



Holy Trinity C of E Primary School

A church school community aspiring for all to live life to the full.

Health and Safety Policy

Based on GCC's 2025 template

Issued January 2026

Next Review January 2029

Committee Full Governing Body

Part 1: Statement of Intent

It is the policy of Holy Trinity CofE Primary School to ensure so far as is reasonably practicable, the health, safety and welfare of all persons working for the school and others who may be affected by our undertaking.

The Governing Body and Headteacher recognise and accept their responsibilities under law and also under Gloucestershire County Council delegation for local management of schools.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular, the Governing Body and Headteacher shall:

- provide a safe and healthy working and learning environment
- ensure that the premises are maintained in a safe condition
- maintain safe access to and egress from the premises
- prevent accidents and work-related ill health
- assess and control risks from curriculum and non-curriculum work activities including educational visits
- comply with statutory requirements as a minimum
- ensure safe working methods and provide safe equipment
- provide effective information, instruction, and training
- develop and maintain a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- ensure a healthy working environment is maintained including adequate welfare facilities
- ensuring safe use, handling, and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools' activities with the necessary information, instruction, training, and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Governing Body/Board of Trustees* and Headteachers commitment to continuous improvement in the school's health and safety performance.

For the Policy Document to be effectively implemented, the school requires the full cooperation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Signed:	Signed:
Headteacher's Name:	Chair of Governor's Name:
Date:	Date:

Version History:

Revision Date	Author	Version	Description of revision

Links to other policies:
<ul style="list-style-type: none"> • Safeguarding • SEND • Behaviour • Emergency and Business Continuity Plans • Fire Policy/Evacuation Plans • First Aid in School • Administering Medicines • Lone Working • Staff Handbook • Supply Teacher Handbook • Code of Conduct • Accessibility Plans • Asbestos Management Plan

Part 2: Organisation

Introduction

In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.

GCC Relationship with Schools

The legal responsibility and thus accountability for health and safety in schools lies with the Council as the employer in community schools, voluntary controlled schools and the alternative provision service. For academies and voluntary aided or foundation schools, responsibility rests with the Governing Body or Trust.

The Council provides a delegated budget under the Scheme for Financing Maintained Schools within the authority, so that each school can take control of day-to-day issues, including adequate resources for health and safety.

Headteachers and Governing Bodies are delegated health and safety related functions by the Council and are responsible for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching and ancillary staff, pupils, visitors and any other person using the school premises or engaged in activities by the school.

The Governing Body/Board of Trustees*

The Governing Body has overall responsibility for ensuring compliance with health and safety law and this policy through good governance practices. The purpose of governance in health & safety is to provide:

- strategic leadership
- robust accountability for health and safety issues
- oversight and assurance of health and safety performance

In consultation with the Headteacher, the Governors will ensure that:

- there are effective and enforceable arrangements for the provision of health and safety throughout the school.
- periodically assessing the effectiveness of this document, ensuring that any necessary revisions are made to determine the policy and monitor its implementation.
- ensure compliance in relation to H&S by way of receiving regular reports and updates from the Headteacher.
- As part of this monitoring, the Governing Body shall question leaders about whether appropriate corrective action is being taken, whether learning is being shared and improvements are being put in place.

The Finance Administrator (person with H&S responsibility)

The Finance Administrator will oversee the co-ordination of health and safety and facilities management across all member schools to ensure operational controls are in place and working. This includes:

- Managing the school estate effectively to ensure a fully compliant, healthy, safe and sustainable school environment.
- Appropriate funding is available to ensure health and safety within school(s).
- Working with the Governing Body and Headteacher on the strategic approach to health and safety within the school, to ensure a positive health and safety culture.
- Implementation of a safety management system.
- Working with schools to ensure health and safety compliance.
- Ensuring all levels of management within the organisation understand their responsibilities and the arrangements for the implementation of the health and safety policy.
- Suitable and sufficient risk assessments are undertaken.
- Suitable training is provided and been undertaken.
- Maintaining records and statistics of all accidents and incidents that occur within the organisation to monitor trends.
- Reviewing policies and procedures, risk assessments and other relevant documentation periodically.
- Arrangements for securing and managing contracts with vetted and approved contractors.

Headteacher

The Head has the following responsibilities:

- Be fully committed to the Health and Safety of their school(s).
- Ensure that this Policy is communicated adequately to all relevant persons and adhered to at every school for which they are responsible.
- Ensuring this policy is followed by all staff, pupils and visitors that fall under the duty of care of the school.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- An appropriate organisational structure is in place in the school(s) to manage health and safety.
- Where necessary, delegate in writing any of the functions listed to appropriate person(s), who will have the knowledge and experience to undertake such functions. Whilst functions may be delegated, accountability will remain with the headteacher.
- Qualified first aid personnel and facilities are provided.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are recorded, investigated, reported following the school adopted process; and control measures implemented to prevent any recurrence.

- Monitor records and statistics of all accidents and incidents that occur within the school(s).
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling and storage of substances. This includes obtaining and provision of safety information; undertaking COSHH risk assessments relevant to the activities and hazards within the school(s) and that relevant employees are informed of the significant findings of the assessments.
- A risk assessment has been undertaken to identify the measures needed to reduce the risks from infectious diseases and public health incidents.
- All health and safety issues raised by employees are recorded and investigated.
- Regular inspections of the school buildings and grounds; and maintenance of it
- Regular safety checks are undertaken and recorded of the testing, maintenance and statutory inspections of installations, systems and work equipment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work.
- Any unsafe conditions, faulty systems or work equipment identified is immediately taken out of service until repaired or replaced. Such unsafe conditions or faults are reported to the appropriate person to arrange repair or replacement.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- Adequate welfare facilities, including temperature, lighting and ventilation levels.
- Safe access and egress is provided and maintained in all areas within the schools.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory requirements.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- The provision of such information, instruction and training as is necessary to ensure health and safety.
- Suitable and sufficient risk assessments are undertaken.
- The location of any asbestos containing materials is identified and appropriately managed.

Employees

All employees shall co-operate with the school to ensure the effective discharge of health and safety responsibilities. Every employee, therefore, shall:

- Familiarise themselves with the content of the Health and Safety Policy.
- Act in accordance with this policy, any delegated functions and any health and safety training received.
- Work with due regard for the health and safety of themselves and others (employees, pupils, visitors, public etc.) around them.
- Support the Headteacher and leadership in the delivery of good health and safety practice and the minimisation of risks.
- Draw attention to health and safety problems or deficiencies in the workplace.
- Report accidents and incidents with a view to preventing a recurrence.

Teaching Staff

In addition to the above, teachers are responsible for the immediate safety of the pupils in the classroom by:

- Identifying and assessing risks when planning lessons and activities for pupils.
- Maintaining the classroom in a condition such that is safe and without risks to health.
- Exercise good standards of housekeeping and cleanliness.
- Exercise vigilance and conducting periodic inspections to identify any areas of concern or risks to those using or working in the classroom.
- Know and apply the procedures in respect of fire, first aid and other emergencies.

Education Visit Coordinators (EVC)

The school shall nominate an EVC who oversees the approval mechanism for all educational visits or the Head assumes the role.

Due to the nature of the role, the EVCs shall have experience of practical off-site activity and visit leadership, and appropriate status within the school that enables them to guide the working practices of their colleagues. Functions of the EVC which are administrative in nature may be delegated to an appropriate member of staff, but the responsibility to ensure that these functions have been carried out remains with the Headteacher.

The EVC shall ensure that all educational visits and off-site activities planned by teaching staff meet the requirements of the guidance, as well as the requirements of school policy and procedures.

The functions of the EVC include:

- Taking the lead on developing and reviewing schools procedures.
- Supporting the Head(s) and Governors with approval decisions.
- Assessing the competence and confidence of visit staff to lead and supervise.
- Organising the training and induction of leaders and others going on the visit.
- Ensuring that emergency arrangements and emergency contacts for each visit are in place.
- Ensuring that individual visits are reviewed and evaluated including accident/incident/near miss reports.
- Monitoring of Visit Leader planning and sample monitoring of visits in practice.

Temporary Staff

Temporary employees have the same health and safety responsibilities as all employees detailed in the Policy and any specific duties relevant to their role.

They shall be provided with information and guidance, including the Health & Safety Policy Document, fire and emergency procedures, relevant information about pupils under their supervision (e.g. medical information) etc. They must understand and follow these guidelines at all times. They are directly accountable to the headteacher whilst on the school site.

School Safety Representatives

The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints, and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g., information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body).

Volunteer and Parent Helpers

Volunteers and parent helpers should act only under the supervision of a qualified employee. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site. Volunteer and parent helpers are responsible for following instruction and guidance to ensure health and safety, fire safety and emergency procedures.

Visitors

All visitors have a responsibility to act in accordance with health and safety instruction and guidance and to notify an appropriate employee if they believe there is a failure or potential for failure in the health and safety provided.

Pupils

Pupils are expected to exercise personal responsibility for their own health and safety and that of others, appropriate to their age and understanding. They should observe all the health and safety rules of the school and follow the instructions of staff at all times. Pupils must use equipment safely and not misuse or interfere with anything provided for health and safety.

Safety, Health and Environment (SHE)

The school have appointed Gloucestershire County Council Safety, Health and Environment (SHE) service to assist the school to meet its statutory duties relating to health and safety. SHE will provide appropriate advice, guidance and support to the Governors, Headteacher(s) and staff through provision of a service level agreement.

Contractors

Contractors have a responsibility to ensure any works carried out on behalf of the school does not expose themselves, our employees, pupils or others to risks to their health and safety. All contractors must supply up to date RAMS documentation when requested and must bring any significant risk to health and safety to the attention of the Headteacher before work commences and take such measures as is necessary. Contractors have a responsibility to cease work immediately if the health and safety of anyone in the vicinity is at risk of harm.

Part 3: General Arrangements

The following arrangements will be established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

Risk Assessment

The underlying process which informs safety management is risk assessment. A general risk assessment of the school has been undertaken to identify the key facility and activity risks present in the school and the measures that are already in place to manage these. Where necessary further measures have been identified to improve health and safety to be implemented within the school.

Assessments of other significant risks must be made with those persons responsible for the activity/ area affected and the significant findings of these decisions will be recorded and brought to the attention of the Headteacher and any other staff affected. Where appropriate pupils and others (e.g. volunteers) must be briefed on the steps they must take for their health and safety.

Responsibility for Undertaking Risk Assessments

Overall responsibility for ensuring that risk assessments are completed, implemented, and monitored sits with the Headteacher. The completion of risk assessments is delegated in the following way:

General School Activities & Premises

The Site Manager and Headteacher are responsible for completing and updating generic risk assessments relating to the school site, daily operations, equipment, playgrounds, arrival and departure routines, and other whole-school activities. The school uses approved Risk Assessment Toolkits and templates to ensure consistency.

Curriculum Activities:

Class teachers are responsible for identifying risks associated with classroom-based learning, practical activities, and special events. Where required, teachers must refer to specialist guidance relevant to the primary phase, including CLEAPSS, AfPE (for PE and physical activity), DATA (for design and technology), and SHE information.

Where no published guidance exists for a planned activity, a specific risk assessment must be completed prior to the activity taking place.

An inventory of equipment and resources (e.g., PE apparatus, science materials, DT tools) is maintained by the appropriate subject or resource lead, who ensures items are checked, maintained, and stored safely.

Educational Visits and Off-Site Activities:

The Educational Visits Coordinator (EVC) oversees the risk assessment process for all trips, outdoor learning, local walks, and residential visits. This role is delegated to the Headteacher.

The school complies with DfE guidance and the GCC standards for off-site visits. A dedicated School Trips Procedure outlines the planning, approval, and supervision requirements for all off-site learning.

Communication of Risk Assessments

Risk assessments are communicated to staff through:

- staff meetings and briefings,
- email notifications when assessments are updated, and
- activity-specific briefings, including pre-trip briefings and curriculum activity overviews.

Staff are required to read and follow all relevant risk assessments and to implement the identified control measures.

Review of Risk Assessments

Risk assessments are reviewed:

- annually, or more frequently where needed;
- after any incident, accident, or near-miss involving pupils, staff, or visitors;
- if there is a significant change to equipment, processes, environment, or staffing;
- if new national or local guidance becomes available.

All reviews and updates are recorded and stored in line with the school's document retention procedures.

Accident Reporting and Investigation

Any incident, injury or near miss is to be reported to the Headteacher by the person or persons involved as soon as possible and details recorded.

When a child suffers an injury, parents/ carers shall be informed. Depending on the severity of the injury, this may be immediately via a phone call, but a note will also be sent home to inform the parent.

All significant incidents are to be reported to the Headteacher (or other responsible person) who will carry out an immediate investigation in order that the cause of the accident can be identified and measures taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. The Headteacher shall also inform the Governing Body of all major incidents.

Accidents will be monitored for trends and a report made to the Governing Body by the Headteacher.

Where appropriate, accidents will be reported online using SHE Assure. This will include any injuries or ill-health to employees and visitors; and significant incidents or injuries to children, such as those requiring on site first aid and off-site medical assistance.

All accidents which fall within the scope of the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported by the Headteacher. This is a legal requirement for the employer to report.

If reported on SHE Assure, SHE will report on the school's behalf (as per the SLA) and provide a copy of the report, otherwise an appropriate person for the school must report specified injuries, diseases and dangerous occurrences to HSE.

Asbestos

Asbestos containing materials (ACM) have been detected in several areas of the school building. If managed carefully, the presence of ACM will not pose a risk to staff and pupils. Undamaged, sealed materials will not release fibres. However, if materials containing asbestos are disturbed or damaged, asbestos fibres can be released into the air and breathed in by staff and children. This puts them at risk of contracting a number of serious diseases in later life, including mesothelioma and lung cancer.

The school will take the following steps to manage the asbestos in the school:

- A 'management survey' of ACMs in the school has been carried out by asbestos specialists to assess risk of exposure.
- ACM likely to pose a significant risk has been removed.
- An 'asbestos management plan' has been produced and is available to all staff and visitors in the office.
- The Headteacher is to make sure staff know the risks and precautions they need to take. All staff have been instructed not to put up any displays, lift ceiling panels or access areas of the building containing ACM.
- All contractors are to check the register in the asbestos management plan and sign a permit before undertaking any work.
- The asbestos management plan will be reviewed at least annually.
- Before any refurbishment work in the building the Governing Body/Trustees will commission a refurbishment and demolition survey.

If there is an incident of asbestos exposure the Headteacher must be informed and take the necessary steps to ensure that everyone is safe and, unless the incident is very minor, will need to report it to the Health and Safety Executive.

Consultation with Employees

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by:

- Consulting staff in the risk assessment process
- Staff meetings,
- Sharing information (via SharePoint, emails etc)
- Supervision and performance reviews include health, safety and welfare etc.

Contractors

The policy of the school is to ensure that whoever carries out work on behalf of the school is able to do so in a way that does not put workers or the pupils at unacceptable risk.

Before any work is carried out, the Governing Body or Headteacher must establish contractors are suitable and have sufficient skills and knowledge to do the work safely by consideration of the following points:

- Utilising contractors from the local authority/AMPS framework
- References from previous customers;
- Inspection of previous work;
- Examination of the contractor's health and safety policy, procedures and practices;
- Membership or registration with a Federation, health and safety scheme (e.g. CHAS), National Inspection Council and any appropriate licences are held (e.g. for asbestos).
- The contractor has up to date Public Liability insurance.

The contractor must assess the risks for the contracted work and follow their own safe systems of work considering how they will impact upon staff, pupils and other visitors on site. The Headteacher will consider any risks from the contractor's work that could affect the health and safety of the staff and pupils. Contractors must supply risk assessments in advance of any work.

Contractors shall sign in to school at the reception and wear a visitor's badge. Upon issue of the badge they will be made aware of fire and accident procedures. Photo ID is required by all contractors prior to working on the site. Contractors will be required to view the asbestos register and sign the permit to work.

Display Screen Equipment

The majority of employees within the school will likely come within the definition of DSE users as this includes persons that:

- a) normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- b) use DSE in this way more or less daily; and
- c) have to transfer information quickly to or from the DSE; and
- d) need to apply high levels of attention and concentration; or
- e) are highly dependent on DSE or have little choice about using it.

The school seeks to provide safe working conditions in compliance with the Health and Safety (Display Screen Equipment) Regulations 1992, the objective being to minimise the risk of occupational ill health by:

- Users shall complete a DSE workstation self-assessment questionnaire.
- Taking proper breaks or changes of activity.
- Maintaining good posture.
- Providing suitable workstations and the necessary equipment to meet legal requirement and individual's specific requirements and comfort.
- Providing access to eye tests and allowance for glasses if needed for DSE work.

Employees shall take personal responsibility for ensuring that their workstation is set up correctly and that breaks etc. are included in their working day.

Employees shall be expected to apply good practice when using DSE at home and in doing so further reduce the opportunity for harm arising from the use of DSE.

- The school should refer to SHE guidance.
- Headteachers must ensure that DSE workplace assessments are conducted for any users
- DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

Driving for Work

It is the school policy that arrangements shall be in place to mitigate road risk to drivers and passengers involved in driving in connection with school operations.

Transport operators will be used on the most part for transporting pupils to offsite activities.

Where any member of staff is required to transport pupils in their own vehicle, this must be approved by the Headteacher beforehand and only after checking the driver has appropriate insurance cover, a clean driving licence and an MOT certificate for the vehicle if one is required. It is the responsibility of the driver to ensure an appropriate child seat or booster seat is used and properly fitted.

The Headteacher shall ensure that

- Risk assessments include transport and business driving operations.
- Employees have a valid driving licence (an appropriate category for the vehicle)
- Employees who drive their own vehicle have appropriate insurance cover and an MOT where applicable.
- Employees are referred to occupational health when they have a health problem that could affect their driving.
- A sign letter of declaration is obtained from volunteer drivers.

Educational Visits

Each year the school will arrange a number of activities that take place off the school site, which support the aims of the school. The school has adopted the Gloucestershire 'Guidance for Educational Visit'.

Any member of staff that wants to propose a visit is responsible for undertaking detailed planning in good time before the event. The Headteacher/EVC must be informed before a visit is planned and shall approve the completed plan and risk assessments for the visit before departure.

The member of staff leading a visit shall be responsible for identifying the risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will

be told where their child will be at all times and of any extra safety measures required. Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours.

The Headteacher/EVC will ensure there is appropriate and adequate communication with visiting groups (in normal and emergency situations). The Headteacher and another senior members of staff will be appointed as the emergency contacts for each visit. The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contacts, including the home contact details of parents and next-of-kin, as appropriate.

Emergency Management / Business Continuity

It is the school policy to have in place arrangements for foreseeable emergency situations and major incidents. This may include:

- Injuries or illness to people in workplaces.
- Fire.
- Bomb threats.
- Security incidents.
- Natural disasters.
- Loss of services (power, water, heating, ICT).
- Loss or illness of key personnel.
- Outbreak of disease or infection.

An Emergency/Business Continuity Plan is in place that provides a framework for such events. The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g., counselling) etc.

A team shall be in place to act as the decision-making body for the management of any incident. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the emergency, necessary office equipment and supplies and appropriate building plans.

A test or exercise is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

Estate Management

The school is committed to maintaining a safe, well-managed, and compliant estate that supports high-quality teaching and learning. Robust arrangements are in place to ensure all buildings, grounds, services, fixed fittings, and equipment are maintained in accordance with statutory requirements and recognised industry standards.

Overall responsibility for estate management lies with the Headteacher. Day-to-day management, monitoring, and organisation of the school estate is delegated to the Site

Manager, who oversees planned maintenance, servicing schedules, premises checks, and contractor management.

Where specialist expertise is required, the school has access to competent persons, including approved contractors, property compliance advisors, and local authority/Diocesan support services, ensuring statutory compliance in all relevant areas (e.g., electrical testing, water safety, fire safety, asbestos, gas safety).

The school has adopted the DfE Good Estate Management for Schools (GEMS) manual as a framework for planning and managing estate responsibilities. Relevant GEMS tools, checklists, and self-evaluation documents are completed regularly to ensure the estate remains safe, efficient, and well-maintained, and that compliance obligations are understood and met.

Statutory Servicing, Testing and Inspection

The school ensures that all statutory and recommended servicing, testing, and inspection schedules are adhered to. This includes, but is not limited to:

- fire detection, alarms, extinguishers, and emergency lighting
- gas appliances, heating systems, and pressure vessels
- electrical installations and portable appliance testing (PAT)
- water hygiene, including Legionella controls
- playground equipment checks
- lifting equipment and hoists (where applicable)

All certificates, reports, and servicing records are retained and monitored to ensure actions are completed promptly and any defects are addressed without delay.

Periodic Premises Self-Inspections

Routine inspections of the school site are carried out to identify obvious hazards, damage, or deterioration. These include:

- Weekly visual checks of playgrounds, outdoor areas, doors, and communal spaces by the Site Manager.
- Termly building walk-throughs by the Headteacher and Site Manager to review classrooms, corridors, and shared areas.
- Annual health and safety inspections, supported by competent persons where required.

Findings from inspections are recorded, and remedial actions are prioritised and implemented in a timely manner.

Reporting Defects and Maintenance Issues

All staff have a responsibility to report defects or concerns immediately. The school has clear procedures for reporting maintenance issues, including:

- logging issues via the premises/maintenance logbook,

- emailing the Site Manager directly, or
- submitting concerns through the school's reporting system/database (where used).

Staff are reminded to report any hazard, however small, to ensure issues can be addressed before they present a risk to pupils, staff, or visitors.

Specific Hazards Within the School Grounds

Any particular features of the school grounds that may pose risks—such as ponds, water features, steep gradients, uneven surfaces, or outdoor equipment—are risk-assessed, clearly supervised, and appropriately controlled. Where necessary, additional fencing, signage, or access restrictions are used to ensure pupil safety.

Electrical (Portable and Fixed Wiring)

The school ensures that all electrical wiring systems, fixed installations, and portable electrical equipment are installed, operated, and maintained in a safe condition. These arrangements apply to all areas of the site and all equipment used by staff, pupils, contractors, and visitors.

Management of Electrical Risks

Electrical safety is monitored through a combination of:

- Formal testing of fixed wiring installations (Periodic Inspection and Testing) at the intervals recommended by statutory guidance and competent electricians.
- Portable Appliance Testing (PAT) carried out at appropriate intervals depending on the type of appliance, location, and intensity of use.
- Planned visual inspections by the Site Manager as part of routine premises checks.
- User checks by staff before using any electrical appliance to identify obvious defects such as damaged plugs, frayed cables, scorch marks, or loose fittings.

Any equipment or system that does not meet safety standards is removed from use until repaired or replaced.

Authorised Personnel

Only competent, qualified, and authorised personnel are permitted to inspect, install, repair, or modify:

- fixed electrical wiring and installations
- portable electrical appliances
- electrical accessories, sockets, and fittings

Approved contractors must meet all relevant standards and be appropriately certified (e.g., NICEIC or equivalent).

Reporting Electrical Faults

Any known or suspected electrical fault must be reported immediately to the Site Manager via:

- the school's maintenance log
- email notification
- the school's reporting system/database (if used)

Staff must never attempt to repair electrical equipment themselves.

Faulty Equipment

Faulty electrical equipment must not be used under any circumstances. If equipment becomes faulty during use:

1. It must be switched off immediately.
2. It must be isolated from the power supply.
3. It must be clearly labelled and removed from use to prevent accidental operation.
4. It must remain out of use until repaired by a competent person or safely disposed of.

Portable Appliance testing (PAT)

Portable appliances are inspected and tested at intervals appropriate to:

- The appliance type
- The environment in which it is used
- The frequency and conditions of use

Examples include:

- ICT equipment used in classrooms (lower risk, longer intervals)
- portable kitchen or caretaker tools (higher risk, shorter intervals)

A full record of PAT testing is maintained and reviewed annually.

Personal Electrical Appliances

Staff must not bring personal electrical appliances into school unless:

- They have received prior approval from the Headteacher or Site Manager, and
- They have passed a PAT test conducted or authorised by the school.

Unauthorised personal appliances must not be plugged in or used on the school site.

Water Hygiene

The school is committed to ensuring that all water systems are managed safely and maintained in accordance with statutory requirements and recognised industry standards. Effective water-hygiene management minimises the risk of contamination, including the potential for Legionella growth within the school's systems.

Responsibilities for Water Hygiene

Overall responsibility for water hygiene management lies with the Headteacher.

Day-to-day monitoring, record-keeping, and contractor coordination are delegated to the Site Manager.

The school engages competent and qualified specialists to provide professional advice, conduct risk assessments, and carry out required testing and sampling in accordance with relevant guidance.

Legionella Risk Assessment

A Legionella Risk Assessment is completed by a competent contractor at least every two years, or sooner if there are significant changes to the water system, building use, or management arrangements.

All recommendations from the assessment are actioned promptly, and control measures are incorporated into the school's ongoing water-hygiene monitoring schedule.

Control Measures and Monitoring

Water-hygiene risks are controlled and monitored through a combination of:

- Routine temperature checks on hot and cold-water outlets
- Regular flushing of infrequently used outlets (e.g., holiday periods, low-use areas)
- Inspection of tanks, calorifiers, thermostatic mixing valves (TMVs) and pipework where applicable
- Cleaning and disinfection of systems when required
- Periodic bacteriological testing where risks have been identified or recommended by a competent person

All checks are recorded in the water-hygiene logbook, and results are reviewed regularly by the Site Manager and Headteacher.

Authorised Personnel

Only trained, competent staff or qualified external contractors may:

- Carry out water-hygiene testing
- Perform system inspections or remedial work
- Access water tanks, plant rooms, or restricted areas related to water management

School staff must not attempt any technical work on water systems themselves.

Reporting Water Hygiene Concerns

Any concerns relating to water quality or water safety must be reported immediately to the Site Manager via the maintenance log book or by email.

Concerns may include: unusual smells, discoloured water, inconsistent temperatures, leaking or damaged fittings, or signs of stagnation.

Specific School-Grounds Considerations

Where the school grounds include water features such as ponds, water butts, or outdoor learning areas, these are risk-assessed and managed to ensure:

- Water is refreshed or monitored regularly
- Children do not have unsupervised access
- Signage, barriers, or covers are used where appropriate

Glazing

The school ensures that all glazing on site is assessed and managed to minimise the risk of injury. A full glazing survey has been carried out, identifying areas where safety glazing or protective safety film is required. Where risks have been identified—such as low-level glazing, doors with glazed panels, or areas of high pupil activity—appropriate control measures have been implemented in line with recognised safety standards.

All windows that can be opened are fitted with window-opening restrictors, set to allow an opening of no more than 100mm. This prevents the risk of collision with open windows,

reduces the potential for falls from height, and helps prevent unsafe behaviours such as leaning out of windows or throwing objects.

Glazing and window-restriction systems are included in regular premises inspections, and any damage or malfunction is reported immediately to the Site Manager and made safe without delay.

Gas Installations

The school ensures that all gas installations, appliances, and associated pipework are managed safely and in compliance with statutory requirements. Only Gas Safe registered engineers are permitted to install, maintain, service, or repair any gas fittings or appliances on the school site.

Inspection, Servicing and Maintenance

Regular and periodic inspections are carried out on all gas pipework, appliances, and flues. This includes an annual gas safety check and any additional maintenance recommended by the competent engineer. Any remedial work identified during inspections is completed promptly to ensure continued safe operation.

Ventilation

All rooms containing gas appliances—such as boiler rooms, kitchens, or classrooms with gas equipment—are checked to ensure adequate ventilation in accordance with relevant standards.

Gas Safety Systems

Gas safety systems are installed in key areas including the kitchen and boiler rooms, incorporating emergency isolation switches or shut-off valves. These systems are inspected and tested periodically by a competent engineer to ensure they function correctly and can be operated safely in an emergency.

Any concerns or suspected faults with gas equipment must be reported immediately to the Site Manager and the affected appliances taken out of use until inspected by a qualified professional.

Trees

The school recognises its responsibility to ensure that all trees on the site are maintained in a safe condition. Appropriate arrangements are in place to manage tree-related risks proportionately and effectively.

Inspection and Monitoring

All trees within the school grounds are routinely inspected by a competent person, with the frequency of inspection reflecting the level of risk, such as proximity to playgrounds, pathways, buildings or boundaries.

Following adverse or potentially damaging weather, or any activity that could impact structural stability, the Site Manager conducts a visual inspection to identify obvious hazards such as broken branches, leaning trunks, or debris.

Remedial Work

Any remedial work—such as pruning, removal of deadwood, or felling—is carried out only by competent and appropriately qualified arboricultural contractors.

Recommendations from tree surveys or inspections are actioned promptly and records of inspections and work undertaken are kept as part of the school's estate-management documentation.

Staff Reporting of Concerns

Staff should report any concerns about tree condition (e.g. fallen branches, visible decay, instability) immediately to the Site Manager so that the tree can be assessed and, if necessary, made safe without delay.

Standards for school premises

The school complies with the School Premises (England) Regulations 2012, ensuring that all accommodation and facilities are safe, suitable, and supportive of high-quality teaching and learning. The following standards are met:

Toilet and Washing Facilities

The school provides an adequate number of toilets and washing facilities, separated appropriately for adults and pupils and designed to meet the needs of all children, including those with disabilities. Facilities are maintained in a clean, hygienic, and fully functioning condition.

Medical and Therapy Accommodation

Suitable accommodation is provided to meet pupils' medical, first-aid, and therapy needs. This includes appropriate washing facilities, privacy, and close access to toilets. The space is equipped to support the safe delivery of medical interventions, therapy sessions, and first aid.

Acoustic Conditions

Acoustic conditions and sound insulation within classrooms, halls, and shared spaces meet the requirements for the activities normally taking place. Consideration is given to speech clarity, noise transfer, and the needs of pupils with additional hearing or sensory needs.

Lighting

All teaching and non-teaching spaces have suitable natural and/or artificial lighting, ensuring safe visibility and appropriate conditions for learning. External lighting is provided where needed to illuminate pathways, entrances, and outdoor areas used during darker hours.

Water Supply

The school provides suitable hot and cold water supplies, including:

- Access to clean drinking water
- Safe hot and cold water in toilet and washing facilities
- Systems that prevent contamination or stagnation

Hot Water Safety

Hot water temperature at the point of use is controlled to ensure it does not present a scalding risk. Thermostatic mixing valves (TMVs) or equivalent controls are fitted and routinely maintained to ensure safe operation.

Snow and ice

The school has arrangements in place to minimise risks arising from snow, ice, and adverse winter weather. Priority access and egress routes—including main paths, entrances, playground circulation routes, and car park walkways—are identified and treated to reduce the risk of slips and falls.

A winter weather plan is in place. Risks are assessed daily during adverse conditions to determine the action required, including which specific routes are to be gritted, cleared, or temporarily closed. Decisions are made by the Headteacher in consultation with key members of staff, taking into account weather forecasts and on-site conditions.

Adequate salt/grit supplies are stored on site in suitable, weather-resistant containers. Tools and equipment—including shovels and a wheeled grit spreader—are available and maintained for use during winter conditions. Stock levels are monitored to ensure sufficient supplies throughout the winter season.

Staff are informed of any changes to access routes or safety arrangements during periods of snow and ice.

Fire Safety

The school follows the arrangements set out in its separate Fire Safety Policy, which details the full procedures for fire prevention, detection, evacuation, and response. The following summarises the key fire-safety arrangements in place on site.

Fire Risk Assessment

A comprehensive Fire Risk Assessment is undertaken by a competent, qualified fire-safety body approximately every three years.

The school reviews the fire risk assessment annually, ensuring that all identified actions are completed promptly and that any changes to the building, staffing, or activities are reflected in updated assessments.

Staff Awareness and Responsibilities

All staff are briefed on the findings of the fire risk assessment and are required to cooperate fully with fire-safety measures. This includes:

- Ensuring fire doors are kept closed
- Keeping escape routes clear
- Storing potential ignition sources separately from combustible materials
- Reporting any defects or obstructions immediately

Fire awareness training is provided for all staff, with updates and refresher sessions arranged in line with policy and statutory requirements.

Evacuation Procedures

Fire evacuation procedures are displayed in every classroom and at key points throughout the school. Staff must familiarise themselves with:

- The means of escape
- Their nearest fire exits
- Pupil management expectations during evacuation
- The location of the assembly point

The Headteacher (or designated responsible person) ensures that regular fire drills take place—typically once a term—to test procedures and reinforce confidence for both staff and pupils. Records of drills are kept and reviewed to identify any improvements.

Fire Wardens and Specific Roles

The school has appointed Fire Wardens/Marshals, who support safe evacuation and help ensure that their designated areas are cleared. Additional responsibilities—such as checking refuge points, assisting vulnerable pupils, or sweeping specific zones—are assigned to trained individuals and documented in the Fire Safety Policy.

Testing, Checks and Records

The fire alarm system is tested weekly by the Site Manager or designated person. Records of testing, inspections, drills, and servicing are held in the school's Fire Safety Logbook, stored [location, e.g., Site Office].

Fire-fighting equipment, emergency lighting, fire doors, and fire-detection systems are serviced at required statutory intervals by competent contractors.

First Aid

The school follows the arrangements set out in its separate First Aid Policy, which outlines full procedures for medical care and emergency response.

A First Aid Needs Assessment has been completed to ensure appropriate provision across the site. The medical cupboard is equipped with suitable first aid supplies, and additional kits are located in key areas of the school.

The school meets statutory requirements by maintaining a sufficient number of trained first aiders. All staff complete Emergency First Aid in Schools training, which equips them to respond to most pupil injuries. Designated First Aiders have completed First Aid at Work or Emergency First Aid at Work qualifications.

All injuries, illnesses, and first aid treatments are recorded in line with school procedures, with records retained securely and used to monitor patterns and improve safety.

Hazardous Substances

Potential exposure to harmful substances shall be identified by the Headteacher and risk assessed. This may include chemicals, dusts such as wood dust, and biological hazards from bodily fluids.

Wherever possible, the school shall use non-hazardous products. Any substances supplied shall be accompanied by relevant information, such as a Material Safety Data Sheet or labelling on the container. This information will be used to determine if the substance is hazardous and if so a COSHH risk assessment shall be completed.

Exposure to some substances may require health surveillance to be undertaken, which will be determined by the risk assessment. Substances may include:

- Respiratory sensitisers (isocyanates).
- Skin sensitisers.
- Carcinogens (cancer causing substances).
- Commercial herbicides (weedkillers).

Infectious Diseases

The school shall seek to reduce the risk of transmission of infectious diseases to as low as is possible. This includes:

- Blood-borne viruses, such as Hepatitis, spread from contact with bodily fluids or needle-stick injuries.
- Coronavirus.
- Colds and flu.
- Norovirus.

The school will take such measures that can reduce transmission, such as good personal hygiene, ventilation in enclosed spaces, enhanced cleaning and not attending school with illness symptoms or when infectious.

The school follows the UK Health Security Agency guidance on health protection in children and young people settings, for the management of infectious diseases and minimising disruption. Emergency plans shall include actions for managing outbreaks and incidents and continued provision of education. When the school becomes aware of an outbreak and there appears to be significant concern (e.g. a school is considering closure) the Headteacher will consult with UKHSA and/or the Local Authority Public Health service.

Lettings and Shared Workplace

The school ensures that all lettings and shared use of the premises are managed safely and in line with the school's Lettings Policy.

Lettings are only agreed with individuals or organisations that can demonstrate appropriate safeguarding, insurance, and risk-management arrangements. Hirers are provided with relevant health and safety information, including fire-evacuation procedures, access routes, restricted areas, and any specific site rules.

Where the premises are shared with external users (e.g., clubs, community groups or contractors), the school and the occupying organisations cooperate to ensure the safety of all users. This includes:

- Clarifying responsibilities for supervision and behaviour
- Sharing relevant risk assessments where appropriate

- Ensuring safe access/egress and compliance with fire safety arrangements
- Reporting any defects, incidents, or hazards to the Site Manager immediately

All hirers are responsible for the safe use of the areas they occupy and for ensuring their activities do not compromise the health and safety of pupils, staff, or other users of the site.

Lone Working

The school is committed to managing the risks associated with lone working, and where lone working occurs, shall ensure that the risks are adequately assessed and controlled.

So far as is reasonably practicable, the site and buildings shall be safe by design with adequate security, fire prevention and protection so occupants should be safe even when working alone.

Risk controls shall be adopted where appropriate and depending on the circumstances include the following:

- Avoid lone working when possible.
- Work in pairs.
- Reduce risk of injury by avoiding hazardous work activities when alone (for example, work at height, heavy lifting, etc.).
- Ensure that someone knows where lone workers are and what time they will return or finish work.
- Check in / out with someone at the start and end of the day.
- Reduce the length of time spent lone working, for example take work home rather than staying in the building alone after hours.
- If working alone in a building, ensure that external doors and windows are all secure

Manual Handling

Where possible employees shall avoid hazardous manual handling tasks. Where manual handling cannot be avoided, the risk of injury shall be assessed and reduced as far as is reasonably practicable.

For most employees, manual handling operations are not considered hazardous because they involve light weights, handling is infrequent and takes place in favourable working conditions, in which case there is no need to carry out specific task related to manual handling assessments.

Measures to reduce the risk of injury shall include:

- Providing information on good manual handling technique.
- Formal training by competent instructors where it has been identified as a necessary control measure in risk assessments.
- Providing lifting aids and other equipment as necessary.

Risk assessment for moving/handling people shall be considered as part of the care planning process.

- Included in pupil care plans.
- Employees trained in correct moving/ handling techniques.

- Handling aids such as hoists and lifts are inspected and serviced.

Medical Needs

The school follows the arrangements set out in its separate Supporting Pupils with Medical Conditions Policy, which outlines full procedures for meeting the medical needs of pupils and ensuring appropriate support for staff where required.

The medical needs of all children are identified, and suitable arrangements are put in place. Pupils with higher or complex needs have an Individual Healthcare Plan (IHP), which clearly defines responsibilities, required actions, and emergency procedures. All staff involved with these pupils are informed of expectations and trained appropriately.

The school works closely with parents, health professionals, and external agencies to agree safe procedures and ensure consistent care.

Medication is administered safely, with parental consent, and all administration is recorded in line with school procedures.

Staff receive training to enable them to deliver routine care, manage medical conditions confidently, and respond appropriately in an emergency.

Noise

The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place. Generally, noise risk is managed by managing exposure time and PPE shall be provided.

Personal Protective Equipment (PPE)

The need for PPE as a control measure is assessed on the basis of risk assessment. Other means of controlling risk posed by hazards shall be sought first (e.g. remove the person from any hazard or isolate the hazard in some other way).

Employees shall be supplied with equipment that is suitable and sufficient and be provided with information, instruction and training in the correct use, storage and care of PPE. Employees are responsible for ensuring that they use PPE where it is provided.

Playground Supervision/Play Equipment and Maintenance

The school recognises that the playground is a high-risk area where many accidents can occur. Appropriate arrangements are in place to ensure safe play and effective supervision at all times.

A playground risk assessment has been completed to identify potential hazards and the likelihood of harm. Control measures are reviewed regularly and after any incidents.

Supervision is provided by a sufficient number of staff, at playtime and lunchtime, with staff positioned strategically to ensure effective visibility of all areas. Supervising staff are familiar with expectations for managing behaviour, responding to incidents, and maintaining safe play.

All fixed play equipment and outdoor structures are subject to:

- Pre-use checks by staff
- Routine visual inspections by the Site Manager
- An annual thorough inspection carried out by a competent external specialist

Any defects are reported immediately, and equipment is taken out of use until made safe.

Pregnant Employees and New Mothers

The school has maternity policies and shall manage risks to new and expectant mothers. Once the Headteacher/appropriate person* is made aware of the employee's pregnancy, they shall assess the risks to the employee, which shall be reviewed at reasonable intervals during pregnancy, and if the pregnant employee's situation changes. If a risk assessment has identified any risks that could affect the employee, or that of their baby, and these risks cannot be avoided, action to remove, reduce or control the risk shall be taken. This shall include:

- Temporarily adjust their working conditions and/or hours of work; or if that is not possible,
- Offer them suitable alternative work (at the same rate of pay) if available; or if that is not feasible,
- Suspend the employee from work on paid leave for as long as necessary, to protect their health and safety, and that of the child.

The school shall provide suitable rest facilities for pregnant and breastfeeding employees.

Security Arrangements

The security measures that are in place have been reviewed to assess risks and identify any additional steps that shall be taken to prevent unauthorised access and protect staff and pupils from harm and to protect school property. Measures include

- Entry to the school site is restricted with fencing, gates, boundary hedges and landscaping to prevent all but the most determined.
- The site is physically secure out of hours including effective intruder alarms and response arrangements.
- Access control measures prevent unauthorised access to the building during the day.
- Visitors to the school are directed to the main reception by signs outside.
- All external doors are secured from outside entry when the pupils are inside.
- During outdoor play pupils are supervised in the playground.
- All visitors entering the school must provide ID and be requested sign the visitors book and sign out at the end of the visit. Badges are worn by all visitors.
- Visitors will be accompanied by a member of staff for the duration of their visit, unless authorised by the Headteacher to walk about alone.

- If unknown visitors are encountered in the school, or not wearing a valid badge they shall be challenged by staff and reported to the school office immediately.
- Persons are responsible for the security of their own personal items. Staff and pupils are discouraged from bringing valuable items into school.
- Procedures for controlling access and barring individuals from the premises.
- Emergency procedures shall be implemented in the event of a security breach or threat. Lockdown procedures are practised with staff.

Smoking

The school is a no smoking site and staff, visitors and contractors are required to conform. The policy is that e-cigarettes and vaping are to be treated as other smoking material i.e. not permitted in our buildings/on site.

The school will support employees who find it difficult to restrict their smoking or wish to give up smoking, and provide details of smoking cessation organisations.

Stress, Mental Health and Wellbeing

All staff are encouraged to support each other, discuss openly and not see stress or mental health as a sign of weakness. The Headteacher and other members of staff shall be aware of the signs of stress and how to deal with them.

Identifying particularly difficult periods (e.g. Ofsted inspections, audits, SAT's) and finding ways of combating stress during these times is the responsibility of the Governing Body and Headteacher.

Staff are responsible for raising concerns with the Headteacher, their own supervisor or a member of the Governing Body (if they feel unable to raise it with the Headteacher or supervisor) if there are work issues causing them stress and having a negative impact on their well-being. Where workplace stress arises, the Headteacher, Governing Body or supervisors will deal with the issue in a sensitive and constructive manner, using all available means to manage stress and assist staff.

Traffic (on-site)

Although the school does not have on-site vehicle movement in areas accessed by pupils, we recognise the need to manage traffic risks associated with the staff car park, which opens onto a residential street used by children and families walking to and from school. A traffic risk assessment has been completed to identify potential hazards and establish suitable control measures.

Car Park Access and Control

- The school car parks are gated and must remain locked at all times when not in active use.
- Only authorised staff and visitors may access the car park.
- Gates must be closed immediately after entry or exit to prevent unauthorised access and to keep children away from moving vehicles.

Parking Arrangements

- There are no designated staff or visitor parking bays; however, staff are encouraged to reverse park to improve visibility when leaving.
- Visitors are advised to park off-site on surrounding streets, following normal parking restrictions.
- Parents/carers are not permitted to use the staff car park for drop-off or pick-up, except where reasonable adjustments are required for disabilities or medical needs.

Pedestrian Safety

- Families using the residential street outside the car park are reminded to take care around the entrance/exit point, particularly at busy times.
- Staff must check that the area is clear of pedestrians before entering or exiting the car park.
- During peak arrival and departure times, staff may be assigned to monitor the area and ensure safe movement around the entrance.

Signage and Control Measures

- Appropriate warning signage is displayed at car park entrances.
- Speed within the car park is limited to walking pace.
- Gates and barriers are inspected regularly as part of routine premises checks to ensure they function correctly.

Training

The school is committed to ensuring employees are competent to undertake the roles expected of them. The Headteacher undertakes a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety and ensure that appropriate training is delivered, and training records held centrally. The training shall be reviewed at least on an annual basis. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.

Violence

The risk of violence shall be assessed and suitable and sufficient measures taken to prevent or limit the impact of violence. Staff should not be expected to put themselves in danger and the Governing Body and Headteacher will not tolerate violent/ threatening behaviour towards staff.

A separate specific Behaviour Policy is in place.

Any incidents of inappropriate behaviour by parents/visitors towards staff are to be reported to the Headteacher and Governing Body to consider any consequences. In cases of abuse or threats to staff, pupils or other parents, the Governing Body may ban parents from entering the school.

Staff shall report any inappropriate behaviour. The school shall support employees who have experienced an incident of hostile, threatening and violent behaviour. Any incident shall be discussed so appropriate action may be taken; and recorded in the same way as

work-related accidents. Depending on the circumstances and the consequences incidents may also be reported to the police.

Working at Height

Work at height will be avoided wherever possible. Staff shall not climb onto chairs, desks, other furniture, etc. When working at low height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used.

Work carried out at height where a significant injury could result must be agreed by the Headteacher and a specific risk assessment carried out in order to identify and implement suitable control measures. Staff who work at height will be briefed in risk assessment findings. Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment.

Equipment provided for accessing height (kick stools, stepladders, ladders, towers etc.) shall be inspected before use and a documented thorough examination carried out at least annually. Any damaged access equipment shall be taken out of use and clearly labelled and removed as soon as practicable.

Part 4 Monitoring and Review

The school shall comply with statutory duties including undertaking a range of active and reactive monitoring of our health & safety performance and reviewing health and safety arrangements. This enables us to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment.

Monitoring Arrangements

- Regular Inspections and Audits
- Routine inspections of classrooms, playgrounds and other facilities.
- Schedule periodic premises inspections by the Headteacher, designated Governor and Site Manager.
- Document findings and corrective actions taken.
- Professional servicing and inspection of systems, services and equipment.
- Records of defects and property damage.
- Reports are reviewed, presented to the Board/ local governing body and actions arising are tracked until closure in a recorded fashion.
- External audit of safety arrangements by the local authority SHE team.

Incident Reporting and Investigation

- Procedures for reporting accidents, near misses and health issues.
- Accidents will be investigated to determine the cause of the accident, underlying factors (e.g. management, training etc.) and measures taken to prevent a reoccurrence.
- Incident data will be shared and analysed to identify trends to prevent future occurrences.
- Safeguarding incidents recorded and investigated.
- Behavioural, violence and aggression and security failures reviewed for lessons learnt and post incident support.
- Ill-health and sickness absence reporting and monitoring.

People Management

- The school encourages all employees to provide feedback on health and safety practices.
- We will use surveys, suggestion boxes, and regular meetings to gather input.
- System for monitoring staff training (e.g., training spreadsheet).
- Supervision of employees and contractors to check competence during work activities, ensuring they are working safely and are following our policies and arrangements.
- Monitor staff health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessments and medical advice.

Reviewing Arrangements

Policy Review

- School policies are reviewed periodically according to a schedule of review to ensure health and safety arrangements remain relevant and effective.
- Updates to the policies to reflect changes in legislation, industry standards, and organisational priorities.

Management Reviews

- Regular leadership meetings to review health and safety performance.
- Health and safety is a standard agenda item on the Governing Body meetings.
- Discuss audit results, incident reports, and employee feedback.

Risk assessments

- Those with responsibility for assessing risks in the school review risk assessments at least annually to check and make sure the precautions remain suitable.
- Relevant risk assessments reviewed following any significant incidents, change in tasks, premises layout, equipment or personnel.