturb the asbestos.
- only having asbestos removed by a licensed contractor.

**25. Food hygiene**

Schools will ensure that food products are procured from reputable suppliers and are stored correctly.
Staff or contractors preparing food will be trained in food hygiene and steps will be taken to control any pests on site.
The Food Standards Agency has developed a food safety management pack, Safer Food, Better Business, to help organisations preparing and cooking food to comply with hygiene regulations.
The school use the Safer Food, Better Business pack or to implement another management system acceptable to the school.

**26. School trips**

Risk assessments will be carried out prior to school trips taking place to ensure the safety of children and staff. These will be approved by the Principal one week before the trip takes place.

**27. Working Time**

The Working Time Regulations (1998) implement the European Working Time Directive into UK law.
The school will comply fully with the Regulations.

**28. Stress**

To avoid the harmful effects of work-related stress the school will:

- Regularly review workload, work patterns, and the work environment.
- Allow staff to have a say in the way work is done.
- Provide encouragement, sponsorship and resources.
- Resolve conflict and address unacceptable behaviour.
- Provide clarity about staff roles.
- Manage change effectively.

The school has a Risk Assessment for Stress Management and a Staff Wellbeing Policy for further guidance.

**29. Lone workers**

The school will ensure that the risks to people working on their own are assessed and will ensure there are procedures in place to monitor lone workers. Staff working alone in the building must notify a member of the SLT on entry and when leaving the building.

**30. Contractors**

The school will restrict the employment of contractors and other service providers to those where there has been sufficient vetting of the contractor's competence and safety management. Schools will provide contractors with advice, assistance and information including site induction to enable them to undertake their work safely and ensure that work on site is properly managed and supervised.

**31. Special groups**

The Management of Health and Safety at Work Regulations 1999 identifies three groups of individuals for whom special arrangements are required. These are new and expectant mothers, young people (people under 18 years of age) and people with a disability. An individual risk assessment will be carried out and documented for anyone in these groups working at the school and measures implemented to protect them from harm. Arrangements for evacuation from the building will take into account the needs of special groups.

**32. Training**

To develop a positive health and safety culture and to meet its legal duty to protect the health and safety of staff and others the school will implement a training programme and has identified the following groups as having particular training needs:

- New recruits who will need basic induction training into how to work safely, including arrangements for first aid, fire and evacuation.
- People changing jobs or taking on extra responsibilities that need to know about any new health and safety implications.
- People working in areas identified as higher risk.
- Principals and line managers are responsible for ensuring that records of training given are kept.

**33. Accident incident reporting and investigation**

| | |
|---|---|
| Safety Assessment Officer | Barry Davison 07928641480 |

Accidents must be recorded in the Health & Safety accident book. It is the responsibility of the Safety Assessment Officer to sign off an accident form in the event of an incident. There should also be an investigation of the accident and suggested actions to prevent recurrence. Accident forms must be completed with copies retained for at least three years. In the case of minor accidents to non-staff, i.e., pupils or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details may be recorded in a schools minor injuries book which should be retained for at least 3 years. Investigations into a serious injury as defined under RIDDOR Regulations (See www.riddor.gov.uk) must be reported to the HSE.

**34. Provision of first aid**

If necessary, a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training. If an ambulance is required, the emergency 999 service should be used.

Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorize an ambulance to be called and this should take place without delay. It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service, but it should be noted that this should always be on a voluntary basis.

| | | |
|---|---|---|
| First Aid trained staff | Teaching Staff: | Sam Warns, James Rowson, Emma Collier, Jemila Elahcene, |
| | Teaching Assistants: | Lisa Young, Catrin Lloyd-Edwards, Vincent Hilz, Nadine Macintyre, Oliver Burton, Hayley Kerry, Laura Banham |

The designated person responsible for checking and maintaining the contents of the first aid boxes is Vincent Hilz.

**35. Administration of medication**

The school will fully comply with the legislation and guidance issued by the Department for Education in 'Supporting Pupils at School with Medical Conditions' (December 2015) when administering medicines to pupils in school. See also the policy for provision of medicines and supporting pupils with illnesses.

**36. Biological hazards**

The risk of biological hazards, infections and diseases in school will be managed through an efficient and thorough daily cleaning schedule.

Toilets, door handles and other surfaces which are likely to increase the risk of infections and diseases spreading will be disinfected regularly.

**37. Nut allergies**

The school will ensure the safety of all pupils and employees with diagnosed nut allergies by eliminating nuts from the breakfast, lunch and after school menus.

Parents of children who bring packed lunches to school will be notified in the case of a pupil at risk of an allergic reaction to nuts and will be requested to avoid sending nuts into school with their child.

**38. Drugs and alcohol**

The school will ensure the safety of all employees, pupils, contractors and visitors by presenting clear rules on the possession and use of drugs and alcohol at all times whilst at work.

**39. Furniture and equipment**

All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported to the Caretaker who should arrange for repairs or replacement where necessary.

**40. Information, documentation and training**

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

Health & Safety documents are held by the school in the Principal's office, a copy of which is also available on the schools one drive all identified staff, heads of department, etc should make sure that their staff are familiar with all relevant documentation.

It is the responsibility of the School Business Manager to identify the health and safety training needs of staff, to keep a record of those who have attended training, and to record the type of training given.

**Conclusion:**

The school has concluded that it is the responsibility of everyone to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident-free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general well-being.

A checklist incorporating actions needed to monitor all processes throughout the school can be found in Appendix A. Details of this, in turn, is recorded on the school's shared network, outlining all maintenance, service and action/tests with dates and other details including names, addresses and telephone number of all contractors, certificates, transfer notes etc.

**Principal:** Darren Webster

**Chair of Trustees:** Julia Virgoe

**Approved:** January 2026

**Policy Review Date:** January 2027

**Appendix A**

| FIRE PRECAUTIONS | Y | N | Comments/Actions Needed |
|---|---|---|---|
| Fire alarm call points tested weekly (call points numerated, different call point each week in rotation) are recorded? | √ | | |
| Termly fire drill conducted and recorded (occupants able to evacuate to a place of safety in a reasonable time<3mins)? | √ | | |
| Fire Alarm audible in all areas? | √ | | |
| Emergency lighting tested monthly (in house) and recorded? | √ | | |
| All fire exit doors operational, immediately available and unobstructed? | √ | | |
| Doors with electromagnetic locks release on operation of fire alarm / loss of power? | √ | | |
| Key internal fire doors (e.g. cross corridor and stairwell) in place and fully closing? | √ | | |
| Current evacuation notices posted in each classroom and fire action notices adjacent to call points? | √ | | |
| Emergency exit / routes clearly signed and unobstructed? | √ | | |
| Appropriate fire extinguishers in place? | √ | | |
| Fire extinguishers tested annually? | √ | | |
| Boiler room and electrical intakes free of combustible materials? | √ | | |
| **FIRST AID / MEDICATION** | **Y** | **N** | **Comments / Actions Needed** |
| Accident reports checked for trends each term? | √ | | |
| First Aid boxes in appropriate places and contents maintained and no unapproved content (medicines etc.)? | √ | | |
| Medicines stored appropriately and in original containers? | √ | | |
| Expiry dates checked on all pupil medicine? | √ | | |
| Prescribed medicines labelled with name of child/dose and frequency of administration? | √ | | |

| | | | |
|---|---|---|---|
| Emergency medication (asthma inhalers etc.) readily available and not locked away? | √ | | |
| **ASBESTOS** | **Y** | **N** | **Comments / Actions Needed** |
| Are any areas containing asbestos identified, marked and an up-to-date record kept? | √ | | |
| Is all asbestos in good condition/sealed in and monitored? | √ | | |
| Has the risk of exposure to asbestos dust and fibres been assessed and an up-to-date written record kept? | √ | | |
| Are there arrangements in place to inform any contractors about any asbestos presence, or locations where it is not known if that area is clear from asbestos? | √ | | |
| **HOUSEKEEPING** | **Y** | **N** | **Comments / Actions Needed** |
| Work areas & walkways free from rubbish and obstructions? | √ | | |
| Flooring in good condition and free of slip/trip hazards (e.g. no ripped carpets, broken tiles)? | √ | | |
| Items stored at height (e.g. files/folders on shelves) are accessible, secure and safe? | √ | | |
| Sufficient storage space available and reasonably tidy, no accumulation of materials in working areas? | √ | | |
| All bins emptied according to required frequency optimising recycling and health standards? | √ | | |
| **ELECTRICAL / GAS** | **Y** | **N** | **Comments / Actions Needed** |
| All emergency shut offs clearly identified, accessible and functioning? | √ | | |
| Boilers serviced annually and records kept? | √ | | |
| Portable electrical appliances have been tested by a competent person according to relevant timescales? (PAT Tested) | √ | | |
| Have any personal items of electrical equipment brought onto site by staff also been PAT Tested? | √ | | |
| Plugs, sockets, switches etc, in good condition (not broken, cracked or loose etc.) | √ | | |
| Leads and cables are not strained/causing trip hazards? | √ | | |
| Fixed electrical equipment (cookers etc.) hard wired rather than using plug and socket? | √ | | |
| The use of extension leads is kept to a minimum, not overloaded or 'daisy chained'? | √ | | |
| Has the lift been serviced, and records kept? | √ | | |
| Is there appropriate signage for lift use of authorised personnel only? | √ | | |
| **TOOLS / EQUIPMENT** | **Y** | **N** | **Comments / Actions Needed** |
| Are tools and equipment (including ladders) stored securely & out of reach of unauthorised persons? | √ | | |
| Have power tools (e.g. angle grinder, leaf blower etc.) been identified on an equipment list which identifies that the manufacturers handbook is available and if there is significant risk? | √ | | |
| Handbook provides all information regarding noise and vibration levels, servicing requirements, PPE, guarding required etc.? | √ | | |

| | | | |
|---|---|---|---|
| **Ladder register and checklist in place and reviewed termly?** | √ | | |
| **Is there sufficient access equipment to allow staff members to reach high areas safely?** | √ | | |
| **HAZARDOUS SUBSTANCES** | **Y** | **N** | **Comments / Actions Needed** |
| **Inventory of all chemicals, incl. Cleaning and maintenance products in place along with safety data sheets for products identified?** | √ | | |
| **From the information on the safety data sheets are there any substances which have a significant risk, and which require a COSHH risk assessment?** | √ | | |
| **All substances stored out of reach of children or kept secure under lock and key?** | √ | | |
| **All containers clearly marked with label to identify the contents?** | √ | | |
| **WELFARE** | **Y** | **N** | **Comments / Actions Needed** |
| **COVID19 Risk Assessment** | √ | | **Risk Assessment continually updated** |
| | | | |
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| **GENERAL WORK ENVIRONMENT** | **Y** | **N** | **Comments / Actions Needed** |
| | | | |
| **OUTDOOR AREAS** | **Y** | **N** | **Comments / Actions Needed** |
| **Check all locks are fit for purpose and comply to current regulations?** | √ | | |
| **Caretaker daily walk-around looking for sharp/dangerous objects and removing as required?** | √ | | |
| **SECURITY / SAFEGUARDING** | **Y** | **N** | **Comments / Actions Needed** |
| **COVID19 provisions in place as per risk assessment, check all is running to plan daily – re: year group in/out transit routes?** | √ | | |
| **COVID19 year group bubbles dinner arrangements ensure smooth transition daily?** | √ | | |
| **COVID19 Year group toilet arrangements check that all parties are adhering to plan daily?** | √ | | |
| **COVID19 Break time segregation working to ensure safe distancing of year groups?** | √ | | |
| **Safeguarding Training?** | √ | | |
| **Health & Safety Training?** | √ | | |
| | | | |
| | | | |
| **OTHER** | **Y** | **N** | **Comments / Actions Needed** |
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**Our approach to Health & Safety as far as is reasonably practicable will be:**

1. To Provide a Safe Place of Work.

2. To continue to identify and control hazards.

3. To prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the Safety, Health & Welfare of employees at risk.

4. To consult with staff on all Health & Safety matters.

5. To provide protective clothing and equipment where necessary.

6. To provide a safe means of entering and leaving the building.

7. To provide a safe system of work practices.

8. To provide appropriate information and training to staff members on a continuous basis.

9. To make Health & Safety a key issue**.**