



Health & Safety Policy

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Approved by: Trustees

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1 Statement of Intent and Leadership Commitment

The **Board of Trustees of Cherry Tree Trust**, as the employer of staff in all its schools, recognises its duties under the **Health and Safety at Work etc. Act 1974**, the Management of Health and Safety at Work Regulations 1999, and all other applicable legislation.

The Board commits to:

- Providing a safe and healthy environment for staff, pupils, visitors, and contractors.
- Preventing work-related injury and ill health.
- Ensuring that this policy is embedded in the culture, values, and operation of all trust schools.
- Providing sufficient resources (staff, training, equipment) to fulfil this policy.
- **Regularly reviewing health and safety performance through formal reporting**, and integrating health and safety into performance metrics of senior leadership.

The **Executive Headteacher / Head of School at The Cherry Tree Trust / Newall Green Primary School** is delegated by the Board to oversee the **day-to-day implementation** of this policy, assisted by the Senior Leadership Team (SLT), SBM, Site Manager, and staff.

Signed: _____

Chair of the Board of Trustees

Date: _____

Signed: _____

Executive Headteacher, Cherry Tree Trust

Date: _____

2 Responsibilities ('Plan' → 'Do')

Role	Key responsibilities
Trust board	Set overarching policy. Monitor health and safety (H&S) performance. Allocate budget. Ensure periodic audits. Receive reports on major incidents or trends.
Executive Headteacher / SLT	Operational implementation. Ensure risk assessments are conducted and reviewed. Champion a health and safety culture. Include H&S in Senior Leadership Team (SLT) agendas. Ensure communications to staff. Report to the Trust Board on Health & Safety matters. Ensure enough money in budget to keep school site safe.
School Business Manager	Maintain central records (training, incidents, inspections). Coordinate health and safety audits. Liaise with trust-level H&S advisers.
Site Manager / Competent Person	Daily inspections. Maintenance and servicing oversight. Manage contractors (check RAMS, supervise work). Monitor premises safety.
Teachers / Department leads / Senior staff	Undertake risk assessments in teaching areas. Check safe working practices. Oversee pupils' safety during lessons and activities.
All staff and volunteers	Take reasonable care for self and others. Follow health and safety instructions and procedures. Report hazards, defects, near misses, or dangerous conditions. Cooperate with employer's safety arrangements. In the event of serious and immediate danger, inform senior staff.
Pupils	Follow safety instructions. Report hazards they notice to staff.
Contractors / Suppliers	Submit risk assessments / method statements (RAMS) before work. Adhere to site rules. Coordinate with school staff to ensure safe operations.

3 Arrangements ('Do') ["How we will manage risks"]

Key areas, local arrangements, and references to more detailed procedures or guidance:

Topic	Local arrangements	Supplementary guidance / documents
Risk Assessment	Maintain generic, activity-specific, and pupil-specific risk assessments as outlined in the Risk Assessment Policy Record significant findings (viz. hazard, who might be harmed, control measures). Review annually or on change. Consider public health risks.	Risk assessment policy. Feedback from external audits to provide risk assessment guidance. HSE "Managing risks and risk assessment at work"¹
Infectious diseases / Public health	Risk assessments cover communicable disease risks. NOTE: Plans are "living documents" and updated when public health advice changes. Use elimination, substitution, engineering, administrative controls, PPE hierarchy.	UKHSA guidance, "Children and young people settings: tools and resources"²
Fire safety and Emergency procedures	Annual fire risk assessment. Termly or half-termly fire drills. Test alarms weekly. Maintain exit routes. Prepare evacuation of vulnerable pupils (PEEPs). Procedures for major incidents: severe weather, bomb threat, flooding, property damage. Smoking/ vaping is not permitted within the school or the school grounds.	Fire logbook. Emergency and critical incident plan. "Emergency planning and response for education settings"³
Asbestos	Annual asbestos management plan updated. Termly inspection of identified areas. Maintain all control measures.	Asbestos survey. Asbestos management plan.

¹ <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

² <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

³ <https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings>

	Emergency plan in place for asbestos disturbance.	HSE Asbestos management information
Legionella	Annual Water Risk assessment Log book updated Monthly with flushing / cleaning/ dead leg drainage and temperature monitoring information.	HSE Legionella management information
Site security and Emergency access / intruder / barring	Controlled access to site. Visitor sign-in. Protocol for barring individuals. Alarm systems. Coordination with local authorities and organisations such as Police and Children's services.	School security plan. DfE guidance, "School and college security" ⁴
First aid and Accident reporting	Appoint appropriate first aiders. Maintain first aid kits and check kits weekly. Record incidents in accident book. Report under RIDDOR (staff, pupils, dangerous occurrences) as per thresholds. Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.	First Aid & Administering Medication Policy. "Incident reporting in schools: Guidance for employers" ⁵
Equipment / Electrical safety	Fixed wiring inspected (e.g. every 5 years). PAT testing. Service of PE, kitchen, mechanical equipment. Inspection records kept.	Equipment maintenance log. Trust asset management schedule.
Manual handling and Pupils with physical needs	Provide training. Use trolleys or mechanical aids. Individual handling plans for pupils. Risk assessments for moving loads.	Manual handling training records. Moving and handling procedures.
Medical needs	Identify needs via a Health Care Plan. Provide support where reasonably practical. Pupils vulnerable to infection – update parents when outbreaks of illnesses occur	Children with health needs who can't attend school policy.

⁴ <https://www.gov.uk/government/publications/school-and-college-security/school-and-college-security>

⁵ <https://www.hse.gov.uk/pubns/edis1.htm>

	in school so that further medical advice can be sort. Exclusion periods for infectious diseases communicated with parents.	First Aid & Administering Medication Policy Supporting Pupils with Medical Conditions Policy UK Health Security Agency
Display screen equipment (DSE)	Assessments for regular users. Guidance on posture, breaks, ergonomic set-up. Staff aware of DSE risks. e-safety – software for monitoring and filtering in place & monitored. Incidents reported to Trust Board.	DSE Assessment Forms.
Work at height / access / ladders	Only trained staff may use ladders / access equipment. Maintain ladder register. Inspect ladders. Restrict pupil access.	Work at height risk assessments.
Contractors / shared use of premises / lettings	Require RAMS from contractors. Site manager oversight. External users abide by school H&S rules. Regular checks of shared facilities.	Premises Hire Policy Contractor management guidance.
Educational visits, off-site activities and transport	All visits to have risk assessments, EVC approval, first aid provision, and transport checks (mini-buses, taxis).	Educational visits policy. OEAP guidance⁶.
New and expectant mothers	Conduct individual risk assessments. Adjust duties or environment to reduce exposure. Maintain review at key stages.	Maternity risk assessment forms.
Violence, aggression, Behavioural incidents	Record incidents. Support strategies. Staff training. Review of measures after any serious event.	Behaviour and staff safety procedures.
Occupational stress and Wellbeing	Promote mental health support. Monitor workload. Staff survey.	Wellbeing policy. Stress risk assessment guidance.

	Employee Assistance Programme (EAP), Health Assured, www.healthassuredeap.com Stress risk assessments.	
Monitoring, inspections, audits and review	Regular (e.g. termly/monthly) site inspections. Use checklists. Audit (internal or external) at least annually. Investigate near misses and accidents, identify root causes, share lessons and implement corrective action. Produce health & safety performance reports to SLT and Board.	H&S audit report template. Incident investigation procedure.
Training and competence	Induction for new staff/volunteers (health & safety, emergency procedures, site hazards). Refresher training at intervals. Role-based training for high-risk tasks.	Training matrix. Records of training.
Information and communication	Policy accessible to staff. H&S noticeboards. Regular updates in staff meetings. Consultation with staff/safety reps.	Staff handbook. Consultation records.
Proportionate and school-specific adjustments	Policy and arrangements must be proportionate to the size, complexity, and risks at the school.	Local risk profiles. Trust guidance.

4 Monitoring and Review (the “Check & Act” Cycle)

We adopt the **Plan-Do-Check-Act** management cycle:

1. **Plan** Set policy, roles, risk assessments, and control measures.
 2. **Do** Implement arrangements, provide training, and operate safe practices.
 3. **Check** Through inspections, audits, incident reviews, feedback.
 4. **Act** Revise policy or practices where needed, correct weaknesses, share learning.
- The policy and significant risk assessments will be formally **reviewed at least annually** or sooner when there is a change, incident, or new hazard.
 - All incidents, near misses, or trends will be analysed; root causes identified; corrective actions tracked.
 - Reports on health and safety performance will be presented to SLT and to the Trust Board.
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5 Approval and Communication

- This policy is approved by the Board of Trustees in October 2025.
 - It is published on the school/trust website, and all staff, governors, and contractors must have access.
 - The policy will be communicated via induction, staff briefing, and regular refresher training.
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