



Health Safety and Wellbeing Policy

Document Control

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Issue	Date	Purpose	Author
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Meeting	Date	Chair
Resources	16/10/2024	Barry Goodall
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1. STATEMENT OF INTENT

The Governing Body of Egerton CP School takes the health, safety and wellbeing (HSW) of all those on, working from, using our school site or working off site, seriously.

We have developed this policy to help explain how we manage our responsibilities under the Health and Safety at work etc. Act 1974. The main aim of the policy and its content is to ensure, so far as is reasonably practicable:

- As a Local Authority (LA) controlled school we are following the Council's overarching Health, Safety and Wellbeing (HSW) policy, its ethos and instruction
- The school environment is a safe place to work from, learn in and visit, without risk to HSW.
- We provide a safe working equipment, procedures and information on significant risks to our staff, students and others who might be affected by what we do.
- We provide training and consult with staff and others on HSW matters.
- We provide a safe means of access to and from the school.
- Robust procedures are in place to manage accidents or emergencies.
- We monitor our safety performance and review and investigate accidents, incidents and near miss events, learning from findings.

This HSW policy is arranged in three distinct sections.

This **statement** which sets out our commitment to the effective management HSW. This is signed off by the Head Teacher and ratified by our Board of Governors. As an LA school this policy sits under the Council's overarching policy and procedures. It supplements that policy in setting out our local HSW management procedures. This policy also records how the school **organises** its staff to manage HSW and it includes a description of the **arrangements** for dealing with different areas of risk.

This policy is brought to the attention of, and/or issued to, all members of staff and other relevant persons by School Business Manager / Health and Safety Officer.

A reference copy is kept in the Staff Room

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis

This policy statement supplements:

Bolton Councils Health Safety and Wellbeing Policy.

- Education Trips and Visits Policy
- Medicines and first aid policy
- Students in school policy
- Invacuation/Evacuation policy

2. ORGANISATIONAL STRUCTURE - HEALTH AND SAFETY

GOVERNORS (LOCAL AUTHORITY SCHOOLS)

Bolton Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing board delegates operational matters and day-to-day tasks to the Head Teacher and staff members.

On a day to day basis the governing body will:

- Ensure that the HSW policy is reviewed, up to date, communicated to all relevant persons and importantly followed by all those on site. We do this by termly H&S governor monitoring, monitoring review of site manager's checks, H&S agenda item in termly resources meeting, reviewing associated policies.
- Take reasonable steps to make sure that the school is following all other HSW policies and procedures. We do this by termly H&S governor monitoring, monitoring review of site managers checks, H&S agenda item in termly resources meeting, review of associated policies.
- Confirm that staff and others receive adequate information, instruction and training to enable them to carry out their HSW responsibilities.
- Seek assurance that the school has access to competent HSW advice and support as required under Section 7 of the Management of Health and Safety at Work Regulations.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Head Teacher and senior management team to support sensible health and safety management and to seek assurance as appropriate.
- Review accident, incident and near miss events and where needed seeking clarity on action on reporting, investigation and taken to mitigate risk.

LEAD GOVERNOR

The governor who oversees health safety and wellbeing is Sharon Drew.

HEAD TEACHER

The Head Teacher is responsible for the management of HSW across the school site and all activities. They will:

- Ensure that they are aware of all significant hazards and risks on their school site and ensure these are managed so far as is reasonably practicable.
- Take action immediately when any significant hazard are reported, stop the use of any equipment, machinery or any activity etc. which is considered unsafe until action is taken to manage the risk.

- Report on safety and welfare matters to the Governing Body noting significant hazards and action needed.
- Develop a process to ensure that staff are appropriately trained on health and safety matters.
- Ensure that appropriate funds and resources are allocated to ensure effective health and safety procedures, repairs and maintenance in the school.
- Ensure all HSW policies and procedures are reviewed and communicated to staff and others who might need to be aware of the information.
- Ensure that all staff are provided with suitable, safe and maintained equipment in order to complete their work.
- Ensure that all products brought onto site are safe for use and stored in a safe way.
- Ensure that the school has access to competent HSW advice and support as required under Section 7 of the Management of Health and Safety at Work Regulations.
- Ensure that the school premises and external areas are maintained, compliance checks are completed, the building is safe for use and regularly inspected.
- Promote a positive, open health and safety culture in school.
- Complete management checks and other monitoring activities to ensure that policies and procedures are being followed.
- Ensure effective arrangements for monitoring the activities of other building users whilst on site.
- Meet with relevant key staff on a regular basis to ensure that safety activities they are responsible for are being completed, ensuring risk assessments are in place, PEEP's are in place and compliance checks are up to date.
- Ensure that EVOLVE is used to record and approve school trips and visits and that the school liaises with the LA HSWT and follows their procedures for recording adventurous, overnight or overseas travel.
- Ensure that emergency procedures are in place, regular drills completed and learning points communicated.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.

In the Head Teacher's absence, the Deputy Head Teacher assumes the above day-to-day health and safety responsibilities.

DEPUTY HEAD

Deputises the Health and safety responsibilities of the Head Teacher in their absence

THE SCHOOL BUSINESS MANAGER

The school business manager is the HSW lead or focal point in school when the Head Teacher is not on site.

The Business Manager will:

- Be the main focal point for day-to-day HSW matters giving advice or advising on sources of advice.
- Help the Head Teacher develop, implement and review HSW policies or procedures.
- Complete monitoring and management checks on the facilities manager/site manager/caretaker compliance checks, highlighting or escalating any issues to the head teacher for their action
- Complete and record HSW inductions.
- Develop and implement a HSW training plan to ensure staff have sufficient HSW training to complete their roles (including Fire Warden and First Aid cover).
- Maintain contact with outside agencies able to offer expert advice.
- Ensure accidents and incidents are reported, investigated, and forwarded onto the Health, Safety and Wellbeing team.

SENIOR MANAGEMENT (SLT)

Within the school will support the Head Teacher in their role. They will:

- Ensure risk assessments (for work areas within their discipline) are thorough, suitable and reviewed every 2 years
- Ensure their risk assessments are communicated to Head Teacher by email / Evolve
- Deal with any hazardous practices, equipment or building issues and report to the Head Teacher as needed and if they remain unresolved.
- Complete HSW training as requested by their manager ensuring their staff also complete HSW training needed for their role, training matrix must be kept for all staff training.
- Ensure staff are made aware that they must not bring their own equipment, substances etc. onto the school site for use at any time.
- Provide a good example, guidance and support to staff on health and safety issues.
- Carry out a health and safety induction for all staff starting work in their work area and keep records of that induction.
- Keep up to date with new developments in health, safety and wellbeing issues for schools.
- Assist with investigations into accidents and produce reports / statements as needed.

ALL STAFF WILL

School staff have a duty to take care of pupils in the same way that a prudent parent would.

Staff will:

- Take care of their own health, safety, and wellbeing and that of any other person who may be affected by what they do (or do not do).
- Co-operate with others on health and safety matters, not interfering with, or misusing, anything provided for health, safety or welfare.
- Follow the training they have received when using any work items or systems provided by the employer.
- Develop if tasked to, read and follow the RA in place for their safety and the safety of others who might be affected by the work they do.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the accident reporting procedure.
- Not bring any personal items on site to use as work or cleaning equipment, unless agreed with the head/business manager and an assessment has been completed.
- Understand emergency evacuation procedures, and feel confident in implementing them and how to raise any concerns.

THE SITE MANAGER

Is responsible for day-to-day maintenance and other buildings / grounds issues. They will:

- Ensure that the HSW tasks outlined in his/her job description and handed over during induction are completed. This includes daily, weekly, monthly, compliance, observation and monitoring and safety checks: keeping records of findings and actions taken.
- Ensure that external compliance checks and essential building risk assessments are in place, actions taken and recorded, for example Fire Risk Assessments, Legionella risk assessment, Asbestos surveys, glazing surveys, building surveys, electrical testing, gas safe checks. This list is not exhaustive.
- Ensure that any work that has health and safety implications is prioritised, speaking to the Head Teacher for advice where needed and for action needed.
- Report any HSW concerns to the senior management team immediately by email and in person.
- Ensure that all work under their control is undertaken in a safe manner: selecting contractors who are competent to complete their roles and keeping records of competency checks undertaken.

- Act as deputy incident controller should an evacuation or evacuation take place when they are on site. (the School Business Manager will also act as deputy incident controller when the site manager is not on site)
- Ensure that they have the skills and competency to complete any work they undertake and seeking the services of external competent ant contractors as needed.
- Ensure that all staff are aware of safe working practices within their work area, especially regarding reporting of hazards.
- Ensure that any unsafe practices cease with immediate effect.
- Investigate any specific health and safety issues, take remedial action and report findings to the head/business manager.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.

THE HEALTH SAFETY WELLBEING TEAM (BOLTON COUNCIL) WILL:

- Act as the school's competent person under the Management of Health and Safety at Work Regulations
- Provide services to schools as per the Silver Star Service Level Agreement
- Collect information on accidents and incidents to report to HSE where necessary.
- Draft and offer template policies, procedures and guidance for health safety and wellbeing. To LA schools or those with a current Gold Star Service Level Agreement.

PUPILS AND PARENTS

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site and for reporting any health and safety incidents to a member of staff.

CONTRACTORS

All contractors who will be working on our site will receive a HSW induction by the Site Manager. The induction must be recorded buy the site manager within the Statutory check spreadsheet. They will, as needed, be provided with copies of school relevant risk assessments, asbestos survey and this HSW policy. Contractors are expected to follow our safe working procedures and should tell us if they have any concerns, may complete work that could create a hazard or if they do not think they can comply with our policies and procedures. We will discuss access / egress, deliveries onto site, safe transport, security, welfare facilities etc. with you during your induction.

They must provide a risk assessment and safe systems of work covering any significant risks associated with their work. Site Manager will request, gather, and review contractor documents before they commence work, dependant on the role they will complete. This may include, insurance cover, DBS checks, Risk assessment for the work, safe systems of work, references for similar work.

OTHERS

Decide which other staff on site have additional HSW activities and if appropriate list them and their responsibilities in this section. This list might include but is not exhaustive.

- Kitchen manager/staff – responsible for H&S in the school kitchen
- Fire wardens
- First aiders
- Teachers – responsible for health and safety in their classroom
- Teaching assistants / teachers – responsible for health and safety at break time.
- Lunchtime supervisions – responsible for health and safety in the dinner hall and playground
- Subject coordinators – responsible for ensuring health and safety and RA's in place for particular area of the subject e.g. use of glue guns in DT

HEALTH AND SAFETY ARRANGEMENTS FOR EGERTON COMMUNITY PRIMARY SCHOOL

Additional policies referred to in this section can be found in the school office/staff room or requested from the School Business Manager. Staff must read and follow these policies.

ACCIDENTS

All accidents, incidents and near miss events which occur on site or off site as part of school activities must be reported. This includes accidents or incidents involving staff, students and others who may be affected by our activities whilst on our site.

This school has a separate policy that sets out accident and incident types, and the process to follow to report an accident and to ensure it is investigated to prevent reoccurrence. Refer to the **Medicine and First Aid Policy**.

- The Accident Report Form is available from the school office
- The first aid co-ordinator, Debbie King, is responsible for investigating accidents/incidents/near miss events and sharing findings or requesting risk assessment reviews.
- The first aid co-ordinator is responsible for sending completed accident forms to the HSWT: They will log the incident and report it to the HSE as a RIDDOR if needed.

Relevant staff will receive training to complete accident/incident forms and complete an investigation.

ASBESTOS

This school has asbestos on site. Staff must not complete any activity that could damage the building fabric: this includes putting pins into walls or asking the caretaker to put up shelves etc.

When staff start work with us the site manager will provide them with site safety and security information. This will include information on how they can avoid disturbing asbestos. If staff want more information or a refresher they should speak to the school business manager or site manager.

Should staff want to request any work in their classroom they must speak to site manager or school business manager.

The Asbestos Risk Assessment File is located in the school office asbestos file. The site manager will provide a copy of the asbestos survey to contractors completing works that could disturb asbestos. The contractor will be asked to sign a form to demonstrate they have read the survey. These forms will be retained in the school office asbestos register.

The site manager will complete a visual inspection of areas of the school with asbestos weekly, keeping records of findings or actions taken. Staff must report any concerns regarding asbestos management to the site manager as soon as possible.

The site manager and school business manager will complete asbestos awareness training every 3 years.

CLASSROOM SAFETY

Staff are responsible for ensuring their classroom and other areas they make use of are kept tidy and safe for use. If there are any significant risks in their classroom or areas of responsibility e.g. workshop equipment, PE equipment, they are responsible for risk assessing and managing the equipment and ensuring it is maintained and used in a safe way.

The class teacher must assess the risks in their classrooms and areas of responsibility.

The site manager will arrange periodic tests of equipment. Site manager / business manager will be responsible for arranging any remedial works.

Any health and safety concerns or issues must be immediately reported to site manager and/or the school business manager

CONCERNS

Should staff have health, safety or wellbeing concerns these should be raised in the following way:

- Site/ premises/ equipment concerns should be reported to site manager by email
- Staff, curriculum concerns should be reported to Head teacher by email

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Many schools use different types of hazardous substances, some you might use in your own home, for example bleach. Others are more frequently used just in schools or workplaces e.g. toilet sanitiser, graffiti remover etc. We have a duty to manage all hazardous substances that come onto our site staff must ensure they inform [insert name] to ensure a full inventory of all items covered under COSHH is kept.

Where non-teaching staff use COSHH substances as part of their work, the site manager will obtain the material safety data sheet for each product and complete COSHH risk assessments: these will be circulated to all employees who work with the substances. The site manager will develop and keep a full inventory of all items covered under COSHH.

Curriculum COSHH risk assessments are completed by the site manager, are provided to all staff and communicated to students as part of lesson planning. We have access to CLEAPPs which helps teaching staff complete risk assessments and provides templates to support the risk assessment process. The site manager will develop and keep a full inventory of all items covered under COSHH.

Our staff must use and store hazardous products in accordance with instructions on the product label. All hazardous products must be kept in their original containers, with clear labelling, product information. The COSHH products must be safely stored/kept away from pupils unless authorised to use them.

- Art / DT items should be stored in the art and DT cupboard (lockable room)
- Classroom paint should be stored at height, out of pupil reach when not in use
- Cleaning materials should be locked in the cleaning cupboard (locked, only unlocked during cleaning hours)
- Sanitiser used around school should be stored at height in classrooms.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Spill kits are in the cleaning cupboard.

Site manager via the SBM / HT can procure COSHH substances. No other staff can bring COSHH substances onto site at any time without the approval of the HT / SBM in advance.

Critical Incidents

The school has a Critical Incident Pack detailing procedures that are shared to ensure an effective response in the event of a serious incident. This pack is located on the school server.

DISPLAY SCREEN EQUIPMENT

All staff who use computers as a significant part of their normal working day will have a display screen equipment (DSE) assessment. The DSE assessment helps to ensure that users are sitting in the most ergonomic way with their equipment set up to aid good posture. This will be completed by the school business manager

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

ELECTRICAL EQUIPMENT

Staff must not bring personal electrical equipment from home into the school.

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances must do so under the supervision of the member of staff who directs them, and a risk assessment must be in place.

Any potential hazards will be reported to the site manager immediately.

Portable appliance tests (PAT) and fixed wire tests are arranged by and actions completed by the site manager. The site manager is trained to carry out PAT testing.

Extension leads should be used with caution. Reel leads should be fully unwound to prevent the buildup of excess heat / fire risk.

FIRE

This school has a separate fire evacuation policy and procedure in place, as well as a form to complete if staff, students, or visitors need more help to evacuate the building in an emergency. Please read this document which is called the **Evacuation Policy** This document also lists who our Fire Wardens are, who the Incident Controller/s is/are and who can provide support in a fire situation. It also records who completes our fire safety checks and how fire drills will be managed.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud alarm

Fire alarm testing will take place weekly outside of main school hours.

New staff will be trained in fire safety as part of their induction and then every 3 years. At our first team meeting in September, we discuss our emergency procedures as an entire school.

FIRST AID

This school has a separate first aid and medication policy. It details what support we can provide for anyone who has had an accident or become unwell on site. The policy also lists who our current first aiders are, what training they receive and when, where our first aid boxes are located, what they contain and who maintains them, as well as infection control and waste removal.

Relevant staff will receive training complete first aid paperwork.

GAS SAFETY

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. All rooms with gas appliances are checked to ensure that they have adequate ventilation. The site manager keeps the relevant documentation to demonstrate that our school is gas safe.

INDUCTION (HSW)

Anyone who starts work on the school site will receive a HSW induction. This will be provided by the line manager.

INFECTIOUS DISEASES, INFECTION PREVENTION AND CONTROL

We follow national guidance published by Public Health England when responding to infectious diseases and infection control issues.

In the case of infectious diseases, the school will follow recommended exclusion periods outlined by Public Health England.

To maintain infection prevention and control we will encourage staff and pupils to follow good hygiene practice, as outlined below:

- Handwashing
- Coughing and sneezing
- Cleaning of blood and body fluid spillages and clinical waste
- COVID 19 management and other similar issues

INSURANCE PROVIDER AND OCCUPIERS LIABILITY

The school purchases insurance through the Department for Education RPA this includes employer liability. If staff have any questions regarding insurance cover they should speak to the School Business Manager in the first instance.

Whilst this policy is written with regards to the schools obligation as an employer, we are also mindful of our more general obligations to visitors under the Occupiers Liability Act 1957. This places a liability on us to do whatever is reasonably practicable to ensure the safety of all visitors. This duty is particularly high where children are concerned where the courts expect a much higher level of care to be given.

LEGIONELLA

A water risk assessment has been completed on 16.08.2023 by Legionella Solutions Ltd'. The site manager is responsible for ensuring that the operational controls are completed and recorded in the school's log book. The site manager will ensure recommendations in the legionella assessment are acted upon, recorded within the assessment and reported to the Head Teacher/school business manager.

This risk assessment will be reviewed when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following: temperature checks, disinfection of shower head, flushing of low use outlets. These checks are carried out by the site manager and recorded electronically.

The site manager will report any issues, temperature anomalies to the school business manager so corrective action can be sourced.

The site manager will complete legionella awareness and temperature checks training every 3 years.

LETTINGS

This school hires out part of its building. We have a policy that details who can request use, what they can use the space for, the agreements, inductions, suitable insurance etc. For more information please speak to the School Business Manager.

LONE WORKING

In school some staff might complete lone working with the approval of the Head Teacher or their line manager. The definition of lone working is a work activity carried out without direct supervision or the support of others.

On this site lone working may include:

- Working on site earlier or later than most staff or opening and locking up alone.
- Home or site visits.
- Weekend working.
- Site manager duties including groundwork.
- Site cleaning duties.
- Working in a single occupancy office.

All lone work must be approved and risk assessed: speak to the head teacher / business manager for further advice. Potentially dangerous activities, such as those where there is a risk of falling from height, the use of electric hand tools should be discussed with the head teacher prior to the work taking place. If there are any doubts about the task to be performed, then the task must be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member must be informed about where the member of staff is and when they are likely to return. The member of staff must ensure the Head Teacher has their contact number.

MANUAL HANDLING

All manual handling activities completed in school where there is a significant risk of injury must be risk assessed.

All staff who complete manual handling activities will complete manual handling training every three years.

We have a separate manual handling risk assessment.

MEDICATION ON SITE

This school has a separate policy and templates for staff to use should we be asked to provide prescribed medication to students. Refer to the **Medicine and first aid policy**.

All staff must read and follow this guidance and speak to the first aid co-ordinator for more information.

Relevant staff will receive training complete medicine administration paperwork.

MISSING SHARP EQUIPMENT (CURRICULUM AND SITE)

Any sharp equipment used by students must be counted out and in by teaching staff.

All sharp equipment used by the site team screwdrivers, drills etc. must be stored in the site manager's workshop (locked). When in use the activity will be risk assessed and consideration given for safe use, and not leaving equipment unattended at any time.

This school has a separate policy for sharps equipment. Refer to the **Sharps policy**.

The staff room has a Yale lock and a code lock to ensure sharp items can be secured away from pupils.

MONITORING (SAFETY PRACTICES)

We will monitor the effectiveness of this policy by:

- School Business Manager and site manager will complete a termly visual inspection of different internal/external areas and activities in school. They will identify good practice and areas for improvement. The findings will be discussed at team meetings and highlighted at Governors meetings.
- The School Business manager will review site manager checks every half term. To highlight good practice and any areas for improvement.
- Line managers will, as part of their active supervision, observe safety critical aspects of staff roles to identify, discuss and record any good practice and any areas of improvement.
- The Head Teacher will review and monitor a selection of risk assessments yearly to consider whether hazards and controls are suitable, have risk assessments been communicated, are risk assessments up to date.
- The First Aid coordinator will review and monitor a selection of accident forms every 6 months to review quality of completion, if the investigation was appropriate, any trends identified and if action to mitigate further occurrence has been taken.

POLICY REVIEW

This policy will be reviewed by the School Business Manager/ Head Teacher annually.

At every review, the policy will be approved by the Governing Board Resources Committee.

NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. The First Aid Coordinator will complete the risk assessments and liaise with line managers to discuss the actions agreed.

The First aid co-ordinator will bring to the attention of all staff any cases of infectious diseases in school such as slapped cheek / chicken pox etc that pose a risk to expectant mothers. Provision will be put in place for any expectant members of staff to seek advice as required.

OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.

Referrals to Occupational Health will be made for employees by the Head Teacher as required and with the agreement of the member of staff.

An employee assistance programme is in place that offers free support and proactive self-help, the details of which are in the school staff room and available to all staff members.

OFF-SITE VISITS

All off site visits must be approved by the Head Teacher. We have an educational visits policy which staff must also read and follow.

The school has an educational visits coordinator (EVC) on site. They support staff with developing and risk assessing educational trips and visits. They also discuss any training needed to lead trips and first aid provision. The EVC is the Deputy Head Teacher.

The school use an online system EVOLVE to manage trips and visits. The EVC provides training to show staff how to use the system.

PE AND PLAY EQUIPMENT

The PE coordinator will hold an inventory of all PE and play equipment. The PE coordinator is responsible for ensuring risk assessments are in place for the use of the equipment and for sharing the assessment with relevant staff. He should demonstrate how equipment must be stored and used before staff are authorised to use it.

Annual servicing checks by a competent person will be completed on the external fixed play equipment and the internal gym equipment to ensure they are fit for purpose.

PERSONAL PROTECTIVE EQUIPMENT

Where a risk assessment identifies staff must use PPE to complete an activity safely, this will be provided by the school. Where needed, we will show you how to use and store the PPE. Staff are responsible for using any PPE identified in a risk assessment to carry out the activity.

Staff must report any concerns regarding their PPE to the first aid coordinator / school business manager.

The school business manager is responsible for purchasing PPE for school staff. All gloves purchased must be non-latex.

RISK ASSESSMENT

Risk assessments should be carried out for all activities and tasks etc., where significant risks are identified. Appropriate controls must be documented, implemented, monitored and managed, and any issues noted must be reported immediately to the Head teacher.

In this school staff are responsible for ensuring certain RA's are completed. This is because they have the knowledge, skills and training to complete them

- School visits (EVOLVE) curriculum, classroom, equipment used for lessons, chemicals used for lessons (teaching staff / subject co-ordinators)
- Repairs and maintenance and associated activities, building related, car park, visitors, site activities, site equipment, COSHH, events on school premises, contractors on site (site manager, school business manager)
- Lone working, DSE, vulnerable or disabled staff/students, young workers, pregnant workers, those returning to work (school business manager)

Risk assessments must be reviewed in line with the level of risk e.g. every 12 months or sooner if needed, for example following an accident/incident, near miss, changes in equipment, process or legislation.

Risk assessments must be shared with those who need to see the document e.g. staff, contractors or visitors. The person who signs off the risk assessment is responsible for ensuring the content is shared with the appropriate people. Sharing risk assessments can be done at team meetings, during inductions, via email, advertised on your school's website, etc. Records should be kept.

Risk assessments will be saved in **Teaching (U) / Risk Assessments** and **Managed permissions / site management / health and safety / risk assessments**

The forms for completion of risk assessments are kept in **Teaching (U) / Risk Assessments**

Site safety and security

We have an SLA with security and response who are responsible for the security of the school site in and out of school hours. They are responsible for the intruder and fire alarm systems.

The Head Teacher, Deputy Head Teacher and site manager are key holders and will respond to an emergency.

Transportation Management and Vehicle Movements

Vehicles that enter onto the school site belong to staff, deliveries and expected visitors. Parents are not permitted onto the carpark to drop off children. The car park area has a risk assessment and we ensure that there is space for emergency vehicles should there be a need.

SMOKING/VAPING

Smoking/vaping is not permitted anywhere on the school premises.

SUPERVISION RATIOS

Supervision ratios for activities are found on specific RA's for the activity. For example, lunchtime supervision ratios are on the lunchtime management RA, educational trips and visits ratios are found within the educational visit policy. Further information on supervision ratios can be provided by The Head Teacher or Deputy Head Teacher.

WORK EQUIPMENT AND CLASSROOM EQUIPMENT

All equipment that has significant risks when used must have risk assessments in place that are shared with staff and students as needed. The subject lead can provide risk assessments for subject specific equipment, the SBM / Site manager can provide risk assessments for the building and generic activities such as working at height.

WORKING AT HEIGHT

Work at height must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In this school we have the following equipment

- Two step stool for the office staff. The use of the step stools is covered in the office risk assessment.
- Two pairs of step ladders for staff completing display work. The ladders are stored the Store room and the Humanities cupboard. The risk assessment for working at

height is kept in the risk assessment folder on the server. Please see the site manager / SBM. Staff are shown how to use step ladders by the site manager.

- The site manager has the yellow ladders suitable for reaching higher displays. These are stored outside in the gated area outside the hall.

To complete work at height the site manager has completed the training.

All staff must complete visual pre use checks for work at height equipment, reporting any concerns to the site manager who will be responsible for demonstrating this to staff.

Every month the site manager will complete a formal inspection of all the ladders and step stools. Any that are unsafe will be taken out of use and removed from site.

- No one should use ladders in school without authorisation.
- Contractors are expected to provide their own ladders/equipment for working at height.
- Staff must not access roofs or work on roofs without suitable training.

VIOLENCE AT WORK

We believe that anyone within the school whether it is a staff or pupil should not tolerate violent or threatening behaviour.

All staff must report any incidents of aggression or violence (or near misses) directed to themselves or others to their line manager/Head Teacher immediately. This applies to violence from pupils, visitors or other staff. An accident/incident/near miss form must be completed and the case will be discussed with the head teacher and support agreed.

WELLBEING OF STAFF AND STUDENTS

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.

Referrals to Occupational Health will be made for employees by the Head Teacher as required and with the agreement of the member of staff.

An employee assistance programme is in place that offers free support and proactive self-help, the details of which are in the school staff room and available to all staff members.

LINKS WITH OTHER SCHOOL POLICIES

This health and safety policy links to the following policies:

Medicines and First aid policy

Risk assessment

Accessibility plan

Educational/off-site visits