



The Rivers
C.of E. Academy Trust

MAT Health and Safety Policy

Cherry Orchard Primary School

Committee:	Audit Risk and Compliance
Approved on:	August 2023
Next review date:	August 2024

Associated documentation	
DfE Guidance document	First Aid in Schools
Rivers CofE Academy Trust	Corporate Health and Safety Policy
School	First Aid Principles and Procedures

POLICY STATEMENT

This policy should be read in conjunction with the Corporate Health & Safety Policy issued by Rivers CofE Academy Trust and the school's First Aid Principles and Procedures.

1. THE STATEMENT

General Requirements

The trust and Heads recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Agreed/Ratified by:	Signature	Date
CEO/DoO		
Headteacher / Head of School		

ORGANISATION

2.1 Who

- The Trustees
- The Head (Karen Banford)
- The internal School Safety Officer (if appointed)

- Other Teaching, Teaching Assistant and Technician Staff
- The Sites and Buildings Manager / Site Manager / Caretaker / Cleaner in Charge
- The First Aider / Appointed person (Tanya Snape-Johnson)
- Any other persons who may have been given specific responsibilities for any aspects of health and safety, e.g. the Minibus Manager or Lunchtime Supervisors.

2.2 Employer's Responsibilities

The Board of Trustees has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Cherry Orchard Primary School (under sections 2 and 3 of the Health and Safety at Work Act 1974).

The trustees are responsible for:

- Ensuring that the school's safety policy is implemented monitored and regularly reviewed and revised as necessary.
- Monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- Monitoring of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- Ensuring the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- Has responsibility for appointing competent principal contractors where building or plant maintenance work is done.
- Has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007.
- Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment.
- Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- The adoption of safe working practices by staff and pupils, and by contractors on site.

Operationally, the trustees' responsibilities will be discharged by the trust central team who will issue a compliance report to be considered by each meeting of the Board.

2.3 Head's Responsibilities

The head is responsible for:

- The implementation of the school safety policy.
- The day to day responsibility for health and safety in the school.
- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- Ensuring that staff receive appropriate health and safety training.
- Carrying out an annual safety audit.
- Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.

- h) Notifying either the HSE or the LA Health and Safety Advisor of any serious accidents to pupils, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Emergency procedures, including evacuation in case of fire or bomb threats.
- j) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all legislative updates or new requirements, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.
- o) Ensuring that appropriate provisions are in place where lone working is unavoidable. See the HSE's guidance 'Working alone, health and safety guidance on the risks on lone working'.
- p) Ensuring that the school safety policy and any relevant risk assessments are made available to the caterers, who should also supply the school with a copy of their safety policy and risk assessments.

2.4 Subject Co-ordinators are responsible for:

- a) All matters of health and safety in their subject area.
- b) Bringing to the notice of the head (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) Where required, producing a subject safety policy and revising it as necessary.
- e) Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) Ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- g) Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.5 Other Teaching, Teaching Assistant and Technician Staff are responsible for:

- a) Ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- b) Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Subject Co-ordinator to the head (or School Safety Officer).
- c) Co-operating with their employer (The Board of Trustees) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.6 The Sites and Buildings Manager / Site Manager / Caretaker / Cleaner in Charge is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- c) Ensuring that any staff under his/her direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- d) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- e) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction. (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the head (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, etc.).
- k) Lone working should be avoided wherever possible however when this is required (e.g. emergency call outs, maintenance during school holidays, securing premises after lettings, etc.) risk assessments should be followed.

2.7 The First Aider / Appointed Person is responsible for:

- a) Recording accident/incidents requiring first aid treatment
- b) Maintaining the First Aid box(es)
- c) Controlling and maintaining any other First Aid supplies as may be kept separately
- d) Ensuring that an ambulance or other professional medical help is called when necessary.

Useful guidance: [D:\Policies\guidance on first aid for schools.pdf](#) and the school's First Aid Principles and Procedures.

2.8 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the head.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the head (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

2.9 Catering / Kitchen Manager (if employed by the school) is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- d) Bringing to the attention of the head (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

3. THE ARRANGEMENTS

3.1 Aims and Objectives

- To be an exemplar of H&S and achieve a level of health and safety performance equal to that of comparable schools;
- To develop a positive health and safety culture, involving and engaging the workforce at all times;
- To prevent injury and ill health;
- To comply with statutory requirements as far as is reasonably practicable;
- Ensure that H&S is considered in relation to all strategic decisions;
- To allocating resources to ensure that H&S priorities are met;
- To manage the effective identification, measurement and control of risk and ensure this is at the centre of the management of health and safety issues;
- To comply with statutory requirements set by existing H&S legislation, so far as is reasonably practicable, and to plan for future change;
- To provide and maintain a safe working environment for staff, pupils and others;
- To monitor, evaluate and continuously improve performance in health and safety.

For each H&S aim and objective the school should determine:

- What has to be done and how it will be integrated into business as usual;
- The resources required to make it happen;
- The responsible trust officer;
- The timescale for completion; and,
- How progress towards the objective is to be monitored and evaluated.

3.2 Leadership

All members of the school workforce have responsibility for health and safety however leadership is set out in 2.1.

3.3 H&S Management System

This policy establishes an effective health and safety management system that is proportionate to the risks faced by the school. The management system will:

- Ensure legal compliance;
- Identify hazards and control measures;
- Estimate and evaluate risks;
- Measure performance and non-compliance;
- Identify corrective and preventative actions;
- Sustain positive health and safety attitudes and behaviours;
- React to changing demands; and,
- Link to how other functions within the school are managed.

The PDCA approach to managing H&S is as follows.

3.3.1 Plan

The school will identify the nature of the H&S hazards and risks associated with the activities performed, services delivered and workplaces used. The relevant legal and other requirements will then be determined so that the extent of the school's statutory duties and management requirements is understood.

Policies, procedures, instructions, guidance and any derived information such as accident / incident reports and risk assessments will be developed from the identification of hazards, risks and legal requirements. The document control system prescribed by the trust (ie. Every) will be used to manage the information including unique identification of records, an electronic database and an on-line management system.

3.3.2 Do

Evaluation of the assessed risks will provide the information needed to eliminate or reduce the risks to an acceptable level. Staff competencies to manage the risks and the resources needed to implement preventative and protective measures will be determined at the same time. The risks and the measures required to reduce risk will be communicated to employees through well-defined pathways. Feedback and participation from employees will be encouraged to refine risk assessments and procedures for managing H&S.

3.3.3 Check

A blend of proactive and reactive systems will be used to monitor OH&S performance:

- Audits
- Sampling (horizontal or vertical audits)
- Inspections
- Surveys (especially those designed to measure OH&S culture)
- Health surveillance and environmental monitoring
- Event reporting

- Event investigation
- Claims monitoring
- Sickness absence data
- Occupational health statistics.

A system of audits shall be maintained to ensure compliance with legislation and trust policy and promote continuous improvement. The audits will be designed to establish that:

- Appropriate management systems exist
- Adequate systems are in place to assess, evaluate and control risks
- The results of risk assessments are implemented
- Any residual risk is within the resources of the Trust to mitigate.

3.3.4 Act

3.4 Specific Arrangements

3.4.1 Hazard identification, risk assessment and controls

Staff will ensure that regular inspections of classrooms, laboratories, workshops and other places under their control are conducted. The inspections will include general housekeeping (to ensure workplaces are clean, tidy and compliant), work equipment and work practices. Buildings, services and welfare facilities will be maintained properly.

All hazards will be risk assessed. Procedures, guidance and methods for performing risk assessments will be developed. Records will be kept of all risk assessments. Risks will be ranked and prioritised. Staff will identify risks that can be eliminated, risks that can be reduced and risks that can be tolerated (accepted) and managed.

3.4.2 Legal requirements

Policies, procedures and work instructions shall be followed to ensure compliance with legislation. Best practice shall be followed where no legislation or procedure exists.

3.4.3 Objectives and programme

The Trust will set annual health, safety and welfare aims and objectives. The aims and objectives will be determined according to targets set by external agencies such as the Health and Safety Executive and internally proportionate to the level of risk. Progress against objectives and targets will be monitored and reported biannually.

3.4.4 Competence, training and awareness

All staff shall be competent to undertake their duties. Information, instruction and training shall be provided for staff where a need or deficiency is identified.

3.4.5 Communication, participation and consultation

Formal methods of communication will exist to disseminate H&S information throughout the school:

- The school intranet (SharePoint, Every, internal paper and electronic magazines)
- Staff email
- 'Priority' mailings
- Staff reviews
- Line management and supervision
- Staff meetings and other staff discussion forums
- Training courses to disseminate specific information on the implementation of policy, policy statements and procedures.

The school will use the established methods of consultation with unions / employee representatives to distribute information and receive feedback on H&S and wellbeing issues (e.g. a H&S Committee).

3.4.6 Documents and document control

Under this policy the school will develop procedures, work instructions and guidance on H&S issues that conform to current legislation and follow best practice.

3.4.7 Operational control

H&S shall be managed with equal priority to other business functions.

3.4.7.1 People

Risks to employee health shall be managed. In practice this means:

- Recruiting people that have the fitness and health required to perform the job role
- Monitoring employee health during their working life, e.g. health surveillance where appropriate
- Intervening early when ill health affects fitness for work or work performance
- Providing clean and safe workplaces
- Flexible working arrangements for a good work-life balance
- Reasonable job demands
- Reasonable control over how work is planned and carried out
- Support to help employees do their job and fulfil their role within the trust
- Promoting physical activity in the workplace
- Ensuring that employees have access to healthier foods via restaurants and vending machines
- Information, instruction and training.

The school will promote employee health, wellbeing and a healthy work-life balance. The school is committed to ensure that, on a daily basis, staff return home at least as fit and healthy as when they came to work.

3.4.7.2 Work activities

All work activities shall be assessed for the level of risk. Control measures will be applied to eliminate or minimise the risk. Records shall be kept of all risk assessments.

3.4.7.3 Equipment and hazardous substances

Equipment shall be purchased and used in accordance with the Provision of Work Equipment Regulations 1998. Employees using equipment shall be competent having been given suitable and sufficient information, instruction and training. No portable electrical equipment shall be used

without being visually and electrically tested and passed as safe. Hazardous substances (chemical and biological) will be assessed for their impact on employee health.

3.4.7.4 Work environments

The school premises will be managed to ensure a safe and healthy working environment is provided for staff and pupils.

3.4.8 Emergency preparedness and response

All work related injuries, violence, damage and near misses will be reported and may be subject to investigation. The causes and corrective actions will be determined to prevent a reoccurrence.

A building fire risk assessment shall be prepared for all buildings that will specify the systems, either in place or to be put in place, to deal with fire detection, fire alarms, fire extinguishing and for evacuation of staff and pupils present in the school. These systems will be maintained on a regular basis to ensure they are operational at all times and in all circumstances. Suitable and sufficient numbers of fire wardens will be appointed to regularly inspect fire provisions, organise fire drills and assist with evacuations.

A risk assessment shall be undertaken for each premise to determine the resources needed to provide first aid cover for that locality. Suitable and sufficient numbers of trained Appointed Persons and First-aiders will be available at all times in all trust properties.

4. MONITORING AND REVIEW

A formal system will be established to review the policy and H&S performance, e.g.:

- An assessment of compliance with H&S legislation and trust policies and procedures
- Identification of areas where H&S performance is weak, failing or absent
- The assessment of achievement against specific objectives, targets or plans
- An analysis of H&S data that identifies trends and common features.

This policy will be reviewed every year or whenever there is a significant change in legislation or the organisational structure.

School Specific Arrangements

Access and Egress, Housekeeping, Cleaning & Waste disposal

The Site Manager is responsible for:

- Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish.
- Wet floors are clearly marked with a “wet floor sign” after cleaning to minimise risks of slips.
- Glass and other sharp objects are disposed of by the caretaker and are taken straight to bins.
- Making the premises safe in snow and icy conditions.
- Clearing leaves off pathways.
- Ensuring external waste bins are kept in a locked area outside of school opening hours.

Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the office who will record the information via the WCC County Council accident/incident reporting system – MyCority.

All minor accidents should be recorded in the schools own minor accident book. Where necessary, parents / guardians or other persons should be notified of the accident. If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 6 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 25.

Asbestos

- The most recent inspection by a third party took place in November 2021
- The school has an Asbestos Register, which is reviewed annually.
- The site team, Headteacher and SBM complete annual Asbestos training.

Contractors (Management of)

The Business Manager should manage the contractors and their relevant qualification or competency. This could be through an Every online course. The Business Manager will be the primary contact for contractors and will check all insurances before work commences. Contractors are responsible for their own COSHH and risk assessments. They should provide these for the school as needed.

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The site manager will be responsible for contractors when they arrive at the school, this will include bringing our asbestos register to their attention, and making sure they adhere to our Safeguarding, and Health and Safety processes.

Contractors and visitors on site

All contractors and visitors must sign in using the digital system. If regular contractors are to be left unaccompanied on site they must show a current DBS check and provide photo ID. This will be entered into the Single Central Record.

Visitors are never left alone on the site, and will be escorted by a member of staff.

Fire procedures are acknowledged by staff and visitors when they complete their digital sign in.

COSHH

COSHH risk assessments are carried out for all hazardous substances.

All COSHH materials have a safety data sheet stored with the product.

Maid Marions complete COSHH risk assessments for all of the products they use, and are responsible for training their own staff.

Defect reporting procedures

'Every' is used for reporting defects. The Caretaker monitors the online log book. All defective items are taken out of use immediately if they are deemed unsafe.

Display screen equipment (DSE)

Office staff and staff who use DSE for most of their working hours complete annual training on Every, and are given access to a Personal Risk Assessment which they are encourage to complete annually.

Any problems relating to DSE should be reported to the SBM.

Electricity at work

- All hardwired equipment checked at least every 5 years through Fixed Wire Testing.
- Portable appliances, older than one year, are tested (PAT) annually by a reputable company, a register is kept.
- A member of our site team is also trained to complete PAT testing as required.
- Equipment is calibrated annually.
- Staff are instructed not to use electrical equipment which does not have an 'in date' PAT testing label, and to bring it to the attention of the SBM

Fire precautions and Emergency Plans

See separate Fire Safety Procedure, which is reviewed annually.

First aid and Medication

See separate First Aid and Administering Medication Policy, which is reviewed annually.

Health and Safety Advice

Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement.

Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils and visitors as follows:

Employees

Staff are informed about all of the existing information held on the site through 'Every', display information and through induction. Documents should be read and confirmation made through 'Every'.

Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This is done through lessons and assemblies.

Visitors / contractors

The SBM shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit. The information be disseminated verbally or if long-term work is going ahead, signs will be displayed.

Trustees

Trustees receive a compliance report.

Lettings/shared use of premises

The School is responsible for health and safety arrangements.

- A written lettings agreement, signed by the hirer and the school is in place. The School Business Manager to hold a copy.
- Restrictions on use of equipment are detailed in the hirer's personal licence. • Staffing requirements should be presented to the School Business Manager.
- First aid provision should be presented to the School Business Manager.
- Hirers are given a copy of the school's fire and emergency arrangements and should follow these.
- Hirers should follow the school's standard operating procedures. • The Headteacher is responsible for agreeing to and overseeing school fetes and other fund raising events.
- Emergency lighting is in the school.
- The event organiser is responsible for applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003. The School Business Manager should have a copy of this.
- Risk assessments should be completed by the hirer. A copy should be given to the clerk to the governors.
- The caretaker or a relief caretaker will be in charge of opening and closing the school.
- Lettings should hold their own Insurance cover.

Lifting equipment

A hoist is available but not currently in use. This will be serviced and inspected before use, and annually thereafter.

Lone Working and Personal Safety

There is a separate guidance and a risk assessment for lone working.

Maintenance/Inspection of Equipment

All equipment is maintained according to a schedule, records are kept on Every.

Manual handling

All staff complete annual manual handling training on Every. Risk assessments are carried out for new tasks and equipment.

Monitoring arrangements

The Management Team will monitor the health and safety on an ongoing basis. The Trust will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The Trust recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The Trust will call for annual/termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher /Site Manager

To help this process, the Trust and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

Offsite and Educational Visits

- The school has two trained Educational Visit Co-ordinators (EVCs) currently Emma Rowe (EVC) and Tanya Snape-Johnson (Deputy EVC)
- All Visit Leaders are trained by B&S Educational Visit Services. This training is renewed every three years.

- There is a Service level agreement with B&S Educational Visit Services.
- Visit Leaders complete risk assessments for all educational visits, these are signed off by the EVCs.
- The Head teacher will sanction all visits once the Visit leader and EVC have completed the necessary arrangements and checks.
- If it is a hazardous, residential, adventure or over 50 miles and F2 form will be sent to B&S who will record it.
- There is a requirement when planning school trips for pre-site visits where necessary.
- The designated visit leader will carry out risk assessments.
- There is always a 'plan B' if the activity cannot be carried out.
- RPA insure Cherry Orchard Primary for offsite visits.

Outdoor play equipment

Outdoor play equipment is visually inspected daily, and quarterly by trained site staff. Yearly checks are carried out by a qualified company.

PE Equipment

PE equipment is inspected annually by an accredited contractor.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment. The member of the staff responsible for the activity will select the equipment.

Risk assessments

- There is a need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The Headteacher is responsible for ensuring risk assessments are undertaken.
- Risk assessments are completed for all staff and children who may be at additional risk, examples include expectant mothers, and people with disabilities.
- Class teachers carry out the risk assessments and the risk assessor to sign and date it as well as the responsible person – these are stored on Teams or Every.

Smoking on site

Smoking or vaping is not permitted anywhere on school grounds. This includes all external areas, and is applicable to staff, parents and guests.

Sports pitches / playing fields

All external areas are maintained to a high standard. Teaching staff make visual inspections before using an area, and report defects immediately to the site team for rectification.

Staff Consultation / Trade Unions

- The Trustees have a regular Health and Safety agenda item.
- If staff have health and safety concerns they should refer to the Health and Safety representative, Tanya Snape-Johnson.
- There is a health and safety law poster in the staff room

Swimming lessons (Public pool)

Swimming lessons take place at Freedom Leisure Centre (FLC), Worcester.

FLC have completed their own risk assessment, which has been provided to the school.

COPS complete an additional Risk assessment for each class.

Training and Development Health and Safety-Related

The School Business Manager is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)

- The School Business Manager is responsible for new staff inductions and briefings.
- A database is kept of staff training through Every.

Vehicles on site

There is a separate risk assessment with procedures for the safe movement of vehicles on site.

Violence to staff /School Security

Site security is controlled by key fob entry. There is also a high perimeter fence and CCTV.

- All staff should report all incidents of verbal & physical violence to the Headteacher.
- Risk assessments are carried out for hazardous circumstances.
- It remains the right of the Headteacher to ban adults from the school premises.
- A lockdown alarm is practised termly.

Water Hygiene

COPS pay for the advice of Ravenscroft Environmental Services to advise us of a schedule for maintaining water hygiene. Records of checks are kept in a log book, and on Every. A Legionella Risk Assessment is kept, and reviewed annually.

Work experience pupils

An induction is carried out by the SBM. Students are allocated a mentor who is responsible for their safety, and ensuring they do not pose a risk to those around them. Risk assessments are carried out if deemed appropriate.

Working at height

- Only members of the site team are authorised to work at height. Other staff and pupils are not allowed to use ladders or work at height.
- Site team complete annual ladder training on Every.
- Staff should not work at height when lone working.
- Ladders comply to BS EN 131.
- Visual checks are carried out before using ladders.
- Written checks are completed half-termly.
- Working at Height Risk Assessment has been completed and is reviewed annually.