



Health & Safety Policy

Date approved: Sept 2026
Date of next review: Sept 2027

Version Control Table

Version	Date	Author	Rationale / Summary of changes	Ratified
V1	28/04/26		New document	

REVIEW PROCEDURES

The Health and Safety Policy for (INSERT SCHOOL NAME) is to be ratified by the Connect Alliance Trust Board. This policy operates in conjunction with the Connect Alliance Trust Health & Safety Policy. The policy will then be reviewed annually by the Headteacher and School Governing Board with notification being given to the Trust Board on the results of the review.

Any amendments required to be made to the policy as a result of a review, will have to be presented to the Trust for acceptance.

STATEMENT OF INTENT

(INSERT SCHOOL NAME) believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The Health and Safety Policy is intended to provide a practical framework for the implementation of the Health and Safety at Work etc. Act 1974 and all relevant UK health and safety legislation and codes of practice, which will be the minimum standard acceptable. It demonstrates (INSERT SCHOOL NAME) commitment to health, safety, welfare and wellbeing and recognizes that health and safety is equally as important as our other objectives.

The Health and Safety Policy demonstrates (INSERT SCHOOL NAME) duty of care to employees and non-employees (visitors, customers, contractors, pupils) by ensuring that School activities and services are provided in such a way as to not put them at risk.

The main aim of this Health and Safety Policy is to prevent accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment, a safe and healthy workforce. This enables Connect Alliance Trust to achieve a positive safety culture by meeting the following policy objectives:

- Compliance with all relevant Health and Safety Legislation (list of key legislation found in Appendix 2)
- Implement adequate measures to prevent, reduce, or protect against the Health and Safety risks arising from our work activities;
- Promoting the principles of sensible Risk Management.
- Provide information, instruction and training for employees maintaining effective communication and consultation on all health and safety matters.
- Securing co-operation and consultation between individuals, safety representatives, employee representatives and working groups;
- Provide safe plant and equipment and maintain safe and healthy working conditions, providing health surveillance where necessary.
- Provide professional Health and Safety advice, guidance and support
- Ensure resources are available to ensure the successful management and implementation of health, safety and wellbeing.

Review of the policy aims will be conducted periodically via measurable performance indicators and safety targets noted in the 'Health & Safety Policy Monitoring Plan' (Appendix 3).

Headteacher: _____ Date: **XX/XX/XX**

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1. INTRODUCTION

In order to achieve compliance with the Connect Alliance Trusts Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

2. THE CONNECT ALLIANCE TRUST

The Connect Alliance Trust is responsible for ensuring that:

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- b) Establish and maintain a safe and healthy environment throughout the school.
- c) Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- d) Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
- e) Maintain all areas under the control of the Trust and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk.
- f) Formulate effective procedures for use in case of fire and for evacuating the school premises.
- g) Lay down procedures to be followed in case of an accident.
- h) Teach safety as part of pupil's duties where appropriate.

- i) Responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities.
- j) Clear procedures are created to assess any significant risks and ensure that safe systems of work are implemented.
- k) Sufficient funds are set aside with which to operate safe systems of work.
- l) Health and safety performance is measured both actively and reactively.
- m) The school's health and safety policy and performance is reviewed annually.

3. HEADTEACHER

The Headteacher supports the Connect Alliance Trust by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Monitor the effectiveness of the safety policy and the safe working practises described within it and shall revise and amend it, as necessary, on a regular basis.
- c) Appropriate information on significant risks is given to visitors and contractors.
- d) All staff are provided with adequate information, instruction and training on health and safety issues including safety policies, procedures, and any relevant safety guidelines and information.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Ensure an emergency evacuation procedure is implemented and arrange for periodic practice evacuation drills (at least once a term) to take place and be recorded.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition. Arrange for any unsafe or unhealthy furniture, fitting or equipment to be removed
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.

- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Ensure that any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe is repaired and made safe as soon as is reasonably practicable.
- m) Make arrangements for the implementation of the approved accident reporting procedure and draw this to the attention of all staff at the school as necessary.
- n) Accidents are investigated and any remedial actions required are taken or requested.
- o) Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable.
- p) Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Trust and Headteacher in the management of health and safety at the School. Such delegated responsibility must be defined as appropriate.

4. TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes the Senior Management Team, Heads of Departments, Health and Safety Leads, Clerical Managers/Supervisors, Catering Managers, and Facilities & Site Managers/Caretakers. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher OR Health and Safety Lead where delegated.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher or line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- h) Ensure all accidents are investigated appropriately.

5. DUTIES OF THE PERSON DELEGATED TO ASSIST IN THE MANAGEMENT OF HEALTH AND SAFETY - (Designated School Health & Safety Lead)

The delegated person shall:

- a) Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school.
- b) Monitor general advice on safety matters given by the Health and Safety Executive and other relevant bodies and advise on its application to the school.
- c) Co-ordinate arrangements for the design and implementation of safe working practices within the school.
- d) Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
- e) Order where necessary that a method of working ceases temporarily on health and safety grounds, subject to further consideration by the Trust and Headteacher.
- f) Assist in carrying out regular safety inspections of the School and its activities and make recommendations on methods of resolving any problems identified.
- g) Undertake risk assessments on an annual basis to identify any potential hazards to health and safety and take corrective action where necessary, this may be in the form of an action plan for the year.
- h) Ensure that staff with control of resources (both financial and other) give due regard to safety.
- i) Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and make recommendations on the extent to which staff are trained

6. RESPONSIBILITIES OF STAFF TOWARDS PUPILS AND OTHERS IN THEIR CARE

All staff are responsible for health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- a) Exercise effective supervision over all those for whom they are responsible.
- b) Be aware of and implement safe working practices and to set a good example personally.
- c) Follow the health and safety procedures applicable to their area of work.
- d) Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
- e) Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- f) Provide written job instructions, warning notices and signs as appropriate.
- g) Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- h) Make recommendations to their Headteacher, or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- i) Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- j) Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- k) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- l) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- m) Provide the opportunity for discussion of health and safety arrangements.
- n) Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.

- o) Provide for adequate instruction, information and training in safe working methods and recommend suitable off the job training.
- p) Where private vehicles are used to transport children to and from School functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.
- q) All staff members organising trips off site should complete a risk assessment and return it to the school office prior to the trip taking place.
- r) Report all accidents, defects and dangerous occurrences to the Headteacher or the Health and Safety Lead.

Note: when members of staff consider that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

7. OBLIGATIONS OF THE CATERING MANAGER

The Catering Manager is responsible for the safe operation of the catering facilities and must:

- Be familiar with the school Health and Safety Policy.
- Prepare risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the Health and Safety Lead or Headteacher of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Headteacher and Catering Manager.

8. ALL EMPLOYEES

All employees are expected to:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Co-operate with the Connect Alliance Trust and others in meeting statutory requirements

- c) Act in accordance with any specific H&S training received.
- d) Observe all instructions on health and safety issued by the Trust, School, or any other person delegated to be responsible for a relevant aspect of health and safety.
- e) Not interfere with or misuse anything provided in the interests of health, safety and welfare.
- f) Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and, where in doubt, seek immediate clarification from the Headteacher.
- g) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- h) Ensure that tools and equipment are in good condition and report any defects to the Headteacher.
- i) Use protective clothing and safety equipment provided where necessary and ensure that these are kept in good condition.
- j) Ensure that offices, general accommodation and vehicles are kept tidy.
- k) Report all accidents and near misses in accordance with current procedure.
- l) Inform the Headteacher of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- m) Inform the Headteacher of any shortcomings they identify in the school's health and safety arrangements.
- n) Co-operate with any appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- o) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

Additional notes

- p) It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.

- q) While it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- r) All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

9. OBLIGATIONS OF CONTRACTORS

- a) When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of school meals, then, subject to the explicit agreement of the Trust, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- b) All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher (or Site Manager/Caretaker where delegated) of any risks that may affect the school staff, pupils and visitors.
- c) All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.
- d) In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

10. PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives, and other items considered dangerous).
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Note: The Headteacher will make pupils (and, where appropriate, parents) aware of these responsibilities through direct instruction and notices.

11. PROCEDURES AND ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available and can be referenced in appendix 4.

Accident and Incident Reporting - Refer to separate Accident & Emergency Procedure

All staff are required to ensure that all accidents are reported to the Headteacher (or designated responsible person) in accordance with school procedure, who will ensure that the accident is investigated and reported to the Trust and the Health and Safety Executive as appropriate.

All incidents or near misses - i.e. something which has the potential to cause harm although it doesn't do so on this occasion - must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Asbestos - Refer to Asbestos Management Policy & Plan

The Headteacher is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Headteacher or suitably competent premises staff.

Staff must report any damage to asbestos materials immediately to the Headteacher.

Where damage to asbestos material has occurred the area must be evacuated and secured. The Headteacher will immediately notify: The Trust Chief Executive Officer by telephone.

Behaviour Management/Bullying - Refer to Anti Bullying Policy

All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

Contractors - Refer to Managing Contractors Policy

The Headteacher is responsible for the selection and management of contractors in accordance with the school policy.

Curriculum Safety (including out of school learning activities)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations where possible.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys - Refer to Educational Visits & Trips Policy

The Headteacher and the Educational Visit Coordinator (EVC) are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational trips which all teachers must be familiar with.

Electrical Safety

The Site Manager/Caretaker is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Site Manager/Caretaker will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Headteacher. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

Fire Precautions and Emergency Procedures - Refer to Fire Safety Policy

The Headteacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every half term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Site Manager/Caretaker is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

First Aid - Refer to First Aid Policy

- A list of paediatric first aiders can be found (Add location).
- First Aid supplies are kept in various locations around school.
- The person administering first aid must make sure an accident form and an entry into the first aid book is completed. The Health and Safety Executive (HSE) must be notified of any fractures or major injury or accidents causing death.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.
- The School Health & Safety Lead is responsible for administering the first aid & accident reporting procedure and must be notified of serious accidents causing death or major injury and dangerous occurrences. These cases will be reported to the Health and Safety Executive.

All staff must be familiar with the school arrangements for First Aid.

Hazardous Substances

The Site Manager/Caretaker is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Site Manager/Caretaker will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

Lettings/shared use of premises/use of Premises outside School Hours - Refer to Lettings Policy

The Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

The Headteacher is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working - Refer to Lone Working Policy

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Headteacher and Health & Safety Lead of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines & Drugs

No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

The school policy for Administering Medicines provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager/Caretaker.

Where Heads of Department hold budgets for maintenance they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair

All faulty equipment must be taken out of use and reported to the Health and Safety Lead or Premises team. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the premises team for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

PE Equipment

The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils. Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Dept.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas.

Staff must report any lost or damaged PPE to the Headteacher.

Risk Assessments - Refer to Risk Assessment Policy

It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Headteacher is responsible for undertaking general risk assessments with the exception of the areas listed below.

Heads of Dept. will undertake risk assessments for their specialist areas.

The Site Manager/Caretaker will undertake risk assessments for maintenance and cleaning activities carried out by (INSERT SCHOOL NAME) employees.

The Educational Visit Coordinator (EVC) will ensure that risk assessments are completed by all staff who organise and lead school visits.

Security/Violence

The Site Manager/Caretaker is responsible for the security of the school site and will ensure undertaking of regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Site Manager/Caretaker is also responsible for the security of the site during after school use and lettings.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Headteacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher.

Site Maintenance

The Site Manager/Caretaker is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

He will ensure routine inspections of the site are undertaken and report any hazards that cannot be dealt with immediately to the Headteacher.

All staff are responsible for reporting any damage or unsafe condition to the Headteacher immediately.

Smoking

It is illegal to smoke or vape anywhere on the school premises.

Staff Training & Development

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

Stress

The Trust and Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Swimming

Each venue is visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices are located around the poolside. All teachers and pupils are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or pupils.

Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A visitors badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

The Site Manager/Caretaker is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The Site Manager/Caretaker is also responsible for ensuring completion of risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder, ask the premises team to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Appendix 1: Health & Safety Organisational Chart



Appendix 2.

Key Health and safety legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Asbestos at Work Regulations 2006
- Controls of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended)
- Health & Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
- Electricity at Work Regulations 1989
- First Aid at Work Regulations 1981
- Manual Handling Operations Regulations 1992 (as amended)
- Personal Protective Equipment (PPE) at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform Fire Safety Order (RRFSO) 2005
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992

Appendix 3.

H&S Policy Monitoring Plan (SCHOOL TO UPDATE AS REQUIRED)

Aim	Measuring Indicator	Target	Timescale	Evidence	Status
Compliance with all relevant Health and Safety Legislation	• Periodic risk management audits and inspections • Statutory compliance records	• Three yearly audit from competent external auditor • 100% Compliance rate	• Three-Yearly • Termly	• Risk Management audit report • Audit recommendations and action plan • Statutory Compliance audit	•
Implement measures to protect against risks arising from work activities	• Suitable/sufficient risk assessment of all activities • Periodic review of all risk assessments	• Risk assessment index up to date • 100% review rate maintained	• Annual	• Risk assessment index • Risk Assessment report	•
Promoting the principles of sensible Risk Management	• Periodic review of risk registers • H&S competence of senior leaders	• Review annually or at significant change • Senior leaders to undertake H&S training	• Annual • Three-Yearly	• Risk register • SLT training records (IOSH Managing Safely)	• Risk register reviewed Feb 2026
Provide information, instruction, and training for employees	• Staff H&S training completion rates • H&S literature • Staff induction • Access to H&S documentation	• 100% training completion rate • Literature provided in welfare areas • 100% staff induction rate • Policy & Procedure review	• Annual	• Training records • HSE posters/leaflets • Starter / Leaver records • Induction / exit interviews.	•
Securing cooperation and consultation between representatives	• Meetings / H&S discussion • Designated staff H&S representative	• Periodic meetings • Communicate representative to staff	• Termly • Annual	• Meeting minutes • HSE Health & Safety Law poster	•
Provide safe plant/equipment and healthy working conditions	• Stringent maintenance regime • Periodic review of accidents/near misses	• 100% compliance of maintenance regime • Trend analysis	• Termly • Annual	• Statutory compliance records • Accident / incident analysis report	•
Provide professional H&S advice, guidance, and support	• Access to Health & Safety competent person	• In-house staff member/s trained to sufficient level	• Annual	• Training certification	•
Ensure resources are available for H&S management	• Budget allocation	• Agreed % allocated in full	• Annual	• Year-end report	•

Appendix 4.

Supporting Policies or Procedures

POLICY / PROCEDURE	LEVEL	Responsibility
Accident & Emergency Procedure	School	Headteacher
Asbestos Management Plan	School	Headteacher
Asbestos Management Policy	School	Headteacher
Business Continuity Plan	Trust	Chief Finance & Operations Officer
Crisis Management Plan	Trust	Chief Executive Officer
CPD & Training Policy	School	Headteacher
Data Protection Policy	Trust	Chief Finance & Operations Officer
Educational Visits Policy	School	Headteacher
Fire Evacuation Procedure	School	Headteacher
Fire Safety Policy	School	Headteacher
First Aid Policy	School	Headteacher
Health & Safety Policy	School	Headteacher
Invacuation, Lockdown & Evacuation Policy	School	Headteacher
Lettings Policy	School	Headteacher
Lone Working Policy	School	Headteacher
Managing Contractors Policy	School	Headteacher
Mental Health & Wellbeing Policy	School	Headteacher
Risk Assessment Policy	School	Headteacher
Risk Management Policy	Trust	Chief Finance & Operations Officer
Whistleblowing Policy	Trust	Chief Executive Officer

HEALTH AND SAFETY POLICY

Member of Staff Acknowledgement

I have read the school health and safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: _____

Employees Signature: _____

Date of Signature: _____