



# Straits Primary School Health and Safety Policy 2025-26

## Section One General Statement of Health and Safety Policy

This Policy statement is provided in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974.

The School's governing body along with the Schools Senior Management Team recognise and accept their legal responsibilities for Health and Safety within the school. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

To ensure the above is met the schools governing body and Senior Management Team will so far as is reasonably practicable provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is competently managed.
- Suitable Information, instruction, training and supervision is provided.
- The premises and grounds are maintained in a safe condition.
- There is safe access and egress to all parts of the school premises.
- Plant and equipment is safe to use.
- Safe systems of work are defined, implemented and managed.
- Off site visits are conducted in a safe manner and risks are identified and controlled.
- The handling and use of substances and articles is safe at all times and procedures exist for their safe use.
- Adequate welfare facilities exist at all times.
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that Health and Safety is given a high profile within the school, the governing body will, within its allocated resources, set aside adequate finances for this policy to be complied with, and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the governing body in their implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

This policy statement, along with section 2 the organisational structure and section 3 the arrangements and procedures, has been approved by the schools governing body.

Signed (Chair of Governing Body): ..... Date: .....

Signed (Head Teacher) ..... Date: .....

Agreed at Full Governing Body Meeting: .....



# **Straits Primary School Health and Safety Policy 2025-26**

## **Section Two Organisation for Health and Safety**

### **School Governing Body**

School governing bodies have responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors. The Council, as the Local Authority (LA), may take action where a governing body does not discharge this duty appropriately under the scheme of delegation.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- To assist the Head teacher to produce and implement an effective Health and Safety Policy including organisational arrangements and procedural documents for work activities.
- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- To agree with the Head teacher a policy for financing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
- To receive, through the Head teacher or school staff, copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.
- To establish as a matter of good practice committee's that deal with health and safety matters e.g. Buildings Committee.
- To receive minutes of the committees and to confirm or recommend the appropriate action necessary.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.

### **Head teacher**

The Head teacher has the following responsibilities:

- To establish and implement a suitable Health and Safety policy within the school, the policy is to include the organisational arrangements necessary to make the policy within the school effective.

- To be responsible to the Governing Body for securing the full implementation of the schools Health and Safety policy.
- To establish and regularly review risk assessments (Generic, Specific and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
- To regularly review the schools Health and Safety Policy and the supporting organisational arrangements and practices.
- To ensure that arrangements are made for informing governors and staff about the health and safety policy and that they have access to it.
- To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures.
- To inform new or temporary staff of their Health and Safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties.
- To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
- To ensure there is a designated member of staff (which may be the Head teacher) to undertake specific duties on health and safety and to act as “safety co-ordinator” between the school, the council, the safety officers, the enforcing authorities and service providers.
- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- To encourage and support the health and safety training for school staff and pupils.
- To encourage and support the work of any school health and safety committee and its individual members.
- To receive minutes of the health and safety committee and to confirm, or recommend, the appropriate necessary action to be taken.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.
- To prepare health and safety reports as required.
- To receive health and safety reports prepared by school staff and to act upon them as appropriate.
- To receive health and safety and maintenance reports from the authorities safety officers, the Health and Safety Executive (HSE) inspectors, the West Midlands Fire Service, The Environmental Health Officers and service providers, bringing the problems and recommendations to the attention of the school staff and governors.
- To draw up a schedule of items or activities for which the school is responsible, laying down safe working procedures, where this is required by relevant legislation.

- To draw up a programme of work in conjunction with the school governors to implement health and safety requirements where the responsibility lies with the school in accordance with the scheme of delegation.
- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the control of contractor and visitor procedure.
- To consult with the council regarding the implementation of health and safety requirements where the responsibility lies outside the school.
- To consult with the councils Safety Officer or Fire Risk Assessor prior to making changes to the layout of the school or undertaking activities which could affect general or fire safety.
- To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and guidelines supplied by the council and monitor the processing of online accident and incident forms in accordance with the online accident/incident reporting procedure.
- To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfES.
- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.
- To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- To agree safety procedures for special events, ensuring the event is risk assessed and details of the event plan are forwarded to the Corporate Safety Team for review at the Safety Advisory Group (SAG) such events could involve fire work displays, the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.
- To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Safety Officer immediately of any actions taken.

**School Management Team** (this includes Deputy Heads, Subject Leaders, Phase Leaders and Business Managers).

In addition to the general duties of staff, supervisory staff will be directly responsible to the Head Teacher or a member of staff nominated by the Head teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

In particular they will ensure for their areas of responsibility that:

- Safe methods of work exist and they are implemented.
- Staff, pupils and others under their area of responsibility are instructed in safe working practices.
- Health and Safety rules and procedures are applied effectively and complied with.
- Risk assessments are in place and information on the risk assessments is disseminated to relevant persons.

- Safety inspections are regularly made and findings/reports are provided to senior managers so that resources can be allocated to correct deficiencies.
- Appropriate facilities in the form of personal protective equipment and fire/first aid facilities are available at all times.
- All accidents and incidents that occur within their area of control are reported in a timely manner in line with the schools reporting procedure.
- All incidents of violence including verbal, physical, racial, sexual abuse that occur within their area of control are reported in a timely manner in line with the schools reporting procedure.
- Any Health and Safety concerns are reported to the Head Teacher or their deputy immediately identified.

### **Site Manager**

- To assist the Head teacher to plan, implement and assess the Health and Safety policy and organisational arrangements and regularly review the system of risk assessments as required by the relevant regulations.
- To ensure that members of staff are aware of and have access to the schools Health and Safety policy.
- To liaise with the Head teacher and, where appropriate seek further advice on:
  - The implications of safety legislation, codes of practice and approved safe working procedures.
  - The health and safety aspects, affecting the design and layout of new and reorganised working areas.
  - The health and safety aspects of new plant, equipment and personal protective clothing.
- To carry out periodic inspections of premises and other work places, plant, tools, equipment and work activities, reporting to the head teacher and other managers who have responsibilities for actioning health and safety reports.
- To assist management with the preparation of departmental safe working procedures and safety rules.
- To liaise, where appropriate, with the councils Safety Officers, the Health and Safety Executive Inspectors, West Midlands Fire Service Fire Prevention Officers and Environmental Health Officers.
- To attend suitable health and safety training courses to enable staff to carry out their health and safety duties.
- To support the investigation of accidents, dangerous occurrences and near misses occurring on the school premises and reporting the findings to the Head teacher as appropriate.
- To regularly monitor:
  - The fire evacuation procedure within the school and arrange for regular fire drills to test the effectiveness of the procedure.
  - Compliance with the control of substances hazardous to health Regulations 2002 (COSHH)
- To attend, as appropriate, the committee of the governing body dealing with health and safety and to prepare agenda items and safety reports.
- To receive health and safety reports prepared by the school staff and to act upon them as appropriate.

- To support the head teacher to follow up and progress the actions of reports received from council safety officers, health and safety executive inspectors, west midlands fire service officers, environmental health officers and other service providers.
- To advise Head teachers or heads of departments to STOP IMMEDIATELY any work process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of staff, pupils or visitors to the school.
- To ensure Health and Safety rules and procedures are applied effectively and complied with.
- Safety inspections are regularly made and findings/reports are provided to senior managers so that resources can be allocated to correct deficiencies.
- Guarding fitted to all plant and equipment is adequate for the task and regularly inspected.
- Signs are displayed advising of authorised use only for plant and equipment and that unauthorised use is prevented at all times.
- Hazardous, flammable and highly flammable substances are stored correctly.
- All accidents and incidents that occur within their area of control are reported in a timely manner in line with the schools reporting procedure.

### **Class Teachers**

Class teachers are responsible to:

- Exercise effective supervision of their pupils.
- Understand the fire evacuation procedures for the school and assembly points to evacuate to.
- Understand the first aid and accident and incident reporting procedures and to comply with them.
- Follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g. CLEAPS.
- Personally follow safe working procedures and ensure pupils follow good examples of safe working.
- Ensure the use of Protective equipment and guarding as required.
- Report to the Head or Site Manager any safety issues or omissions identified so that they can be rectified.
- Only work with equipment supplied by the school.
- Ensure all accidents incidents and near misses are reported through the normal channels.

### **Employees [including temporary and voluntary]**

All employees have a duty to carry out their work with due regard for the health and safety of themselves, other employees, pupils and the general public and to observe health and safety requirements relevant to their activities.

Employees will:

- Co-operate with the Head Teacher and the school management team, so as to enable them to carry out their statutory duties and responsibilities effectively.

- Report hazards and near miss incidents, which could result in injury.
- Report all accidents, however minor, from which an injury is sustained or plant or equipment damaged.
- Report all incidents of violence including verbal, physical, racial, sexual abuse.
- Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the School Management Team.
- Undertake their duties in accordance with their training, instruction and the school's policy.
- Use all machinery, equipment, dangerous substances and safety devices provided in accordance with training and instruction received.
- Attend all training courses and briefing sessions required by the school.

### **School Health and Safety Representatives**

The Governing Body and Head teacher recognise the role of the safety representative and we will support this role by encouraging safety representatives to investigate accidents and potential hazards where it is safe to do so, pursue employee complaints and be involved in school safety inspections.

#### **Functions of safety representatives**

- To represent the employees in consultation with the employer.
- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he represents).
- To examine the causes of accidents at the workplace.
- To investigate complaints by any employee he represents relating to that employee's health, safety or welfare at work.
- To make representations to the employer on matters relating to health and safety arising from the above points.
- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
- To carry out workplace inspections.
- To represent the employees he/she was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority.
- To receive information from HSE inspectors.
- To attend meetings of safety committees where he attends in his capacity as a safety representative in connection with any of the above functions.

### **Pupils**

All pupils will be responsible for:

- Complying with school rules and procedures and any instructions given in an emergency situation.

- Taking reasonable care of themselves and others.
- Cooperating with class teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.
- Making full use of personal protective equipment provided for them to use when it is required.
- Observing standards of dress consistent with safety and hygiene requirements.
- Not to misuse anything provided for the purpose of safety or fire requirements.
- Report to their teacher/Head teacher anything they believe to be harmful or dangerous.

## **Section Three General Arrangements**

### **The Organisation**

The Local Authority – **Dudley LA**  
 The Governors – **Chair and Buildings Committee**  
 The Headteacher – **Paul Freear**  
 The Site Manager – **Tom Cornbill**  
 Heads of Department / Subject Co-ordinators in areas of particular risk:  
 Physical Education – **Katie James**  
 Science – **Olivia Cooper / Leah Pearson**  
 Design and Technology – **Aisha Cotterill**  
 Deputy Head: **Daniel Wade**  
 Phase Leaders: **Paul Hardeman, Katie James and Emma Vellender**  
 Business Manager: **Karen Ludlam**  
 The First Aider / Appointed Person (s) – **Emma Malpass, Jacqui Whitehouse** (although additional staff hold first aid at work certificates).

### **Risk assessments**

Risk assessments are completed for all activities which present significant foreseeable hazards (a specific requirement of Regulation 3 in 'the management of health and safety at work regulations 1999').

Risk assessments are carried out by staff who will be leading the activity or who have responsibility for that aspect of school. Whole School risk assessments will be completed by the Headteacher, Deputy Headteacher, Business Manager or Site Manager and reviewed biennially (unless there is a specific change to the premises, the staffing or an incident occurs). All risk assessments are signed and dated and stored on the googledrive – **accessible by all staff.**

There are several aspects to our risk assessment procedures:

- Regular premises walks to be undertaken by the Headteacher and Site Manager. Members of the Buildings Committee will, at times, accompany the staff on these walks.
- Continuous identification of hazards and risks on a daily basis – written risk assessments are completed and a record kept in the risk assessment folder located in the Headteacher's Office as well as on the staff shared area.
- Assessment of any substance or material introduced into the school and school site to ensure compliance with COSHH regulations.
- Assessment of any new activity or procedure introduced into the school.

The Governing Body will enable officers of the Local Authority, or their agents, to carry out risk assessments in respect of landlord items.

### **Housekeeping, Cleaning & Waste disposal**

The cleaning staff and Site Manager will ensure the premises are kept clean and that all rubbish accumulated is disposed of in the main refuse area, located by the car park. Any large items which are not able to fit into 'normal' bins will be passed onto the school office so that the Site Manager can dispose of them at that point of the school day (a skip is available on site). This applies to glass or sharp objects which will be immediately disposed of, ensuring gloves are worn. Items which are of a 'dangerous' nature such as fluorescent tubes or computers will be disposed of in line with the councils' policies for waste removal.

Spillages throughout the day will be cleaned by the Site Manager (or in his absence a suitable member of staff), using appropriate cleaning materials and signage displayed. Cleaning, including flooring, will be completed at the start or end of the school day and signage used to indicate 'wet floors' to staff who remain in the building.

In snowy and icy conditions, the Site Manager will be responsible for clearing main access pathways into the school building. Grit/Salt is kept in good supply and to be used to ensure these pathways are treated and as safe as reasonably possible.

The Site Manager will complete a daily walk around the building to ensure that pathways are clear from leaves and that there is no external damage. Where possible, large items (such as bins) are located away from the building to ensure they are not a risk to the safety of the building.

### **Accident reporting, recording and investigation**

*Refer to our First Aid Policy*

All serious accidents that occur on the site should be notified to Paul Freear. They will, alongside, Karen Ludlam – Business Manager – record the information via the **on-line electronic accident reporting system**.

Minor accidents will be managed by one of the trained first aiders (including those with paediatric or first aid at work qualifications) in the first aid area (or for Early Years in their first aid area). If the accident is deemed more serious than a designated, fully trained, first aider will be alerted and asked to administer treatment.

More significant injuries (head bumps, serious cuts, scrapes or bruises) will be recorded using the 'school accident report duplicate book' and an accident report slip will be sent home to the child's parents or guardians (in many cases a conversation with the parent/carer at the end of the day or telephone call will also be actioned). The school accident report duplicate book is kept in the Office.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

### **Contractors (Management of) (please refer to our site security policy)**

Contractors are selected following local authority guidance. Tom Cornbill, Site Manager, is the appointed responsible person to liaise with contractors and discuss relevant risks and works to be completed. He will share any relevant information (such as Fire Procedures, Asbestos Register) relevant to our site and discuss arrangements for the use of our facilities, such as only using the adult toilets, not working in areas with children present and who to liaise with whilst on school premises. Work which is to be completed in one working day will be managed by the Site Manager, who will inform the Headteacher of arrangements. However, projects which will take a lengthier period of time will not be started without a 'works' meeting between the school and contractor. This meeting will include the Headteacher and Site Manager.

Works which need to be completed in areas where pupils may be present will, where possible be completed outside of school hours, or pupils will be supervised by a member of staff. Any issues which arise whilst a contractor is on site should be reported to the Headteacher.

### **Management of Asbestos**

Our Asbestos Register is shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register. The Site Manager, using our asbestos register, ensures there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving. We have agreed that we will seek advice from the local authority before contractors are allowed to work with asbestos. School staff will also check the Asbestos register annually and before any significant activities different to their daily practices.

### **Visitors (please refer to our site security policy)**

When contractors and visitors arrive on site they will report to the school office and then be directed to the member of staff who they are being managed by. This may be the Site Manager for contractors, the Headteacher or Deputy Head for management issues or class teachers for students or volunteers. All visitors will sign the visitors book as they enter and leave the building and will wear a school visitor's badge. The member of staff with whom they are working with will inform them of health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc).

### **Control of substances hazardous to health (COSHH)**

Substances to be used in school, such as cleaning products are selected by evaluating their level of risk and a stored in a secure location, a locked cleaning cupboard. COSHH products are purchased by the Site Manager and in most cases; less hazardous substances are purchased and used wherever possible. The Site Manger reviews substances used on the school premises. Information sheets about the safe use of individual substances are kept in the COSHH folder and shared with relevant staff, e.g. cleaners. Risk assessments are carried out, shared with staff and the COSHH file is kept. In an emergency, such as a spillage, the Site Manger will coordinate the cleaning of the hazardous substance. This will involve evacuating the area or school in line with evacuation procedures (refer to Fire Evacuation Procedures document) as well as the safe disposal and cleaning up of the product. They will be disposed of following county guidance.

### **Defect reporting procedures**

Any minor defects are shared with the Site Manager so they can be addressed and rectified, major defects will be recorded using appendix 1. Any major defects are reported to the Site Manger or Headteacher who will liaise to ensure that any risks are managed as promptly and safely as possible. All defective items are taken out of use immediately or an 'out of use' label is displayed on any defective item that cannot be removed. The Site Manager and Headteacher will monitor that the defect has been rectified and manage any outstanding works.

### **Display screen equipment (DSE)**

*Please refer to the Guidance for Display Screen Equipment and How to set up your Workstation.*

In accordance with the Display Screen Regulations all staff who are classed as DSE "Users" including teachers with laptops are informed about their safe use and asked to self-assess their own usage. They are informed about best practice and referred to the DSE guidance. The Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

### **Electricity at work**

Hardwired equipment is checked every 5 years via an external competent contractor. The Headteacher is responsible for ensuring the hardwiring checks are carried out and a report detailing actions is presented to the Buildings committee following the check. Portable Appliances Testing (PAT) is carried out by our Site Manager. Our lettings do not involve the use of electrical equipment brought onto site and staff are informed that any electrical items brought into school must be tested before use. The PAT registers are stored on the IT network and all defective items are removed or repaired by the Site Manager.

### **Fire Precautions and Emergency Plans**

*Please refer to our Fire Evacuation Policy and critical incidents plan.*

As a school we complete regular fire risk assessments as well as a formal 5-year assessment. Our procedures are reviewed at least annually, by key staff and the Buildings committee, and a critical incidents folder is located in the school office detailing our emergency plans, contact details and key information. Emergency evacuation drills are completed on a termly basis and then reviewed following

the drill. Premises Walks monitor the access and maintenance of fire exits/escape routes. These walks also check:

- *Fire Evacuation Notices and Fire Extinguishers*
- *Other potential issues regarding fire precautions*

Regular inspections of fire extinguishers are carried out by the Site Manager and annual maintenance is completed by a designated company. Staff receive updates through staff meetings and induction procedures and more formal training is provided on a two-year cycle.

The Site Manager completes regular testing of the fire alarms (weekly) and emergency lighting (monthly) and records are kept on the IT network. The system is maintained.

### **First Aid and Medication**

*Refer to our First Aid Policy*

The school's **first aid cover** is provided by 2 staff that have completed Full First Aid at Work training. A number of other staff have completed Paediatric First Aid training (refer to updated register in school office).

Key staff receive refresher training every three years and the Business Manager, in liaison with the first aiders, coordinates this. Information regarding first aid is displayed in the Office. All first aid equipment is located in the office and the first aiders are responsible for checking and restocking supplies.

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the school of any known health problems, e.g. diabetes, asthma etc. This record will be kept centrally in the office. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the hospital if they do not arrive in school beforehand.

If a pupil or member of staff is absent from school with an infectious disease they are required to inform the school of the details of the infection.

### **Medication**

*Refer to our Administering Medicines Policy which details procedures, guidance and practical arrangements for administering and handling medicines.*

### **Lettings/Shared use of premises/Extended Services**

*Please refer to our lettings policy*

Lettings are approved by our Governing Body and managed by the Business Manager, Headteacher or Site Manager. A written lettings agreement is in place and is signed by both the hirer and the school. As part of a letting, health and safety information, along with key policies are shared along with clear directions on which equipment is to be used, how to access emergency and first aid provision and fire evacuation procedures. Risk assessments are completed by both the school and the hirer and the school checks that the hirers have suitable insurance to cover the activity undertaken.

### **Lone working and Personal Safety**

*Please refer to our Lone Working Policy which details procedures, guidance and practical arrangements for Lone Working.*

### **Maintenance/Inspection of equipment**

All equipment is checked before use either by class teachers, for classroom based resources, or the Site Manager for general equipment e.g. *ladders and steps*. Equipment, such as *PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers etc*, which requires a qualified, competent person to inspect are completed on an annual basis and records kept by the Site Manager.

### **Manual handling**

Manual Handling training has been completed by the Site Manager (and identified cleaning staff) who cascades the information and guidance to other key staff, such as cleaners and lunchtime supervisors. Staff are instructed in the safe handling of bulky items and procedures for the minimum number of adults required to lift equipment. Risk assessments are carried out for activities which involve manual

handling and stored in the risk assessment folder. These are completed by either the Headteacher, Deputy Head or Site Manager. Guidance for safe Manual handling is available from the Site Manager.

### **Offsite and Educational Visits**

*Please refer to our Education Visits Policy*

Dan Wade is the school's Educational Visits Co-ordinator (EVC) and receives regular update training which is cascaded to staff. He acts as a point of reference to support staff when planning visits, including the need for pre-site visits, recording of risk assessments before activity, who to obtain approval from, when to notify Local Authority, Emergency arrangements, parental authorisation, supervision requirements and First Aid Provision. EVOLVE, the local authority offsite visit software system, will be used by visit leaders to record information and risk assessments. This information will be forwarded onto the school EVC. The EVC will then monitor the request for visits and respond accordingly before the Head teacher sanctions the visit.

The Head teacher will update the Governing Body on the arrangements for the management of health and safety, and welfare of pupils on all or certain types of off-site activities. This will include:

- The transport arrangements
- The arrangements for supervision of pupils (including the staff/adult: pupil ratio)
- The arrangement for first aid cover
- The level of qualified instruction and supervision that will be available for activities of special risk.

### **Outdoor Play Equipment**

The equipment is checked by the site manager (daily), visually inspected by staff before pupil use and more formally on premises walks. Any defects are reported to both the Headteacher and Site Manager who will take the necessary action (either completing minor repairs or contacting a suitable repairer for more severe issues). A Risk Assessment has been completed and is located in the RA folder. An annual inspection is completed by an external inspection company (ROSPA).

### **PE equipment**

*Please refer to our PE Policy*

The equipment is inspected before use by class teachers and any sports coaches. A more formal annual inspection is completed by *GymFix*, who provide a report to school. Risk assessments are carried out for all PE equipment and recorded in the risk assessment folder. The Association for Physical Education (afPE) guidance on safe use of the equipment is used as guidance. The Field is maintained by a grounds maintenance team and, before use, staff complete a safety check.

### **Pupil Supervision (please refer to our site security policy)**

Duty Supervision

- At least one member of the leadership team will be on duty each morning.
- At break times several members of staff will be on duty – see rotas.
- Lunch time supervision is managed by supervisors in the dining hall and on the playground and members of the SLT will be present during lunchtime.
- At the end of the school day members of staff will be on hand to deal with incidents and see pupils out of school.
- Pupils in Nursery, Reception, Key Stage 1 and Years 3 and 4 will not be released at the end of the day until staff have seen their parents/carers. Any pupils, in Year 5 or 6, who wish to walk home alone must provide permission from parents.
- Pupils with a specific SEN need will be monitored to ensure that there is a safe handover between staff and parents.
- At the end of After School Clubs children will be collected by parents, unless staff are otherwise notified, to ensure pupils leave the site safely.

### **Smoking and Vaping**

The site is a 'NO SMOKING SITE' and signage is displayed around the school to this effect.

### **Staff Wellbeing (please refer to staff code of conduct)**

Procedures are in place to provide support to all staff through the development of a caring and inclusive staff team. All staff have a line manager to whom they can refer any issues to and this is then discussed, confidentially, with the management team. The SLT will then decide what action and support the identified member of staff requires. This could be action from a colleague, line manager, Headteacher, occupational health advisor or human resources. Any member of staff who is absent from work for a sustained period of time will be referred to occupational health and will also meet with their line manager to discuss their needs and the support required to return to work.

### **Swimming lessons**

Children who participate in swimming lessons will be transported by coach (checked and verified company) and supervised by school staff (minimum 3 adults) and lifeguards provided by the pool. Risk assessments will be completed and placed in the risk assessment folder.

### **Staff Training and Development related to Health and Safety**

The Headteacher and Site Manager will receive more detailed training (e.g. Risk Management, Health and Safety Compliance) and all other staff will complete health and safety training, led by either the LA or the Headteacher. Updates are provided when relevant and the Site Manager attends additional training when available e.g. PAT testing, Asbestos Awareness. Through the completion of the Health and Safety audit, further training needs can be identified and then organised by either the Headteacher or Site Manager. The Headteacher is responsible for updating staff whose role supports learning and teaching and the Site Manager for those whose role is 'premises' based. Training Records are located on the staff network.

### **Vehicles on site/car park arrangements**

*Please see Vehicles Risk assessment*

### **Violence to staff / school security**

*Please refer to our Site security and Lone Working policy and risk assessments.*

Key measure include:

- keeping gates and doors secure, controlling visitor access through the main gates entrance, signing in arrangements on arrival.
- Meetings with parents/ visitors conducted in an open environment or if confidentiality required two members of staff attend.
- Requirement for all staff to report all incidents of verbal & physical violence to the Headteacher who will record the incident and inform the Chair of Governors.
- Risk assessment carried out for visitors, students and volunteers in school.
- Reviewing the need for preventative and safety measures regularly.

### **Water Hygiene**

*Please Refer to the Local Authority Legionnaires and Water Management Policy*

Water testing is carried out by HSL in line with the recommendations on the frequency of testing. This is recorded and monitored along with a full water risk assessment carried out by an external company. Cleaning staff ensure all toilets are flushed at the end of the day and urinals have automatic flushing systems in place.

### **Work experience pupils**

Dan Wade is in charge of all work experience/ student placements and will liaise with the Head teacher to ensure health and safety information is shared when arriving at the school. A risk assessment, in line with HSE guidance, is carried out and stored in the risk assessment folder. They will be monitored by both Dan Wade and the teacher in the class where they are working.

### **Working at Height**

*Please refer to HSE Guidelines for Working at height.*

As a Primary school we have ladders which enable us to work at height. A risk assessment has been carried out for using these ladders and staff have been instructed in their use. The Site Manager will ensure they are familiar with 'working at height' guidance and cascades information to staff. All ladders are inspected before use.

**Information dissemination procedure**

Information and instructions on health and safety matters are available as follows:

**Employees**

The notice board is located in the staffroom and details key information to staff. All other key policies and documents are located in the Health and Safety folder in the staffroom online (google drive). New staff are provided with an induction meeting and discussion which includes key health and safety information. Any Health and Safety updates are then cascaded through staff meetings or memos sent electronically (plus paper copy posted in staff room) as necessary.

**Pupils**

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This may be at the start of a lesson, such as PE, or in whole school assemblies.

**Visitors / contractors**

The Site Manager/ office staff will ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site). He will meet with them on their arrival.

**Governors**

Health and safety updates will appear on each Full Governing Body agenda and items will be discussed in more detail at Buildings Committee meetings, held termly.

**Monitoring and Reporting**

The school will complete an annual Health and Safety audit. We will also meet with local authority advisors in line with their monitoring programme to review provision, policies and practices. The report will be shared with the Buildings committee who will review current procedures in light of the report provided. They will also complete their own premises walks.

The full governing body will review this policy statement and the school arrangements on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LA. Any person on these premises has a duty to report, in the agreed manner, to the Head teacher or the appointed representative any item of concern relating to Health and Safety. Incidents will be reported to the head teacher using the form in appendix 1. These will then be reviewed and reported to the Buildings Committee as required and any necessary actions minuted and evaluated.

Signed (Chair of Governing Body): ..... Date: .....

Signed (Head Teacher) ..... Date: .....

Agreed at Full Governing Body Meeting: .....



.....  
.....

**b) Location of concern/defect**

.....  
.....

**4. Witness(es) (if any)**

Name (s): .....

Other Information:

.....  
.....  
.....  
.....  
.....  
.....

**5. Outcome:**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**6. Any further information**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Signed:** ..... **Dated:** .....