Annex to the Bath and Wells Multi Health and Safety Po

Further detailed responsibilities and arrangements specific to:

Cheddon Fitzpaine Church School

Document Prepared by: Print

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Job Title: Head of School

Date: 12.03.2026

Document Ratified by:

Print Name: Jenny Hannis

Job Title/Role: Chair of Governors

Date: 12.03.2026

Policy to be reviewed: September 2026 (at least annually)

Responsibilities

The following tables identify those who have been delegated responsibilities or have specific roles within the Academy:

Executive Headteacher:	Paula Goodchild
Delegated Senior Manager: Head of School	Joanna Strawbridge
Health and Safety Co-ordinator: (if applicable)	
Premises Manager: (if delegated)	
Educational Visits Co-ordinator(s):	Joanna Strawbridge
Governor(s) with Health and Safety Responsibility:	Jenny Hannis
LGB Committee(s) where Health and Safety is discussed:	N/A
Trade Union Safety Representative(s) / Employee Representative(s):	N/A

Competent Advice for Health and Safety:	Darren Ling (Director of Operations) – 01749 372700 or darren.ling@bwmat.org
Key Holders:	Bob Leighton, Paula Goodchild, Joanna Strawbridge, Claire Lankester
Person(s) responsible for undertaking regular H&S inspections:	Joanna Strawbridge & Claire Lankester
Person responsible for co-ordinating fire evacuation arrangements:	Joanna Strawbridge & Paula Goodchild
Persons trained and appointed as fire marshals/wardens: *NB This can include persons who have been trained in hands on extinguisher training and received annual awareness training.*	Paula Goodchild & Claire Mort All staff have received annual fire awareness training – Sept 25
Persons trained and appointed as first aiders / appointed persons (including qualifications type/Expiry dates): *NB If you already have a list of first aiders, please simply list the number of each qualification type trained, and identify where the actual information is located.*	13 Paediatric First aiders (all teaching assistants and stay and play staff) Listed in the medical file in the office, scholar pack and Sharepoint. Certificates in file.
Persons trained in food hygiene: *NB If you already have a list, please simply list the number trained and identify where the actual information is located.*	Catherine Mora Gemma Stowell Claire Mort Alice Sanders Jo Bridgwater Nicola Winter Doinita Petre

	Karen Leighton Certificates on the wall in the kitchen.

Who do staff (and others) report incidents/accidents/near misses to:	Office staff and Headteacher depending on severity of incident to be reported.
Who do staff (and others) report hazards/health and safety concerns to:	Business Manager & Headteacher

Documentation

Policies/records/documents relating to the Academy Health and Safety Policy are listed below along with the locations where they can be found (please expand and amend accordingly to your Academy):

Documents – examples below (not exhaustive)	**Location** e.g. office, staff room, website, SharePoint, etc.
Health and Safety Policy (signed and dated)	Sharepoint and website
Health and Safety Law Poster	Office and staff room
Risk Assessments	EEC Live, Head's office
Off-Site Visit - Approvals	Sharepoint – Gov Minutes EEC Live – risk assessments
Off-Site Visits Policy	Sharepoint and website
Fire Risk Assessment	Office Folder & Sharepoint
Fire Policy	Sharepoint
COSHH Assessments and Data Sheets	Office Folder
First Aid/Accident book	Arbor
Asbestos Register and Management Plan	Office folder
Legionella Risk Assessment	Office Folder & Sharepoint
Property Servicing/Maintenance Records	Office Folder & Sharepoint
Health and Safety Training Records	Office Folder & Sharepoint
Medications Policy and Forms	Office Folder & Sharepoint
Site Management Log Book/ Records	Office Folder & Sharepoint
Business Continuity Plan	Sharepoint
Lockdown Procedure	Office Folder & Sharepoint

Covid risk assessment and relevant documents.	Sharepoint

Academy specific arrangements

The Local Governing Board and the headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations in their academy.

These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal) - All staff will be informed about these procedures.

The list below is an example of common procedures only. Some Academies may be able to exclude some as not applicable but equally most Academies will probably need to add further ones to cover local risks and circumstances.

- School managed projects
- Critical Incident Strategy
- Educational visits and activities
- Fire safety and emergency evacuations
- First aid including the storage and administration of medicines
- Health and safety site inspections
- Lockdown
- Lone working
- Manual handling
- Maintenance of plant, equipment and electrical systems including PAT testing
- Managing water hygiene
- Out-of-hours use of school buildings and facilities including public performances
- Reporting of accidents, incidents, hazards and near misses
- Risk assessments
- Site security
- Stress and employee well-being
- Swimming
- Unexpected loss of utilities
- Use and storage of chemicals
- Use of contractors
- Use of or exposure to any hazardous substances or materials
- Use of minibuses
- Vehicular access/segregation, car parking and use of staff cars
- Violence and aggression to staff
- Waste disposal
- Working at height
- Work experience for pupils

Health and Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the school takes place through the following methods:

- In the first instance all employees can raise health & safety concerns directly with their line managers;
- All employees also have the right to raise health & safety concerns with a Trade Union health & safety representative, who can take the matter up on their behalf;
- Ensuring health & safety is on the agenda at team meetings and that issues are then dealt with or referred up.

Health and Safety Performance Reporting and Review

The LGC and the headteacher will review the health and safety performance of the school at least annually. This takes the form of a health and safety report produced by the headteacher which is presented to the LGC for review, comment and action and includes information and statistics on:

- EEC Safety Suite Management Report;
- School health and safety inspections/audits;
- Monitoring checks;
- Incident statistic and investigations;
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health);
- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing.

Review and Revision

The LGC will ensure that this Health & Safety Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

Risk Assessments

Schools need to regularly assess the risks of their sites and any activities they wish to carry out both on the school site and off-site. These assessments need to be recorded on EEC Safety Suite and provides vital evidence that the school has considered all possible risks and taken appropriate action to reduce them.

A suggested list of risk assessments each school should have is available on SharePoint, to help identify potential hazards in a typical school.

Off-Site Visits Approvals

All schools are to follow a suitable method of planning, approving, evaluating external visits.

The Trust has delegated responsibility to Local Governing Committees for ensuring that each school has an appropriate policy, procedures and risk assessments so that outdoor and residential visits are conducted and recorded safely.

Schools should implement their own External Visits/Off-site Visits Policy which follows the national guidance for the management of outdoor learning, off-site visits and learning outside the classroom. This guidance is located here - http://oeapng.info/.

The Trust has adopted EEC Safety Suite as their chosen method for planning and approving of external visits. This system follows National Guidance and best practice for managing external visits.

Determining ratios of adults to children, detailing risk assessments should all be informed by National Guidance. There are no legal requirements around ratios of adults to children on external visits, but there is guidance on ratios and effective supervision. You can find the document here: https://oeapng.info/download/1142/

All external visits which are hazardous in nature, residential, overseas, or non-local should be approved locally by the schools themselves, their LGCs and then submitted to the Estates and Facilities Officer for approval.

All schools should appoint an Education Visits Co-ordinator (EVC) who is trained accordingly.

Leaders of visits should have suitable Education Visits Leader (EVL) training.

All LGC's need to complete the self-evaluation form on the OEAPNG website and record this as an item (with the completed form included as an annex to the minutes) in either the first or second LGC meeting of each academic year. This form provides the prompts that LGCs need to ensure that they have considered all the important decisions to be taken by the school around external visits.

You can find the form here:
http://oeapng.info/downloads/download-info/5-1a-establishment-self-evaluation-form/

Education Visits Co-ordinator (EVC)

The Educational Visit Co-ordinator (EVC) is responsible for ensuring the planning and management of educational visits including adventure activities led by school staff.

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils.

They should organise the thorough induction of leaders and other adults taking pupils on a specific visit and make sure that DBS checks are in place as necessary for those who may be volunteering on the trip.

Teaching staff are responsible for supervising pupil groups whilst they are away from the school on external visits, and for ensuring that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment.

Visit Leaders are responsible for carrying out risk assessments prior to the external visit/off-site activity taking place. Whenever adventurous activities are being undertaken and/or residential take place, those responsible for leading groups off-site will have relevant and up-to-date training.

Before any activity is allowed to take place the Headteacher and governors will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- the headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the central team for approval if appropriate
- a sufficient level of insurance is in place
- the headteacher or group leader reports back after the visit.

Off-site visits are carefully planned, and detailed information obtained in relation to:

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- off-site risk assessments
- Safeguarding

Accident Reporting, Recording and Investigation

All accidents must be reported to the headteacher.

For accidents involving pupils which require minor first aid, these should be recorded in the school's First aid/Accident book.

For more serious injuries to pupils, and for all accident (regardless of severity) to employees, visitors, contractors. etc, these accidents should be entered on to EEC Safety Suite. A data collection form for assisting with this is located on SharePoint.

Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will flag when entered on to EEC Safety Suite and will be checked and actioned by the Estates and Facilities Officer.

Fatal or major injuries must be reported immediately by telephone to the Director of Operations in the Central Team (01749 372700) and then the accident entered onto EEC Safety Suite immediately.

Parents or carers (or emergency contacts where the parent/carer is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the** school **cannot contact a parent or carer.** If a pupil needs to be taken to hospital, and a parent or carer is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent or carer to arrive.

Pupils will only be sent home if there is a parent or carer available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office until they can be collected.

Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in the school will be recorded.

First Aid Co-ordinator

The First Aid Co-ordinator or nominated Lead First Aider will be responsible for:

- maintaining school and pupil records of first aid support given to staff and pupils.
- maintaining first aid kit stocks and records
- in conjunction with the school office, collecting data including administration of medication, consent forms and medication retained, and keeping it up to date at all times.
- checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and informing the school office when any medications need renewing.

Administration of Medication

Pupils at the school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

We will ensure that we consult health and social care professionals, pupils and parents/carers to ensure that the needs of children with medical conditions are properly understood and effectively supported. Please also refer to our separate policy on Supporting pupils with medical conditions (https://bwmat.sharepoint.com/:w:/r/sites/TRUST-SchoolImprovement/School%20Improvement%20Policies/Supporting%20pupils%20with%20medical%20conditions%20BWMAT%20-%20approved%20by%20board%2006.09.21.docx?d=wde9651a92fdb4b458bc74cc1d1d0ae56&csf=1&web=1&e=VJ1Tf0)

The Administrators / Office Manager will be responsible for:

- administering prescription medicines when parental consent has been obtained to do so.
- in conjunction with the First Aid Co-ordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- requesting and collecting new or renewed medication from parents/carers and passing this to the First Aid Coordinator for appropriate storage.
- administering medication and liaising with the Health Centre, School Nurses and parents as appropriate.
- managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the school, ensuring that confidential information is held securely.

Workplace Safety

The school will take reasonable steps to ensure that the school environment and workplace is reasonably safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Slips and Trips

Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip.

Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education premises happen for a number of reasons.

They typically involve:

- members of staff or pupils/students running or carrying heavy or awkward items,
- wearing unsuitable footwear,
- poor lighting - particularly where there are uneven surfaces and changes of level
- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants e.g. food, litter etc.
- obstructions – particularly bags and trailing cables

To prevent slip and trip incidents we will ensure:

- suitable cleaning regimes are in place,
- appropriate footwear is worn, including slip resistant footwear for kitchen staff,
- there is appropriate lighting,
- appropriate signage is used, and
- there is appropriate storage space (e.g. bags/coats etc)

Manual Handling

The school operates in accordance with the *Manual Handling Operations Regulations* (1992) as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by the school and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy.

The school expects employees to:

- safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- follow safe systems of work as determined by the result of the risk assessments
- use mechanical aids which have been provided for their use and which they have been trained to use and report faults with any equipment to line management immediately
- ensure that they use equipment as per manufacturer's instructions
- attend training sessions as required and apply the knowledge/skills to daily tasks
- report all accidents and incidents which have either caused or could have caused harm or injury
- report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- inform line management if they are unable to perform manual handling duties
- ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- comply with policies regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

All staff whose duties could include manual handling/lifting must be provided with suitable information and training.

They must ensure that they are physically capable of safely completing a manual handling task and use mechanical aids whenever possible and/or undertake team manual handling.

Manual handling risk assessments should be carried out for tasks that may pose a risk of injury to school staff. This does not include tasks that are of a low risk, are straightforward or will only take a very short time.

There are risk assessment frameworks available on the risk management module of EEC Safety Suite.

Building and site maintenance

The Headteacher is responsible for ensuring that the school premises are maintained so as to comply with health and safety laws and are easily accessible and reasonably safe for the whole school community.

Each school will appoint a named person to be responsible for reporting any health and safety concerns relating to the school premises. He/she will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits, etc. as required.

Where required the following records and management plans will be kept, updated and shared as necessary:

- Asbestos
- Legionella

- Construction, Design and Management Health and Safety file
- LOLER records
- Machine / equipment testing and certificates
- Gas Safety certificates
- Electrical Safety certificates

Asbestos

Please refer to the school's Asbestos Management Plan and latest Asbestos Register/Survey for further advice and guidance. A copy of this must be held by the Site Manager / Caretaker and be available and shown to any visitors or contractors.

The Asbestos Register/Survey will be formally reviewed every 5 years by a suitably competent asbestos contractor.

A formal check of visible asbestos containing materials must be completed annually.

Key staff should receive asbestos awareness training periodically.

Control of Substances Hazardous to Health

There are areas in the school where hazardous substances will be stored. Schools must have systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances.

The precautions schools should takes include and should provide:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets.
- Hazard data sheets and information on procedures for assessing substances hazardous to health are kept *[explain where].* **[**Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident].
- only staff that are trained to use these substances will have access to them - These staff will be trained in proper maintenance, storage, and use of these chemicals.
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container.
- clear record of chemicals ordered.
- safe disposing of chemicals.
- appropriate PPE for use when handling hazardous substances.
- strict 'off-limits' policy for pupils.
- All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals.

Fire Safety and Evacuation

- Each school carries out whole school fire drills at least once per term. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site, and available on the school website.
- Escape routes and fire doors are checked daily to ensure that they are free from obstruction.
- Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.
- The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

Site security and visitors

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

To ensure that our school is a secure environment we:

- record details of all visitors entering and leaving the site,
- have designated key holders
- engage the services of an alarm monitoring company

Visitors and other users of the premises

Where the facilities are shared, the school ensures that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. Nursery, Children Centre, Pre-School catering and cleaning contractors and outside staff based in the school.

All visitors to the school must comply with this school Health and Safety Policy and procedures.

Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (visitor's book) and the time they leave. This should include all visitors to the school including Governors, Contractors etc.

Where applicable, visitors will be required to wear a 'visitors' identification badge which will be supplied by the school.

Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

Should a fire / emergency occur, or the fire alarm is activated whilst visitors are on the school's premises, the person who is accompanying the visitor will take him / her to the fire assembly point.

Should an incident /accident occur involving a visitor it must be reported using EEC Safety Suite accident reporting module. An investigation must be undertaken as soon as possible by the relevant responsible person where appropriate

If the incident is of a serious nature, or fatal, the headteacher should contact the Director of Operations on 01749 372700 immediately.

Persons hosting visitors including meeting arrangers must ensure Visitors:

- are alerted to the establishment fire procedures;
- adhere to the 'no smoking' policy;
- adhere to any mobile phone usage policy;
- must park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles;
- record time of arrival and departure in the visitors' book;
- Where applicable, are provided with and wear identification badges;
- are accompanied or authorised to enter the premises;
- remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied;
- do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised;
- report all accidents, incidents and near misses to the host;
- wear protective clothing that is supplied when necessary.

Contractors

All Contractors under the school control will be appropriately selected and competent in terms of health and safety.

Contractors must be made aware of and abide by the school's Health and Safety Policy and not endanger pupils, staff or other visitors to the site.

The headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the headteacher, or by the contractor, in consultation with the headteacher.

All contractors must report to the responsible person before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect their safety and that of others.

Construction, Design and Management

The school is aware of its obligations under the 'CDM Regulations' and where small projects are carried out and come under these regulations the school, as client, will carry out the following:

a) Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and co-ordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase;

b) Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and co-ordinating health and safety in the construction phase of a project;

c) Ensure that, where there is more than one contractor, a Health and Safety File in prepared on completion of the project and is kept available for those subsequently carrying

out construction work. The ‘CDM Regulations’ 2015 are triggered, for smaller projects, when two or more contractors are appointed.

The Principal Designer and Principal Contractor roles can be fulfilled by the school as client. If this is the case, the school is responsible for undertaking both these roles.

On projects where the ‘CDM Regulations’ do not apply (where there is only one contractor appointed) or where the school fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlined in the section entitled ‘Control of Contractors’.

The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

For further information/advice please contact the Estates and Facilities Officer.

Link to guidance on CDM regulations -
https://www.hse.gov.uk/construction/cdm/2015/index.htm

Lettings

All lettings must be approved by the headteacher. Conditions for lettings are set out on the Letting Form/Agreement which must be completed accordingly.

The Letting Form/Agreement can be obtained from the Business Manager.

Details of the school’s emergency contact details are provided to the hirer.

Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.

Hirer’s risk assessments, insurance, and safeguarding arrangements must be requested.

The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building or the school site.

Lone Working

There will be some situations where staff at the school will be working alone. Examples of this would be a staff member locking up the school at the end of the day or attending to an alarm call out of hours. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

Staff should avoid lone working wherever possible. If a staff member finds themselves in a lone working situation, they must always carry a mobile phone for emergency use and let others know where they are going and how long they intend to be.

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

As a minimum anyone working alone will adhere to the following:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification
- On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.
- Park their car as close to the access doors as possible.

Unacceptable lone worker activities:

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons.

Violence in the workplace

The Health and Safety Executive (HSE) defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats as well as physical attacks.

The school is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

Vehicle and pedestrian segregation

- Where possible vehicle movement, e.g. car parking/deliveries, will be away from footpaths, crossings, gates and doorways.
- Traffic entering school premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed.
- Where bus operators are required to collect / drop off children, the school will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.
- Students, staff and visitors are reminded to be extra vigilant when crossing roads near to the school at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time.

Lockdown Procedure

The school has lockdown procedures which are reviewed annually. These have been explained and distributed to all staff. The lockdown procedure is located in the school office.

Defect Reporting Procedures and Equipment

All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of the headteacher so that remedial action can be taken

Any equipment in school should be used safely and for its intended purpose only. Faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the headteacher/site manager, so it can be logged, actioned and monitored.

No second-hand equipment or equipment brought in from home must be introduced to school without the prior agreement of the Headteacher.

Working at Height

Activities which require work at height should be identified and eliminated where possible. Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks.

Before working at height staff are expected to do the following:

- Assess the risks,
- Avoid work at height if possible,
- Select the right type of equipment, and ensure that it has been maintained and regularly checked,
- Ensure you can get to and from where you need to work at height.

Risk Assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the person involved to ensure this takes place.

Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and they should wear the appropriate clothing and footwear.

Pupils are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities.

Contractors are expected to provide their own equipment and will not be permitted to use the school's equipment.

Food Safety and Hygiene including Allergens

The school engages in a range of activities involving food; therefore it has responsibility for ensuring that food hygiene standards are met.

This includes:

- personal hygiene
- opening and closing checks
- clear and clean
- chilled storage
- separating foods
- training and supervision

A number of items of equipment used in the kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided.

In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.

Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, caretakers, canteen workers, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times.

For example:

- hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity)
- cross-contamination issues should be addressed, e.g. different cloths for different surfaces
- an appropriate slip hazard warning sign should be used when mopping floors

- tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks
- any corrosive or irritant cleaning substances, e.g. bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.

The school takes all allergies seriously and it is important that **parents inform the school immediately** of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

Occupational Health / Welfare

The school takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.

The school is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers and involving parents and mental health services. The school will address any instances of bullying and will adopt methods to reduce bullying in our schools.

New and Expectant Mothers

Should any employee become a new or expectant mother, the school will take steps to ensure their continued health and safety at work.

A new and expectant mothers risk assessment will be completed with ‘one to one’ discussions and a formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work related hazards.

The Trust Policy and Risk Assessment template for new and expectant mothers is located on SharePoint.

Display Screen Equipment (DSE)

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

The school has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff, business manager etc.

The school adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Staff and pupils are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
- Regular breaks are taken when working with DSE.

The school encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment. This takes the form of the HSE Workstation Assessment form and is located on SharePoint.

DSE assessments will be reviewed every two years; or before where changes occur e.g. equipment, office layouts or when there are staff changes.

Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician. This will be paid for by the school (NB this also includes corrective lenses if required solely for DSE use).

The Trust guidance on DSE and eyesight tests is located on SharePoint.

Infectious Diseases/Health Protection

The latest Public Health England 'Health Protection in schools and other childcare facilities' guidance, exclusion lists etc can be viewed and downloaded here - https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities.

Key Holder – Safety During Call Outs

Key holders on call should be mindful of their own safety and the school must ensure that any lone working has been considered. If the police have left the premises, a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving, the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own protection or the school's well-being.

Adverse Weather

The headteacher will make the decision whether to open the school in the event of adverse weather.

The site manager / caretaker / another member of staff is responsible for clearing snow and gritting suitable pathways to allow access to the school site and safe egress routes in the event of an emergency.

Smoking

All schools are no-smoking sites.

Outdoor Play Equipment

Outdoor play equipment will only be used when appropriately supervised.

Such equipment will be checked by the teacher for any apparent defects and particularly for contamination by animals. Any defects should be reported immediately to the Site Manager/Caretaker so that remedial action can be taken.

Any faulty equipment must be taken out of use and if appropriate labelled ‘Do not use’.

The outdoor play equipment is inspected annually/termly.

Risk Assessments must be carried out for play equipment.

Gym Equipment

All staff should check PE apparatus before use and report any defects to the Site Manager/ Caretaker.

Any faulty equipment must be taken out of use and if appropriate labelled ‘Do not use’.

The PE equipment is inspected annually.