HEALTH AND SAFETY POLICY

Last Review:	October 2026
Committee:	FGB via F&A
Date Ratified:	Oct 2026

REVIEW PROCEDURES

The Governing Body has overall responsibility for health and safety and delegates monitoring to the Finance & Audit Committee. The Health & Safety Committee provides operational oversight and reports termly to the Finance & Audit Committee.

STATEMENT OF INTENT

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the school. We are committed to:

- Preventing accidents and cases of work-related ill health.
- Compliance with statutory requirements as a minimum (*a list of key legislation is at Appendix 1)*
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Annual Health and Safety Objectives

The school will:

- Maintain compliance with statutory inspections.
- Reduce staff accidents year-on-year.
- Complete termly site inspections.
- Complete annual health and safety audits.
- Ensure 100% completion of mandatory H&S training.
- Monitor staff wellbeing indicators.

Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.

Assurance and Monitoring

The Headteacher will present an annual Health and Safety Report to Governors covering:

- Accident statistics
- RIDDOR incidents
- Fire evacuations
- Training compliance
- Audit outcomes
- Premises compliance
- Significant risks
- Actions completed and outstanding

Name: Tahir Darr (Chair of Governors)

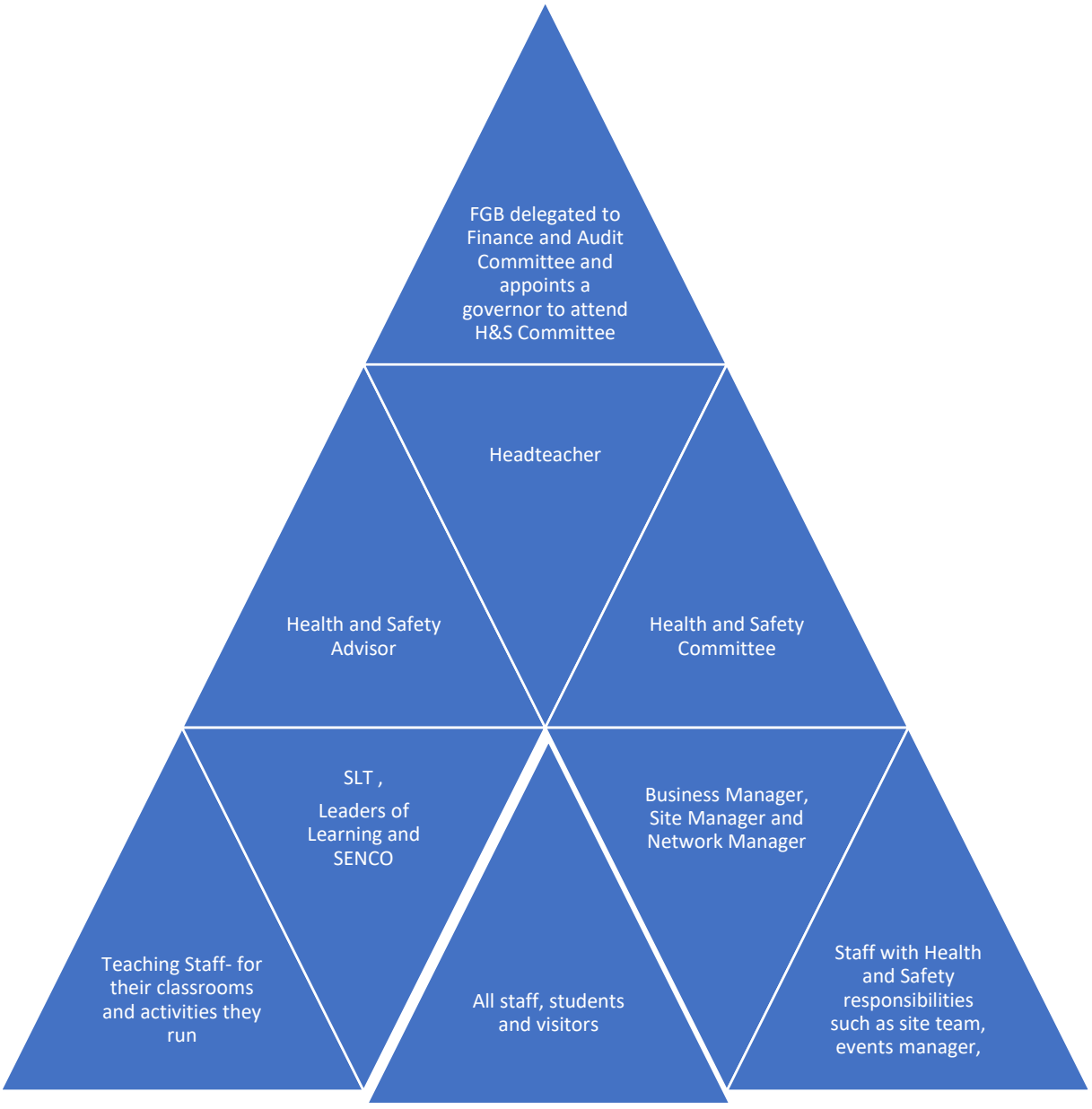
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ORGANISATION

1.0 INTRODUCTION

1.2 In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.



2.0 THE GOVERNING BODY

2.1 The Governing Body is responsible for ensuring that:

a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and students.

b) Responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities.

c) Individuals have sufficient experience, knowledge, training and equipment to perform the tasks required of them.

d) Clear procedures are created to assess any significant risks and ensure that safe systems of work are implemented.

e) Sufficient funds are set aside with which to operate safe systems of work.

f) Health and safety performance is measured both actively and reactively.

g) The school's health and safety policy and performance is reviewed annually.

h) Any contracts awarded - such as cleaning, catering services and building works etc. – are tendered in accordance with appropriate standards.

3.0 THE HEADTEACHER

3.1 The Headteacher supports the Governing Body by ensuring that:

a. This Policy is clearly communicated to all relevant persons.

b. Appropriate information on significant risks is given to visitors and contractors.

c. Appropriate consultation arrangements are in place for staff and their Trade Union representatives.

d. All staff are provided with adequate information, instruction and training on health and safety issues.

e. All students and so far as is reasonably practicable, visitors to the school, are aware of their general and specific health and safety responsibilities as set out in the policy.

f. Risk assessments of the premises and working practices are undertaken.

g. Safe systems of work are in place as identified from risk assessments.

h. Emergency procedures are in place.

i. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.

j. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.

k. Arrangements are in place to inspect the premises, plant, accessible asbestos and equipment.

l. Accidents are investigated and any remedial actions required are taken or requested.

m. The activities of contractors are adequately monitored and controlled.

n. A report to the Governing Body on the health and safety performance of the school is completed annually.

4.0 STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

4.1 This includes the Senior Leadership Team, Finance, Business Manager, Leaders of Learning, SENCO, Network Manager and Site Manager. They must:

a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements. They must ensure the Headteacher is informed of any health and safety problems that they are unable to resolve.

b) Ensure that Health and Safety is a standard item on the agendas of Learning Area/Departmental Meetings.

c) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.

d) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.

e) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

f) Resolve health, safety and welfare problems that members of staff refer to them and refer to the Headteacher or line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.

g) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

h) Ensure, 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.

i) Refer all accidents to the Headteacher so that he can insure they are investigated appropriately.

5.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS/COVER SUPERVISORS/TEACHING ASSISTANTS WHO LEAD GROUPS

5.1 Class teacher/Cover Supervisors/TAs who lead groups are expected to:

a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

b) Follow the health and safety procedures applicable to their area of work.

c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.

d) Ensure the use of personal protective equipment and guards where necessary.

e) Make recommendations to their line manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with curriculum requirements for safety education.

g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.

h) Report all accidents, defects and dangerous occurrences to the Headteacher or Business Manager.

i) Complete an annual risk assessment on their teaching area and report any issues to their line manager.

6.0 OBLIGATIONS OF THE BUSINESS MANAGER (IN RELATION TO CATERING)

The Business Manager is responsible for the safe operation of the catering facilities and must:

- Be familiar with the school Health and Safety Policy.
- Ensure that all dining area supervisors and any companies providing food on site are instructed and informed to work in accordance with these documents.
- Inform the Headteacher of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Headteacher and Business Manager.

7.0 HEALTH AND SAFETY COMMITTEE

This committee will meet once per term as a minimum (three times a year).

7.1 The Committee will review all health, safety and security matters, including a review of policy at least annually.

7.2 The Committee will advise the School's Health and Safety Representative of any current issues, prior to the Head's annual report to Governors on Health, Safety and Security.

7.3 Details of Health and Safety Committee members can be found in the main admin corridor.

8.0 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

8.1 The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union.

8.2 The school safety representatives are: union reps

Safety representatives have the following key duties:

- Investigate potential hazards and dangerous occurrences.
- Examine causes of accidents.
- Investigate employee concerns and complaints relating to health and safety.
- Make representation to the employer on matters arising out of the above functions.
- Carry out inspections of the workplace.
- Represent employees in consultations with the Health and Safety Executive.

8.3 Safety representatives will be given access to information they are entitled to see, for example about accidents. They will also be allowed time off for training in accordance with negotiated agreements and will be given appropriate time and facilities to undertake their health and safety duties in order that they can play an effective role, in resolving any problems that need further action or in a review of procedures.

8.4 However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

9.0 RESPONSIBILITIES OF THE COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH) SITE CO-ORDINATOR (SITE MANAGER/DEPARTMENT HEADS)

9.1 The COSHH Site Co-ordinator will:

- maintain an inventory of substances covered by the COSHH Regulations;
- have responsibility for ensuring that the manufacturer data sheets are obtained;
- carry out a COSHH risk assessment on the use of substances used or generated;
- determine control measures required;
- notify staff who use or encounter the substances of the control measures;
- where control measures involve ventilation systems, or personal protective equipment the COSHH co-ordinator will ensure the maintenance of those controls;
- keep the assessments under review;

10.0 OBLIGATIONS OF ALL EMPLOYEES

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work.
They also have a duty to co-operate with the school management in all measures taken to fulfil statutory health and safety duties and to protect the safety of staff, pupils and visitors;

10.1 All employees must:

a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.

b) Observe all instructions on health and safety issued by the Governing Body, School or any other person delegated to be responsible for a relevant aspect of health and safety.

c) Act in accordance with any specific H&S training received.

d) Report all accidents and near misses in accordance with current procedure.

e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.

f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.

g) Inform their Line Manager and facilities of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.

h) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.

i) Exercise good standards of housekeeping and cleanliness.

j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

11.0 OBLIGATIONS OF CONTRACTORS

11.1 When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of school meals, then***, subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

11.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, students and visitors.

11.3 All contractors must be aware of the school health and safety policy, safeguarding policy and emergency procedures and comply with these at all times.

11.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, students and visitors.

12. Wellbeing

The School recognises that psychological wellbeing forms part of health and safety responsibilities.

The School will:

- Monitor workload and wellbeing.
- Undertake stress risk assessments where appropriate.
- Provide access to occupational health support.
- Promote a positive working environment.
- Provide access to employee assistance services.

13.0 STUDENTS

13.1 Students, in accordance with their age and aptitude, are expected to:

a) Comply with school rules relating to general behaviour.

b) Exercise personal responsibility for the health and safety of themselves and others.

c) Observe standards of dress consistent with safety and/or hygiene.

d) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

e) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

14.0 VISITORS

14.1 All visitors to the site must sign in and out on our electronic system and should familiarise themselves with the nearest fire exit. Full details of procedures for visitors can be found in our School Security Policy.

15.0 PARENTS AND CARERS

15.1 With the exception of evening (after 4.00pm) activities, all parents and carers should be treated as an onsite visitor and the above procedure should be followed.

15.2 Where parents, carers and guests are expected to attend in large numbers, a sign in sheet should be present on the welcome desk. If there is no sign out option, all visitors will be assumed off-site 15 minutes after the event finish time.

15.3 The sign-in desk should have a clear copy of the school's evacuation procedure and a visual example of where the fire assembly point is.

15.4 Where possible, housekeeping information should be communicated to the visitors covering planned fire alarms, emergency evacuation and meeting points.

15.5 Where not possible due to multiple arrival points, this information should be written on the welcome desk for visitors to read.

PROCEDURES AND ARRANGEMENTS

Introduction
The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school.

Accident and Incident Reporting
All staff are required to ensure that all accidents are reported to the Headteacher who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate. This is done by first aiders logging all accidents on the Accident Log (an electronic log on Sharepoint and then the Business Manager will report those accidents which are reportable to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) via BANES. These incidents will be reported to the Governing Body at the next Finance and Audit Committee.

All incidents or near misses – ie something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious recurrence. This is done by completion of the Incident Log (an electronic log on Sharepoint) or by completing an incident form for the attention of the Headteacher. These are available in the Resources Room.

Details of all accidents and incidents will be brought to the attention of the school's health and safety committee, where they are discussed and trends can be identified.

Asbestos
The Site Manager is responsible for ensuring that the school Asbestos Log is either sent or given to all contractors prior to starting any work on the premises. If given by hand, it should be signed for. Staff can view this log at any time by contacting the Site Manager.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Site Manager/Business Manager.

Staff must report any damage to asbestos materials immediately to the Headteacher or Business Manager.
Where damage to asbestos material has occurred, the area must be evacuated and secured. The Headteacher or Business Manager will immediately notify the Head of the Governing Body by telephone/email.
See Appendix 3 for more details.

Behaviour Management/Bullying
All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

Competence
All staff are competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management. This is the only way to control dynamic work situations by having a competent person in charge, who will react to changes and act appropriately.

The school considers its staff to be competent but will provide training/instruction or supervision as required. To facilitate this, training records are kept, and training updates delivered.

Contractors
Contractors will be given sufficient information to enable them to work safely in the school. They are required to co-operate with the school in all measures taken to ensure the safety of pupils, staff and visitors.
In conjunction with the school surveyor, the work of contractors on school premises is monitored, where this affects the safety of staff, pupils or visitors. All contractors on site will be given access to the asbestos register. There is a separate section on asbestos.
The Construction Design and Management Regulations (2015) are complied with as relevant to the work being undertaken.

Curriculum Safety (including out of school learning activities)
All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment
Any member of staff who is a USER of DSE has completed the Display Screen Equipment – Computer Workstation Risk Assessment/Training via our online training platform. All staff who routinely use display screen equipment will complete a workstation assessment upon appointment and whenever significant changes occur.

DSE users are entitled to eye or eyesight tests every two years and, if spectacles are necessary for DSE work exclusively, these will be supplied free of charge.
The Headteacher is responsible for ensuring that DSE assessments are completed for staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys
The Trips and Visits Coordinator under the oversight of the Deputy Headteacher: Pastoral are responsible for ensuring that all school trips are managed in accordance with the school policy for educational trips which all teachers must be familiar with.
Educational visits will be recorded and monitored through the computerised 'EVOLVE' system.

Electrical Safety
The Site Manager is responsible for ensuring that the hard wiring system is inspected every seven years by a competent person and any identified remedial work is undertaken without delay.

The Site Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to Site Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher as this would need to be PAT tested.

Fire Precautions and Emergency Procedures
Emergency evacuation procedures are posted in each classroom. Staff should familiarise themselves with the procedures and bring them to the attention of pupils.
Staff will ensure:

- all exits are unlocked while the building is occupied - report locked exits to the site team;

- fire exits are free from obstruction at all times;
- fire doors are never propped open;
- missing or empty fire extinguishers are reported to the site team;
- electrical equipment not in use, is switched off and the plug removed from the socket.

In the event of the fire alarm sounding, staff should ensure that wherever possible all doors and windows are closed, and electrical equipment is switched off. Staff may tackle small fires using the appliances provided if trained to do so, but only if this can be done without putting themselves at undue risk. Use of the fire appliances must only be regarded as a "first aid" measure and the Fire Brigade must always be summoned without delay.

The Headteacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken three times a year.
- The preparation of specific evacuation arrangements for staff and/or students with special needs. For staff or pupils with temporary mobility problems, e.g. a broken leg, similar meetings will be held. Any significant change to procedures, escape routes or the building that are required to facilitate evacuation will be detailed in a personal emergency evacuation plan (PEEP).

The Site Manager (and in their absence the Business Manager) is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire-fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.
- Contractors working on site during school hours must comply with safeguarding protocols, visitor procedures and DBS requirements as applicable.

All staff must be familiar with the school fire safety risk assessment, the school emergency plan and evacuation procedures.

First Aid

First aid cover in the school is provided to deal with injuries resulting from accidents, or medical crises, which occur on school premises. It consists of:

- the treatment of minor injuries, which do not require medical attention;
- first assistance to a casualty, while waiting for medical help;

A current list of trained first aid personnel is maintained by the School Business Manager and published on the staff intranet.

First Aid Boxes are located in PE, Science, Tech, main reception, Herschel and Penn. The boxes are available for use by all staff/adult visitors on site.
First Aid supplies are kept in the Medical Room and the lead first aider is responsible for ensuring that the stocks of supplies are kept up to date.

First Aid trained staff are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981 (amended 2009). No treatment of any kind, outside of the Regulations, such as dispensing pain-killing drugs, is authorised. If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay. In the absence of any First Aid trained staff, the Head Teacher assumes this responsibility.
Injuries Involving Bleeding - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in/next to the first aid box and at main reception.
All staff must be familiar with the school arrangements for First Aid.

Hazardous Substances
The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.
The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Site Manager will complete an assessment for any authorised products.
Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.
Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.
The School will ensure that the risk to staff and pupils from substances hazardous to health is prevented or controlled so far as is reasonably practicable. Risk assessments will be carried out by the COSHH Co-ordinator, combining information from the 'Manufacturer's Safety Data Sheets (MSDS)' and its use. No new substances should be generated or brought into school, unless a risk assessment has been carried out and the 'safety data sheet' is held. The safety data sheet should be available in the event of an incident.
The COSHH Records are kept in the Site Office and in individual areas using chemicals such as Science and DT and are available for inspection at all times.

Health and Safety Committee
The Health and Safety Committee is in place to monitor the separate areas and systems of health and safety management and provides the overarching overview to successful application of this policy within the school.

The Health and Safety Committee must include:

- Headteacher or designated senior leader

- Site Manager

- One member of the site team if available

- At least one teaching and one support staff representative

- It will include a governor if there is one with expertise in this area.

The committee can create its own terms of reference but the agenda should include:

1. Accidents and Incidents since the last meeting, how many and any trends
2. Building works, modifications planned
3. Review of action plans following audits/site inspections
4. Risk assessment progress and review
5. Training needs
6. First aid provision /qualifications etc
7. Inspection findings and required actions

Legionella

An assessment has been completed by a specialist on the hot and cold-water systems. Legionella risks have been assessed and a legionella management plan has been drawn up for the school to manage the risk of legionnaires' disease. Employees have been instructed in their duties under the plan, and records are maintained in accordance with the management plan.

Shower heads are cleaned every quarter by an outside contractor, infrequently used outlets are run at least weekly by the site team and in school closure periods.

Water temperatures are regularly monitored by the site team as part of our school's local legionella management process, any temperature profile anomalies that develop into a pattern are referred to a qualified engineer for investigation.

The school ensures that all work done under their control on pipe runs, water systems and components comply with the standards detailed in Legionnaires' Disease. - The Control of Legionella Bacteria in Water Systems, Approved Code of Practice and Guidance L8 with particular emphasis on replacing all pipes with copper where possible and where not, only using WRAS approved flexible piping.

Lettings/shared use of premises/use of Premises outside School Hours

The Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

The Business Manager in conjunction with the Site Manager and Finance Officer is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

- Conditions for lettings must be set out in the letting form which must be completed accordingly.
- Details of the school's emergency contact details are provided to the hirer.
- Emergency procedures and arrangements must be in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers' risk assessments may be requested along with copies of insurance certificates
- The hirer must inform the school of any damage, equipment failure, or faults with the fabric of the building

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours who is concerned should notify the site team of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines & Drugs

No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

The school policy for Medical Conditions provides detailed guidance and all staff should be familiar with this policy.

Critical Incidents and Lockdown

The School maintains arrangements for:

- lockdown
- invacuation
- emergency communications
- critical incidents
- business continuity

These arrangements are tested periodically.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described below and are under the control of the Site Manager (and in their absence the Business Manager).

Area of compliance	**Inspection Regime under Estates and Facilities Manager**	**School site staff to carry out**
Emergency Lighting	3 hour test every 6 months	Monthly 'flick' test covered on a rolling rotation
Legionella Control- water and water system testing	Monthly water temp checks. Showerheads are cleaned every quarter. CWS tanks are inspected annually. TMVs are maintained annually. Every two years a report is carried out by an external agency and any points arising are actioned.	Monthly water temperature tests – these are logged. Documented flushing regime when school is closed or partially closed.
Asbestos Monitoring	Initial management survey and annual re-inspection (summer)	Regular unrecorded checks as part of site walks and a regular duty to be aware and ask staff to be aware and report any areas of concern.
Fire risk assessment	Initial risk assessment and annual re-inspection	
Kitchen equipment and gas safe	Annual inspection and certification	

Mechanical and electrical inspections including boilers gas safe	Inspection every 6 months and annual certification	
Dust and fume extraction (DT) And maintenance of all DT machines	Annual Inspection of all machinery used within DT Department.	Technicians are DATA registered.
Art and Drama	Stage Lighting will be serviced on an annual basis.	
Fire detection and prevention	Annual Inspection	Weekly alarm test using different call points
Electrical fixed wire testing	Inspection every 7 years (last carried out 2019)	
PAT Testing	Depending on statutory guidance either annually or 48 months	
Fire Fighting Equipment	Annual Inspection – replaced every 5 years	Site team to check weekly that they are in position with pins in place.
Trees	Annual survey by tree engineer	Any damage to trees must be reported to Site Manager
Lift Inspection	Quarterly and annual testing by external contractor	Report any problems to Site Manager
Walkways in Main	As part of fire inspection and every 5 years by a specialist engineer.	Last completed 2024.
Buildings Services and Plant Inspections	Termly inspections. Results recorded and actioned.	Staff to report any defects problems via Facilities Help Desk
Routine inspections of site	Carried out regularly by Site Manager) and termly by Headteacher and Business Manager. Results recorded and actioned.	Report any damage and problems to Site Manager.
PE Equipment	Annual inspection by external organisation	Regular visual inspection by PE team.
Science lift and LEVs _ Local Exhaust Ventilation	Annual inspection by external contractor	
Energy Certificates	These are done in line with statutory guidance – their frequency is determined by size of building and varies between annual and every 10 years. Drama does not need one as it is falls below the threshold size.	
Water tanks – Penn, Old science, Main and Sports Hall	Sanitised annually by external contractor	

Where Heads of Department hold responsibility for maintenance they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

All faulty equipment must be taken out of use and reported to the Site Manager. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the site team for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Medical Needs
The school will try to accommodate pupils with medical needs wherever practicable in line with the School Policy on Medical Conditions Policy.

PE Equipment
The Leader of Learning for PE is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Students must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Leader of Learning.

Personal Protective Equipment (PPE)
Where the need for PPE has been identified in Risk Assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Headteacher.

Radioactive Sources

- Radiation Protection Officer –Robert Essex, Head of Physics

Radiation Protection Advisor - Tony Butterworth
Contact details: Safety & Health Services
University Of Bristol
1-9 Old Park Hill
Bristol
BS2 8BB

- The Leader of Learning: Science is responsible for ensuring all records in relation to radioactive sources are maintained.
- The CLEAPSS guidance in managing ionizing radiations and radioactive sources must be followed.

CLEAPSS covers:

- health and safety including model risk assessments,

- chemicals, living organisms, equipment,
- sources of resources,
- laboratory design, facilities and fittings,
- technicians and their jobs,
- D&T facilities and fittings

The fire service is aware of where the sources are and their location is included in a lock box on site in the event of a fire.

Risk Assessments
It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Headteacher is responsible for undertaking general risk assessments with the exception of the areas listed below.

Leaders of Learning will undertake risk assessments for their specialist areas.

The Site Manager will undertake risk assessments for maintenance and cleaning.

The Trips and Visits Coordinator will ensure that risk assessments are completed by all staff who organise and lead school visits.

All classroom-based staff will undertake risk assessments for their area.

Safeguarding

- **T**he governing body fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure there are adequate arrangements within each school to identify, assess, and support children who are suffering harm.
- Oldfield School has a Safeguarding Policy which is reviewed annually;
- The School has appointed a lead safeguarding officer and multiple deputy designated safe-guarding leads.
- All staff will receive safeguarding training on appointment which will be updated on a regular basis.

Please refer to the Safeguarding and Child Protection Policy for further advice and guidance.

Security/Violence
The Site Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Site Manager is also responsible for the security of the site during after school use and lettings.

The numbers on security pads will be changed as necessary and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any student or parent.

Staff must query any visitor on the school premises who is not wearing a visitor badge or found alone wearing a red visitors lanyard or badge and escort them back to reception.

If an intruder becomes aggressive, staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the school where assistance is available. The Headteacher should be notified in advance of

these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Headteacher.

Every endeavour will be made to ensure that the school is kept secure from unauthorised access at all times. All staff are expected to co-operate with this and to ensure that security does not compromise emergency evacuation in case of fire.

Serious Violent and Aggression Incidents
Any serious violent and aggressive incident involving a member of staff the school will endeavour to do the following:

- Ensure that building, scene, and member of staff or pupils are safe.
- Offer support and counselling.
- Subject to the agreement of the member of staff involved report the matter to the Police
- Co-operate with any Police investigation and provide information such as CCTV images to assist them in their enquiries
- Report the incident on the council's reporting system and carry out their own Investigation into the circumstances of the incident
- Review any risk assessments in place, or complete new ones, together with implementing any risk controls identified as necessary.
- Take any threats made seriously and provide additional resources as identified by the risk assessment detailed above.
- In exceptional circumstances the school may consider legal redress to recover any damages caused by an individual.

There are other measures that may be appropriate and the Police can advise on what measures may be appropriate. Preventative measures and support will be provided to individuals affected as mentioned already in terms of counselling. If appropriate the school will not hesitate to seek legal redress against any perpetrator of violence.

Site Maintenance
The Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

Routine inspections of the site will be undertaken and hazards will be reported that cannot be dealt with immediately to the Headteacher.

All staff are responsible for reporting any damage or unsafe condition to the Site Manager immediately. Office staff will contact him by radio or mobile if the matter is urgent.

Smoking
Smoking is not allowed on the school premises.

Snow
The Headteacher will make the decision whether to open the school in the event of adverse weather. The site team is responsible for clearing snow and gritting suitable pathways to allow access to the school site.

The Site Manager (and in their absence the Business Manager) is responsible for completing a risk assessment on this eventuality.

Staff Training & Development
The Headteacher is responsible for annually assessing the health and safety training needs of all staff and

for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All key staff will receive fire awareness training and this will be repeated periodically where appropriate.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on one of the September INSET days in each new school year.

Stress

The school governors and Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager or HR in the first instance.
- An employee assistance programme through our Insurance Company is available to all our employees.
- A commitment to ensuring the well-being of staff is a high priority

Violence and Aggression to Staff

The school expects the very highest standard of behaviour from its staff. All adult visitors to the school, governors, parents and contractors are also required to demonstrate the highest standards of behaviour to set an example to pupils. If they are unable to do so, they may be asked to vacate the premises, and accepted back under strict conditions, or only by appointment.

The risk of violence and aggression in most school workplaces towards staff is normally low; however, when an incident does occur, it is often unexpected and the effect can be devastating for those staff involved. In most incidents staff recover quickly and do not want or need support.

A small number of staff may be severely affected, their confidence and moral suffers to such an extent that they find it difficult to return to their work without support. A smaller number still, especially if physically assaulted, never return to their previous employment. As such violence and aggression towards staff, is not something that the school, is prepared to tolerate.

Visitors

All visitors must sign in and out on the electronic signing in system at Reception. This includes parents and visiting specialists. Peripatetic teachers must sign in or scan in electronically. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Whistle Blowing
If a member of staff has concerns about the threat of violence or aggression, any other health and safety matter they should in the first instance try to resolve it with their line manager or Headteacher. If there is no satisfactory outcome they may bring this to the attention of the Governor with responsibility for health and safety anonymously and the matter will be investigated by them. Any safeguarding concerns have other specific actions detailed elsewhere.

Working at Height
The Site Manager is responsible for the purchase and maintenance of all ladders in the school.
All ladders conform to BS/EN standards as appropriate.
The Site Manager is also responsible for completing risk assessments for all working at height tasks in the school.
Staff are reminded that `working at height' applies to all activities which cannot be undertaken whilst standing on the floor.
If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.
Do not work at height when you are alone. If you are planning to use a step-ladder ask the Site Manager for help to erect it properly and have an assistant be on hand and pass you the materials you need. The site team leader will also perform a thorough documented check of the ladder before use.
Your knees should be no higher than the top platform of the ladder.
Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Workplace
An inspection of the workplace, buildings/grounds, has been undertaken in order to identify any failures to meet the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes regular, *termly* inspections to proactively identify defects with the workplace.

Staff and pupils are encouraged to report any defects they note. All works identified are prioritized and the work is then either carried out or programmed for completion as and when funding becomes available.

Appendix 1

Key Health and safety legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Asbestos Regulations 2012.
- Controls of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended)
- Health & Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
- Electricity at Work Regulations 1989
- First Aid at Work Regulations 1981
- Manual Handling Operations Regulations 1992 (as amended)
- Personal Protective Equipment (PPE) at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform Fire Safety Order (RRFSO) 2005
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Appendix 2

Supporting Policies and Procedures in Health and Safety Management Folder and on Intranet

1. Educational Visits (including Transport)
2 Medical Conditions Policy
3. Managing Contractors
4. Safeguarding Children and Child Protection Policy
5. Curriculum Specific Policies
6. Positive Behaviour for Learning Policy
7. Code of Conduct for staff
6. Emergency Evacuation Procedures
7. Accessibility Policy
8. Risk Register
9. SEND Policy
10. CCTV Policy
11. Lockdown Procedure
12. School Security Policy
13. Whistle-blowing Policy

Appendix 3 –

ASBESTOS

Asbestos was banned as a building material in 1999. Any school built during year 2000 or later, should not have had any asbestos specified in its design or construction. However, any outlying structures, stores, sheds or buildings that predate 2000 could contain asbestos

The procedure below is designed to ensure that suitable checks of the asbestos register are carried out prior to work commencing and where appropriate, further investigation by survey. Business managers, budget holders need to be particularly careful about initiating projects without considering the additional costs of sampling.

Asbestos Register

A non-invasive asbestos management survey has been completed. An asbestos register of known, or presumed asbestos has been drawn up and is maintained for the school by the Business Manager and Site Manager. This register is shared with all contractors prior to any commencement of agreed works and contractors will be asked to sign that they have seen it.

Asbestos Management Plan

The school Asbestos Management Plan of which this procedure forms a part is held and maintained by the Site Manager (and in their absence the Business Manager).

The plan identifies where asbestos containing materials are known or presumed to be on site and how the materials are managed. Employees are informed of the locations of asbestos, instructed on the need to avoid disturbing it, and on the importance of closing off areas and reporting damage or defects.

Routine Monitoring of Asbestos Present

The Head Teacher will be the main duty holder but operationally delegates the task of visual monitoring of asbestos materials to the Site Manager (and in their absence Business Manager). The asbestos present will be visually checked with any damage or defects reported immediately to the headteacher. In some cases, this may initiate the emergency procedures detailed below and place the area out of bounds. The asbestos will be checked***):***

- ***Monthly (where there is a high risk of damage) this check is not recorded on the asbestos register.***
- ***Otherwise annually***

Contractors and Minor Works

The school will ensure that only competent (and if necessary licensed) contractors follow the agreed safe methods when carrying out work that might disturb asbestos. Contractors will be asked to complete an asbestos safe operating procedure form and agree to a method of work that will not disturb asbestos, or if that is not possible, will ensure that any disturbance is properly controlled as required by the Control of Asbestos regulations 2012 and the standards in the HSE guidance and codes of practice.

Contractors will be properly informed about asbestos in any building they work in and given access to the asbestos register before commencing work involving drilling, cutting, or abrading of surfaces or any access to roof voids, suspended ceilings, floor ducts or service ducts.

All contractors appointed directly by the school and the caretaker are also required to be competent and check that any minor works they are about to undertake does not disturb any asbestos containing building materials.

Larger Projects of Refurbishment or Demolition

A full invasive asbestos pre-works survey must be undertaken before any planned demolition or refurbishment works commence. Do not assume there is no asbestos present where there is no register entry. If there is any doubt school staff and contractors must always assume asbestos will be present.

Emergency Procedures - Damaged Asbestos Materials

In the event that any asbestos containing materials are damaged, the room or area in which the damage

occurs must be put out of use immediately and people kept out of any area. The Headteacher should be notified immediately and the Chair of the Governing Body will be notified by email.

Staff Awareness Training

The school will provide all staff with asbestos awareness training detailing the local asbestos management arrangements, who the Duty Holders are for the management of asbestos and what must be done in order to exercise these duties.

All staff will be advised of known areas of asbestos containing materials in the school and these materials are only indicated by label in places where students do not have access. Staff are required to always check with the site team leader before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc.

Sent HEALTH AND SAFETY POLICY

Member of Staff Acknowledgement

I have read the school Health and Safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: _____

Employees Signature: _____

Date of Signature: _____