



Health & Safety Policy

Ludlow Junior School

Date of last review: July 2026

Date of next review: July 2027

Date approved:

Approved by: Policy Working Party

1	STATEMENT OF INTENT It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims. Our aims are to: • Provide and maintain a safe and healthy working environment ensuring the welfare of all persons • Maintain control of health and safety risks arising from our activities • Comply with statutory requirements as a minimum standard of safety • Consult with all staff on matters affecting their health, safety and welfare • Provide and maintain safe systems, equipment and machinery • Ensure safe handling, storage and use of substances • Provide appropriate information, instruction and supervision for everyone • Ensure staff are suitably trained and competent to do their work safely • Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health • Assess risks, record significant findings and monitor safety arrangements • Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements • Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and Trustees will be instrumental in its implementation.
2	ORGANISATION <u>Employer Responsibility</u> The Trust/employer, acting through the Board of Trustees (BoT), retains overall legal responsibility for health and safety. Operational responsibility for implementing and managing health and safety arrangements is delegated to the Head Teacher and other designated staff as set out in this policy. Delegation of management functions does not transfer the employer's legal responsibilities. The BoT will: - Monitor both compliance with, as well as the effectiveness of this policy - Provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy - Identify a lead Trustee for health and safety who will actively monitor and promote health and safety across the Trust by raising matters with senior leaders as necessary - Ensure that health and safety has a high profile - Ensure adequate resources for health and safety are made available - Consult and advise staff regarding health and safety requirements & arrangements - Periodically monitor and review local health and safety arrangements

3	This policy reflects the requirements of the Health and Safety at Work etc. Act 1974 and associated legislation by outlining arrangements to ensure, so far as is reasonably practicable, the health and safety of staff, pupils and others affected by the organisation. The duties of the Board of Trustees include monitoring and regularly reviewing the Health & Safety Policy and ensuring that appropriate resources are available to discharge the employer's responsibilities. <u>Responsible Manager</u> The responsible manager for the premises is the Head Teacher (HT) who will act to: Develop a safety culture throughout the school/premises/organisation Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively Ensure all new staff are given the appropriate Health and Safety Induction Assess and control risk on the premises as part of everyday management Ensure a safe and healthy environment and provide suitable welfare facilities Make operational decisions regarding health and safety Ensure periodic safety tours and inspections are carried out Ensure significant hazards are assessed and risks are managed to prevent harm Ensure staff are aware of their health and safety responsibilities Ensure staff are aware of relevant and up to date information with respect to health and safety. Information can be found on the school network - Public, All Staff, Policies, and on the Staff Health & Safety notice board in the staffroom, and relevant information is emailed to staff during the year. Periodically update the BoT as appropriate Produce, monitor and periodically review all local safety policies and procedures
4	Board of Trustees (BoT) The school Trustees have a responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of the school. Each Trustee has a clear role in supporting and holding the school to account. Trustees are responsible for overseeing the management of the school and will: • Monitor compliance of policies • Termly monitor and review local health and safety arrangements and report back to the HT and BoT. • Work alongside the Trustees to provide guidance and support • Provide oversight and be accountable to parents, Trustees, the local community and the local authority • Ensure that health and safety has a high profile • Consult and advise staff regarding health and safety requirements & arrangements • Use professional business/industry experience to support, inform and constructively challenge decisions • Promote the objectives of the Trust • Attend relevant training sessions and Trust events • Assign a lead Health & Safety Trustee who will actively monitor and promote health and safety across the school by raising matters with the HT as necessary. Attend site termly and review health & safety management. They will complete the BoT Health & Safety Management Review Monitoring Form during the site walk with the Facilities Team and then upload it to Governor Hub along with a summary of findings. This feedback will also be emailed to the HT and School Business Manager (SBM).

5	Designated Safeguarding Lead (DSL) The DSL is the HT and is appointed to take lead responsibility for child protection issues in school. They are supported by the Deputy DSL's (DDSL)– this team is comprised of the Leadership Team and the Wellbeing Lead. Arrangements regarding child protection are set out in the Child Protection Policy and Safeguarding policies. Health and safety arrangements must be read alongside the school's safeguarding arrangements and the current Keeping Children Safe in Education (KCSIE) statutory guidance. For the 2026/27 school year, KCSIE 2026 applies from 1 September 2026.
6	All Staff (including volunteers) All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by: • Read the Health and Safety Policy and make note of amendments when notified. • Ensure all training that is assigned to them is completed and carried out as required. • Look at all risk assessments within their school or that may be associated with their role. • Ensuring their own work area remains safe at all times and make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk. • Where any new process or operation are introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. • To ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to Health and Safety, and they will appropriately monitor those new staff. • Not interfering with Health and Safety arrangements or misusing equipment provided. • Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions. • Reporting safety concerns to HT/SBM. • Supporting the school/premises/organisation health and safety arrangements • Ensuring their own work area remains safe at all times • Not interfering with health and safety arrangements or misusing equipment • Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions • Reporting safety concerns to the HT/SBM and recording appropriately. • Reporting any incident that has led, or could have led to damage or injury • Assisting in investigations due to accidents, dangerous occurrences or near-misses • Not acting or omitting to act in any way that may cause harm or ill-health to others • Will wear appropriate footwear that enables them to safely move quickly if necessary and also does not pose a risk to themselves or children. Therefore, no stiletto heels will be worn if staff are working with children and no flip flops or similar style shoes are permitted due to risk to the wearer and the children's safety. The school also recommends the staff do not wear open toe sandals, if they do, they do this at their own risk. • Keeping the premises tidy and not obstructing fire exits or routes.
7	Facilities Lead (FL) The Trust's Facilities Lead (FL) will operationally manage the school site team on behalf of, and under direction of the SBM. The FL will assist the HT in managing and coordinating Health and Safety matters

	relevant to responsibilities. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the HT, SBM, RW Safety Solutions as required. The FL will support the staff with regards to Health & Safety at work. The FL is expected to promote safety culture throughout the school and carry out Health & Safety duties appropriate to his/her role in accordance with current guidance and legislative requirements. The FL will also manage and co-ordinate all planned preventative reactive maintenance matters within the school on behalf of, and under direction of the SBM. They will update electronic Health and Safety Diary – ensuring all health and safety procedures are planned and tracked with support from the SBM and the Site Assistants (SA). In the absence of a SA, the FL is responsible for undertaking a wide range of typical health and safety related duties (checks) on behalf of, and under the direction of the Responsible Manager. These include but are not limited to: - Local management of legionella - Local management of COSHH - Local management of fire fighter equipment, emergency lighting and fire doors - Local management of steps and ladders - Local management of contractors in partnership with the school office - Local management of site security in partnership with the SBM and HT - Local management of site safety - Local management of flammable liquids - Local management of risk assessments and safe implementation of control measures - Co-ordinate the resolutions to the defects listed via the defect reporting procedure. - Work at height management
8	Trust Health & Safety Coordinator (THSC) The Facilities Lead (FL) is the schools' Trust Health & Safety Coordinator (THSC), and will manage and co-ordinate Health & Safety matters, systems and procedures. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the SBM as required under the guidance of the H&S consultant. The THSC will support the staff with regards to Health & Safety at work. The THSC is expected to promote safety culture throughout the school and carry out Health & Safety duties appropriate to his/her role in accordance with current guidance and legislative requirements. The THSC will support the Trustees and HT to fulfil their statutory responsibilities for keeping pupils, staff, Trustees and visitors safe by: • Working closely with the Trust Health and Safety consultant to provide advice and guidance to staff and Trustees • Coordinating the administration and implementation of Health and Safety policies and procedures • Working with the HT, SBM and Site team to ensure a consistent approach to Health and Safety across the Trust. • Facilitating training requirements and maintain records across the Trust The THSC is responsible for undertaking and monitoring a wide range of typical health and safety related duties within the school. These include but are not limited to: • Maintain, review and improve the Trust Health and Safety Management operations • To facilitate, assess, review, monitor and maintain good records for: ○ Fire and emergency procedures

	○ Provision of Health and Safety information to staff, pupils, contractors and visitors ○ Identification of hazards and risk management ○ Management of the Health and Safety training plans across the Trust and its Schools including identifying and facilitating appropriate course ○ Welfare arrangements including First Aid provision ○ All aspects of building and site safety arrangements ○ Risk assessment management and co-ordination of the schools' risk assessment records ○ Day to day management of First Aid provision across the Trust including ensuring training is up to date and recorded, equipment is checked. ○ Coordinate the review of relevant policies and procedures to ensure appropriate and timely approvals ○ Incident and accident reporting and investigation ○ Near miss reporting ● To effectively manage the computerised diary, recording and reporting systems to ensure Health and Safety practices and performance are, and are seen to be, effective and efficient. ● Liaise with senior and nominated staff in the implementation and deployment of Health and Safety procedures. ● To manage and carry out regular scheduled and ad hoc inspections of school premises to monitor the effectiveness of hazard identification and risk management ● To schedule and prepare Health and Safety report as required ● Keeping up to date with any changes that may impact health and safety within the Trust and disseminating information at the appropriate level to Trustees and staff. ● Acting as the main point of contact for all matters relating to Health and Safety within the Trust ● Liaising as appropriate with the Health and Safety Trustee. ● As directed by Health and Safety Consultant providing advice and guidance to the Chair of the Trust, the HT, SBM and leadership team in the event of an incident. ● Ensure all schools display correct Health and Safety information both for staff, pupils, contractors and visitors.
9	Site Assistant (SA) The SA will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the FL and SBM. The SA is responsible for undertaking health and safety related duties (checks) on behalf of, and under the direction of the FL. These are detailed below: Local management of legionella Local management of COSHH Local management of fire fighter equipment, emergency lighting and fire doors Local management of steps and ladders Local management of contractors in partnership with the SBM and THSC Local management of site security in partnership with the HT and SBM Local management of site safety Local management of flammable liquids Carry out routine inspections and complete checklists on a regular systematic basis as instructed by the SBM and FL. Co-ordinate the resolutions to the defects listed via the defect reporting procedure. Understanding of work at height principles. management of hazards and control measures as per working at height risk assessments
10	All Staff

All staff retain a responsibility for H & S, with Teaching staff specifically responsible for the day-to-day local management of Health & Safety within their own classrooms, acting on behalf of the HT, with support and guidance from the FL and SBM. Teachers will ensure that Staff are provided with adequate safety information, and they will manage all integral and specific risks relating to teaching and learning. They will ensure that all activities are periodically risk assessed, half termly inspections are carried out, and necessary controls are implemented.

Their responsibilities include:

- Weekly checking of equipment to ensure it is safe
- Complete quarterly inspections using the classroom check sheet of their areas of responsibility, taking prompt remedial action where necessary to control risk and report any issues to the FL.
- Ensure safe use of equipment by adults and children
- Reminding children of safe behaviour in class and around the school
- Be vigilant when on playground and lunch duty and proactively support children to behave in a safe manner, especially when playing outside
- To follow the schools Trip Policy when planning and risk assessing any internal or external trip.
- Carry out risk assessment for all hazardous activities within the curriculum, such as using soil, tools, contact with pets, and any other activities that could cause an injury.
- Ensure compliance with overall school policies and procedures
- Raise reactive breakdowns and Health & Safety issues using the defect reporting system and completing near miss reports.
- New staff attend the new staff induction meeting and are briefed on Health & Safety processes within the workplace

All internal risk assessments are to be completed using the Master Template (found in Health and Safety / Risk Assessments)

Liaise with the Responsible Manager if any new process or operation is introduced in the area of their responsibility, so associated risks can be assessed and any necessary precautions can be implemented. All risk assessments are to be completed using - Master Risk Assessment (found in Health and Safety / Risk Assessments)

- Record any concerns re Health and Safety using the site ticketing system.
- Ensure volunteers in your work area are aware of safeguarding and evacuation routes.
- Turn off all electrical equipment when they leave their workspace / classroom at the end of their day, i.e. when they are leaving the site and sign out of school using the inventory system.
- Keep classrooms, stock cupboard, PE stores and corridors clear, tidy and safe.

Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed, and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

11

School Safety Committee (SSC)

The purpose of the safety committee is:

	• To assist in the assessment of safety related matters and provide appropriate support to the HT. • To meet, minimum of once a term, to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. • Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters. • Report to the Finance, Resources, Audit and Risk Committee (FRAR) via the H & S link Trustee concerning Health and Safety The safety committee consists of the HT (Chair and Responsible Person), SBM, dedicated Deputy Head Teacher (DHT) and FL.
12	Fire Safety Co-ordinators (FSC) The Trust/employer is the Responsible Person under the Regulatory Reform (Fire Safety) Order 2005 to the extent that it has control of the premises. The Head Teacher is the school's designated Fire Safety Coordinator and will support the Responsible Person in implementing and managing fire safety arrangements. Competent fire safety advice will be obtained where required. In addition, Senior leaders will collectively support this responsibility and will attend Fire Risk Assessor Training and are responsible for the local management and upkeep of the Fire Safety Manual with support from the FL. They support the HT to carry out the termly fire alarm tests and report the via the weekly strategy meeting forum and via the H & S link trustee through termly site visits. Any concerns will be actioned. Evidence of this process is retained. The day-to-day fire safety duties are carried out by the SA. The FL will ensure that the weekly checks are carried out on the fire safety equipment and any concerns are dealt with promptly. The SBM will ensure that the fire safety manual contents are reviewed, and actions taken are monitored. The SBM will ensure that the fire risk assessment is reviewed regularly and whenever there is reason to suspect that it is no longer valid or where there has been a significant change in the premises, occupancy, use or fire safety risk. The school may commission an independent competent fire risk assessment at least every three years as part of its assurance arrangements, but this does not replace the requirement for ongoing review. Any significant change, refurbishment or construction that may affect fire safety will trigger an appropriate review. The HT, FSC, FL and SA will complete a course in Fire Safety for Education providers. The FSCs are to work within their level of competence and seek appropriate guidance and direction from RW Safety Solutions or another competent fire risk assessor as required.
13	Personal Emergency Evacuation Plan Manager (PEEP) The Deputy Head Teacher (SENDCo) is the Personal Emergency Evacuation Plan Manager, acting on behalf of the HT, their responsibilities are as follows: Identify people who may require assistance to evacuate safely and determine whether an individual evacuation plan/PEEP is appropriate Complete appropriate individual evacuation plans/PEEPs, with support from the individual, class teacher, parents/carers and other relevant agencies as appropriate. Where appropriate, involve parents/carers in agreeing the arrangements and record relevant information. Put appropriate arrangements in place for visitors, contractors and supply teachers who may require assistance to evacuate safely, with support from the Admin Officer. Review the effectiveness of the PEEP during and after any evacuation (including drills) – add notes to the PEEPS and sign to show they have been reviewed.

	Review individual evacuation arrangements when circumstances change and following relevant evacuation drills or incidents, and otherwise at least annually where a PEEP is in place.
14	Legionella Competent Person (LCP) The FL will identify a suitably qualified provider as the nominated competent person for Legionella on the premises who will act on behalf of the HT to provide the necessary competence to enable Legionella to be managed safely. They will review reports and ensure that action plans are discharged promptly, and seek appropriate guidance and direction from the HT and/or RW Safety Solutions as required. This provision will include all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the HSE guidance Legionella ACOP (L8), the schools Legionella Written Scheme and Risk Assessments. They will advise the SBM of any condition or situation relating to Legionella which may affect the safety of any premises users. The FL will ensure that the Legionella risk assessment is reviewed internally on an annual basis and externally carried out by a competent Legionella risk assessor initially and every two years thereafter/ or as soon as reasonably possible where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk. All staff will have the Legionella Written Scheme and Risk Assessments made available to them.
15	Asbestos Competent Person (ACP) The FL will identify a suitably qualified provider as the nominated competent person responsible to deliver asbestos controls as outlined in the Asbestos Management Plan on behalf of the HT who is the asbestos responsible manager. The FL is the deputy nominated responsible person and acts on behalf of the HT to provide the necessary competence to enable asbestos to be managed safely in accordance with the Asbestos Management Plan. The FL will ensure that all staff have a reasonable awareness of asbestos management and dangers. They will ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the HT and/or RW Safety Solutions as required. They will attend training at intervals not exceeding three years and all training records are to be retained. Management of Asbestos is presented to all staff as part of the Annual Health & Safety training session, presented by the schools appointed external Health & Safety Consultant. Asbestos also forms part of the New Staff Induction and regular reminders issued as part of the H&S bulletins.
16	Accident Investigators (AI) The responsible Accident Investigators are the HT, SBM, FL and Deputy Head. The on-site trained accident investigators will lead on all accident investigations in accordance with departmental and corporate procedures. They will attend appropriate training/refreshers training. They are to work within their level of competence and seek appropriate guidance and direction from the HT and/or RW Safety Solutions.

	The FL will support and monitor the on-site accident investigations. They will collate information, report trends and action requirements on behalf of, and under direction of the HT. This information will be reported to the Safety Committee. The FL will attend appropriate training/refresher training. They are to work within their level of competence and seek appropriate direction and guidance from the HT and/or RW Safety Solutions.
17	First Aid & Medical Lead (FAML) The First Aid Leader is the SENDCo Under the direction of the HT an on-site First Aid Leader with sufficient first aid training, supported by the FL and Business Support Officer (BSO) trained in Supporting Pupils with Medical Conditions (General Management) will manage and coordinate the medical needs of the school. This includes: • Complete the first aid & medical needs assessment and review annually, or sooner when required • Ensure staff are adequately trained to minimum requirements as outlined in the first aid & medical needs assessment • Delegating the first aid equipment checks to a designated member of staff and reviewing the check sheets termly. • Responsible for meeting requirements as outlined in the First Aid Policy and for administration of medicines • Ensure resources are available • Ensure specific requirements for medical conditions are met and relevant staff are informed and kept up to date Individual Health Care Plans are managed by the SENDCo with support from the First Aid Lead, HT and individual pupils' teacher and parents/careers. SENDCo The SENDCo will fulfil Health and Safety Admin duties and the responsibilities are as follows: • Consult with teachers, parents and medical personnel attending to the child • Work with the HT, SBM, FL to prepare and review risk assessments specific to the child in question. • Evidence discussions and meetings between staff, parents and medical personnel involved. • Ensure resource of provision for disabled pupils forms part of a whole school commitment to narrowing the attainment gap between pupils with SEND those without.
18	Health & Safety Assistance & Advice The Trust has appointed RW Safety Solutions as its external competent health and safety adviser under Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The adviser provides competent assistance, advice and guidance within the scope of the appointment. Where incidents, issues or concerns arise beyond the level of understanding or knowledge available within the school, advice from RW Safety Solutions will be sought. The Trust remains legally responsible for ensuring that appropriate health and safety arrangements are in place.
19	Educational Visits Coordinator (EVC)

	The Education Visits Coordinator works with their colleagues to help them access and manage risks regarding off-site activities. They must support and oversee planning so that well-considered and prepared arrangements are made when managing off site activities. They work alongside the HT and in accordance with the Evolve/Outdoor Education Service's procedures and guidance. A Deputy Headteacher will step forward in the absence of the EVC. The EVC will have the nationally recognised Educational Visits Coordinator training every 5 years.
20	Senior Mental Health & Wellbeing Lead (SMHL) The SMHL is the designated person to lead school mental health and wellbeing to ensure procedures are in practice and act as a point of contact for staff and pupils. It is their responsibility to oversee, plan, evaluate and implement the school mental health & wellbeing strategy. They will undertake the Designated Mental Health Leader Course to adequately guide and support them in their role and give them the knowledge and expertise to support staff and pupils.
21	Cleaning Staff The FL is responsible for the safe working procedures for management of the cleaning equipment and hazardous substances. In the absence of the FL, the SA will deputise. Any required equipment and cleaning supplies are organised and managed by the FL who provides the COSHH register. Risk Assessments will be created by the FL. Risk assessments and associated control measures will be reviewed by the appropriate school/Trust competent person for suitability and coordination before implementation. The responsible manager will ensure that identified controls are implemented and monitored.
22	Catering Staff The school kitchen staff are employed by the school and are responsible for the local management of the main kitchen, with a Catering Manager taking the lead responsibility for the provision. This includes responsibility for maintaining the kitchen appliances, equipment and organising the regular cleaning and deep clean. Risk Assessments will be created by the Catering Manager. All Risk Assessments and associated control measures are then to be reviewed by the FL, and approved by the HT prior to implementation.
23	Ground Maintenance Aspects of ground maintenance is managed as part of the SA regular contracted duties, with larger tasks including perimeter hedge trimming and tree maintenance being outsourced to suitable providers. Risk Assessments will be created by the FL. Risk assessments and associated control measures will be reviewed by the appropriate school/Trust competent person for suitability and coordination before implementation. The responsible manager will ensure that identified controls are implemented and monitored. The SA team is responsible for keeping appropriate maintenance records for the equipment proposed for use during the work – oversight will be held by the FL with periodic checks completed at least half termly. These records may include recent test records, inspection certificates or a record of completed maintenance such as an equipment logbook.

24	Core Contractors & Hired In Contractors These Contractors must adhere to the schools safeguarding and health & safety policies and procedures. The SBM will direct that they are vetted annually and their performance monitored throughout the year. They must meet the Trusts minimum insurance requirements. All contractors will be provided with the Protocol for service providers/contractors as at appendix 1 Risk Assessments will be created by these Contractors. Contractor risk assessments and associated control measures will be reviewed by the school/Trust competent person for suitability and coordination with school arrangements before work commences. This review does not transfer responsibility for the contractor's work activities from the contractor. All service and maintenance records must be provided to the Trust as evidence of their works.
25	Extra-Curricular Third-Party Providers Third-Party Providers for extra academic activities or cultural activities, before and after school clubs and activities outside of school grounds. Risk Assessments for Extra-Curricular Third-Party Providers will be created by the provider. Provider risk assessments and associated control measures will be reviewed by the school trained risk assessor for suitability and coordination with school arrangements before implementation. The provider remains responsible for its own activities. They will be vetted by the school annually using the Safeguarding and Health & Safety for Third Parties Form and their performance monitored throughout the year and must comply with the necessary safeguarding and health & safety requirements/policies and procedures. Companies must: - Have their own safeguarding policy. - Have up-to-date Safer Recruitment training. - Carry out all the necessary pre-employment checks for every member of staff including Enhanced DBS (Disclosure and Barring Service) check as well as a CBL (Children's Barred List) check if applicable to the role. - Have all relevant qualifications applicable to the service they are providing. - Read and understand the school Safeguarding policy. - Public Liability Insurance. - Employers Liability Insurance for those who are not self-employed. - Relevant first aid qualification suitable to the activity. - Read and understand the school Health and Safety policy. All third-party providers for after school club provision will be provided with a copy of the Protocol for After School Clubs as at appendix 2
26	Lettings The BoT has overall responsibility for the security and management of its Academy premises. However, it is the responsibility of the school to ensure that this policy and the procedures are implemented. The administration of the hire procedure is the responsibility of the SBM and supported by the Finance Officer. Lettings must complete the Lettings Policy and Form, provide enhanced DBS checks on all persons and to review safeguarding policies and procedures and to impose any additional requirements they consider appropriate in connection with the hiring. Lettings must comply with the school's health & safety policies and procedures. Refer to Lettings Policy & Forms for further information, terms & conditions.
27	ARRANGEMENTS The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health

27.1	and safety provisions for the school and are to be used alongside other current school/premises procedures and policies. In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures. Health and Safety Management System The Health and Safety Management Diary is updated on a regular basis by the FL and monitored by the SBM. This ensures procedures are carried out at the correct intervals and can be reviewed by the Trust. The Health and Safety management diary includes: • Planned Preventative Maintenance for all school and plant equipment • Statutory Insurance Inspections • Premises Services Schedule • Regular in-house Health & Safety Checks • Premises Policy Reviews • Site Inspections • Risk Assessment Review Schedule • COSHH Assessment Review Schedule • DSE Workstation Assessment Review Schedule • Classroom Check Sheet Review Schedule • Legionella Review Schedule • PAT & FAT testing • Ladders, Steps & Trolleys Review Schedule • Fire Safety Review Schedule • Health & Safety Policy & Procedure Review Schedule • Safety Check Sheets Review Schedule • Incident Rate Monitoring and Trend Analysis Review Schedule • Asbestos management
28	Accidents Accidents involving adults Any Major (needing hospital or external treatment) or minor accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the Medical Tracker software and followed up with an accident investigation by the HT or SBM. Accident reports will be added to the centrally held Record for accidents and Near Misses. An electronic copy of the accident will be shared with the member of staff/next of kin or medical personnel attending to the adult. The FL will record all accidents/Incidents on the Incident Rate Monitoring and Trend Analysis spreadsheet. This document will be used to report to the Safety Committee. If any Major accident, incident or injury to members of staff should occur then these events will be reported to the HT, SBM and the Schools Health & Safety Consultant. The Health and Safety Executive will

Commented [DR1]: To be developed in line with the link H & S trustee

be notified using a RIDDOR reporting form. Information on the type of reportable injuries, Diseases and Dangerous Occurrences is supplied by the HSE <https://www.hse.gov.uk/riddor/reportable-incidents.htm>

If the school believes it needs to submit a RIDDOR report then they will ALWAYS consult the HT, chair of BoT and the Schools Health and Safety consultant.

Accidents involving children

The following has been written with reference to the following information supplied by the HSE:
<http://www.hse.gov.uk/pubns/edis1.pdf>

All major accidents or incidents that involve children are to be immediately reported to the HT. Major accidents or incidents of pupils are recorded using the Medical Tracker software and followed up with an accident investigation.

The FL will record all accidents/Incidents on the Incident Rate Monitoring and Trend Analysis spreadsheet. This document will be used to generate an annual report to the Safety Committee.

Examples of a major accident / incident are found in <http://www.hse.gov.uk/pubns/edis1.pdf>

Accident reports will be added to the centrally held Record for accidents and Near Misses managed by the SBM. An electronic copy of the accident will be shared with the parent or medical personnel attending to the child.

Minor accidents or incidents involving children such as bumped head, cuts, serious grazes and injuries that needed some medical treatments are also recorded using the Medical Tracker software .

Arrangements regarding First Aid are set out in the First Aid Policy and arrangements for supporting pupils for medical conditions are set out in the Administration of Medicines policy.

Accident and Incident Reporting and Near Misses will form part of the Annual Health & Safety Training to all Staff.

Termly checks of MediTracker are conducted by the Health and Safety link trustee who will then provide a summarised report to the board via the FRAR meeting forum.

29

Violent Incidents

Violent Incidences will be recorded on a violent incident form and information will be uploaded to the online behaviour and safeguarding system 'CPOMS'. The numbers of these and patterns will be shared with Trustees by the HT.

Any physical injury will also be recorded on an accident report form.

The course of action will be at the discretion of the HT.

Key expectations are outlined in the Behavioural Policy.

30	Incident Reporting, Investigation Near misses will also be recorded on the site ticketing system and 'near miss' identified. Near Miss Reports will be reviewed and follow up action recorded by the FL on the ticketing system. SBM and FL will review near misses half termly. Near miss report will be shared with the Health and Safety trustee termly in line with FRAR committee meeting schedule. A formal review will be carried out by the FL every year which investigates a year's worth of accidents, near misses and violent incidences and findings will be shared with the HT and SBM. The FL will collate information from adults and children and look for trends. The 'near miss' report, accidents with leave, RIDDOR reported accidents involving staff/children, any reportable death, injury, occupational disease, or dangerous occurrence, visitor accidents, areas of the school, child/adult, injury type, body part, times in the day that result in a high level of accidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident to be able to implement appropriate measures to prevent reoccurrence. This analysis report and action plan will be reported to the HT. Premises hirers and community/extended service/third party users must record all accidents and near misses using the above procedure and this information will be added to the school records. The HT, SBM, deputy head and FLA are trained accident investigators and will always conduct a documented investigation into incidents, accidents, or injuries.
31	Administration of Medicines These arrangements are outlined in the Supporting Pupils with Medical Conditions Policy. The FAML will ensure procedures for supporting children with medical conditions and the administering of medicines are being followed.
32	Asbestos Management Asbestos Management on site is controlled by the Asbestos Competent Persons outlined in the asbestos management plan. The FL and SA will attend an Asbestos awareness (including the management of asbestos) every three years. The HT and FL will attend an Asbestos Awareness course every year. Due to the age of some of the school buildings, asbestos is present in some areas. All Asbestos Containing Materials (ACM's) within the school premises are deemed safe as they are undisturbed or encapsulated. To identify the asbestos containing materials within the school buildings, an Asbestos Survey is conducted that provides an Asbestos Register and full details on the items found. The FL will ensure that an Asbestos Reinspection Survey is done yearly by the competent person as soon as reasonably possible where there is a possible change in risk or room use or refurbishment/construction which may affect safety. ACMs identified in the first survey are inspected to ensure that no damage or deterioration has occurred. The Asbestos Register updated accordingly, re-issued to all staff and updated in the Asbestos Manual located at Reception. Internal visual inspections of areas within the school with reported ACM's are carried out

	termly by the SA, any issues found are immediately reported to HT and the FL who will follow the Asbestos Emergency Procedure found in the Asbestos Management Plan. The Asbestos Register is located in Reception and is to be shown to all Contractors who may need to carry out work on site. Contractors must review the Asbestos Register for the area in which they intend to work and sign the Asbestos Register as evidence of sighting prior to being permitted to commence any work on site. If asbestos content is suspected to be present or unknown, works will not be permitted and a detailed Asbestos Survey of the area of works will be undertaken by the appropriate competent Asbestos Management Contractor. Any asbestos identified will then be safely removed or encapsulated by the competent Asbestos Management Contractor before any works can be permitted. Any changes to the premises structure that may affect the Asbestos Register information will require recording in the Asbestos Register. Under no circumstances are Contractors or Staff to drill or affix anything to the fabric of the building that may disturb materials without first checking the Asbestos Register and / or obtaining approval from the Asbestos Competent Person. Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the HT and/or the Asbestos Competent Person who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the HT and/or Asbestos Competent Person. For any project or refurbishment works in areas containing asbestos, the asbestos is safely removed by an accredited contractor as part of the project and the Asbestos Register updated accordingly. Asbestos Awareness will form part of the Annual Health & Safety Presentation to all Staff.
33	Child Protection Arrangements regarding child protection are set out in the Child Protection Policy and Safeguarding policies. All visitors will sign in and out using the electronic signing in system and agree to the safeguarding and health and safety information displayed on the system to be accepted as a visitor.
34	Community Users/Lettings/Extended Services The HT will ensure that: • Third parties and other extended service users operate under hire agreements • A risk assessment for the activity is completed • The premises is safe for use and is always inspected prior to, and after each use • Means of general access and egress are safe for use by all users • All provided equipment is safe for use • Fire escape routes and transit areas are safe and clear of hazards • Hirers/users are formally made aware of fire safety procedures and equipment
35	Contractors on Site Where contractors may be required or selected for use then appropriate safe selection procedures are to

	be used to ascertain competence prior to engaging their services. Contractors must complete a rigorous vetting process carried out by the FL and FO before they can be added to the approved contractor register. They must complete an annual questionnaire and provide supporting documents. A safe selection assessment is then carried out by the SBM and supporting documents are inspected. These documents include Health & Safety Policy, Insurances, Risk Assessment's, Method Statements, COSHH assessments, Employee/Company Licenses and Qualifications, DBS checks, Equipment & Maintenance Records and Environmental checks. All contractors will provide adequate risk assessments / method statements for the specific work being undertaken. These will be reviewed by the Trust/School competent person for suitability, competence, interfaces with school activities and coordination with school arrangements before works commence. The review does not transfer responsibility for the contractor's work activities from the contractor. Contractor performance monitoring is carried out throughout the works and any issues raised with the SBM. Any hot work permits are to be issued for all temporary hot work on site including gas and electric welding, soldering, brazing, hot cutting and use of naked flames, blowtorches, grinding wheels and cutting discs. Hot work to be carried out only by those people trained in use of equipment, hazards & precautions to prevent fires. Permits are issued by the FL or SA on a day-to-day basis. The FL and SA will attend Permit to Work training every 3 years. All Contractors must report to Reception, where they will be asked sign in using the electronic signing in system and agree to the safeguarding and health and safety information displayed on the system to be accepted as a visitor. All contractors must review and sign the Asbestos Register. All Contractors will be provided with a Contractor Induction Brief which includes the Fire Safety procedures and local safety arrangements, prior to them commencing work. Contractors may not carry out any work during the time that children are present in school without the direct permission of key staff such as the HT or SBM. Contractors working outside of the time that children are present they can carry out their duties with permission of the SA or FL. If there is any risk to the staff or children the contractor will cordon off the necessary work area. The decision of this precaution is ultimately the school's decision, and if this is not possible the work will not be completed. All school staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises. Any member of staff can instruct a contractor to stop working on site if they feel their other staff or children's safety is at risk. No tools will be left unattended by any member of staff or contractor.
36	Curriculum Activities All safety management and risk assessments for curriculum-based activities will be carried out under the control of the HT and teaching staff using Supporting Practical Work in Science, D&T and Art. https://primary.cleapss.org.uk/ Other supporting documents can be found at the admin office or from the PE lead. The leadership team and teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance. The schools use an Extra-Curricular Third-Party Provider for swimming.
37	Dogs on School Grounds

	No dogs are allowed on school grounds without prior approval from the HT and a risk assessment in place. Only assistance dogs and dogs being used for educational purposes are generally allowed onto the school premises and only at the discretion of the HT.
38	Defect Reporting All defects need to be reported using the Microsoft site ticketing system. The SA will review this file regularly throughout the day and will receive email awareness, prioritise concerns and action. The FL will periodically review all tickets and assign a priority level for items that have not been addressed. The status of the ticket is monitored by the SBM. The record of the defect and action taken will be stored on this online system and a management overview can be created to analyse ticket trends. The HT will review the log termly health & safety monitoring meeting.
39	Display Screen Equipment The FL will lead on ensuring that all users, those using a display screen for continuous periods of an hour or more per day must complete workstation assessments and any issues will be actioned as necessary. Workstation assessments are to be routinely reviewed at intervals not exceeding two years. DSE will form part of the annual Health & Safety Training to all staff.
40	Electrical Safety The HT will ensure through the SBM, FL and SA that: • Only authorised and competent persons are permitted to install or repair equipment • Equipment testing / inspection can only be carried out by a competent person / contractor • Equipment is not to be used if found to be defective in any way • Defective equipment is to be reported via the site ticketing system and immediately taken out of use until repaired or replaced. • Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the HT or SBM and it has been PAT tested prior to use • New equipment brought by the school is covered under the first-year warranty and will be picked up in the next annual PAT testing session, which will be within the first year. However, new equipment not purchased by the school must be PAT tested even if under the first-year warranty. • All electrical equipment will be inspected / tested annually to comply with the codes of practice and the H & S requirements and section 10 and 11 of the current code of practice.

	• All new school purchased electrical equipment will be PAT tested in line with the schools PAT testing regime • Periodic Electrical Installation Inspection & Testing (Fixed Wire) testing will be carried out every 5 years by a Trust Contractor and Risk Assessed by the FL. • Where 13-amp sockets are in use, only one plug per socket is permitted • Plug adapters are not to be used on site. • All coiled extension leads must only be used temporally and must be fully extended when in use. • Standard extension leads are only to be used as a temporary measure as far as is reasonably practicable and are PAT tested annually • Where extension leads are in use, to avoid overloading, these should be used to power an agreed set of electrical equipment that requires a permanent connection to a power supply and is within the acceptable power usage capability of the extension lead • Where extension leads are in use, only 1 extension lead permitted per classroom. • Where extension leads are in use, only 1 extension lead permitted per single or double socket. • Where extension leads are in use, these are not to be overloaded. • It is not permitted to join extension leads together. • The appropriate number of electrical sockets will be installed as required during project works, such as classroom re-arrangements and refurbishment • Appropriate cable management will be implemented as part of any project works All staff to visually check individual items before each use. Any defective or suspected defective equipment, systems of work, fittings, etc, must be reported via the site ticketing system and attended to as soon as possible. Electrical Safety will form part of the Annual Health & Safety Training to all Staff.
43	Emergency Procedures General emergency evacuation procedures for non-fire related emergencies are to be carried out in accordance with the Emergency Action and Disaster Recovery Plan. This includes a lockdown procedure which is to be used if there is an external threat to safety and adults and children need to be kept within the building. Fire related emergency evacuation procedures are to be carried out in accordance with the fire evacuation plan. Emergency procedures shall be tested termly and scheduled by the HT with the SBM and the FL. The evaluation of these drills will be reported to the HT and will form part of the report issued to the Safety Committee. The school has a detailed plan if the staff and children need to evacuate to a location away from the school. This is outlined in the fire evacuation plan and is practiced annually. Evacuation routes and fire action notices are displayed next to fire alarm call points and next to all final fire

	exits. These routes detail nearest exit, the necessary route and the assembly points and fire extinguishers. All staff will receive a brief and/or a copy of the non-fire and fire related emergency evacuation plans at induction, and they will be periodically provided with updated information as the Emergency Action and Disaster Recovery Plan is routinely reviewed and amendments are introduced. Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.
44	Fire Safety Arrangements regarding fire safety are set out in the school/premises Fire Safety Policy and Management Plan, which underpins all fire safety management process and informs the Emergency Action and Disaster Recovery Plan. The Fire Safety Coordinator is the school's designated operational point of contact for fire safety matters and supports the Responsible Person. Competent fire safety advice will be obtained where required. The Fire Safety Co-ordinator will ensure that: - All Staff will receive an annual refresher Fire Safety training presentation - All staff are to complete fire safety training at intervals not exceeding three years - A selection of staff will complete a Fire Extinguisher Awareness Training course online annually. - Fire safety procedures are readily available for all staff to read - Fire safety information is provided to all staff at induction and periodically thereafter - Fire safety notices are posted in the key areas of the building close to the fire points - Evacuation routes and assembly points are clearly identified - Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire - All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable - Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the Fire Safety Policy and Management Plan. - The fire risk assessment is reviewed regularly and whenever there is reason to suspect that it is no longer valid or where there has been a significant change in the premises, occupancy, use or fire safety risk. - The school may commission an independent competent fire risk assessment at least every three years as part of its assurance arrangements. - A competent fire risk assessor will be engaged as soon as reasonably practicable where a significant change, refurbishment, construction or other circumstance may affect fire safety. - The completed fire risk assessment will be recorded in full, together with the school's fire safety arrangements and the identity of any person/organisation engaged to undertake or review the assessment, in accordance with the Regulatory Reform (Fire Safety) Order 2005 as amended by section 156 of the Building Safety Act 2022. - The School operates a 'No Smoking' policy. This includes vaping equipment, liquid vapes, e-cigarettes and any alternative smoking materials. - All non-essential electrical equipment that is not designed to be left on unattended will be switched off, and where practical at the wall. This is particularly important at times when the School will be unoccupied for long periods of time, ie, weekends and holiday periods, etc - The necessary checks for Fire Doors, Fire Fighting Equipment and Emergency Lighting are carried out locally and by external contractor when appropriate. These records can be found in the Fire Safety Policy and Management Plan.
45	First Aid Arrangements regarding first aid provision are set out in the First Aid Policy. First aid will normally be provided by appropriately trained first aiders within the scope of their training. An appointed person may take charge of first-aid arrangements where identified by the first-aid needs assessment. In an emergency, staff may provide appropriate assistance within the limits of their competence while arranging professional medical assistance where required.

	First aid provision requirements will be assessed using the first aid & medical needs assessment form to identify, formalise and record what level of first aid provision is needed in their building, premises or for the team. This form along with the training matrix will be reviewed periodically by the First Aid Lead and monitored by the FL. The First Aid Lead will delegate the role of ensuring First Aid Boxes are checked every term, recording of checks and replenishing as appropriate. This checklist will be periodically reviewed by the First Aid Lead and random checks of the First Aid Boxes will be done termly. The First Aid Lead will be a qualified first aider and will support school staff in following the First Aid Policy and the Supporting Pupils with Medical Conditions & Administration of Medicines Policy. The school will maintain at least one qualified first aider in each year group as a local provision standard, subject to the findings of the first-aid and medical needs assessment. This local standard does not replace the requirement to ensure adequate and appropriate first-aid equipment, facilities and personnel based on the needs assessment.
47	General Equipment All general equipment requiring statutory inspection and/or testing on site (eg. boilers, hoists, lifting equipment, fire extinguishers, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent Core Contractors or as locally arranged on regular intervals recorded in the Health & Safety Management Diary. Records of inspections/testing will be kept on the shared drive. Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out. Where appropriate, defective equipment or building fabric issues are to be reported to the SBM and FL.
48	Good Housekeeping Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times: • All corridors and passageways are kept free from obstruction • Shelves in storerooms and cupboards are stacked neatly and not overloaded • Floors are kept clean and dry, and free from slip and trip hazards • Emergency exits and fire doors are not obstructed in any way • Supplies are stored safely in their correct locations • Rubbish and litter are cleaned and removed at the end of each working day • Poor housekeeping or hygiene conditions are immediately reported • SA will ensure the bin store is locked at the end of the day, during the weekends and during the holidays. Any excess rubbish created during the day is placed by the SA's cupboard or put directly in the external bin, in the bin store.
49	Hazardous Substances Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the HT. The premises COSHH assessor acting on behalf of the School Leader is the FL.

	The FL undertaking COSHH assessments will undertake necessary COSHH assessor training every three years. The SA who is not writing the risk assessments but will be undertaking the technical check/monitoring should also be competent and will take yearly online training. All COSHH assessments are stored at the location of the hazardous substance for ease of access and on the shared drive. When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. A COSHH assessment index is made available to all staff so they are aware of items approved for use in accordance with the assessment. Staff must never attempt to use a harmful substance, including cleaning products, unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment. All hazardous substances are to be stored in the secure and signed storage when not in use which is in the cleaner's cupboards and the SA office for this premises. These locations are to remain locked at all times and made accessible to authorised personnel only. COSHH assessments will be kept assessable in these locations and on the shared drive. Dishwasher tablets and washing up liquid is stored locally within the kitchen and staff welfare spaces. COSHH assessments will be assessable in these locations and on the shared drive. The SA and the Cleaners will ensure the cleaning cupboards are always locked when not in use, at all times and that storage of dishwasher tablets and washing up liquid are stored out of reach of children. The school Catering Team will adhere to the same management control processes for hazardous products as those of the Site Team. The FL will inspect storage locations every term to make sure items are appropriate and risk assessments are available. Flammable Liquids are stored in Flammable liquid store in the locked outside space alongside the site office in accordance with the Flammable Liquids Risk Assessment, and is the responsibility of the SA's. Cleaning products will only be purchased through the school ordering system and authorised by the SBM. No consumable cleaning products to be brought in from home and onto the premises. Hazardous Substances and COSHH will form part of the staff induction and the Annual Health & Safety training to all staff. All cleaning bottles to be clearly labelled.
50	Hot Liquids Arrangements for the safe management of Hot Drinks and liquids are set out in the staff induction and the Annual Health & Safety training to all Staff. Hot drinks and liquids beyond the staff room require a screw top lid. Staff are not permitted to carry an open cup, mug or bowl containing a hot drink or liquids/food stuff around the site. Staff are encouraged to report incidents where this is seen. No hot drinks or liquids are permitted in classrooms or playgrounds unless they have screwed on lids.

51	Inspections and Monitoring Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported using the site ticket system. Documented monitoring and inspections of individual teaching spaces will be carried out termly by all teaching staff via completion of the HSE classroom checklist issued to all staff by the FL acting as the trust THSC and managed on the Health & Safety Management Diary. The information from these check lists are collated into one then shared with the SBM and issued to the SA to action and record. Routine documented inspections of the premises will be carried out every week/month/term in accordance with the premises inspection schedule, found in the SA's health and safety folders in the site drive. Inspection findings are to be recorded and any defects recorded using the site ticketing system. The completed SA inspection forms are regularly checked and signed by the FL. The FL records these checks on the Health Safety Management Diary which details the regular checks carried out by school. The Health & Safety Management Diary will be regularly reviewed by the SBM. Defects identified during these routine documented inspections are to be immediately reported to the FL who should escalate appropriately to the SBM and HT and recorded using the site ticketing system. Any identified high-level risks or safety management concerns are to be actioned and shared at BoT meetings by the SBM. The SBM will meet termly with the FL, in this meeting the SBM will review all system/technical checks and the management checks to ensure systems have been maintained. The SBM will complete a Health & Safety Management Review Form and report this to the HT. The FL and SBM will complete an Annual Fire Safety Management Review Form and an Annual Health & Safety Inspection Checklist. This documented inspection and audit will be shared with the H & S link Trustee who will include the Health & Safety Report that is uploaded to Trustee Hub and discussed at the Finance, Audit, Resources & Risk Committee (FRAR) that is held half termly. Periodic detailed inspections of the premises' safety management system will be carried by the school Health and Safety Trustee. These documented inspections will examine all areas of the safety management system and a Health & Safety Management Review Form will be completed. Defects identified during the inspection and audit are to be reported to the HT, who will arrange for the appropriate remedial actions to be taken. This documented inspection and audit will form part of the Health & Safety Report that is uploaded to Trustee Hub and if necessary discussed at the FRAR meeting that is held termly.
52	Kitchens Authorised access and safe working procedures for local management of the main kitchen and other facilities where catering is provided are organised and managed by the SBM, supported by the Catering Manager. These areas are only to be used by authorised Staff in accordance with the identified safe working procedures. Any persons not normally authorised but wishing to enter these areas must gain approval from a competent person prior to entry and must strictly adhere to the catering contractors safe working practices. The FL will be required to enter the kitchen to carry out regular health & safety checks and site inspections.

53	Legionella Management Legionella management on site is controlled by the Legionella Competent Persons, in accordance with the Risk Assessment and Written Scheme, who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes. These are checked monthly by the FL and quarterly by the SBM. The Legionella risk assessment is reviewed as follows: • Internally carried out annually by the Trust Legionella competent person and H&S Trustee who will ensure that evidence of reviews are retained for inspection purposes. • Externally carried out by a competent Legionella risk assessor initially and every two years thereafter • Externally carried out by a competent Legionella risk assessor as soon as reasonably possible where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk.
54	Lone Working The lone working arrangements for staff who may undertake lone working on this site are set out in the Security & Lone Working Policy. All lone working is to be approved by the HT or SBM and is to be carried out in accordance with the various Lone Working Risk Assessments and Security Risk Assessments which are issued to those members of staff that work on their own. Staff are not permitted to work at height, use hazardous substances or dangerous equipment. When lone working is undertaken it must only take place with the HT or SBM's approval and in accordance with the Security and Lone Working policy where staff have been appropriately categorised and control measures have been identified and put into place. Lone working may include: • Late working • Home or site visits • Weekend working • Facilities Lead or Site Assistant duties • Site cleaning duties • Working in a single occupancy office
55	Moving and Handling All staff must attend the annual moving & handling awareness training which is part of the annual health & safety refresher course. Staff are not permitted to regularly handle or move unreasonably heavy or

	awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely. Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. These are issued to relevant staff. The SA is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements at periods not exceeding three years. Midday supervisors are also expected to carry out regular moving and handling and details of how to do this are detailed in the Tables and Chairs moving and handling risk assessment. Staff are also shown safety videos how to handle the tables and demonstrations given by the SA by the FL. All staff will be given access and asked to read the HSE guidance concerning Moving and Handling- 'Manual Handling at Work A Brief Guide' and must adhere to the recommendations. Risk Assessments will be created for specific moving and handling activities and given to staff if they are expected to carry out these activities.
56	New and Expectant Mothers The member of the Leadership Team, or their deputy will carry out risk assessments wherever any employee notifies the school that they are pregnant. These risk assessments will be reviewed regularly and in appropriate intervals in accordance with the New & Expectant Mother's needs and on their return to work. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below: • Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and/or GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles. • If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and/or GP immediately to ensure investigation. • Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer and/or GP as this must be investigated promptly.
57	Off-site Activities Arrangements regarding off-site activities are managed in accordance with the Evolve/Outdoor Education Service's procedures and guidance. The Education Visits Coordinator works with their colleagues to help them access and manage risks. All off-site activities will be registered, managed, recorded and approved in accordance with the Trust's educational visits procedures and the Evolve system, with proportionate arrangements for routine/local activities. All relevant Teachers, the EVC and HT will have an account with the online Evolve system. Local trips will still be recorded using the Evolve system and approved in accordance with the Trust's local

	approval arrangements. Routine sporting fixtures are not managed using the Evolve system, but the principles of risk assessment, parental consent and communication remain consistent with the Evolve process.
58	Restrictive intervention Arrangements regarding restrictive intervention can be found in in the restrictive intervention policy.
59	Provision of Information The HT will ensure that Health & Safety information systems are established so that all Staff are periodically provided with information regarding Health & Safety on the premises. These systems are: • Annual Health & Safety Training to all Staff (signed acceptance sheet required) • New Staff Induction (signed acceptance sheet required) • Health & Safety Induction and Refresher Training (Certificate required) • Regular training • Health & Safety noticeboard • Health & Safety section on the School shared drive • Use of email • Committee meetings • Monthly Health & Safety Newsletter • Weekly Staff Briefing • COSHH assessments stored at the location of the hazardous substance Local Health & Safety advice is available from the FL, SBM and the Schools appointed Health & Safety Consultant can provide both general and specialist advice. The Health & Safety Law Poster is displayed on the Health & Safety Noticeboard.
60	Risk Assessment General risk assessment management will be co-ordinated by the HT. Risk assessments will be suitable and sufficient and proportionate to the level and nature of risk. Staff are expected to identify hazards, take immediate reasonable action where necessary and report significant risks. A trained Risk Assessor will oversee assessments where appropriate. The school will avoid unnecessary duplication or disproportionate paperwork and will focus on significant hazards, who may be harmed, existing controls and any additional measures required. Risk Assessments will be carried out by those Staff with the appropriate knowledge and understanding in each area of work. Statutory Risk Assessments will be created by the FL Subject risk assessments will be created by the School Subject Leaders Risk Assessments for Educational Visits, Trips and Off Site Activities will be created by the activity leader and reviewed by the Educational Visit Coordinator in accordance with the Trust/Evolve approval process. The visit leader remains responsible for the safe management of the activity within the approved framework. Risk Assessments for extra-curricular / before and after school clubs and activities will be created by the provider and reviewed by the school trained risk assessor for suitability and coordination with school arrangements. The provider remains responsible for its own activities. The responsible manager will ensure that identified control measures are implemented, communicated and monitored before and during the activity. Formal approval will only be required where specified by the

	Trust, Evolve procedure, legislation or the relevant local risk management process. Completed Risk Assessments are listed in the Risk Assessment Register and will be reviewed periodically in accordance with each Risk Assessment's review date as listed for in the premises bring-up diary system. Risk Assessments will be issued to relevant staff and made available on the Shared Drive. The HT and FL will complete a risk assessor course carried out by the Health & Safety Consultant 3 yearly. Other relevant staff will complete a yearly course in Understanding Risk Assessments.
61	Security Arrangements for security are set out in the Security and Lone Working Policy. Staff will adhere to the Premises Security and Missing Child Risk Assessment which include emergency unlock routines and can be found on the shared drive. The school will maintain a security policy and plan which complements safeguarding, health and safety and emergency planning arrangements. Security risks will be assessed proportionately, arrangements will be tested as appropriate, and relevant staff will receive suitable information and training in accordance with current DfE school and college security guidance.
62	Mental Health & Wellbeing Information and arrangements are set out in the Mental Health & Wellbeing Policy and the Stress Management Policy. The school strives to support all staff members on maintaining a healthy work / life balance. It is recognised that mental health and wellbeing is not solely an isolated or individual issue, but one that may have both work as well as personal causes, and pressure arising from work can have as much impact on an employee's mental health & wellbeing as personal issues. It is also recognised that, even when in the same situation, different people may experience different levels of stress and react in different ways. Therefore, the level and type of support required by individuals may differ significantly and the school offers a variety of mechanisms to support in identifying and controlling stress. The primary means of identifying and controlling stress is through the use and on-going development of open and effective communication with all members of staff throughout the school. We take the view that positive mental health and wellbeing are paramount to a happy and productive working and learning environment and acknowledge the part we all have to play in promoting this. An open-door policy is in place where staff are encouraged to discuss any concerns or stress symptoms. Line Management and staff meetings, both departmentally and school wide are held regularly, along with Staff Surveys, where all staff are encouraged to provide feedback, both positive and negative. The Senior Team are aware of occasions where staff supporting pupils are often managing a range of challenging behaviours which comes in various forms and various levels and may leave staff feeling hurt or upset. To allow the senior team to have a fully rounded picture of these events – the quantity, the severity etc, it is helpful to collect headline information from anyone who has been affected. Not only will this allow the senior team to appropriately respond to colleagues and provide them with an appropriate level of support, but it will also help to understand how we can be better equipped to support the pupil and enable us to review and develop clear action plans for dealing with occasions going forward. Staff affected are encouraged to complete and submit a very simple form to them which can be found in both the staff room and the door of the Wellbeing Lead's office.

To aid in supporting our staff, the school provides an employee's support line, the number is displayed in the staffroom and sent out on email to all staff annually. Employee Assistance Programme for Hampshire

freephone 0800 028 0199

· outside the UK +44 161 836 9498 (calls will be charged)

· online support

Employee Code: MHA006393

Training and action plans can be provided for all staff and children.

To support the comfort, safety and wellbeing of all staff at their workstations, DSE Workstation Assessments are carried out by relevant members of staff at intervals not exceeding 2 years. Any issues identified are reviewed and actioned by the Line Manager and HT support where appropriate.

New and Expectant Mothers are regularly assessed throughout their pregnancy and for 6 months following the birth or until they have stopped breastfeeding to ensure their continued comfort, safety and wellbeing in the workplace.

Should a member of staff be unwell, and away from work for any length of time, they are encouraged to keep lines of communication open with their Line Manager and BSO.

Should a member of staff be feeling unwell, they are asked to telephone the School following the instructions outlined in the staff handbook as soon as possible before they are due to start work. A return-to-work meeting with their line manager and Sickness Absence Form is provided for the staff member to complete following a certified leave of sickness.

More information can be found within the wellbeing policy

Supporting pupils

As part of the school's commitment to promoting positive mental health and wellbeing for all pupils, the school offers support to all pupils by:

- Raising whole school awareness of mental health and wellbeing during assemblies, PSHE and through the curriculum
- Having open discussions about mental health and wellbeing as well as providing safe opportunities for pupils to share their thoughts/concerns using worry boxes, circle time etc
- Providing pupils with opportunities to provide feedback on any elements of school life that impacts negatively on mental health and wellbeing
- Offering support for parents and pupils with the school's Family Wellbeing Lead
- Offering internal interventions

63

Traffic Management

Arrangements regarding on-site traffic safety are based on the Premises Traffic Risk Assessment.

Arrangement for where staff may use their own vehicle for business use are outlined in the Driving at Work Risk Assessment.

64	Training Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the Induction Checklist and will include online Child protection and Health and Safety training. The signed Induction Checklist is kept in staff's individual personnel files. The FL on behalf of the HT is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. If possible, this induction will be in form of a few separate Induction Sessions. The induction process will be operationally implemented by the BSO and overseen by the SBM. A Training Needs Analysis will be carried out from which a comprehensive Health & Safety Training Matrix will be developed and maintained by the BSO to ensure Health & Safety training is effectively managed for all Staff who require it. All Staff will be provided with the following as a minimum training provision: • Induction training regarding all the requirements of this Health & Safety policy • Annual Health & Safety training to all Staff • Appropriate local training regarding risk assessments and safe working practices • Updated training and information following any significant Health & Safety change • Specific training commensurate to their own role and activities • Periodic refresher training at intervals determined by the risk, role, legal requirements and the findings of the Training Needs Analysis; where the Trust has adopted a three-year interval for a particular competence, this will be treated as a local training standard rather than a universal statutory requirement Health & Safety training records are held by the BSO who is responsible for co-ordinating all Health & Safety training requirements, maintaining the Health & Safety Training Matrix and managing the planning of Health & Safety refresher training for all Staff as required, with oversight from the SBM. All Health & Safety training is supported by a Certificate of Training or a signed Training Acceptance Sheet. All staff will attend regular Health & Safety Foundation / Refresher training session, presented by the Schools appointed external Health & Safety Consultant. This presentation will include: Accident & Incident Reporting Asbestos Awareness (including Asbestos Register) Basic Hygiene Defect Reporting DSE Safety Electrical Safety & PAT Fire Safety Hazardous Substance & COSHH Hot Drinks Safety Housekeeping Moving & Handling Near Misses Needles & Needlestick Injuries Risk Assessment Requirement Safe Practices Safe Premises Sharps & Weapon Safety Slips & Trips Work at Height

65	Trees & Branches Risk and Management The school recognises that trees within the school grounds should be subject to appropriate management. Tree Surveys are undertaken by a competent person (Arboriculturalist) every two years or as soon as reasonably possible where there is a change in risk which may affect safety. Any necessary action resulting from the survey will be taken to ensure risks are reduced to as low as reasonably practicable. For the on-going care, inspection, and maintenance of the trees the SA will conduct a termly visual inspection. Any issues found will be immediately reported to the FL and SBM for necessary action to be taken by a competent contractor. Any damage to any tree, should be immediately reported to the HT, SBM and FL who will ensure appropriate acts are taking and seek appropriate advice. A risk assessment will be completed and reviewed annually/ or as soon as reasonably possible where there is a possible change in risk which may affect safety.
66	Visitors All visitors must initially report to the school office where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident. Visitors to the premises will be provided with health and safety information via the electronic signing in system and a handout which they will be required to sign for using the Entrysign software used for signing in. Visitors will be expected to sign in and out upon entrance and exit and will be issued with a Visitor lanyard to wear visibly during their time on site. Where possible, prior to the visitor's attendance, a member of the admin office will ask the visitor if a Personal Emergency Evacuation Plan is required.
67	Work at Height Work at height is always to be undertaken in accordance with this policy and work at height risk assessments. The schools general work at height will be undertaken in accordance with the specific risk assessments for work at height activities which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task. All higher risk staff attend the Ladders and Steps Safety Training presented by the external appointed Health & Safety Consultant 3 yearly. The FL, and SA are the Competent Persons for Work at Height on the premises who have attended training with the Health & Safety Consultant commensurate with their specific work tasks and they are authorised to: • Use steps, stepladders and leaning ladders in accordance with their training • Carry out termly inspections of all on-site ladders, stepladders • Remove access equipment from use if defective or considered inappropriate for use

The Competent Persons for Work at Height and all other Staff are not permitted to use any other access equipment for Work at Height without specific training. This includes the use of scaffolding, mobile towers, mobile elevated work platforms, step stools and 3-step, step ladders.

A documented check of all Work at Height Equipment is carried out termly by the SA and reviewed termly by the FL to ensure the continued safety and suitability of the equipment. Any equipment that is found to be defective is removed from use and disposed of. Defective equipment is replaced if required.

Work at Height on the School premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any Staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height. No other equipment except the schools step stools, step ladders or a ladder must be used
- Staff may only use step stools and 3-step, step ladders if they have received training commensurate to their role and specific work tasks – The Annual Health & Safety training is appropriate for Teaching staff using work at height equipment to occasionally access shelves and update noticeboard displays
- The FL and SA may only use leaning ladders if they have attended appropriate training at intervals not exceeding three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be those provided by the School and are never to be lent to, or borrowed from, third parties or Contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment
- No member of staff will be allowed on the school roof.
- No member of staff is allowed to work at height while lone working

Related policies can be found in public/all staff/

Ludlow Junior School CONTACTS

ROLE	NAME	POSITION	CONTACT DETAILS
Senior Leader Designated Safeguarding Lead Lettings lead H & S Committee Accident Investigator	Ryan O'Hearn	Head Teacher (HT)	Tel ; 07745 376784 head@ludlowjunior.org.uk
Senior Leader Deputy DSL Head of Business, HR, Payroll, Finance, Facilities, Catering, Services, Contracts H & S Committee Accident Investigator	Debbie Rooke	School Business Manager (SBM)	Tel ; 07355 094698 Debbie.rooke@ludlowjunior.org.uk

HR & Payroll	Amy Noades	Business Support Officer (BSO)	Tel ; 023 8042 5953 Amy/noades@ludlowjunior.org.uk
Finance	Sam Grice-Hart	Finance Officer (FO)	Tel ; 023 8042 5955 finance@ludlowjunior.org.uk
Qualified Risk Assessor Qualified COSHH Assessors Accident Investigator Asbestos Co-ordinator Legionella Co-ordinator Fire Safety Coordinator H & S Committee	Charlotte Snook	Facilities Lead	Tel; 07763 200295 Charlotte.snook@ludlowjunior.org.uk
Operational H & S Fire Safety Coordinator	Andy Meader	Site Assistant	Tel ; 07706 735021 Andy.Meader@ludlowjunior.org.uk
H & S Committee Deputy DSL Accident Investigator	Emma Stevenson	Deputy Head	Tel ; 07355 094699 Emma.stevenson@ludlowjunior.org.uk
Deputy DSL	Vanessa Chandler	Deputy Head	Tel ; 07355 094696 Vanessa.chandler@ludlowjunior.org.uk
SENDCo Deputy DSL	Gillie Hotston	Deputy Head	Tel ; 07355 094697 Gillie.hotston@ludlowjunior.org.uk
Pupil Wellbeing Lead Deputy DSL	Maria Locke		Tel ; 023 8044 7885 Maria.locke@ludlowjunior.org.uk
Catering Lead	Christina Tsuzaki	Catering Manager	Tel ; 023 8044 7885 Christina.tsuzaki@ludlowjunior.org.uk
Health & Safety Assistance & Advice	Ray West	H&S Consultant	Tel ; 07843 262855 rwsafetyolutions@gmail.com
SCHOOL CONTACTS			
ROLE	NAME	POSITION	CONTACT DETAILS

Health & Safety Lead Trustee H & S Committee	Mark Walker	Trustee	Mark.walker@ludlowjunior.org.uk
Responsible Manager Designated Safeguarding Lead PEEPs Manager Qualified Risk Assessors Accident Investigator Asbestos Competent Persons Fire Safety Coordinator Lettings Lead Safety Committee	Ryan O'Hearn	Head Teacher	Tel ; 07745 376784 head@ludlowjunior.org.uk
Safety Committee	Mark Walker	Trustee	Mark.walker@ludlowjunior.org.uk
	Ryan O'Hearn	Head Teacher	Tel ; 07745 376784 head@ludlowjunior.org.uk
	Debbie Rooke	SBM	Tel ; 07355 094698 Debbie.rooke@ludlowjunior.org.uk
	Emma Stevenson	Deputy Head	Tel ; 07355 094699 Emma.stevenson@ludlowjunior.org.uk
	Charlotte Snook	Facilities Lead	Tel; 07763 200295 Charlotte.snook@ludlowjunior.org.uk
Business Support Officer	Amy Noades	BSO	Tel ; 023 8042 5953 Amy.noades@ludlowjunior.org.uk
Lead First Aider	Gillie Hotston	Deputy Head	Tel ; 07355 094697 Gillie.hotston@ludlowjunior.org.uk
Accident Investigator	Ryan O'Hearn	Head Teacher	Tel ; 07745 376784 head@ludlowjunior.org.uk
	Debbie Rooke	SBM	Tel ; 07355 094698 Debbie.rooke@ludlowjunior.org.uk

	Emma Stevenson	Deputy Head	Tel ; 07355 094699 Emma.stevenson@ludlowjunior.org.uk
	Charlotte Snook	Facilities Lead	Tel; 07763 200295 Charlotte.snook@ludlowjunior.org.uk
Qualified Risk Assessor	Charlotte Snook	Facilities Lead	Tel; 07763 200295 Charlotte.snook@ludlowjunior.org.uk
SENDCo	Gillie Hotston	SENDCo	Tel ; 07355 094697 Gillie.Hotston@ludlowjunior.org.uk
Site Assistant	Andy Meader	Site Assistant	Tel ; 07706 735021 Andy.meader@ludlowjunior.org.uk
Asbestos Competent Persons Legionella Competent person Asbestos Competent Person Risk Assessor	Charlotte Snook	Facilities Lead	Tel; 07763 200295 Charlotte.snook@ludlowjunior.org.uk
Mental Health Lead	Gillie Hotston	Deputy Head	Tel ; 07355 094697 Gillie.hotston@ludlowjunior.org.uk
Educational Visits Co- Ordinator (EVC)	Matt James	Teacher	Tel ; 023 8044 7885 Matt.james@ludlowjunior.org.uk
External Fire Risk Assessor	Mike Graham	External Fire Risk Assessor	Southern Fire Protection Ltd Unit 20 The Challenge Enterprise Centre Sharps Close Portsmouth Hants PO3 5RJ mike@sfpltd.co.uk Tel ; 023 9266 2774 / 07774 660512
External Legionella Risk Assessor	Solwat	External Legionella Risk Assessor	Solwat Unit 2 Lea Green Farm Downton Lymington SO41 0LA Tel ; 01590 641146

Fire Equipment Inspectors	Churches Fire	Term Contractor	Churches Fire & Security LTD Fire House, Mayflower Close, Chandlers Ford, SO534AR Tel ; 0370 608 4350
Play Equipment Inspectors	Universal Services (Sports Equipment LTD)	Term Contractor	Beckingham Buisness Park Tolleshunt Major Maldon Essex CM98LZ Tel ; 07766056064
After school club Co-ordinator	Dan Palmer	Assistant Head	Tel ; 07857 372686 Dan.palmer@ludlowjunior.org.uk
Hampshire Education & Learning	/	/	www.hants.gov.uk/educationandlearning/hc3s 023 8062 9388
Public Health England	/	/	www.gov.uk/government/organisations/public-health-england
Health and Safety Executive (HSE)	/	/	www.hse.gov.uk