

## Health and Safety Policy

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**It is the responsibility of all Cathedral Schools Trust employees, governors and volunteers to familiarise themselves with the contents of all Trust policies and any amendments hereafter.**

**Cathedral Schools Trust  
Headley Park Primary School**

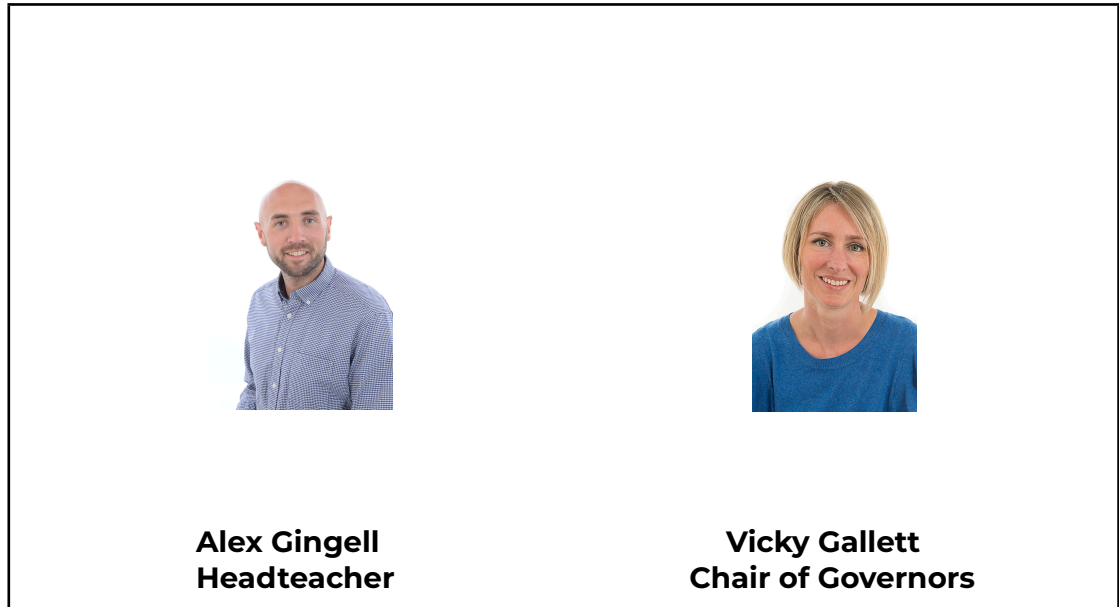
**25 March 2024**

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## 1. Introduction

### An Introduction by the Chair of Governors and the Headteacher



**This policy should be read in conjunction with Cathedral Schools Trust's overarching Health and Safety Policy.**

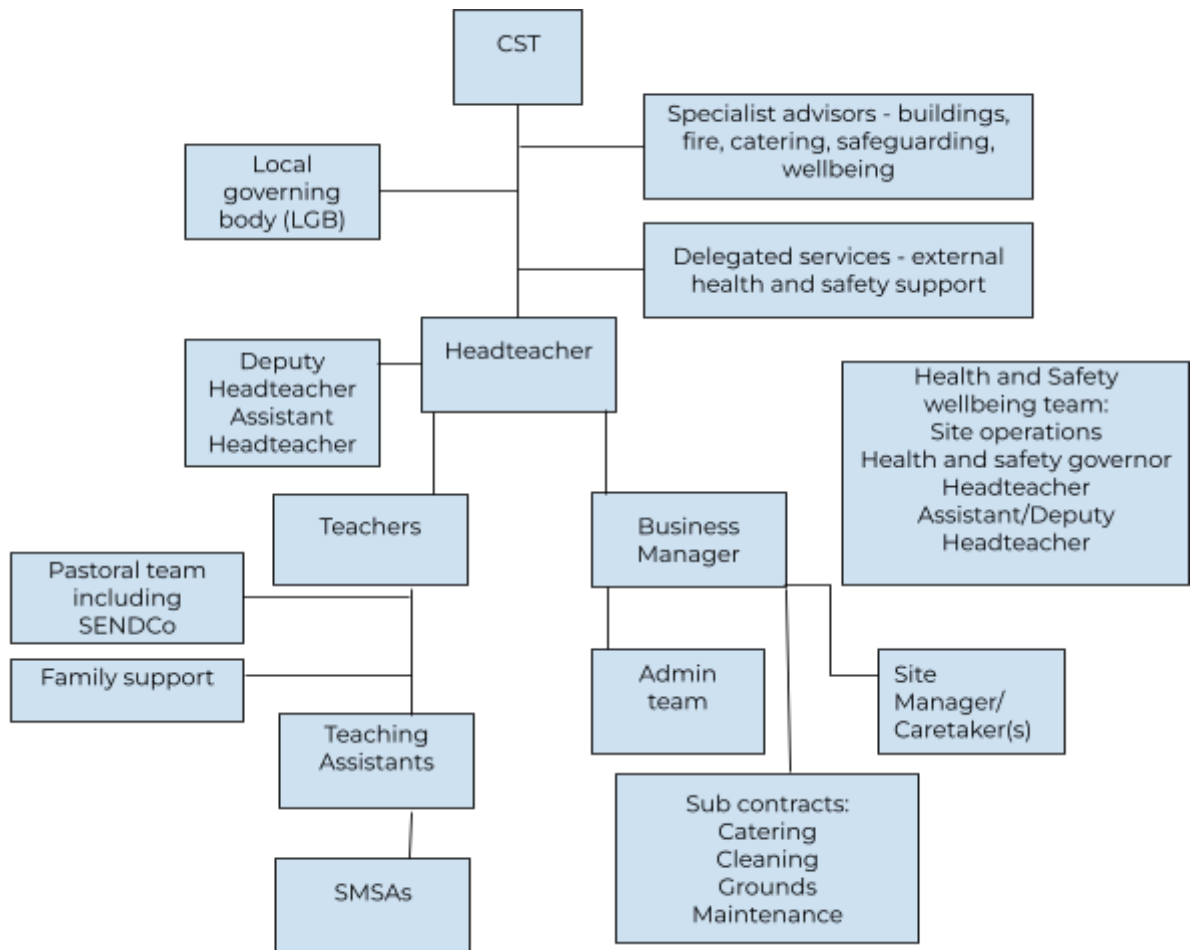
We recognise that certain elements of this document are set by the Trust as requirements, whilst others are for our local attention at this stage of our Health and Safety journey.

We have revised our management system covering the health, safety and well-being of all people within Headley Park Primary School. Anyone who is working, studying or visiting our school can be confident we have done our best to prevent harm to them.

To make our management task easier we have included some items that may not be strictly health and safety such as food hygiene but hopefully this is a sensible place to administer our regulatory compliance.

Good practice based on knowledge and experience means that we can do challenging activities safely. We can therefore encourage innovation, experiment and well considered risk-taking.

## 2. Organisational Chart for Health and Safety



See the Trust's organisational chart in CST's overarching health and safety policy.

## 3. Organisational Responsibilities

### 3.1. The organisation of the School to achieve health and safety

3.1.1. The Local Governing Body and Headteacher will follow Cathedral Schools Trust's overarching Health and Safety policy alongside

published guidance from the Health and Safety Executive and related organisations such as the Food Standards Agency, Department for Education, Education and Skills Funding Agency and other regulators or advisors such as CLEAPSS.

- 3.1.2. The school will regularly report to the Cathedral Schools Trust on H&S matters. The Cathedral Schools Trust supports the member schools with the development of practice and procedure, risk assessment and guidance and the availability of internal and external advisors. Schools are encouraged to develop their own specific practice and procedure providing it is consistent with the trust objectives of achieving a high standard of health, safety and wellbeing.
- 3.1.3. Whenever appropriate, health and safety will be organised in cooperation with child protection and safeguarding arrangements, security, personal health issues such as mental health and any other relevant matters. Employees with duties will be recruited and trained to have the skill, knowledge and experience to carry out their work effectively.
- 3.1.4. The organisation of the school will provide the means to manage and supervise staff, report defects and arrange repairs (utilising iAM Compliant), inform and brief employees, involve staff and consult with them and provide a means of whistle-blowing should the need arise.
- 3.1.5. The rights of employees will be formally displayed using the Health and Safety Executive poster which will be put on a notice-board in the staff room.

#### **4. Management Roles within the school (This content follows the posts identified in the flow chart above and vice-versa)**

##### **4.1. Governors on the Local Governing Body (the LGB)**

- 4.1.1. The Governors of Headley Park Primary School recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. They also accept the need to consult individuals before allocating particular health and safety functions. Individual duties including reporting arrangements, organisation and accountability.
- 4.1.2. The governors are committed to meeting the **safeguarding** requirements set out in the government guidance "Keeping Children Safe in Education and Working Together to Safeguard Children".
- 4.1.3. The Governors will support the Leadership team to make preparations as set out in CST's Business Continuity Plan to deal with situations that include:

- **Critical incidents** at the school such as fire, flood, illness, threats of violence and terrorism, bereavement;
- **Continuity of business** in the event of a threat such as that created by a critical incident;
- The **Contribution** by the school to help the community at large cope with some kind of critical incident. An example would be providing a rest centre if a fire meant people were unable to stay at their homes.

## 4.2. Headteacher

- 4.2.1. The Headteacher is appointed by the Trustees in consultation with the Local Governing Body and CEO. The Headteacher is accountable to the Governors for implementing the school's H&S Policy and for all matters relating to H&S within the school.
- 4.2.2. The Governors require the Head Teacher to ensure that the H&S policy is implemented effectively and understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.
- 4.2.3. The Headteacher may delegate the management of H&S matters to an appropriate competent member of staff.
- 4.2.4. The Headteacher will delegate the:
- Safeguarding Single Central Record (SCR) to HR reporting to the Headteacher.
  - Special Educational Needs and Disability issues to the member of staff holding the title SENDCo.
  - Co-ordination of off-site visits/trips to a member of staff who will be designated the Educational Visits Co-ordinator (EVC) or party/trip leader.
- 4.2.5. The Headteacher will be designated the **Asbestos Duty Holder** for the school and will ensure compliance with the Control of Asbestos Regulations and any update, in so far as they relate to preventing the release of asbestos fibres in the school. The daily management of this will be delegated to the School Business Manager and Site Manager.
- 4.2.6. The Headteacher is responsible for managing potential risks from **Legionella bacteria**, which may arise from work activities. The management of Health and Safety at Work Regulations and more specifically the Control of Substances Hazardous to Health Regulation assist and support the assessment, prevention or control the risk from the bacteria by taking the suitable precautions. The daily management of this will be delegated to the School Business Manager and Site Manager.

- 4.2.7. The Headteacher will be designated the **Responsible Person** for the school in accordance with the Regulatory Reform (Fire Safety) Order , and will ensure that Fire Risk Assessments are regularly undertaken of the school and its activities, and as a consequence appropriate Fire Precautions are put in place. The daily management of this will be delegated to the School Business Manager and Site Manager.
- 4.2.8. The Headteacher will seek members of staff to take on the role of First Aiders at various skill levels, and Administrator of Medicines and Fire Wardens. All will be trained and their competence regularly assessed in accordance with arrangements and risk assessments attuned to the school's activities and responsibilities.
- 4.2.9. Medical support for those pupils who need it will be provided in line with DfE guidance.
- 4.2.10. The Headteacher will work with the Trust Estate Manager and School Business Manager to ensure that the competent contractors are employed and will oversee the planning and safe execution of construction, refurbishment, and maintenance work on buildings, plant, and equipment carried out by contractors or other third parties. This is part of their **client duty under The Construction (Design and Management) Regulations**. The daily management of this will be delegated to the [School Business Manager/Caretaker/Site Manager].
- 4.2.11. The Headteacher will delegate the day-to-day co-ordination of all contractual and maintenance work carried out on school premises to the School Business Manager and Site Manager, who will liaise with the staff and others to ensure safety procedures and policy agreements are observed. Alongside the financial scheme of delegation, schools must involve the Estates Manager where the cost of any maintenance is above £5000.
- 4.2.12. The Headteacher is responsible for ensuring that all new, amended or updated documentation and information regarding Health and Safety are brought to the attention of the relevant stakeholders. This is carried out via inductions and meetings etc.
- 4.2.13. The Headteacher must ensure that accidents and all other H&S incidents, including near misses, are reported in accordance with legal requirements such as the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and local procedures, and that the agreed procedure for reporting all defects, hazards and problems regarding H&S matters function efficiently and effectively. Any RIDDOR report for early years provision must be reported to Ofsted at the same time. Schools must use the Delegated Services Go To online reporting method and the definitions associated with it.

- 4.2.14. Accidents involving pupils may need to be reported through safeguarding requirements as well. This will be assessed on the individual accident.
- 4.2.15. The Headteacher will be a member of, and participate in, the School Staff Consultative Health and Safety Committee, consulting with staff representatives on all H&S matters and co-operating with them in the execution of their duties.
- 4.2.16. The Headteacher with the H&S Team will review at least once a year or as appropriate:
- i) Fire and Evacuation procedures;
  - ii) Lockdown and terrorism procedures;
  - iii) Compliance;
  - iv) First Aid provision both in the school and on off site visits;
  - v) All other H&S policies, procedures, codes of practice, risk assessments, and guidelines;
  - vi) When doing these reviews the links with **safeguarding** will need to be anticipated so there are no gaps in policy and practice.
- 4.2.17. The Headteacher will seek advice, when appropriate, from the Trust Estate Manager and School Business Manager and/or a competent person/s and outside agencies that are able to offer informed and expert opinions.
- 4.2.18. The Headteacher, Trust Estate Manager and School Business Manager and Site Manager will have the authority to stop what is considered unsafe practices, or the use of any plant, machinery, equipment, tools, materials and substances.
- 4.2.19. The Headteacher will make arrangements, with appropriate members of staff for improvements to premises, plant, machinery and equipment.
- 4.2.20. The Headteacher will ensure that appropriate training has been or will be given to employees (including temporary and part-time employees), agency and other contract staff, and volunteer helpers, to enable them to fulfil their responsibilities. This must include newly appointed staff and staff transferred within the school to other duties.
- 4.2.21. The Headteacher will ensure that the appropriate information, instruction, training and supervision is in place for all schemes of work associated with the curriculum for pupils.
- 4.2.22. The Headteacher, Caretaker/Site Manager and, the school's lead competent person shall have authority to act as 'landlord' and determine those who may or may not be welcome on the site and premises. Those not welcome are considered to be banned.



- 4.2.23. In addition they are authorised to warn individuals, in the event of unacceptable behaviour, about “section 547 of the Education Act 1996” and as updated, powers available under the education legislation, (or any successor legislation) and the risk of criminal procedures.
- 4.2.24. In the event of a ban being imposed following the appropriate procedures, should there be an appeal, a panel of Governors not involved in the matter will hear the case in accordance with the rules of natural justice and make their conclusions on the matter on the balance of probabilities.
- 4.2.25. The Headteacher, School Business Manager are responsible for the school’s approach to staff “Wellbeing”. Risk assessment will be done when needed to put in place the controls needed to remove or reduce risks to physical and mental health.
- 4.2.26. This will include providing a confidential helpline for staff to use as required should they be worried about issues such as stress. This is provided through Health Assured and can be accessed by calling 0844 8910353 or by clicking on Health Assured through the Connect intranet (Username: Cathedral/ Password: Schools). It is unlikely that the staff will require traditional health surveillance for exposure to noise or chemicals but if required this will be provided by a competent Occupational Health provider with a full range of services

### **4.3. School Business Manager**

- 4.3.1. The School Business Manager is designated as the Health and Safety lead for the school and will administer and manage day to day health and safety matters plus specific matters on behalf of the Headteacher taking a proactive interest in the health and safety aspects of all activities.
- 4.3.2. The School Business Manager will act as the day-to-day link for health and safety between the school and the Headteacher, Competent Persons (or body), Governors, contractors and consultants etc. They will work with personnel in the school, who have a lead role in H&S e.g. the Deputy/Assistant Headteachers, the Educational Visits Coordinator, Kitchen Supervisor/Catering Manager etc.
- Taking a pro- active interest in H&S aspects of all activities,
  - Organising the school’s Health and Safety Committee meetings and walk arounds. Walk arounds (recommended in Term 1,3,5) and Meetings (recommended in Term 2,4,6).
  - Managing the school’s H&S Risk Assessment Matrix and ensuring that it is appropriately reviewed and or updated.
  - Undertaking Risk Assessments where required.

- Being familiar with the content of local Policies, Procedures, Codes of Practice and their own responsibilities (area of work).
- Check that contractors are aware of the school's H&S policy and any other relevant H&S information as appropriate. Eg. copy of asbestos register.
- Ensure safeguarding best practice is followed and that Emergency Procedures are in place for evacuation, lockdown or lost or missing children.

#### **4.4. Caretaker/Site Manager**

- 4.4.1. The Caretaker/Site Manager will work with the School Business Manager to coordinate all contractual work and maintenance carried out on the premises. He or she must make the Schools Business Manager aware of all contractors and/ or third parties entering the school to undertake maintenance, service, or works contracts whilst also liaising with others, as appropriate, to ensure safety procedures and policy agreements are observed.
- 4.4.2. The Caretaker/Site Manager will have authority to check that contractors have adequate safety procedures in force and that they are aware of the school's health and safety policy as it affects them and any other relevant health and safety information as appropriate e.g. copy of asbestos register.
- 4.4.3. The Caretaker/Site Manager will together with the School Business Manager keep IAMCompliant up to date with results of repair and maintenance, taking action to organise work when equipment is overdue for attention.
- 4.4.4. The Caretaker/Site Manager shall ensure that all plant, machinery, equipment, tools, materials, and substances etc, received from suppliers for the school's use are accompanied by appropriate information, including in particular, manufacturers data sheets, COSHH guidance, instruction handbook's etc, prior to use.
- 4.4.5. The Caretaker/Site Manager must be familiar with the Trust and the school's health and safety policies and its implications for their activities and working arrangements for the employees. They should work in accordance with the policies and any other guidance issued by the school and Trust, ensuring that they apply industry specific best practice.
- 4.4.6. The Caretaker/Site Manager should receive copies of maintenance and inspection reports/ certificates for all plant and equipment used on the school grounds site maintenance service and share these with the School Business Manager. This includes portable appliance testing

(PAT) and vehicle safety checks. These should be uploaded on to iAM Compliant.

- 4.4.7. Defects and other problems should be reported to the School Business Manager. The Caretaker/Site Manager will be delegated with the authority to organise everyday repairs of equipment with the remit for this reviewed at least annually.
- 4.4.8. The Caretaker/Site Manager is responsible for informing the Trust Estates Manager, School Business Manager and the Headteacher of any issue that may impact on the annual review of the Fire Risk Assessment or its replacement.
- 4.4.9. The Caretaker/Site Manager is responsible for risk assessing their work and related activities including fire risk assessments and working at height in line with the Working at Height Regulations 2005. They are responsible for risk assessing vehicle and pedestrian interactions and the supply of new equipment.
- 4.4.10. The Caretaker/Site Manager is responsible for maintaining the security of the school site by undertaking regular security checks, monitoring fire safety equipment and carrying out fire drills and undertaking caretaking duties and associated tasks.
- 4.4.11. The Caretaker/Site Manager will undertake a wide range of general maintenance to ensure the school site is safe including repairs and minor improvement works and routine inspections of the building to identify defects and record maintenance requirements.
- 4.4.12. The Caretaker/Site Manager will ensure satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained throughout the premises. They will comply with health and safety policies, procedures and legislation at all times, taking care for their own health and safety as well as other persons who may be affected by their acts or omissions.
- 4.4.13. They will promote the health and safety of pupils, students, staff and visitors at all times (in line with the appropriate health and safety legislation) and ensure that safeguarding best practice is followed.

#### **4.5. Role of EVC (the educational visits coordinator)**

- 4.5.1. Be a champion for all aspects of visits and outdoor learning.
- 4.5.2. Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards establishment effectiveness.
- 4.5.3. Support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable

and memorable visits / outdoor learning. Ensure that visits and trips are carried out in line with the Educational Visits policy and ensure that planning complies with the employers requirements and that the arrangements are ready for approval within agreed time scales.

- 4.5.4. Support the Headteacher in approval decisions so that all those with responsibility have the competence to fulfil their roles.
- 4.5.5. Ensure that activity is evaluated against its aims for learning and development, that good practice is shared and any issues are followed up and comply with statutory and employer requirements.
- 4.5.6. Keep the senior leadership team and governors informed about the visits / outdoor learning taking place and their contribution to establishment effectiveness.

#### **4.6. Designated Safeguarding Lead (DSL)**

4.6.1. The Headteacher and the School Business Manager should liaise with the DSL so that any relevant activities or procedures will improve child protection. Examples are:-

- First Aid
- Medication
- Trips
- Coaching activities
- E-safety

4.6.2. Policies relating to safeguarding and child protection should make reference to health and safety issues as appropriate.

#### **4.7. Deputy/Assistant Headteachers**

4.7.1. The Deputy Headteacher will deputise in the absence of the Headteacher and will work with the School Business Manager, Site Manager and lead teachers to ensure good Health and Safety practices are maintained.

4.7.2. The deputy/assistant head teachers will work primarily with teaching personnel in school who have a lead role in managing higher risk activities. There will be a variety of these. Most will have guidance available from industry, governing body or specific advisory organisations.

4.7.3. The deputy/assistant head teachers should encourage teachers and other practitioners to be risk aware rather than risk averse. Coping with risk is part of a child's learning and is often considered by OFSTED and equivalent inspection organisations during their visits. This will primarily be carried out with the use of Risk Assessments.

#### **4.8. Early Years Staff**

- 4.8.1. The requirements of the EYFS framework will be met or exceeded in regard to health & safety and wellbeing. Input from medical practitioners and other advisors will be sought where this will improve the outcomes for the child and their family.

#### **4.9. SENDCo**

- 4.9.1. The person with lead responsibility for SEN and disability issues will give advice to colleagues and liaise when necessary on health and safety related matters. There will be links with the equality policy (see the school website for a copy) and related documents and actions.

#### **4.10. Role of the Catering Manager (Sub Contractor)**

- 4.10.1. The catering contractor and staff must be familiar with the school's health and safety policy and its implications for catering activities and working arrangements for the employees.
- 4.10.2. Whilst the catering contractor must be aware of the school's requirements they will normally follow their own health and safety procedures. If there is any conflict then this should be resolved by formal discussion with the School Business Manager in the first instance and then the Headteacher.
- 4.10.3. The catering manager and staff are expected to be familiar with the Food Safety Act 1990 and relevant legislation. The advice and guidance from the Food Standards Agency and other regulators must be followed. This includes having a hazard assessment and critical control point food safety management system in place.
- 4.10.4. The catering manager and staff are expected to achieve not less than four stars and move to five stars after an agreed period under the local government environmental health rating system. All inspections and inspection reports must be supplied to the School Business Manager.
- 4.10.5. The School Business Manager should receive copies of maintenance and inspection for all plant and equipment used in the school catering service. This includes portable appliance testing and gas safety checks.
- 4.10.6. Defects and other problems should be reported in writing to the School Business Manager.
- 4.10.7. The catering manager is responsible for a Fire Risk Assessment of the catering activities, which should be shared with the school business manager. to be carried out in liaison with the school.
- 4.10.8. The catering manager is responsible for risk assessing catering and related activities such as food deliveries or the supply of new equipment. This covers both safety and health related issues. These

need to be shared with the School Business Manager and updated yearly, after an incident or a change in legislation.

- 4.10.9. All employees in catering should be given suitable induction training and continuing professional development training including first aid and fire warden training. School procedures for health and safety and fire as well as safeguarding are to be included in their training. All employees in catering should participate in fire drills and lockdown procedures and comply fully with requirements.
- 4.10.10. The catering manager and staff need to ensure safeguarding best practice is followed.

#### **4.11. Role of the cleaning contractor and staff**

- 4.11.1. The cleaning contractor and staff must be familiar with the school's health and safety policy and its implications for cleaning activities and working arrangements for the employees.
- 4.11.2. Whilst the cleaning contractor should ensure all cleaning staff are aware of the school's requirements they will normally follow their own health and safety procedures. If there is any conflict then this should be resolved by formal discussion with the School Business Manager in the first instance and then the Headteacher.
- 4.11.3. The cleaning contractor should ensure cleaning staff are familiar with COSHH (Control of substances hazardous to health) requirements for the storage and usage of cleaning products. This includes having a data sheet and risk assessment for all products in use.
- 4.11.4. The School Business Manager should have access to the data sheets and risk assessments. Any equipment supplied by the cleaning contractor should have a PAT certificate.
- 4.11.5. Defects and other problems should be reported in writing to the School Business Manager.
- 4.11.6. The cleaning contractor is responsible for risk assessing cleaning and related activities such as manual handling and the correct use of hazardous substances. This covers both safety and health related issues. These need to be shared with the School Business Manager and updated yearly, after an incident or a change in legislation.
- 4.11.7. All cleaning staff should be given suitable induction training and continuing professional development training including first aid and fire warden training. School procedures for health and safety and fire as well as safeguarding are to be included in their training. All cleaning staff should participate in fire drills and lockdown procedures and comply fully with requirements.

4.11.8. All cleaning staff need to ensure safeguarding best practice is followed.

#### **4.12. Role of First Aiders and Administration of Medicines**

- 4.12.1. The assessment carried out under the First Aid at Work Regulations is that the school would expect to have a First Aider on site when open for pupils. The policy of the Trust is that they will provide first aid for pupils and visitors which means that the school will have a number of first aiders and there will be an element of specialist paediatric and other training such as use of epi-pens.
- 4.12.2. During the holidays, if school is open to staff, and after school as a minimum there will be a First Aider on site.
- 4.12.3. On site First Aid boxes/bags are kept in each classroom, the Hall and the Small Hall. There is also a medical cupboard in the first aid room. They are checked and replenished by the Lead First Aider.
- 4.12.4. Medications such as inhalers are kept in the first aid cupboard in the main school office and administered by the first aid lead or admin of medications trained personnel. Epi Pens are kept with the child (under adult supervision) or in the main school office, as agreed by the parent. School Epi Pens are also located in the first aid cabinets in the Main Hall and the Small Hall. Other specialist items such as those requiring refrigeration are kept in the main office and administered by authorised office staff.
- 4.12.5. All school vehicles have a first aid kit. These must be checked monthly and noted.
- 4.12.6. The First Aid training and Administration of Medicines training for staff is refreshed three yearly including Paediatric First Aid.

#### **4.13. Role of the Fire Wardens**

- 4.13.1. Fire wardens support fire safety procedures such as prevention, inspection, detection and alarm and evacuation. They may also help with other critical incidents such as gas leaks or water floods, lockdowns and terrorist type events.
- 4.13.2. Although all staff have a role in these items and in an emergency would be expected to support leadership staff as far as they are able the fire wardens have a defined list of tasks. They are appointed by the headteacher and have been given training on their roles.
- 4.13.3. As part of the fire and other emergencies plan they support leadership staff in organising an evacuation if needed or other movement of colleagues, pupils and visitors. Fire Wardens will sweep their allocated section of the building where safe to do so and close windows and

doors behind them. Office staff to ensure registers taken at fire evacuation point. All roles and responsibilities are documented within the School's Fire Evacuation Procedures.

#### **4.14. Role of Trade Union Health and Safety Representatives**

- 4.14.1. In the absence of TU representatives the head teacher will seek volunteers from teaching and support staff areas with whom to consult and comply with the consultation with the Health and Safety (Consultation with Employees) Regulations.

#### **4.15. Role of Employees**

- 4.15.1. Every employee has a legal responsibility under the Health and Safety at Work Act 1974 Section 7 to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with their employer in the performance of the employer's health and safety duties.
- 4.15.2. All employees will be given access to the school's health and safety policy when they start work through their induction and need to be familiar with all the documents relating to health and safety in the school. Established employees will be made aware of the policies and any changes as part of the update procedure. Employees must pay particular attention to the policy and risk assessments as they relate to particular work activities.
- 4.15.3. Employees must be familiar with the health and safety policy, its implications and any procedures, arrangements and practises as applicable to their roles and responsibilities. All employees of the school should be notified of any updates to this policy.
- 4.15.4. Employees are responsible and accountable to the governors, the Headteacher and those delegated various responsibilities as described above for the implementation of the school's health and safety policy in the performance of their duties.
- 4.15.5. Employees must conform to responsibilities as laid down in safe working arrangements for specific roles and responsibilities.
- 4.15.6. The school's staff members must ensure that all pupils or persons under their control receive instruction and are provided with suitable training to enable them to behave in a safe and efficient manner.
- 4.15.7. If staff find a problem they must first isolate, then take immediate safety action, then report, [verbally and in writing] all problems, defects and hazards to IAM Compliant or School Business Manager as soon as they become apparent.



#### **4.16. Role of pupils**

- 4.16.1. Pupils are expected to follow the behaviour requirements of the school and to cooperate in the health and safety management processes. Teachers and school staff generally are responsible for making pupils aware of health and safety procedures whether during lessons, trips or more generally.
- 4.16.2. The school has an overall responsibility for safeguarding young people which includes health and safety issues. There are separate policies on safeguarding and child protection. Related policies and procedures are for example online safety and minibus usage.
- 4.16.3. The school will encourage pupils to learn life skills which include assessing and managing hazards and risks, exploring risky activities so they can be achieved safely and learning how to prepare for adult life and work.
- 4.16.4. Pupils will be encouraged to take part in the school community and contribute to health and safety initiatives.

#### **4.17. The role of parents and careers**

- 4.17.1. Anyone who is not employed by the school is covered by the general duties described in Section 3 of the health and Safety at Work act 1974.
- 4.17.2. Parents and carers, other relatives and visitors in general are expected to follow the instructions and guidance of the school in regard to health and safety.
- 4.17.3. The school hopes that parents, carers and all others connected with the work of the school will contribute to the high standard of health and safety required.
- 4.17.4. The PTA agrees to abide by the school's policies and procedures where these involved premises, facilities, staff and pupils.
- 4.17.5. If the PTA is generously offering to provide active help with construction and maintenance projects on the site the volunteers must be able to prove any necessary competence.

#### **4.18. The role of external advisors**

- 4.18.1. Where possible the school will have its own staff trained to provide advice and expertise.

4.18.2. External advisors will be used when necessary on health and safety issues such as gas safety, critical incidents, trips and health and safety management.

#### **4.19. The role of external regulatory agencies**

4.19.1. The school will make use of the statutory requirements and non statutory guidance published by regulatory agencies including:

- Avon Fire and Rescue service
- Avon and Somerset Police
- Bristol City Council
- Bristol water
- Department for Education
- The Environment Agency
- The Food Standards Agency
- The Health and Safety Executive
- Ofsted
- UK Health Security Agency

4.19.2. The school will cooperate fully with any informal visit, inspection or investigation by the above agencies or other authorised bodies.

#### **4.20. Training Matrix**

<b>Role</b>	<b>Training</b>	<b>Frequency</b>
Chair of Governors	H&S for Directors	Once then 2 yearly
Governors	H&S for Directors	Once then 2 yearly
H&S Governor	H&S for Directors Legionella Fire Asbestos Awareness	Once then refresher annually
Headteacher	H&S for Directors Legionella Fire Asbestos COSHH Stress	Once then refresher annually
School Business Manager	H&S for Directors Legionella Fire	Once then refresher annually

	Asbestos COSHH Manual Handling Working at Height Food Safety and Hygiene Stress Managing Contractors Lone Working	
Caretaker/Site Manager	Legionella Fire Asbestos COSHH Manual Handling Power tools Working at Height Managing Contractors Lone Working	Once then refresher annually
Employees	Appropriate training as deemed necessary in risk assessments eg. Safeguarding, Fire wardens, DSE, first aiders etc.	As in accordance with risk assessments.

**This matrix is a guide only – other training may be required.**

## 5. General Arrangements

### 5.1. The arrangements within the School to achieve health and safety

- 5.1.1. The school will follow industry best practices using published documents available from regulators such as the Health and Safety Executive. "Industry" includes education and all other relevant areas of work such as building maintenance, electrical equipment and catering.
- 5.1.2. It will use the advice of recognised organisations at national level, the outdoor advisors panel (for off- site activities) and national governing bodies.
- 5.1.3. The school will have employees trained in health and safety at varying levels for general awareness to specialist knowledge in certain fields.
- 5.1.4. The school will call on external help when needed whether as a contractor such as a qualified electrician or gas technician or as an advisor.
- 5.1.5. The school will develop their own practice and procedures, risk assessments and guidance and may use internal and external advisors,

providing this is consistent with the Trust objectives of achieving a high standard of health and safety.

- 5.1.6. The school's health and Safety team (Headteacher, School Business Manager, Site Manager and H&S designated Governor) will review the schools Risk Register and undertake internal and external inspections/walkarounds not less than every term (three times a year).

## **5.2. Staff consultation**

- 5.2.1. The school will work with trade union representatives where they are in post and with staff representatives where they are present. The School supports both roles as part of employee involvement and consultation. ((Safety Representatives and Safety Committees Regulations and Health and Safety (Consultation with Employees) Regulations).
- 5.2.2. Where there are Trust wide issues that are raised these will be shared between the schools so that good practice is promoted in all locations and activities.
- 5.2.3. The school has a Health and Safety Committee. The Trust's Estates Manager will attend a proportion of the meetings to listen to feedback which can be used by the Trustees to monitor and improve health and safety performance including the performance and effectiveness of this Health and Safety policy.

## **5.3. Monitoring and auditing health, safety and wellbeing by the Local Governing Body**

- 5.3.1. The Local Governing Body will receive an annual report on health and safety and wellbeing matters.
- 5.3.2. The report will include:
- (1) Statutory information the School has provided to regulatory bodies such as accident reports under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations, food hygiene inspections by local Environmental Health departments and fleet vehicle MOTs;
  - (2) Confirmation that all emergency plans such as fire risk assessments and fire action procedures are in place and up to date;
  - (3) Confirmation that the risk register is up to date;
  - (4) The status of all risk assessments and that they meet industry standards;
  - (5) The status of all policies and that they meet regulatory and industry standards;
  - (6) Describe any educational attainment problems caused by health and safety issues and also educational successes thanks to informed use of health and safety principles;
  - (7) The outcomes of in-house site inspections, off-site trip provider inspections, self –assessed audit and external independent audits;

- (8) Reports of staff consultations, stress risk assessments, and health and safety related matters;
- (9) Any other matters the board wishes to examine and any matter the Headteacher wishes to bring to the board's attention;
- (10) A section of the report will be provided so that trade union or staff reps can make direct feedback to the board. They will provide the text themselves.
- (11) Details of any visits or inspections by, and/or actual or threatened enforcement action by regulatory bodies including those responsible for health and safety, fire safety and food safety.
- (12) Details of any major health and safety incident, related complaints and sanctions taken against employees and / or pupils for health and safety breaches;
- (13) Report on lessons learned in response to the above to ensure that appropriate corrective action is being taken and that learning is shared across the Trust;
- (14) Report on any health and safety trends or patterns identified as a result of ongoing monitoring and review of health and safety matters across the Trust and the Schools.

5.3.3. The school will review its measures to meet satisfactory Health and Safety standards and ensure that these align with CST's overarching Health and Safety policy.

#### **5.4. Accidents and reporting**

- 5.4.1. There is a requirement to report incidents that occur at work under the *Reporting of Injuries, Disease, Dangerous Occurrences Regulations*.
- 5.4.2. These are the most serious incidents and must be reported by the Trust. For school's there is clear and simple guidance produced by HSE in <https://www.hse.gov.uk/pubns/edis1.pdf> Incidents should be reported by staff to the School Business Manager and a decision made as to whether a RIDDOR report is required.
- 5.4.3. Where a reportable incident occurs during school activities (or at the Trust offices) the Trust Estates Manager and or their Advisors (Delegated Services) will be notified as soon as possible. They will then make further investigations and take action including reporting to the Health and Safety Executive.
- 5.4.4. All accidents that need first aid need to be recorded on Medical Tracker.

#### **5.5. Administration of medicines and support for pupils and other people with medical conditions**

- 5.5.1. Arrangements for the administration of medication in the School will be in accordance with the 'Supporting students with medical conditions policy'.

5.5.2. This procedure will be brought to the attention of all employees, volunteers and parents. The aim is to ensure that the school knows of any medical conditions requiring either day to day medication or emergency medication. Parents and carers know they will be informed of medication administered and any additional information which will help in the longer term management of the medical condition.

## **5.6. Alcohol, Drugs and Substance Misuse**

5.6.1. To ensure that drugs, alcohol and substance misuse is managed in the school and that the policy is clearly understood throughout the school and with parents and pupils, the school will:

- Communicate the strategy on alcohol, drugs and substance misuse to pupils, staff and parents. None should be brought onto school premises and there will be serious consequences if any is found.
- Train managers to identify staff, visitors and pupils they suspect to be misusing alcohol, drugs etc.
- Develop a system for dealing with drug, substance and alcohol issues
- Provide adequate training, instruction and training on alcohol, substances and substance misuse
- Make our drug, alcohol and substance misuse policy available on the school website and widely known amongst the parents, pupils and staff
- Make sure staff are aware of the smoking, alcohol and drugs policy for staff contained within the CST employment manual.
- Deliver appropriate training to staff, parents and pupils on drugs, alcohol and substance misuse
- Ensure detailed investigation are carried out of any cases involving alcohol, drugs and substances
- Periodically assess accidents, incidents and check that alcohol, drugs or misuse was not a contributing factor.

## **5.7. Asbestos**

5.7.1. Headley Park Primary School has an up to date asbestos register based on a Management Survey. The register will be checked before any work is carried out and where necessary a more intrusive Refurbishment or Demolition Survey will be carried out. . In addition the school will have an asbestos management plan, emergency procedures and a regular recorded inspection regime.

5.7.2. Teachers and school staff will be briefed within their induction if their work place contains asbestos that they can disturb and the immediate reporting to the School Business Manager if they suspect disturbance has occurred.

- 5.7.3. Contractors who may disturb asbestos in their work must have a valid asbestos awareness training certificate before starting work. This will be checked at the induction and they will be briefed regarding the emergency procedure if they were to disturb any asbestos.
- 5.7.4. Work with asbestos will only be done by trained and insured contractors. CST would normally use HSE Licensed Contractors. Where trades like roofers are working with non-licensed material then as long as they have EL and PL insurance and training for working with asbestos and provide and follow their risk assessments and method statement then this will be allowed.

## **5.8. Buildings and Premises**

- 5.8.1. The management of the school's premises will be assisted by the keeping and use of documentation. This will enable planned maintenance, asset protection, audits and provide references for future work.
- 5.8.2. The school should take all reasonable steps to ensure that the premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils and other users of Academy's premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992.

Key documents (paper or electronic) will include:

- A premises log book (iAM Compliant);
- Records of maintenance, inspections and repairs;
- Defect reporting procedure;
- Fire, asbestos, Legionella, and other key matters as required;
- Insurance inspections;
- Defect reports;
- Other documents as needed.

## **5.9. Communicating information to employees and other persons who are not employees**

- 5.9.1. There will be staff notice boards, staff meetings, school and staff newsletters and email briefings as well as the health and safety committee. These will be supplemented as necessary by special meetings or focus groups. {Parents and carers will also be on a text service}.
- 5.9.2. Contractors will get briefings appropriate to their work or project. This will include a site induction.

5.9.3. Perimeter and site posters and signs or other markings will be used as suitable for example to warn that the site is not generally open to the public.

#### **5.10. Computers and other IT equipment and systems**

- 5.10.1. Equipment related to information, technology and communications will be managed by the Trust's IT department.
- 5.10.2. Display screen assessments when required will be organised through the School Business Manager.
- 5.10.3. E-Safety is managed by the DSL and teaching of E-Safety is planned and monitored by the computing lead.
- 5.10.4. Data protection requirements are dealt with by the Trust.
- 5.10.5. All IT facilities are subject to the relevant safety risk assessments.

#### **5.11. Confined spaces**

5.11.1. Risk assessments will be carried out in relation to any confined spaces within the school site e.g. where there is restricted access and ability for movement. Staff and contractors will be made aware of the relevant risk assessment before accessing a confined space.

#### **5.12. Contractors**

- 5.12.1. All contractors entering or working on school premises will do so only with the permission and authorisation of the Headteacher or School Business Manager or Caretaker/Site Manager.
- 5.12.2. Any work that might disrupt teaching and learning will be arranged to minimise this as far as possible.
- 5.12.3. Health and safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances will be examined when contractors are considered.
- 5.12.4. The School Business Manager and Caretaker/Site Manager will be overall responsible for liaising with contractors. They will ensure safe working arrangements by:
- Providing a copy of the school's policies, procedures, codes of practises and other guidelines;
  - Providing a copy of the school's management asbestos survey;
  - Other documents as needed;
  - Checking contractor's risk assessment and other details as necessary.



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

- 5.13.1. For the purposes of this policy the governors recognise the everyday understanding that all chemicals should be considered here and any other similar things. In law certain items such as lead and asbestos have their own regulations so they are also mentioned separately.
- 5.13.2. Other COSHH related matters will be considered by the School Business Manager and the Caretaker/Site Manager.
- 5.13.3. The legislation involved includes:
- Control of Asbestos Regulations
  - Control of Lead at Work Regulations
  - Control of Substances Hazardous to Health Regulation The Dangerous Substances and Explosive Atmospheres Regulations
  - Explosive Regulations
  - Ionising Radiation Regulations
  - Petroleum (Consolidation ) Regulations

### **5.14. Defect reports**

- 5.14.1. There is a defect reporting procedure so that problems can be dealt with quickly and effectively.
- 5.14.2. All employees are expected to act as follows. If staff find a problem they must first isolate, then take immediate safety action, then report, [verbally and in writing via iAM Compliant] all problems, defects and hazards to their line manager or the School Business Manager as soon as they become apparent.

### **5.15. Display Screen Equipment (DSE) and workplace risk assessment**

- 5.15.1. The Health and Safety [Display Screen Equipment] Regulations require that regular users of all types of display screen equipment are risk assessed and steps are taken as needed to protect their health in safety.
- 5.15.2. The school will arrange risk assessments as necessary. All employees and anyone else on school business such as volunteers can ask for a risk assessment regarding their workplace and the use of DSE. This is currently carried out by the School Business Manager.

### **5.16. Electric vehicles**

- 5.16.1. Electric cars and bikes should be parked at least 6m away from school buildings. No charging of electric vehicles is currently permitted on school premises.

### **5.17. Emergency procedures**

- 5.17.1. The school has its own Emergency procedures for matters such as fire, flood and utility failure. The Trust will provide support in terms of advice, authorisation for expenditure and the use of contractors or advisors above an agreed limit delegated to the school's Headteacher and Business/ Estates Managers.
- 5.17.2. Further information on these procedures is contained within the Business Continuity Policy. The Trust will provide support in terms of advice, authorisation for expenditure and the use of contractors or advisors above an agreed limit delegated to the school's Headteacher and School Business Manager.
- 5.17.3. Weather problems will be dealt with in a similar way in that local decisions will be made about remaining open in bad weather. The assessment process will be based on a Trust guidance policy agreed with school leaders. The Trust may however opt for a decision overall where weather forecasting indicates this is prudent.
- 5.17.4. Threats to people will be managed with local security and lockdown procedures.

#### **5.18. Fire precautions**

- 5.18.1. The Arrangements for general fire safety as required under the Regulatory Reform [Fire Safety] Order will be in accordance with the outcome of a fire risk assessment and reviewed annually unless requiring revision due to substantial change.
- 5.18.2. The school's fire log book will be used to record weekly system tests, practise and unplanned evacuation drills, training on equipment, visit by the Fire and Rescue service, emergency crate inspections, etc.
- 5.18.3. The school's fire log book will hold the repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting, etc.

#### **5.19. First Aid Provision and Medical Support**

- 5.19.1. The arrangements for first aid in the school will be in accordance with the policy as laid down in the 'first aid and administration of medicine policy'. First aid boxes will be located at designated points throughout the school and may only normally be opened by qualified First Aiders.
- 5.19.2. The names and photographs of the first aiders and others with appropriate skills must be posted on the school's health and safety notice board and in strategic locations within the school.

#### **5.20. Food safety and food hygiene**

- 5.20.1. Headley Park Primary School will be registered as a food business.

5.20.2. The School or their contractors are expected to achieve a maximum score (5 stars) on formal Environmental Health food safety and hygiene inspections. The trust will support any school that has a problem doing this.

## **5.21. Health**

5.21.1. Health is identified as any public health issue such as mumps, norovirus and Coronavirus (Covid 19) etc.

5.21.2. For any Health issue Government guidance including PHE, NHS and any Local Health Expertise will be followed.

5.21.3. Specific risk assessments have been undertaken and actions implemented where required. The risk assessments are reviewed regularly against Government Guidelines.

5.21.4. The school should work through Government guidance and take the following steps to address their risks, considering for each risk whether there are measures in each step they can adopt before moving onto the next step:

- Elimination: stop an activity that is not considered essential if there are risks attached.
- Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
- Engineering controls: design measures that help control or mitigate risk.
- Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).
- Having gone through this process, personal protective equipment (PPE) should be used in line with UK Health Security Agency guidance.

## **5.22. Home Visits**

5.22.1. To ensure the safety of pupils and staff, the school will:

- Ensure a specific risk assessment is undertaken.
- For a first time visit/contact, always ensure two people are present
- The parent/carer is present at all times during the visit. The visit should never be in the pupils bedroom or bathroom
- Whenever possible take two people to the visit
- Under special circumstances, if you are confident that one person can visit (e.g. repeat visits) the following steps should occur:
- Your manager must know the time of the appointment (allow time to get there safely) and the time the appointment is likely to end. Where you are. Your estimated time back to school
- You must ask a receptionist or your manager (if out of hours) to call you during the visit, to check you are safe and in no imminent danger

(giving the receptionist or manager a code word you can use if you feel you are in danger. It will enable the receptionist/manager to make a 999 call without alerting the person causing the alarm)

- You must call the receptionist /manager once you are out of the house and the appointment is finished.
- If you have to transport the pupil back to school, this should always be done via public transport, if you are by yourself. Never take the pupil back to school in your own car, if alone.
- Any concerns during the visit must be discussed with your manager, before any further visits. If necessary, review the risk assessment.
- Report any near misses or incidents

### **5.23. Housekeeping**

5.23.1. The School Business Manager, Caretaker/Site Manager and others will ensure adequate arrangements are in place to keep the school clean and tidy through Good Housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler Rooms and all designated escape routes will be kept clear at all times. Rubbish bins, skips, etc. will be located away from school buildings and secured to suitable fixed points.

5.23.2. Lead staff will make regular checks of their areas, maintaining tidiness, arranging adequate storage and ensuring appropriate cleaning arrangements.

### **5.24. Inspections**

5.24.1. The board and senior staff will accompany school Headteachers and School Business Managers and/or Site Managers/Caretakers on inspections to set an example and demonstrate commitment to health, safety and wellbeing (as well as safeguarding and security). The arrangements for doing this occasionally will be made by the Trust Estates Manager.

5.24.2. Other inspections, audit and surveys will be run by the school with guidance and support from the Trust Estates Manager.

### **5.25. Lettings**

5.25.1. The school may decide to have lettings. The school will ensure that any lettings are delivered in accordance with the CST lettings policy that letting terms are explicit regarding the respective roles and responsibilities of both the school and the hirer for health and safety matters including: insurance arrangements, risk assessments, first aid, and emergencies.

5.25.2. All high risk areas of the school premises, including the hall and other rooms or grounds must be given instructions regarding all relevant

procedures operating in the school. All emergency exits must be unlocked, and a telephone must be available for emergency calls. The premises or grounds must be inspected and secured after use. A mini version of the premises log book will be available for the hirer to use in evacuation and liaison with the Fire and Rescue service if they are in sole use of the site.

#### **5.26. Local Exhaust Ventilation and air extraction**

- 5.26.1. The governors recognised there will be occasions when it will be necessary to refer to outside specialists for air monitoring and the checking of ventilation systems installed for the removal of kitchen fumes, any dusts, vapours, gases etc and for the Control of Substances Hazardous to Health. Provision will be made to ensure this takes place at least every 14 months (from schedule 4, COSHH). a record of all such tests will be kept in the premise's logbook.
- 5.26.2. Cooker hoods and other catering ventilation will be installed to ensure adequate removal of waste gases from cooking equipment and to maintain a suitable temperature and humidity for the staff members.
- 5.26.3. Other air extraction will be provided and maintained as needed around the premises e.g. toilets and washrooms, rooms where there are photocopiers or other equipment, rooms that may become hot during parts of the year.

#### **5.27. Lone Working**

- 5.27.1. The precautions to be taken in relation to lone working will be in accordance with the 'lone working section of the CST security policy'.

#### **5.28. Manual handling** (ie. Lifting and carrying of objects) and the lifting and carrying of children as part of care arrangements.

- 5.28.1. Responsibility for organising the safe manual handling of significant loads will rest with the School Business Manager. The Caretaker/Site Manager will assist with handling where required, for example teachers where loads need to be carried.
- 5.28.2. The lifting and carrying of children as part of care arrangements will be managed by the SENDCo, First Aiders and the School Business Manager.
- 5.28.3. All lifting and carrying of objects or people will only be permitted after suitable risk assessment has been undertaken by a competent person and all the precautions and control measures identified are in place.
- 5.28.4. Where possible standard operating procedures will be used as part of premises management or care plans.

- 5.28.5. Equipment such as hoists, trolleys, wheelchairs will be inspected and maintained in line with the Provision and Use of Work Equipment Regulations.
- 5.28.6. The SENDCo will ensure safe and considerate manual handling of pupils to eliminate or if this is not possible minimised risks. In addition to a suitable and sufficient risk assessment, it will be identified if there is another way to undertake the task so that greater consideration of the persons personal wishes and right to dignity are respected.
- 5.28.7. Appropriate equipment will be purchased and specialist training provided if needed; Review and amendment of local policies will take place as necessary and all manual handling accidents and near misses will be investigated.

### **5.29. Off-site visits, educational trips and sports events**

- 5.29.1. Arrangements for all off site visits such as field trips and extracurricular activities will comply with the procedures and code of practice for off site visits and the Educational Visits policy.
- 5.29.2. All off-site visits, educational trips and sports events will have a named Trip Lead in line with the school's Educational Visits policy.
- 5.29.3. The school will:
- Complete detailed risk assessments for each trip/visit, agree and signed. Risk assessments taken on the trip, along with medical information, special educational needs and pupil contact lists.
  - Train key staff in the risk assessments and what to do in an emergency.
  - Provide all necessary instruction, training, information and supervision to ensure the safety of pupils and staff.
  - Investigate all incidents, near misses and accidents, to prevent similar accidents occurring again. Periodically assess accident records to identify any trends. Review the generic and specific trip risk assessments, as and when necessary.

### **5.30. Other issues**

- 5.30.1. There are a wide range of support organisations providing help and advice and the Trust will make full use of these. Each school will be encouraged to use them well.
- 5.30.2. The Health and Safety Executive website provides free downloads of most of its publications and these set best practice for occupational health and safety. Other relevant organisations such as CLEAPSS and DATA which are membership based will be joined by the Trust.

5.30.3. Where feasible in-house staff will gain skills, knowledge and experience to carry out most health, safety and wellbeing functions. If necessary external contractors and advisors will be used.

### **5.31. Outdoor structures, seating, monuments and other miscellaneous features**

5.31.1. This item covers the wide range of external features from fences to gazebos and roof gardens. The principle is of regular inspection and maintenance. Specific risk assessment may be necessary for some things although some items commonly in use such as benches have 'everyday risks' and are unlikely to need detailed risk assessments.

5.31.2. Control measures include day to day walking the site, picking up issues before they become a problem.

### **5.32. Plant, machinery, and equipment**

5.32.1. The provision and use of plant, machinery and equipment in the school will be in accordance with the procedures for maintenance of installations and equipment.

5.32.2. The governors recognised that specialist advice is required to determine the safety requirements for the following:-

- Adequate and correct guarding of machinery
- Run down and emergency stopping of machinery
- General inspection of plant, equipment and machinery
- Storage and transportation of toxic substances, gases etc and
- Disposal of toxic and other waste substances and materials.

5.32.3. Specialist advice will be obtained as necessary by hiring contractors and advisers as needed.

5.32.4. The Caretaker/Site Manager or School Business Manager will be responsible for ensuring that periodic checks are carried out of plant, machinery, and equipment within their area of activity. Maintenance and inspection reports will be kept with or near the equipment to which they relate and copies kept in the premises logbook.

5.32.5. A thorough inspection of work areas will take place at least three times a year in the presence of the safety representative and other designated person (s) as decided by the school's safety team.

5.32.6. New plant, machinery, equipment, common materials and substances will be brought onto the premises after discussion with the school's safety committee as part of consultation with staff.

- 5.32.7. Lead staff will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery and equipment.
- 5.32.8. Lead staff will be responsible for selecting and providing the correct type of personal protective clothing and equipment (PPE) according to the needs of individual members of staff.

### **5.33. Playing fields**

- 5.33.1. An inspection of the playing fields will be included as part of the seasonal three times a year inspection programme. This will be to look for physical defects to the grounds which may increase the likelihood of slips, trips, and falls, as well as checking that fields are free from broken glass and other sharps. Responsibility for the inspection will rest with the lead staff for sport and PE and will include goal posts, goal posts / marker flag location etc.
- 5.33.2. A visual inspection of playing fields will also be carried out before all organised games and contact sports and all debris will be removed. This duty is delegated to the member of staff leading the activity. This also applies to away sporting fixtures as far as is reasonably practical.

### **5.34. Playground equipment**

- 5.34.1. Playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in sound condition with:-
- An annual condition inspection by a competent person
  - A risk assessment at least annually by a competent person
  - An operational inspection to a frequency based on the risk assessment and agreed by the health and safety coordinator
  - Daily visual inspections by the Caretaker/Site Manager

### **5.35. Portable Appliance testing (PAT)**

- 5.35.1. Although most equipment of concern here is electrical it also applies to other equipment that may need testing.
- 5.35.2. The health and safety executive guidance and the manufacturer's instructions will be the basis for frequency and type of testing.

### **5.36. Portable Equipment**

- 5.36.1. Portable equipment can be moved around and used by various people. It ranges from small stationary equipment usually regarded as low risk to grass cutting equipment, electrical equipment and other potentially high risk items.



5.36.2. The approach to be adopted is as mainly specified in the procedure for the maintenance of installations, plant and equipment. Inspection reports will be kept in the premises log book. Timely inspection appropriate to the type and use of the equipment will be carried out, to maximise efficiency, minimise costs and ensure bought in items by staff are proactively dealt with and items such as portable devices. Transformers are not on when not in use.

5.36.3. Suitable training will be given where required.

### **5.37. RAAC**

5.37.1. Surveys have been carried out for RAAC across all CST schools and have not provided evidence of any RAAC. Any major projects or building works required across our schools will continue to consider RAAC going forward.

### **5.38. Radon**

5.38.1. All schools will carry out a radon survey and if in a radon affected area, will include radon measurements within their risk assessment and management processes.

### **5.39. Risk Management (Risk Register)**

5.39.1. The school uses a Risk Register to identify and manage risks within the Health and Safety Management System.

5.39.2. Where deemed required more detailed risk assessments will be undertaken.

5.39.3. Risk assessments to control the hazards and the risk of harm through School activities will be managed by the school with support from the Trust.

5.39.4. Risk assessment is about being risk aware rather than risk averse. Foreseeable risks must be controlled and the relevant best (or good practice) procedures followed. Challenging and interesting lessons and trips for example are most certainly not banned but must be carefully risk assessed and then if acceptable can be carried out.

### **5.40. Training**

5.40.1. The Management of Health and Safety at Work Regulations require that the school provides suitable information and training regarding risk assessment and health and safety management.

5.40.2. The Governors and Headteacher recognises that training is always a constant requirement and need to ensure that all members of staff and relevant governors have received appropriate and adequate training.

5.40.3. New employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in depth training programme, taking into account new technology, legislation, regulations and standards to determine a fresh approach to training requirements and a retraining programme for existing staff.

5.40.4. There are various categories of training requirements defined as induction training, informative awareness training and specific hands on training.

5.40.5. ***Induction Training***

5.40.6. This will apply to new employees, employees transferred within the school to other activities, contract and agency staff, and volunteer helpers, all of whom will need to be shown over the school and host area, and be issued with any instructions, key information on policies and procedures, fire precautions, first aid and welfare arrangements etc.

5.40.7. ***Informative and awareness training***

5.40.8. A more in depth approach, in house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements.

5.40.9. ***Specific training***

5.40.10. This is a hands-on training approach where it is recognised by the governors that employees will require an accepted level of competence to perform their tasks.

5.40.11. Curriculum subjects may require particular competences and support staff such as Caretakers/Site Managers may require others. Examples are:-

- sports and PE
- first aid
- administering medicines and supporting pupils with medical needs
- safeguarding roles
- fire safety duties

**5.41. Transport**

5.41.1. The school has two minibuses. All activity in relation to the minibuses will be undertaken in accordance with the Minibus usage policy including the following:

- All drivers should have an annual eye test and complete a self declaration to confirm that they have no health conditions which impact on their ability to drive a minibus. This declaration should be reviewed annually. Where there are concerns a health check should be

undertaken e.g. after a period of prolonged illness, or if they are diagnosed with a relevant health condition (see DVLA 'Assessing Fitness to Drive' advice) or following an accident.

- The School is to provide employees with adequate information, instruction and training. Ensure children wear seat belts.
- The School must ensure all vehicles are covered by business use insurance.
- All the minibuses must carry a first aid kit and a serviced fire extinguisher.
- The Site Manager and all staff qualified to drive the minibus must annually undertake driving licence checks.
- The School must review any driving related accidents.
- Drivers must ensure that the minibus checklist has been completed for every journey.

5.41.2. The school has a car park to the front of the school. All visitors to site must buzz to enter the main school building.

5.41.3. When vehicles are moving around the site during school hours they will be escorted by a member of the site team in high vis jackets/bibs at all times vehicles will not move when groups of children are moving. The vehicle will stop under instruction from the member of the site team.

5.41.4. If staff use their own cars for transporting students, the schools should have on file the following:

- Copy of driving licence
- Proof of car insurance which includes business usage
- Letter from doctor to confirm 'fit to drive'
- If the child is under 135cm then a booster or seat is required or risk of a £60 fine and 3 points on licence if caught. The seat the child can use depends on their weight and please visit the gov.uk website for further information on weights and seat requirements.

#### **5.42. Water hygiene including controlling the risk of Legionellosis**

5.42.1. The Trust Estates Manager will be the overall duty-holder and the Headteacher will be duty holder for their schools. All schools must have a water system survey and Legionella Management Plan in place and regularly review.

#### **5.43. Wellbeing (including the management of pressure and stress)**

5.43.1. The Trust will monitor and manage the workforce and provide support and guidance to the schools.

5.43.2. Occupational Health, counselling and other HR and health resources will be organised by the Trust and provided to the schools.

5.43.3. The school will address the issues at local level where appropriate.

## 6. Check List

No.	Item	Trust Responsible	School Responsible
1	Accident and Incident reporting	Yes	Yes
2	Administration of medicines	No	Yes
3	Annual report on health, safety and wellbeing	Yes	Yes
4	Asbestos	Yes	Yes
5	Audit	Yes	No
6	Buildings and premises	Yes	Yes
7	Business Continuity and Critical Incidents ( snow, fire, flood, pestilence etc)	Yes	Yes
8	Caretaking and premises management	No	Yes
9	Communication with employee about health, safety and wellbeing	Yes	Yes
10	Contractors	Yes	Yes
11	Control of substances hazardous to health(COSH) such as chemicals, dust and microbes	Yes	Yes
12	Coronavirus (Covid 19)	Yes	Yes
13	Defect reports	No	Yes
14	Display screen equipment	No	Yes
15	Electricity	Yes	Yes
16	Excessive temperatures	Yes	Yes
17	Extended activities outside core hours/ lone working	No	Yes
18	Fire precautions	Yes	Yes
19	First aid provision and medical support	No	Yes

20	Food Safety and Hygiene ( this is not covered under the Health and Safety at Work etc Act 1974	No	Yes
21	Higher risk curriculum areas	Yes	Yes
22	Housekeeping (clear corridors, storage, trip hazards etc)	No	Yes
23	Site defects of significance	No	Yes
24	Inspections	Yes	Yes
25	Lettings	No	Yes
26	Local exhaust ventilation/Air extraction	No	Yes
27	Manual handling-loads	Yes	Yes
28	Manual handling-carrying children and people	Yes	Yes
29	Manual handling-physical intervention/positive handling /restraint	Yes	Yes
30	Monitoring and auditing	Yes	Yes
31	Noise and vibration	Yes	Yes
32	Off-site trips, educational visits, sports events	Yes	Yes
33	Outdoor structures, play equipment etc	Yes	Yes
34	Plant, machinery and equipment	No	Yes
35	Playing fields, pavilions and other open space, sports equipment, sports centres or similar	No	Yes
36	Playground equipment	No	Yes
37	Portable equipment testing (often electrical but could be air or hydraulic or manual)	No	Yes
38	Pregnancy/ maternity	Yes	Yes
39	Radiation (ionising and non-ionising)	Yes	Yes
40	RIDDOR –Reporting of injuries, diseases and dangerous occurrences	Yes	Yes

41	Risk Assessment	Yes	Yes
42	Safety reps, staff reps, involving staff; consultation on health safety and wellbeing.	Yes	Yes
43	Safety reps, staff reps, involving staff; consultation on health, safety and well-being safety committee	No	Yes
44	Security	Yes	Yes
45	Security/ Bomb threat	No	Yes
46	Site defects of significance	No	Yes
47	Stress in the workplace	Yes	Yes
48	Training	Yes	yes
49	Transport –fleet vehicles, hire vehicles, public and private transport	Yes	Yes
50	Unacceptable behaviour-pupils and staff	Yes	Yes
51	Unacceptable behaviour – parents and public	Yes	Yes
52	Utility services (eg water)	No	Yes
53	Waste disposal	Yes	Yes
54	Water hygiene and Legionella, Lead in water	Yes	Yes
55	Wellbeing including pressure and stress	Yes	Yes
56	Working at Height	No	Yes
57	Work experience/student placements, new teachers and other new joiners	No	Yes

This checklist is a guide only, other items may need to be considered.

## 7. Version control

<b>Version</b>	<b>Date</b>	<b>Amended by</b>	<b>Recipients</b>	<b>Purpose</b>
<b>1</b>	March 2023	Risk and Audit Committee	All schools	New version of policy
<b>2</b>	March 2024	Risk and Audit Committee	All schools	Updated in line with latest guidance