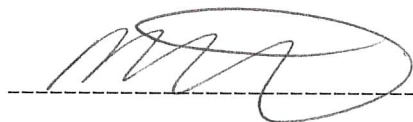


# Priory School

## Health & Safety Policy

Version	Authorised	Approval Date	Effective Date	Review Date
1	F&P	24.11.25	24.11.25	Nov 2026

Signed:



-----

Caroline Masih - Chair of Governors

Date: 24.11.25

## Statement of Intent

At Priory School we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment
- Preventing accidents and any work-related illnesses
- Compliance with all statutory requirements
- Minimising risk via assessment and policy
- Providing safe working equipment and ensuring safe working methods
- Including all staff and representatives in health and safety decisions
- Monitoring and reviewing our policies to ensure effectiveness
- Setting high targets and objectives to develop the school's culture of continuous improvement
- Ensuring adequate welfare facilities are available throughout our school
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable

## Contents:

1	Legal Framework
2	Roles and Responsibilities
3	Training and First Aid
4	Contacting the Emergency Services
5	Accident Reporting and Investigating
6	Active Monitoring Systems
7	Risk Assessments
8	Slips and Trips
9	Fire Safety
10	Sharps
11	Evacuation and Lockdown procedure
12	Visitors and Contractors
13	Construction and Maintenance
14	Personal Protective Equipment (PPE)
15	Work Related Hazards
16	Maintaining Equipment
17	Hazardous Materials
18	Asbestos Management
19	Cleaning
20	Infection Control
21	Allergens and anaphylaxis
22	Smoking
23	Security and Theft
24	Severe Weather
25	Safe Use of Mini buses
26	School trips and visits
27	Near Misses
28	Monitoring and review

## 1. Legal Framework

This policy has due regard to the relevant legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Radiation Regulations (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to the following national guidance including but not limited to

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- School Uniform Policy
- Evacuation and Lockdown Policy
- Personal Emergency Evacuation Plan (PEEP)
- Lockdown Policy
- Contractor and visitor code of conduct
- Manual Handling Risk Assessment
- Working at Heights Risk Assessment
- Staff Wellbeing Policy
- Display Screen Equipment (DSE) Procedure
- COSHH Risk Assessment
- Asbestos Management Plan
- Whole-school Food Policy
- Infection Control Policy
- Administering Medication Policy
- Adverse Weather Policy
- Educational Visits and School Trips Policy
- Data Protection Policy
- Minibus And school transport Risk Assessment



## 2. Roles and Responsibilities

The Governing Body, in conjunction with the head teacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that all implement the policy.
- Assess the effectiveness of the policy and ensure any necessary changes are made every two years.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of works, which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The health and safety officer will:

- Assist with the creation and implementation of this policy
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the Local Authority and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Supervisory staff and/or department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the head teacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

**All members of staff will:**

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct that puts themselves and others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use including adequate guards, and ensure such equipment is used properly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

**Pupils will:**

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

### **3. Training and First Aid**

The school will act in accordance with the First Aid Policy at all times. The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

The Medical Officer will ensure there is an appropriate number of first-aid trained staff members available throughout the school.

The following staff members are first aid trained:

Name	Department	Expiry Date
Clarissa Chaulk	Office	21/02/2026
Sarah Moore	Office	03/09/2027
Sandy Saran	Office	13/03/2028
Nicole Barton-Maynard	Orchard	03/09/2027
Tom Fisher	Orchard	04/09/2028
Lynne Forbes	Orchard	04/09/2028
Leigh Harling	Orchard	04/09/2028
Sara King	Orchard	04/09/2028
Lucy Lamb	Orchard	04/09/2028
Ramandeep Sahney	Orchard	03/09/2027
Sangeetha Sasikaran	Orchard	03/09/2027
Katie Stone	Orchard	04/09/2028
Ammie Flynn	Woodlands	04/09/2028
Angela Thomas	Woodlands	04/09/2028
Ellena Chandler	Nursery	18/06/2027
Kim Evans	Nursery	08/05/2026
Julie Glistler	Nursery	05/03/2026
Emily Ford	Nursery	03/09/2027
Lauren Burnhams	Reception	04/09/2028
Amanda Caygill	Reception	03/09/2027
Pam Kaur	Reception	04/09/2028
Amanpreet Reelh	Reception	04/09/2028
Jo Rowe	Year 1	13/03/2028
Suzanne Keating	Lower KS2 TLA	03/09/2027
Fathima Asry	Year 5 TLA	03/09/2027
Siobhan Romero	Year 6 TLA	03/09/2027

#### 4. Contacting the emergency services

The head teacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

When an ambulance is called for a pupil, office staff will contact the pupil's parent.

Pupils will be evacuated from the building and guided to the designated emergency assembly point when necessary. The emergency assembly point is the Sports field

Staff will be aware of any pupils who have PEEPS



Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best as they can.

## 5. Accident reporting and investigation

All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible to the health and safety office using the school's digital accident form which is available in Smartlog.

The health and safety officer will be responsible for informing the head teacher if the accident is a fatal or 'major injury' as outlined by the HSE.

### Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The 'specified injuries' that must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injury (including scalding) which covers more than 10 percent of the whole body's surface areas or causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe-work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released

- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionella or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor confirming a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported because they are not normally just one clear event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete
- Identifiable
- Unintended accidents which cause physical injury

### Reporting Procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website:

<http://www.hse.gov.uk/riddor/report.htm>.

The school will not submit written accident reports to the HSE, except for exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 08.30am to 5pm.

### Reporting Hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

In most cases, reporting should be conducted via the school's on line portal, Every.

Serious hazards/near misses should be reported directly to the health and safety officer on the school's accident form, which is available in Smartlog.

### Accident Investigation

The health and safety officer will investigate all accidents, however minor, and record the outcomes.

The length of time dedicated to each investigation will vary on the seriousness of the accident.

After an investigation takes place, a risk assessment may be carried out, or the existing risk assessment amended, to avoid reoccurrence of the accident.

The health and safety officer will undertake monthly evaluations of all reported incidents.

The health and safety officer will identify patterns and trends in order to take the corrective action and minimise the reoccurrence of any incident or illness.

## 6. Active Monitoring systems

The school's procedure for actively monitoring its system include:

- Audits; including fire risk assessments and health and safety audits
- Termly examination of documents to ensure compliance and standards.
- Monthly reports and updates to Senior Leadership Team
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## 7. Risk Assessments

The head teacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.

Risk Assessments will be conducted/reviewed annually.

Risk Assessments will consider the needs of staff, pupils, visitors and contractors and will identify all defects and potential risks along with the necessary solutions or control measures.

Risk Assessments will be reviewed on an annual basis or if:



- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The Governing Body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk.

The school will appoint an Events coordinator and ensure they receive the training necessary to carry out the role.

The Events coordinator will ensure risk assessments are completed by staff leading day trips and/or educational stays.

## 8. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks.

The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc)
  - Contamination (water, food, litter, etc)
  - Organisational (task, safety, culture, etc)
  - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced.
- Record the findings.
- Review the assessment regularly and revise if necessary.

## 9. Fire Safety

All staff fully understand and effectively implement the Fire Evacuation Plan, which is implemented in the event of a fire.

The head teacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed, discussed, formulated and effectively disseminated.

Staff receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis.

An approved contractor will test firefighting equipment on an annual basis

Fire Alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the Fire log book located in the entrance foyer adjacent to the Fire Panel

Emergency lighting is tested monthly and six monthly basis, records are maintained on the shared drive and updated in the Fire Log book.

The evacuation of visitors and contractor will be the responsibility of the person they are visiting or working with.

## 10. Sharps

For the purpose of this policy, 'sharps' is defined as sharps objects such as needles, scalpels, razor blades and broken glass which pose a risk of accidental penetrating injury or laceration or puncture to the skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps.

The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication policy.

All staff receive health and safety training as part of their induction.

When a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit.

Sharps retrieval kit will contain:

- Protective gloves
- A pair of long-stemmed tongs
- A pincer tool, e.g. tweezers
- Brush and pan
- Sharps box for disposal

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'

They will be kept off the floors and out of reach of pupils.

Sharp boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity.

Where the sharp cannot be moved immediately, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

Sharps boxes will be stored above the floor and out of reach of pupils.

Sharps boxes must not be filled above the designated line on the outside of the box.

Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves and will not handle sharps with bare hands
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including a member of SLT and Facilities Manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.

Sharps will be disposed of quickly and safely into the school's sharps bins.

### Sharps Injury

First aid staff will be aware of how to handle sharps injuries, and will adhere to the following guidelines in the event of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally holding by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice
- Injuries will be handled in line with the First Aid Policy.

## 11. Evacuation and lock-down procedure

The school will follow the procedure outlined in the Lockdown and Evacuation Policy and Personal Emergency Evacuation Plan in the event of a crisis.

All Staff fully understand and effectively implement the school's Lockdown policy and Fire Evacuation policy



In the event of an emergency, the procedures outlined in the Lockdown and Evacuation Policy and the Evacuation Procedure and the appropriate Lockdown Procedure will be followed.

## 12. Visitors and Contractors

The procedures outlined in the Visitor Policy and the Contractors code of contact will be implemented by relevant staff when receiving visitors to the school.

Anyone hiring the premises are aware of their health and safety obligations when making the booking

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

## 13. Construction and Maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements that, immediately before such disassembly, formed a structure.
- The removal of a structure, or any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements that immediately before such disassembly formed such a structure.

The head teacher or delegated person will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

The head teacher or delegated person will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The head teacher or delegated person will also ensure the following:

The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information that should, as a minimum, include the following:

- What the Client wants built or maintained
- The site and existing structures
- Information about hazards, such as asbestos

- Timescales and budget for the build
- How the school expects the project to be managed
- CDM appointments of the principal contractor and/or principal designer
- Welfare arrangements
- Details of the nearest A&E department

The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed.

Permission will not be given for construction or maintenance work to begin until this is in place.

The Principal designer prepares a Health and Safety file containing information that will help the school manage the risk associated with any future maintenance, repair, construction or demolition work.

The roles, functions and responsibilities of the project team are clearly identified in writing – e.g. in the project plan

Sufficient time and resources are allocated and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.

The principal contractor arranges for welfare facilities for their workers prior to commencing work

Following completion of the project, the health and safety file is handed over to the head teacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The head teacher or delegated person will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

## 14. Personal Protective Equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils, which is designated to protect them from specified hazards.

The school will provide employees and pupils exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.

Pupils will report any loss or defect to their class teacher/Staff will report any loss or defects to the Facilities Manager for replacement or repair.

Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions, unless it is possible to repair.

PPE is protective laboratory and workshop equipment, such as protective clothing, safety footwear face masks etc. School uniform does not constitute PPE.

Staff and pupils will receive appropriate health and safety training in order to ensure they know how to use, store and maintain PPE. They will also be advised on how to report faults.

The school understands its duty to cover the cost of purchase, cleaning and repair for all protective clothing required to carry out their roles

## 15. Work Related Hazards

### Manual Handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder.

This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, reduce the need for members of staff to carry out manual handling tasks that involve a risk of injury.

Where manual handling tasks are necessary, the schools Manual Handling Risk Assessment will be implemented.

Where applicable, Staff receive on line manual handling training

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

No member of staff should lift anything they are uncomfortable lifting.

### Working at Heights

Staff will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

The site assistants retain steps/ladders for working at height - a trained member of the site team inspects these regularly.

Pupils are prohibited from using steps/ladders

Site staff will wear appropriate footwear and clothing when using ladders. All other staff will only use steps. Contractors are expected to provide their own ladders for working at height.

Before using ladder/steps, staff are expected to conduct a visual inspection to ensure their safety.

### Lone Working

Lone working may include:

- Late working
- Home or Site Visits
- Weekend working
- Site Duties
- Cleaning Duties

### Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height or when working with electrical equipment, will not be undertaken when working alone.

If there are any doubts then the task will be postponed until other staff members are available.



If lone working is to be undertaken, a colleague will be informed about where the member of staff is and when they are likely to return.

The staff member will inform the colleague when they leave site. If there is no contact from the member of staff on site, follow up checks are made.

The lone worker will ensure that they are medically fit to work alone.

Home visits are conducted in pairs and a mobile phone is carried in case of emergency.

Staff are not permitted to be on site after 1800 hrs, unless for an event or agreed with the Head teacher in advance.

The cleaning contractors have their own lone working arrangements in place.

### **Stress Management**

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating.

Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible

Staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

### **Display Screen Equipment**

Employees carry out their own Display Screen Assessments via our on-line training portal, Smart log.

## **16. Maintaining Equipment**

Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

Inspectors, or a trained health and safety technician will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Playground equipment
- Plant and machinery governed by statutory maintenance regulations

All staff are responsible for ensuring they use and handle equipment safely.

Staff will carry out visual inspections of all equipment prior to use. Defective equipment is reported on Every and taken out of use until resolved.

The school will make use of automated external defibrillator (AED) as part of its first aid equipment through the DfE's arrangements

Staff members are asked not to bring in their own appliances.

## **17. Hazardous Materials**

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.

The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

No chemicals or other hazardous materials will be used without the permission of the head teacher.

The Health and Safety officer will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS.

The Facilities Manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the Facilities Manager on an annual basis to ensure continued effectiveness, even when they are known to be reliable.

The head teacher will ensure that at least two staff members are suitable trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

Hazardous substances will be labelled with the correct hazard sign and contents label.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

Staff members or pupils will not be put at risk through exposure to any hazardous substance used in our practical curriculum.

No potentially hazardous materials will be used in lessons without the approval of the health and safety officer.

The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Facilities Manager will keep an up to date inventory of all the hazardous chemicals and materials held at the school.

A registered waste carrier, in accordance with school procedures, will dispose of unwanted or surplus chemicals and materials, including those that have become unsafe.

## 18. Asbestos Management

In accordance with HSE guidance, a re-inspection asbestos survey was carried out by Life Environmental Services.

Life Environmental Services is a United Kingdom Accreditation Service accredited surveying organisation.

As a result of the survey, risks were identified and dealt with on a priority basis.

The survey will be undertaken again following any changes of use to a location or prior to any significant building work.

Further details concerning the management of asbestos can be found in the asbestos management plan.

## 19. Cleaning

The Facilities Manager monitors cleaning contractors.

Expected cleaning standards are clearly outlined in the service level agreement held with the contractors.

Special consideration will be given to hygiene areas.

The Facilities Manager will monitor waste collection services, including clinical waste.

The head teacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in

The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

## 20. Infection Control

The school will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry level and at the time of any vaccination. The school encourages parents to have their children immunised.

All staff complete an occupational health check form prior to starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained.

Further information concerning the schools' policies and procedures addressing infection control can be found in the Infection Control Policy.

## 21. Allergens and anaphylaxis

The school's Allergy and Anaphylaxis Policy is implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Information regarding pupils' allergies will be collated and stored securely on SIMS

The head teacher and catering team will ensure that all pre-packed foods made on the school site meet the requirements of Natasha's Law.

The catering team will also work with any external catering to ensure all requirements are in line with Natasha's Law.

Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

## 22. Smoking

The school is a non-smoking premises; smoking is not permitted anywhere on the grounds.

## 23. Security and Theft

The Facilities Manager and Site Assistants are responsible for the security of the school site in and out of school hours.

They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.



The Facilities Manager, Site Assistants and Senior Leadership Team are key holders and will respond to an emergency.

Staff will be responsible for their personal belongings and the school accepts no responsibilities for any loss or damage. Thefts will be reported to the Police and staff will be expected to assist with their investigation.

Staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

## 24. Severe weather

The Head-teacher, in liaison with the Governing Body and the local Authority will make a decision on school closure due to adverse weather as stated in the Adverse Weather Policy

## 25. Safe Use of minibuses

The Site and Compliance Manager is responsible for arranging the annual maintenance of the minibus, including MOT's and road tax.

The driver will have a current driving licence, be aged 25 or over and hold a full licence in Group D or passenger carrying vehicles.

Drivers will complete all the necessary forms and provide a copy of the driving licence to the Site Office

The minibus will carry strictly one person per seat and seat belts will be worn at all times

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon returning to the school.

Fines accrued will be paid by the driver at the time of the offence

## 26. School Trips and visits

Health and safety policy and procedure concerning school trips and visits, including Residential and trips abroad, are documented in the schools Off-Site activities policy

## 27. Near Misses

A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health.

If staff members, pupils, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the head teacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

## 28. Monitoring and Review

The Senior Leadership Team and the Governing Body will monitor the effectiveness of this policy.

Any amendments necessary are made as soon as practicable possible.

The next scheduled review date for this policy is October 2026

The school will establish a monitoring system that is backed up by performance measures; this will be reviewed following an incident.