

Health & Safety Policy

School Specific Arrangements

FREQUENCY OF REVIEW: Annually

DATE OF NEXT REVIEW: July 2027 Unless there is a material change

This policy will be reviewed annually and updated as necessary to reflect changes in legislation, guidance, or school procedures.

Table of Contents

KEY PERSONNEL.....	3
DESIGNATED FIRST AIDERS	4
INTRODUCTION	5
EQUALITY AND INCLUSION	5
HEALTH AND SAFETY TRAINING	5
EMERGENCY PROCEDURES	6
RISK ASSESSMENTS.....	8
EDUCATIONAL VISITS.....	10
ACCIDENT, INCIDENT AND NEAR MISS REPORTING	10
FIRST AID	11
VIOLENCE AND AGGRESSION: REPORTING PROCEDURES	12
CHEMICAL SAFETY (COSH)	12
PERSONAL PROTECTIVE EQUIPMENT (PPE).....	14
DISPLAY SCREEN EQUIPMENT (DSE).....	15
MANUAL HANDLING.....	15
WORKING AT HEIGHT	16
SLIPS, TRIPS AND FALLS	17
HOT DRINKS.....	18
PROVISION AND USE OF WORK EQUIPMENT (PUWER).....	18
ELECTRICITY AT WORK	19
LONE WORKING.....	20
BOILER AND ELECTRICAL ROOMS - SAFETY AND MAINTENANCE OF HEATING PLANT	21
PREVENTION AND CONTROL OF LEGIONELLA	21
CONTROL AND MANAGEMENT OF CONTRACTORS	21
REPORTING REPAIRS REQUIRED	22
WORKPLACE REQUIREMENTS	22
MANAGEMENT OF ASBESTOS	22
OUTDOOR SPORTS AND RECREATIONAL AREAS	23
VEHICLE MOVEMENT ON PREMISES	23
CONTROL OF NOISE EXPOSURE.....	24
PREGNANT, NEW AND BREASTFEEDING MOTHERS.....	25
ENVIRONMENTAL ISSUES AND WASTE	25
HAZARDOUS WASTE	26
PLANNED MAINTENANCE, INSPECTION AND TESTING	26

Key Personnel

Headteacher	-	Andy Wood
Health and Safety Co-ordinator	-	Marilyn Gibbs Business and Operations Manager
Fire Wardens	-	Andy Wood Julie Tapscott Philip Wright Allison Rumsey Daniel Bird Martyn Longhurst Su Quye Vanoli
Educational Visits Co-ordinator (EVC)	-	Alistair Elkins (EVC trained) Marilyn Gibbs (EVC trained)
Lead First Aider	-	Allison Rumsey
Supporting Students with Medical Conditions	-	Su Quye Vanoli

DESIGNATED FIRST AIDERS

NAME	Extension	Department	Expires
Alistair Elkins	234	Humanities/EVC	March 2028
Allison Rumsey	248	Cover Officer	January 2029
Conrade White	226	Site	January 2028
Kate Moore	273	Office	January 2029
Grace Thorton Jones	273	Office	March 2029
Elizabeth Richards	269	Teaching Assistant	January 2028
Emily Austin	231	Science Technician	September 2027
Tom Wise	214	Drama	February 2027
Gary Evans		English	January 2028
Guy Kirkby	218	PE	November 2026
Harriet Giles	273	Reception	September 2027
Darren Jukes			Oct 2028
K-J Carr	231	Site	April 2029
Jan Brazendale	231	Science	March 2029
Julie Tapscott	-	Food/Art	Nov 2028
Lindsay Johnson	269	Teaching Assistant	January 2028
Lorraine Richards	201	Reception	Sept 2027
Marilyn Gibbs	223	Business and Operations Manager / EVC	Jan 2029
Mark Cox	231	Science	Dec 2028
Martyn Longhurst	266	Assistant Headteacher	January 2028
Melanie Green	228	Resources	January 2028
Naomi Proffitt	267	Modern Foreign Languages	February 2029
Olivia Ireland	275	Assistant Headteacher	January 2028
Isobelle Griffiths	218	PE	June 2029
Su Quye Vanoli	236	SENCO/Assistant Headteacher	January 2028
Vicki Mullins	228	Resources	Nov 2028

Introduction

Church Stretton School is committed to providing and maintaining a safe and healthy environment for all staff, pupils, visitors and contractors. The school will comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation.

This Health and Safety Handbook operates alongside the Trust Health and Safety Policy. The Trust policy sets out the overarching health and safety responsibilities, systems and arrangements across all Trust schools, while this document provides further information on the specific arrangements and procedures applicable to Church Stretton School.

The Headteacher and Governing Body support this policy and are committed to ensuring that appropriate health and safety arrangements are implemented, monitored and reviewed. This policy will be reviewed annually, or sooner where there are significant changes to legislation, working practices or school arrangements.

The Trust and school Health and Safety policies are available to staff through SharePoint and other approved communication channels. All new staff are provided with access to relevant health and safety information as part of their induction. Any updates to health and safety arrangements will be communicated to staff as required.

The Health and Safety Coordinator provides ongoing support, advice and guidance to staff on health and safety matters and assists in ensuring that appropriate arrangements are maintained across the school.

Equality and Inclusion

Church Stretton School is committed to ensuring that health and safety arrangements take account of the needs of staff, pupils and visitors, including those with disabilities or additional needs.

The school will make reasonable adjustments where required, in accordance with the Equality Act 2010, to ensure individuals are not placed at a disadvantage and can participate safely in school activities.

Where additional risks or support needs are identified, appropriate risk assessments, individual support plans or other control measures will be developed in consultation with the individual concerned, their line manager and relevant professionals where appropriate.

Health and Safety Training

The school recognises that suitable health and safety training is essential to ensure that staff have the necessary knowledge, skills and information to carry out their roles safely.

Health and safety information, instruction and training will be provided as required by legislation, the risks associated with the role, and the individual needs of staff. Staff must attend any training identified as necessary for their role and follow the instructions, procedures and guidance provided.

As part of their induction, staff will receive relevant health and safety information, which may include fire safety awareness, accident reporting procedures, first aid arrangements, manual handling, safe use of equipment and other procedures relevant to their role.

Additional role-specific training will be provided where required, and staff should discuss any health and safety training needs or concerns with their line manager.

Records of completed health and safety training will be maintained by the school and shared with the Health and Safety Coordinator where appropriate.

Emergency Procedures

Fire Safety and Emergency Evacuation

As part of your induction, you should receive information regarding the school's evacuation and lockdown procedures. If you have not received this information, you must notify your line manager or the Health and Safety Coordinator immediately.

Ensure that you are familiar with the fire alarm and lockdown alarm signals and understand the required actions, particularly if you are responsible for the safety and supervision of pupils.

Fire safety signage is displayed throughout the school to assist with safe evacuation. Staff must familiarise themselves with emergency exit routes and the designated assembly point (tennis courts). Fire doors fitted with self-closing devices must not be propped or wedged open unless held open by an approved magnetic release system.

Fire extinguishers are provided throughout the school. They must only be used by staff who have received appropriate training, where the fire is small, and where they consider it safe to do so. The priority is always the safe evacuation of pupils, staff, and visitors.

The school carries out termly fire drills to ensure that pupils, staff and visitors are familiar with evacuation procedures. The fire alarm system is tested weekly, serviced every six months by a competent contractor, and supported by an annual fire risk assessment completed by a competent external provider to ensure that appropriate fire safety arrangements are maintained.

All activations of the fire alarm must be treated as a real emergency.

On hearing the fire alarm:

- Leave the building immediately and calmly using the nearest available escape route.
- Assist pupils and visitors to evacuate safely where possible.
- If it is safe to do so, switch off equipment, close windows and close doors behind you when leaving a room.
- Proceed directly to the designated assembly point.
- Await further instructions and do not leave the assembly point unless authorised.
- Do not run or panic.
- Do not stop to collect personal belongings.
- Do not re-enter the building until authorised to do so.

If you discover a fire:

- Immediately activate the nearest emergency break glass call point.
- If the alarm does not activate, raise the alarm verbally.
- Evacuate the building.
- Once safely outside, report the location of the fire to the person in charge.

Do not attempt to fight a fire unless you have received appropriate training and it is safe to do so.

Lockdown Procedures

The school has lockdown procedures in place to protect staff, pupils and visitors in the event of a serious security incident.

All staff should familiarise themselves with the lockdown arrangements and understand their responsibilities, particularly where they are responsible for supervising pupils.

On hearing the lockdown alarm:

- Remain in, or return to, your classroom or nearest suitable safe area immediately.
- Ensure that all external activities cease and that doors and windows remain closed.
- During a partial lockdown, staff and pupils should remain quietly in their rooms until further instructions are provided.
- During a full lockdown, doors and windows should be locked where possible, blinds closed where practicable, and staff and pupils should remain quiet and out of sight where possible.
- A partial or full lockdown may be followed by a full evacuation, which will be communicated by the fire alarm.
- The end of the lockdown procedure will be communicated through the school's agreed communication system, including an email stating "All Clear".

Protective Security and Emergency Preparedness

Church Stretton School recognises its responsibility to protect staff, pupils, visitors and contractors from security-related risks, including the risk of terrorism and other serious security incidents.

The school has protective security arrangements in place to reduce risks, protect the school community and support an effective response to emergencies. These arrangements form part of the school's wider health and safety, safeguarding and emergency planning procedures.

Protective security arrangements include:

- Emergency lockdown procedures and communication arrangements.
- Control of access to the school site and management of visitors and contractors.
- Reporting and responding to suspicious behaviour, security concerns or unattended items.
- Staff awareness of emergency procedures and their responsibilities during a security incident.

- Liaison with emergency services and relevant authorities where required.

All staff must remain vigilant and report any security concerns, suspicious activity, unattended items or potential risks immediately to the appropriate member of staff.

The school's protective security arrangements are reviewed regularly and updated in line with changes to legislation, guidance and the assessed risks to the school.

Staff are expected to follow all security procedures, attend relevant training and report any concerns that may affect the safety of the school community.

Risk Assessments

It is essential that all staff take time to read and understand the risk assessments relevant to their work in school and apply the control measures identified. Risk assessments help us to identify hazards that may be present in the school environment or during activities, assess the associated risks, and determine whether existing control measures are adequate or if additional actions are needed.

Risk assessments are a legal requirement under the Management of Health and Safety at Work Regulations 1999 and help ensure that hazards are identified and appropriate control measures are put in place to protect staff, pupils and visitors

If you have any questions about a risk assessment, raise them with the Health and Safety Co-ordinator in the first instance.

Risk assessments are reviewed annually, or sooner if there are significant changes to working practices, the environment, or after an incident or near miss.

How to carry out a risk assessment:

$$\text{Risk} = \text{likelihood} \times \text{consequence}$$

Follow these 5 simple steps:

1. **Identify the hazards** - What could cause harm?
2. **Estimate the risk** - Identify who might be harmed and how. How serious is the risk (Low, Medium, High)?
3. **Evaluate the risk** - Decide on the urgency of action.
4. **Record your findings** - Record findings in a risk assessment and ensure that all necessary control measures are put in place.
5. **Review your findings** - Review the risk assessment when changes are identified and on an annual basis.

For further guidance, staff should refer to the [HSE's risk assessment guidance](#).

What is a Hazard?

A hazard is anything with the potential to cause harm. Harm may include injury, ill health or damage to property.

Hazards may arise from the workplace, equipment, substances, work activities or the environment. Examples include:

- Fire.
- Electrical equipment and machinery.
- Sharp tools and equipment.
- Hazardous substances.
- Working at height.
- Manual handling activities.
- Slips, trips and falls.

Staff must remain vigilant, report any hazards or unsafe conditions promptly, and follow the control measures identified in relevant risk assessments.

What is Risk?

Risk is the likelihood that a hazard will cause harm and the potential severity of the consequences.

The level of risk depends on factors such as:

- Who may be affected by the hazard and the extent of their exposure.
- The age, competence, experience and vulnerability of those at risk.
- The effectiveness of the existing control measures.
- The potential severity of the harm.

Safe Systems of Work

A safe system of work is a documented procedure or instruction that describes how a task must be carried out safely. Staff must follow all relevant safe systems of work, departmental procedures and guidance applicable to their role.

Hierarchy of Controls

When controlling risks, the following hierarchy of controls should be applied, using the highest level of control that is reasonably practicable:

1. **Eliminate** – Remove the hazard altogether where possible.
2. **Substitute** – Replace the hazard with a safer material, process or method.
3. **Engineering controls** – Isolate people from the hazard through physical measures, such as guards, barriers, ventilation or enclosure.
4. **Administrative controls** – Introduce safe systems of work, procedures, supervision, training, signage and restricted access to reduce exposure to the hazard.
5. **Personal Protective Equipment (PPE)** – Provide suitable PPE where risks cannot be adequately controlled by other measures. PPE should always be considered the last line of defence, not the primary control measure.

All staff are responsible for following the control measures identified in relevant risk assessments, complying with safe systems of work, using any required PPE correctly, and reporting hazards or concerns to their line manager.

Recording and Reviewing

Risk assessments must be recorded using the school's approved Risk Assessment template, which is available from the Health and Safety Coordinator. Specific risk assessments, such as those relating to hazardous substances, work at height, or display screen equipment, should be completed using the relevant assessment forms where applicable.

Once a risk assessment has been completed, the identified control measures must be implemented and followed by all relevant staff.

Risk assessments must be reviewed regularly to ensure they remain suitable and sufficient. They should be reviewed following an accident, near miss, significant change to the activity or working environment, the introduction of new equipment or processes, or where existing control measures are no longer considered effective. The school also reviews risk assessments periodically as part of its health and safety management arrangements.

Educational Visits

All educational visits and trips must be planned and managed in accordance with the School's Educational Visits and Journeys Policy. A suitable risk assessment must be completed, and all required approvals and procedures must be in place before a visit takes place.

Staff organising or supporting educational visits must ensure they are familiar with the relevant requirements and seek advice from the Educational Visits Coordinator (EVC) where required.

Please refer to the Educational Visits and Journeys Policy for further guidance and information.

Accident, Incident and Near Miss Reporting

An **accident** is an unplanned, unintended or unexpected event that results in injury, ill health, damage to property or equipment, or other loss.

An **incident** is an unplanned event that may or may not result in injury or damage but requires recording and, where appropriate, investigation.

A **near miss** is an unplanned event that did not result in injury or damage but had the potential to do so. Reporting near misses enables the school to identify hazards, review risk assessments and introduce appropriate control measures to prevent recurrence.

All accidents, incidents and near misses must be reported promptly and recorded in accordance with the school's Accident and Incident Reporting Procedure. Minor injuries requiring only basic first aid, where there are no significant contributing factors, must be recorded in the school's First Aid folder.

Accident and Incident Reporting Forms must be completed for all significant accidents, incidents and near misses, including those arising from school activities or work-related duties. Serious

accidents or incidents must be reported to the Trust and relevant health and safety representatives in accordance with the Trust's reporting procedures.

Certain work-related injuries, occupational diseases and dangerous occurrences are reportable to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Where an incident meets the reporting criteria, the Headteacher or nominated Health and Safety Lead will ensure that the required notification is submitted within the relevant statutory timescales.

Accident and incident records will be retained securely in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's records management and retention procedures.

Significant accidents, incidents, near misses and RIDDOR-reportable events will be investigated to identify causes, implement corrective actions and reduce the likelihood of recurrence. Learning from incidents will be shared where appropriate to support continuous improvement in health and safety.

First Aid

The school has appropriate first aid arrangements in place, including a suitable number of trained first aiders to provide assistance when required. Qualified first aiders and appointed persons are listed within this policy.

Staff should familiarise themselves with the school's first aid procedures and be aware of the location of first aid facilities and trained first aiders available on site.

Staff administering first aid within school have undertaken the relevant training. First aid facilities include first aid kits and a fully equipped first aid room. The Lead First Aider is responsible for checking the contents of first aid boxes regularly and ensuring supplies are replenished when required.

First aid certificates and training records are held securely by the Lead First Aider.

Staff should inform their line manager of any medical condition, allergy or other relevant health information that may affect their safety at work or may need to be considered in an emergency. Any information provided will be treated confidentially and managed per the school's data protection procedures.

Emergency Adrenaline Auto-Injectors (EpiPens) and Emergency Inhalers

The school maintains emergency adrenaline auto-injectors (AAIs) and emergency salbutamol inhalers for use in medical emergencies. These are stored in the First Aid Room in a clearly marked emergency medication case mounted on the wall and are readily accessible to trained members of staff.

In accordance with current guidance from the Medicines and Healthcare products Regulatory Agency (MHRA), the school's emergency AAIs may be administered to any pupil who is experiencing an anaphylactic reaction where this is necessary to preserve life. This includes

pupils experiencing anaphylaxis for the first time, without the need for prior parental consent in an emergency.

The school's emergency inhalers are used in line with the Department of Health and Social Care (DHSC) guidance. They are only administered to pupils who have written parental consent for the use of the emergency inhaler and who have either:

- been diagnosed with asthma and prescribed a reliever inhaler; or
- been prescribed a reliever inhaler, with or without a formal diagnosis of asthma.

All use of emergency medication is recorded, parents or carers are informed as soon as practicable, and replacement medication is obtained promptly following use or expiry. Staff receive appropriate training to recognise the signs of anaphylaxis and asthma attacks and to administer emergency medication safely.

Students with medical conditions

The management of pupils with medical conditions, including the development and implementation of Individual Healthcare Plans (IHPs), administration of medicines, and staff responsibilities, is detailed in the school's Supporting Students with Medical Conditions Policy.

Where required, Individual Healthcare Plans (IHPs) will be in place for pupils with significant medical needs and will be shared with relevant staff to ensure appropriate support is provided.

Violence and Aggression: Reporting Procedures

Trustees are committed to reducing the incidence of verbal and physical abuse towards staff in our schools. Consequently, we have adopted Shropshire Council's definition of violence at work; "any incident where a member of staff is abused threatened or assaulted in circumstances relating to their work".

Staff must report these incidents using the Accident and Incident Reporting Forms. The Headteacher will discuss the incident with the member of staff, identify any support required and determine whether the incident meets the criteria for reporting under RIDDOR.

Chemical Safety (COSHH)

Hazardous substances, including chemicals, dusts and fumes, may be present within the school environment. If these substances are not accurately assessed, controlled and used safely, they may cause harm, including injuries such as burns or ill health such as respiratory conditions, occupational asthma or dermatitis.

Examples of hazardous substances found within schools may include:

- Paints and solvents used by Art and Maintenance.
- Pesticides and herbicides used by Grounds staff.
- Cleaning products.
- Chemicals used in science.
- Fumes produced during certain activities.

- Dusts generated in Design and Technology and Maintenance workshops.

The Control of Substances Hazardous to Health Regulations (COSHH) require employers to assess and control risks arising from substances hazardous to health. This includes reducing exposure wherever possible, using safer alternatives where available, providing appropriate information and training, and ensuring suitable control measures and personal protective equipment (PPE) are used.

COSHH Assessments

A COSHH assessment must be completed for any substance hazardous to health used within the school. COSHH assessments identify the risks associated with substances and the precautions required for their safe storage, handling and use.

Key requirements:

- Staff must only use hazardous substances where they have received appropriate information, instruction and training.
- Safety Data Sheets (SDS) must be available for relevant hazardous substances and should be referred to when assessing risks.
- Hazard labels and symbols must be understood and followed.
- Control measures identified within COSHH assessments must be always followed.

Safe Handling of Chemicals

Staff must:

- Read labels, instructions and relevant COSHH assessments before using hazardous substances.
- Use chemicals only for their intended purpose.
- Wear any required PPE identified by the COSHH assessment or manufacturer instructions.
- Ensure containers are clearly labelled and stored safely.
- Use substances in suitable conditions and follow safe working practices.
- Report spills, exposure, injuries, ill health or incidents involving hazardous substances immediately.

Staff must not:

- Use hazardous substances unless they have received appropriate training.
- Mix chemicals unless specifically authorised and instructed to do so.
- Use damaged, unsuitable or contaminated PPE.
- Store chemicals in inappropriate containers.

Hazard Symbols and Labels

Hazard symbols provide information about the risks associated with substances. Staff must familiarise themselves with these symbols and follow the required precautions when handling hazardous substances.

The main hazard categories include:

- **Flammable** – substances that can catch fire easily.
- **Corrosive** – substances that may cause severe skin burns or damage to materials.
- **Toxic** – substances that may cause serious harm or death if exposure occurs.
- **Health hazard** – substances that may cause longer-term health effects.
- **Oxidising** – substances that may intensify fire or cause other substances to burn more easily.
- **Environmental hazard** – substances that may harm the environment.

GB CLP hazard pictograms



Explosive (Symbol: exploding bomb)



Flammable (Symbol: flame)



Oxidising (Symbol: flame over circle)



Corrosive (Symbol: corrosion)



Acute toxicity (Symbol: skull and crossbones)



Hazardous to the environment (Symbol: environment)



Health hazard/Hazardous to the ozone layer (Symbol: exclamation mark)



Serious health hazard (Symbol: health hazard)



Gas under pressure (Symbol: gas cylinder)

Review and Monitoring

COSHH assessments and control measures will be reviewed regularly and whenever there is a significant change to substances, equipment, working practices, or following an incident. Further guidance is available from the Health and Safety Coordinator and relevant Health and Safety guidance.

Personal Protective Equipment (PPE)

The school will provide suitable personal protective equipment (PPE) where it is identified as necessary through a risk assessment, COSHH assessment or other relevant safety guidance.

PPE is provided free of charge to staff where required and must be used correctly in accordance with the instructions provided.

PPE is considered the last line of defence and should only be relied upon where risks cannot be adequately controlled through other measures. Staff must use PPE where required, report any defects or damage, and ensure it is maintained and stored appropriately.

Display Screen Equipment (DSE)

The school recognises its duty to protect staff who regularly use display screen equipment (DSE). DSE risks are managed in accordance with the Trust's Display Screen Equipment (DSE) Policy. Staff who are identified as DSE users will receive appropriate workstation assessments and support to ensure that workstations are set up safely and ergonomically.

Manual Handling

Manual handling includes lifting, carrying, pushing, pulling, moving or supporting objects. Poor manual handling practices can result in injuries including strains, sprains, bruising, fractures and musculoskeletal injuries.

The school aims to eliminate unnecessary manual handling tasks wherever possible and reduce risks as far as is reasonably practicable. Staff should consider whether tasks can be avoided, reduced or made safer through changes to working arrangements, storage arrangements, the use of mechanical aids or seeking assistance from others.

Some roles, such as Site staff, may involve more frequent manual handling and appropriate training will be provided where required.

Assessing Manual Handling Tasks

Before attempting to move an item, staff must assess the task and consider:

- Have I received appropriate training or instruction?
- Is the item too heavy, large or awkward for me to move safely?
- Do I need assistance from another person?
- Can a mechanical aid, such as a trolley, be used?
- Can the load be reduced, split or repositioned to make it safer to move?
- Is the route clear and free from obstructions?

Staff must not attempt to move items that are beyond their ability or for which they have not received appropriate training.

Safe Manual Handling Principles

When moving items, staff should:

- Plan the task before starting.
- Use a stable and comfortable position.
- Keep the load as close to the body as reasonably possible.
- Avoid twisting or sudden movements.
- Move smoothly and avoid rushing.
- Ask for assistance where necessary.

Moving and Handling of People

Moving and handling of people refers to supporting or assisting individuals with their movement and is different from handling objects.

Where planned moving and handling of people is required, it must only be carried out by staff who have received appropriate training and in accordance with relevant risk assessments and agreed procedures.

Where appropriate, advice from specialist professionals, such as Physiotherapists or Occupational Therapists, should be followed. Suitable equipment will be provided where required, and staff must receive appropriate training before using it.

Further guidance is available from the Health and Safety Coordinator and relevant HSE guidance.

Working at Height

Work at height includes any activity where a person could fall and suffer injury. Falls from height can result in serious injury, long-term disability or fatalities.

All working at height activities must be assessed and avoided where possible. Where work at height cannot be avoided, suitable control measures and appropriate access equipment must be used to minimise the risk.

Staff must only work at height using suitable and approved access equipment. Standing on tables, chairs, benches or other unsuitable furniture is strictly prohibited. Suitable step stools, stepladders and other access equipment are available where required.

Examples of working at height may include:

- Using a step ladder to put up displays.
- Accessing stored items using suitable access equipment.
- Using specialist equipment such as scaffold towers or mobile elevated work platforms (MEWPs).

Safe Working Practices

Staff must:

- Avoid work at height where the task can be completed safely from ground level.
- Ensure the activity has been risk assessed where required.
- Use the correct access equipment for the task.
- Only use equipment they have been trained or instructed to use.
- Check equipment before use and report any defects immediately.
- Ensure the working area is safe and free from hazards.

Traditional ladders and stepladders should only be used for low-risk, short-duration tasks where a risk assessment confirms they are suitable.

Site staff are responsible for maintaining working at height equipment records and ensuring equipment is checked and maintained appropriately.

Using Stepladders Safely

Before using a stepladder, ensure:

- It is suitable for the task and high enough to work safely.
- It is positioned on a firm, level surface.
- It is fully opened and secured before use.
- It is free from damage, dirt or defects.
- You can maintain a stable position while working.

Do not:

- Stand on chairs, desks or unsuitable furniture.
- Stand on the top platform or use a stepladder incorrectly.
- Over-reach or work outside a safe position.
- Carry heavy or awkward items while climbing.

Further guidance is available from the Health and Safety Coordinator and HSE guidance on working at height.

Slips, Trips and Falls

Slips, trips and falls are one of the most common causes of workplace accidents in schools. These incidents can occur anywhere within the school environment and may result from hazards such as:

- Wet or contaminated floors, including areas near entrances, sinks, catering facilities and swimming pools.
- Spilt food, drinks or other substances.
- Unsuitable footwear.
- Damaged or uneven flooring, loose floor coverings or defective stair nosing.
- Uneven external surfaces.
- Trailing cables or equipment.
- Bags, coats or other items left in walkways and corridors.

Preventing Slips, Trips and Falls

All staff can help reduce the risk of accidents by:

- Keeping walkways, corridors and access routes clear.
- Removing or reporting obstructions and hazards promptly.
- Cleaning up spillages where safe to do so or reporting them immediately.
- Using appropriate warning signs where floors are wet or hazards are present.
- Taking extra care in areas where cleaning is taking place.
- Ensuring cables and equipment are positioned safely and do not create trip hazards.
- Reporting damaged flooring, defects or any other concerns that could result in injury.

Staff should wear suitable footwear appropriate to their role and working environment.

Further guidance is available from the Health and Safety Coordinator and relevant HSE guidance.

Hot Drinks

Hot drinks can present a significant risk of scalding, particularly where pupils are present. Staff must take appropriate precautions to prevent spillages and reduce the risk of injury.

Staff should follow these requirements:

- Open cups or mugs containing hot drinks may only be used in designated areas where pupils are not present, such as the staffroom or offices.
- Hot drinks taken into areas where pupils may be present must be carried in a suitable lidded or sealed cup to reduce the risk of spills and scalding.
- Hot drinks must never be left unattended in areas accessible to pupils.
- Staff must take particular care when carrying hot drinks through shared areas and should avoid routes used by pupils wherever possible.
- Staff supervising or working with pupils must ensure that any hot drink they have is stored safely and does not present a risk to pupils.

Any concerns or incidents involving hot drinks must be reported in accordance with the school's accident and incident reporting procedures.

Provision and Use of Work Equipment (PUWER)

All work equipment provided by the school must be suitable for its intended purpose, maintained in a safe condition and used in a way that does not create a risk to the health and safety of users or others.

Work equipment includes any equipment used by staff as part of their work activities. This may include tools, machinery, electrical equipment and specialist equipment used within departments such as Design and Technology, Art, Science, Catering, Grounds and Site Services.

Some work equipment may require regular inspection, servicing or examination in accordance with legal requirements, manufacturer instructions or school procedures. These arrangements are managed by the appropriate responsible person.

Staff using work equipment must:

- Only use equipment they have been trained and authorised to use.
- Follow operating instructions and safety procedures.
- Be familiar with safety features, guards and emergency stop controls where applicable.
- Use any required PPE.
- Carry out appropriate checks before use and report any defects immediately.

Any equipment found to be defective must be removed from use and must not be returned until it has been repaired and confirmed safe.

Staff must not bring personal equipment into school for work purposes unless it has been authorised and checked as suitable and safe for use.

When purchasing new equipment, appropriate advice should be sought to ensure that the equipment is suitable, safe and meets relevant safety requirements.

Further guidance is available from the Health and Safety Coordinator and relevant HSE guidance.

Electricity at Work

Electricity can cause serious injury or death and can also create a risk of fire if electrical equipment or installations are faulty or not used correctly.

The school's fixed electrical installation is inspected and tested at appropriate intervals by a competent person in accordance with relevant standards and guidance. Portable electrical equipment is managed through the school's electrical equipment inspection and maintenance arrangements.

Staff must not bring personal electrical equipment into school for work purposes unless it has been authorised and confirmed as safe and suitable for use.

When using electrical equipment, staff must:

- Carry out a visual check before use and report any damage, defects or signs of overheating.
- Switch off equipment when not in use, particularly when leaving the premises.
- Disconnect equipment from the power supply before cleaning or carrying out maintenance.
- Stop using equipment immediately if a fault is suspected.
- Use equipment only for its intended purpose.
- Ensure electrical cables do not create trip hazards or come into contact with water.

Staff must not:

- Use damaged or faulty electrical equipment.
- Use electrical equipment with wet hands.
- Use electrical equipment in unsuitable environments unless it is specifically designed for that purpose.
- Use unauthorised extension leads, multi-way adaptors or plug arrangements.
- Leave machinery or electrical equipment unattended while switched on.

Any electrical equipment suspected to be faulty must be removed from use where possible and reported to the appropriate person.

Further guidance is available from the Health and Safety Coordinator and relevant HSE guidance.

Lone Working

Lone working occurs when an individual works without close or direct supervision or without immediate access to assistance if something goes wrong. This may be due to location, working hours or the nature of the task being carried out.

Lone working should be avoided where the risks cannot be adequately controlled. Where lone working is necessary, suitable arrangements must be in place to protect staff health, safety and wellbeing.

Lone Working Arrangements

Staff working alone must:

- Follow any risk assessments and control measures relating to lone working activities.
- Inform an appropriate colleague or line manager where they are working alone, particularly outside normal working hours.
- Ensure they have access to a means of communication, such as a charged mobile phone or school phone, where required.
- Follow signing-in and signing-out arrangements when working on site outside normal hours.
- Report any concerns, incidents or near misses relating to lone working.

Examples of Lone Working

Lone working may include:

- Site staff or cleaning staff working early mornings, evenings or during holidays.
- Teaching and administrative staff working outside normal school hours.

Risks Associated with Lone Working

Potential risks may include:

- Delayed assistance in the event of injury, illness or an emergency.
- Violence, aggression or threatening behaviour.
- Increased risk when carrying out certain activities without support.

High-Risk Activities

Staff must not carry out high-risk activities alone unless a suitable risk assessment confirms that appropriate controls are in place. Examples may include:

- Significant manual handling tasks.
- Work at height.
- Use of hazardous machinery or equipment.
- Activities involving hazardous substances.

Further advice should be obtained from the line manager or Health and Safety Coordinator where there is uncertainty about whether lone working is appropriate.

Boiler and Electrical Rooms - Safety and Maintenance of Heating Plant

The school has arrangements in place for the servicing, inspection and maintenance of boiler plant and associated systems by competent persons. Records of servicing and maintenance are retained by the school.

Boiler rooms, electrical intake rooms and other plant areas must not be used for storage and must be always kept clear. Access to these areas is restricted to authorised persons only and the areas are kept secured with appropriate signage displayed.

Staff must not enter plant areas unless authorised to do so and must report any concerns, damage or unsafe conditions to the appropriate person.

Prevention and Control of Legionella

The school has arrangements in place to manage the risk of Legionella bacteria within water systems. Water systems are monitored, maintained and inspected by competent persons in accordance with the school's Legionella risk assessment and water safety procedures.

A contracted specialist provider carries out required monitoring, testing and maintenance activities at appropriate intervals. Records of inspections, monitoring, remedial works and any treatments carried out are retained within the school's Legionella management records.

Site staff are responsible for completing required checks, including the flushing of little-used water outlets where applicable, and for monitoring contractor visits and reporting any concerns.

Staff must report any issues relating to water systems, such as unusual smells, temperatures, leaks or disused outlets, to the appropriate person.

Control and Management of Contractors

Contractors may work on the school site daily, regularly or occasionally. Examples include cleaning and catering contractors, grounds maintenance contractors, electricians, maintenance contractors and construction companies.

The school and Trust have arrangements in place to ensure that contractors are suitably competent, approved and managed before carrying out work on site. Contractors must comply with the school's health and safety, safeguarding and site security requirements.

Where required, contractors will provide appropriate documentation, including relevant risk assessments and method statements before work begins. The Site Team or appropriate responsible person will liaise with contractors to ensure that work is carried out safely and that risks to staff, pupils and visitors are controlled.

Contractors' work may create risks, including noise, dust, hazardous substances, restricted access areas or the use of equipment. Staff must remain vigilant and report any concerns to the appropriate person immediately.

Where contractor work creates a risk to others, areas may be isolated, secured or clearly marked as restricted. Staff and pupils must not enter areas that are cordoned off or identified as contractor-only areas.

The priority is to ensure that pupils are kept away from any area where contractors are working and that suitable controls are in place to maintain a safe environment.

Reporting Repairs Required

All staff have a responsibility to report any defects, damage or repairs required that may affect the health and safety of staff, pupils or visitors.

Repairs should be reported promptly through the school's reporting system (Every). Any hazards that present an immediate risk should be reported to the Site Team or appropriate person as soon as possible so that temporary measures can be put in place until a permanent repair is completed.

Defects affecting flooring, pathways, stairs or other areas used by staff and pupils must be reported promptly to reduce the risk of slips, trips and falls.

Workplace Requirements

The school is committed to providing a safe and suitable working environment for all staff, pupils and visitors. Workplace facilities and conditions are managed in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

This includes ensuring that suitable arrangements are in place for:

- Adequate lighting, ventilation and temperature control.
- Clean, accessible and well-maintained working areas.
- Suitable space and facilities to enable staff to work safely.
- Appropriate welfare facilities, including toilets, washing facilities and drinking water.
- Safe access and movement around the workplace.

Staff should report any concerns relating to workplace conditions, facilities, lighting, heating, cleanliness or defects through the appropriate reporting procedure.

Further advice is available from the Health and Safety Coordinator and relevant HSE guidance.

Management of Asbestos

The school manages the risks associated with asbestos-containing materials (ACMs) in accordance with the Control of Asbestos Regulations 2012 and the school's asbestos management arrangements.

The school maintains an Asbestos Management Plan which details how identified asbestos-containing materials are managed, monitored and controlled. An Asbestos Management Survey and Asbestos Register are available to ensure that information about known asbestos-containing materials is accessible before any work is undertaken that may disturb building materials.

The school uses an Asbestos Smart QR system, which allows contractors and authorised persons to access current asbestos management survey information electronically before commencing work on site. A paper copy of the Asbestos Register is also retained in the Reception Office for reference where required.

All contractors and any persons undertaking work on the school premises must consult the asbestos information before starting work and must follow the school's asbestos management procedures. No work that may disturb building materials should commence until the relevant asbestos information has been reviewed and appropriate controls are in place.

Where maintenance, refurbishment or building works may disturb the fabric of the building, an appropriate asbestos survey will be completed before work begins. A Refurbishment and Demolition (R&D) Survey will be undertaken where required to identify asbestos-containing materials that may be disturbed during the planned works.

All staff receive information on asbestos management arrangements and procedures as part of their induction and whenever procedures are updated. Staff must not disturb any material that may contain asbestos. If any material is damaged, disturbed or suspected to contain asbestos, this must be reported immediately to the Headteacher, Health and Safety Coordinator or Site Team so that the correct procedures can be followed.

Any work involving asbestos-containing materials must only be carried out by suitably competent contractors and in accordance with legal requirements, Trust procedures and the appropriate level of control required under the Control of Asbestos Regulations 2012.

The Health and Safety Coordinator, Headteacher and Senior Caretaker have received appropriate asbestos management training and provide support in ensuring asbestos risks are effectively managed.

Outdoor Sports and Recreational Areas

Pupils use designated outdoor areas for recreation and sporting activities and are supervised by staff in accordance with the school's supervision arrangements.

Outdoor sports and recreational equipment, including goals, netball posts, basketball nets and table tennis tables, is inspected at appropriate intervals by Site Staff. Records are maintained of inspections, defects identified and any actions taken.

Staff should remain vigilant when supervising outdoor activities and ensure that equipment is used appropriately and safely. Any damaged equipment, unsafe conditions or hazards within outdoor areas must be reported promptly so that appropriate action can be taken.

Vehicle Movement on Premises

A variety of vehicles may operate on the school site, including cars, minibuses, coaches, contractor vehicles, delivery vehicles and grounds maintenance equipment. Vehicle movements can present a risk to pupils, staff and visitors, and suitable controls are in place to reduce these risks.

Vehicles must enter and leave the premises through designated access points. Measures are in place to separate pedestrians and vehicles and promote safe movement around the site, including:

- Clearly identified speed limits.
- Restricted parking arrangements.
- Designated pedestrian routes and protected walkways.
- Clearly marked pedestrian crossing points where required.
- Designated pupil drop-off and collection areas.
- Designated areas for minibus and coach movements.
- Controlled access times for delivery vehicles.

All staff; visitors and contractors must:

- Always follow site rules and signage.
- Observe speed limits and park only in authorised areas.
- Use designated pedestrian routes when moving around the site.
- Take extra care during busy periods, including the start and end of the school day, lesson changeovers and other times when pedestrian traffic is high.
- Maintain a safe distance from moving or reversing vehicles.
- Report unsafe conditions, vehicle incidents or near misses promptly.

Contractors and delivery drivers must follow the school's site safety requirements and any instructions provided by Site Staff.

All vehicle-related incidents and near misses must be reported to the Health and Safety Coordinator so that appropriate action can be taken.

Any concerns regarding vehicle movements or pedestrian safety on site should be reported promptly.

Control of Noise Exposure

Exposure to excessive noise levels may occur from time to time within the school environment, particularly where Site Staff use grounds maintenance equipment, powered tools or machinery. Exposure to high levels of noise can result in temporary or permanent hearing damage.

The school manages the risks associated with noise exposure in accordance with the Control of Noise at Work Regulations 2005.

The regulations identify the following exposure action values:

- **Lower Exposure Action Value – 80 dB(A):** At this level, the school will assess the risks, provide staff with suitable information and training, and make hearing protection available where required.
- **Upper Exposure Action Value – 85 dB(A):** At this level, the school will take additional measures to reduce exposure, provide suitable hearing protection and establish hearing protection zones where required.

Where there is reason to believe that noise exposure may reach or exceed these levels, the Health and Safety Coordinator will arrange an appropriate noise risk assessment and seek advice from the school's external health and safety provider where necessary.

Where staff are regularly exposed to noise levels requiring further control, health surveillance, such as hearing checks, will be provided where identified as necessary by the risk assessment.

Staff must use hearing protection where required, follow any control measures provided and report concerns regarding noise exposure to their line manager or the Health and Safety Coordinator.

Pregnant, New and Breastfeeding Mothers

The school recognises that pregnancy and returning to work following childbirth are normal parts of working life. However, some workplace activities or conditions may present risks to pregnant workers, those who have recently given birth, or those who are breastfeeding.

In accordance with the Management of Health and Safety at Work Regulations 1999, the school will ensure that appropriate health and safety arrangements are in place for pregnant workers, new mothers and breastfeeding employees.

Employees who are pregnant are encouraged to inform their line manager as soon as possible so that appropriate support and any required workplace adjustments can be considered.

Individual risk assessments will be completed and reviewed if there are significant changes to working conditions or circumstances.

Further information regarding maternity arrangements is available in the school's Maternity Policy.

Environmental Issues and Waste

The school recognises the importance of reducing its environmental impact and encourages staff to consider sustainable practices as part of their everyday activities.

Small steps staff can take include:

- Turning off lights when leaving a room, where appropriate.
- Using natural light where possible.
- Recycling items such as toner cartridges through the correct facilities.
- Avoiding unnecessary use of water and ensuring taps are not left running.
- Only boiling the amount of water required when using kettles.
- Using sustainable travel options, such as cycling, walking or public transport, where practicable.
- Reducing unnecessary printing and using electronic communication where appropriate.

Hazardous Waste

Some substances and materials used within the school may require specialist disposal arrangements. Hazardous waste must be managed and disposed of safely in accordance with legal requirements and school procedures.

Key requirements include:

- COSHH assessments and manufacturer guidance must be followed when disposing of hazardous substances.
- Hazardous waste may include certain chemicals, batteries, electrical items, fluorescent lamps and other materials requiring specialist disposal.
- Safety Data Sheets (SDS) should be consulted where appropriate.
- Hazardous waste must not be placed in general waste bins.
- Where required, waste must be collected and disposed of by authorised waste contractors.
- Records of hazardous waste disposal must be maintained where required.

Staff should seek advice from the Health and Safety Coordinator before disposing of any substance or item where there is uncertainty about the correct disposal method.

Planned Maintenance, Inspection and Testing

The school has a planned maintenance programme to ensure that buildings, equipment and facilities remain safe, suitable, and fit for purpose. Safety inspections, servicing and testing are carried out by competent persons at appropriate intervals in accordance with legal requirements, manufacturer guidance and recognised standards.

The planned maintenance programme includes, where applicable:

- **Lightning protection systems** – inspected periodically to ensure continued protection of the building, occupants and electrical installations.
- **Stage equipment** – including lighting bars, scenery bars, winch systems and curtain tracks, inspected by competent specialist contractors at appropriate intervals.
- **Kitchen equipment** – maintained and inspected regularly, including annual gas safety checks and servicing by competent persons.
- **Chimney and flue systems** – inspected and maintained where applicable.
- **PE and sports equipment** – inspected at appropriate intervals by competent contractors to ensure it remains safe for use.
- **Pest control arrangements** – managed through planned inspections and preventative measures by competent contractors.
- **Solar panels and associated equipment** – monitored and maintained by competent persons to ensure safe operation.

Records of inspections, servicing, and maintenance activities are retained in accordance with the school's compliance procedures.

Staff must report any defects, damage or concerns relating to buildings, equipment or facilities promptly through the school's reporting system.