HEALTH & SAFETY | TRAINING | HR & EMPLOYMENT LAW | COMPLIANCE

Health & Safety Policy

Brompton Hall School

January 2026

StallardKane
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one of the team

Contents

Health and Safety Policy Amendment Sheet 4
PART 1 STATEMENT OF INTENT 6
PART 2 SCHOOL ORGANISATION AND RESPONSIBILITIES 7
RESPONSIBILITIES 8
The Governing Body 8
The CEO & Executive Principal Responsible for Health & Safety 9
Nominated Persons 11
Senior Leaders 11
School Staff 12
Competent Health & Safety Advisor 13
All Employees 14
PART 3 GENERAL ARRANGEMENTS (SAFETY MANAGEMENT PROCEDURES) 15
1.0 Systems and Procedures 15
1.1 Consultation with employees 15
1.2 Monitoring, Audit & Review 16
1.3 Fire Safety 17
1.4 Risk Assessment 17
1.5 First Aid 18
1.6 Mental Health First Aid 19
1.7 Stress 19
1.8 Accident Procedures and Notification of Accidents/Dangerous Occurrences 20
1.9 Violence and Aggression 22
1.10 Workplace Equipment Maintenance 23
1.11 Personal Protective Equipment (PPE) 23
1.12 Electricity 23
1.13 Premises and Welfare 24
1.14 Control of Substances Hazardous to Health (COSHH) 24
1.15 Contractors/Sub-contractors 26
1.16 Alcohol and Drug Abuse 26
1.17 School Smoke-Free Policy 27
1.18 Working at Height 27
1.19 Display Screen Equipment 28
1.20 Safety Training 28
1.21 Occupational Health 29
1.22 Manual Handling 29
1.23 Construction (Design and Management) regulations 2015 30
1.24 Asbestos 31
1.25 Physical Education 31
1.26 Educational Visits 32

1.27 Breaktime Protocol 32
1.28 Lone Working and Isolated Working 33
1.29 School Security 34
1.30 Minibus 34
1.31 Driving for Work Purposes 35
1.32 Traffic Management 36
1.33 Supply and Temporary Staff 37
1.34 Food Safety 37
1.35 New and Expectant Mothers 38
1.36 PUWER – Provision and Use of Work Equipment Regulations 1998 39
1.37 Play Equipment (Indoor and Outdoor) 39
1.38 Legionella 40
1.39 Workplace Noise Control 41
1.40 Vibration Control 43
1.41 Glazing Safety 43
1.42 Tree Safety 44
1.43 Biohazards 45
1.44 Finger Guards 46
1.45 Radiators and Pipework 46
Environmental Policy Statement 47

Health and Safety Policy Amendment Sheet

Record of Amendments

Issue number	Date	Index reference	Brief description of amendment
01	January 2024		First issue of new policy
02	January 2025	2.2 2.5 2.9 2.17 2.26 2.21	Full review and reissue **Amendments** Executive Head to Executive Principal throughout Caretaker to Site Team throughout Fire procedures – display location changed Accident Procedures – Recorded on Every Premises and Welfare – Removal of water cooler. Safety Training – wording made more inclusive School Security – removed 'swipe' **Additional Sections:** Asbestos
03	January 2026	1.1 1.12 1.14 1.16 1.17 1.18 1.19 1.24 1.26 1.27 1.28 1.6 1.9 1.30 1.31 1.32 1.38 1.39 1.40 1.41 1.42 1.43 1.44 1.45	Full review and reissue. Renumbered throughout. Organisational chart applied. **Removed Section:** Communication with employees. This has now been built into section 1.1 Vehicle Safety – replaced by 1.30 & 1.31 Homeworkers / Working from Home (WFH) **Amendments** Consultation with employees Electricity Control of Substances Hazardous to Health Alcohol and Drug Abuse School Smoke-Free Policy Working at Height Display Screen Equipment Asbestos Educational Visits Breaktime Protocol Lone Working and Isolated Working **Additional Section:** Mental Health First Aid Violence and Aggression Minibus Driving for Work Purposes Traffic Management Legionella Workplace Noise Control Vibration Control Glazing Safety Tree Safety Biohazards Finger Guards Radiators and Pipework

Issue number	Date	Index reference	Brief description of amendment
04	May 2026		Updated section 1.9 Violence and Aggression – Removed the reference of the Near Miss

PART 1 STATEMENT OF INTENT

Health and Safety Policy Statement

1. Brompton Hall School recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Chief Executive Officer, Simon Witham, recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

2. The school, so far as is reasonably practicable, proposes to pay particular attention to:

    1. The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
    2. The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
    3. Ensuring the safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances and equipment
    4. Making regular assessments of risks to employees
    5. Taking appropriate preventative/protective measures as identified by risk assessment.
    6. Appointing Stallard Kane Ltd to advise on statutory duties.

3. In order that the school can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the school or anyone else concerned, to ensure that their obligations are performed or complied with.

4. The school will ensure adequate resources both in terms of time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety policy will also be undertaken to ensure it is relevant to the work being undertaken by the school and all legislation quoted is up to date, where necessary the policy will be developed and expanded.

5. The school is also committed to the continuous development and improvement of the school's health and safety management system. The school will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.

6. All employees of the school agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the school so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.

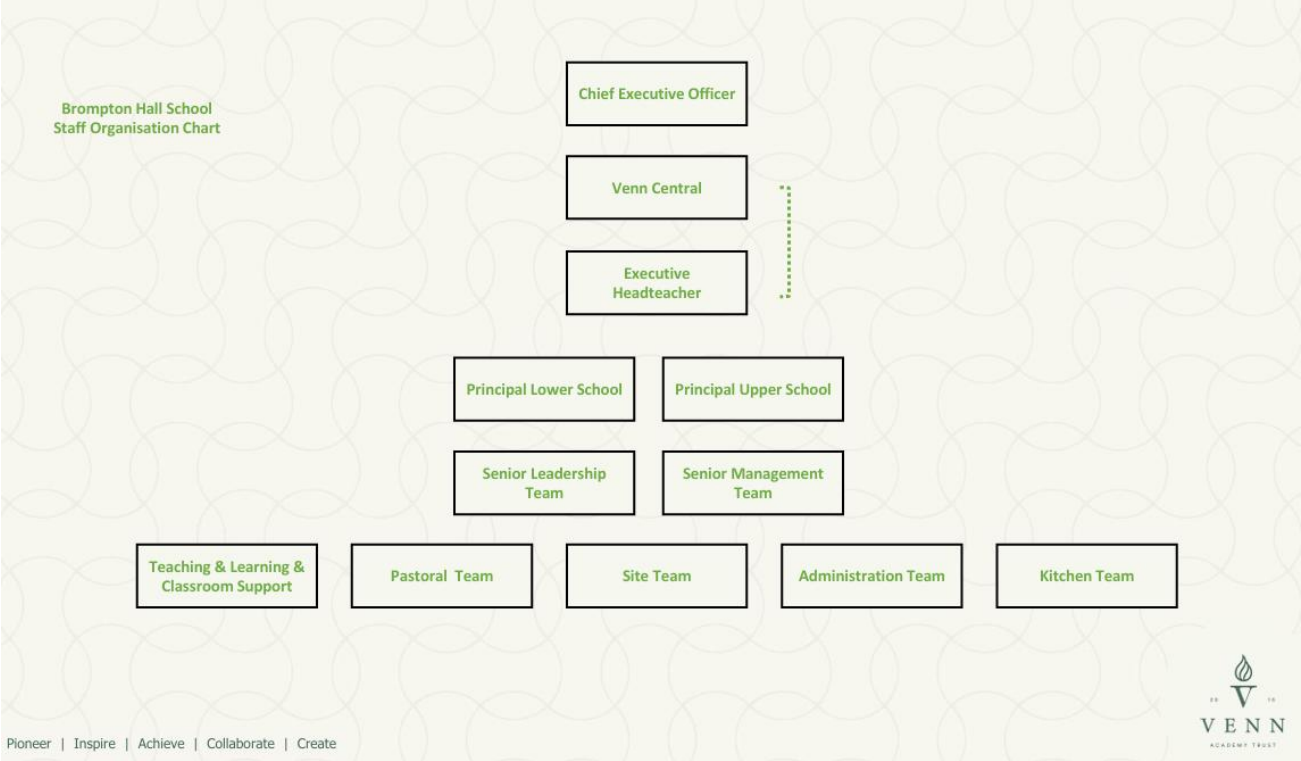
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:

Simon Witham
Chief Executive Officer Responsible for Health & Safety
31/01/2026

PART 2 SCHOOL ORGANISATION AND RESPONSIBILITIES

School organisational chart – Management structure



Stallard Kane Ltd have been appointed to provide external health & safety advice, located at:

Head Office:
9 Lord Street
Gainsborough
Lincolnshire
DN21 2DD
Telephone no:
01427 678660

RESPONSIBILITIES

The Governing Body

The Governing Body are responsible for ensuring that the policy enables the school to fulfil its legal duties. They will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The Governing Body will

- Keep themselves appraised of changes in health & safety legislation.
- Ensure that systems are in place to review and up-date this policy annually, when major staffing changes occur, or when new equipment is introduced
- Ensure sufficient arrangements, facilities and finances are available for fully implementing this policy
- Take all measures to ensure that the premises are safe for everyone.
- Ensure they consider and address any potential health and safety implications of all their decisions before they are taken.
- Lead by example in all matters relating to health & safety.
- Ensure suitable people are appointed to implement this policy on a day to day basis and that all employees with specific responsibilities for health & safety are competent to carry out the role and will be given sufficient time and resources.
- Receive and consider the school's annual report on health and safety performance against set objectives.
- Undertake an appropriate level of health and safety training relevant to their position.

The CEO & Executive Principal Responsible for Health & Safety

The CEO is responsible for ensuring that the policy enables the school to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. They will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements. The Executive Principal, in the CEO's absence, is responsible for the day to day management of Health and Safety throughout the school and will mirror the below responsibilities.

In particular the CEO and Executive Principal are responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- Having overall responsibility for the health and safety of employees working in the school and of other persons who may be affected by the school's activities.
- The development and continual improvement of the school's health and safety performance by ensuring that an effective health and safety management system is implemented and maintained.
- Approving and signing the school's health and safety policy.
- Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Assigning responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing and auditing of the health and safety management system and its associated policies and procedures.
- Nominating a member of SLT for the role of health and safety champion throughout the school.
- Ensuring health and safety is recognised as a core function and fully integrated into the activities of the school with health and safety objectives being an integral component of school objectives.
- Assigning responsibilities for an annual report detailing the school's health and safety performance against set objectives and to set objectives for forthcoming periods.
- Being kept informed of any significant health and safety failures, and of the outcome of the investigation into their causes.
- Authorising new and revised health and safety policy, procedure and guidance.
- Undertaking an annual health and safety tour.
- Ensuring that each Governing Body and employee has the appropriate level of competency in health and safety to enable them to effectively undertake their role.

The CEO and Executive Principal are responsible for ensuring that health and safety standards are maintained. In particular they will ensure the following matters are attended to:

- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged.
- All work carried out, and all equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998.
- All equipment is maintained in good working order, and any registered equipment carries valid certification.
- Information on safety, health and welfare matters is effectively communicated to all those concerned.
- All staff are conversant with the school and Health and Safety Executive accident reporting procedure (RIDDOR).
- Adequate first aid facilities are available in accordance with current regulations, and suitable persons are trained in first aid to the required standard.
- Periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained.
- Fire precautions and appliances are in place and are tested, maintained, and kept up to date with the latest legislative requirements.
- All staff are acquainted with the emergency evacuation procedures and emergency plan.
- All new employees undergo induction training by a competent person and receive a written copy of school and health and safety rules and guidance.
- Staff are competent to carry out their work safely, and have received adequate information, instruction and training which is recorded for each individual.
- A personal example is set by following school rules and procedures.
- Trained and competent supervision is provided for employees (particularly trainees).
- The activities of all contractors working on the school's premises are monitored and recorded on a regular basis.
- All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled.
- Liaison is maintained directly with the school's professional health and safety advisers (Health and Safety Evolution) in respect of providing support in all areas of health and safety arrangements.
- The following statutory notices are displayed:
    - A signed copy of the Health and Safety Policy Statement of Intent
    - Employers liability insurance certificate
    - Health and Safety Law poster
    - First aid (notifying the names and locations of the first- aiders)
    - Fire procedure (with the assembly point)
- Simple records and information are kept on the health and safety performance.
- Health and safety improvement suggestions received from staff are given due consideration.

Nominated Persons

The Nominated Persons within the school will be asked to carry out and manage some of the CEO's duties. They will be expected to manage health and safety on a day to day basis and are deemed competent to do so.

Should they have issues or concerns then they are to communicate these to the CEO who will be available to assist them where required.

Senior Leaders

In their areas of responsibility Senior Leaders are responsible for health and safety individually and also, as members of the Departmental Team, collectively.

Senior Leaders are supported in these roles by Governing Body, the CEO, school staff, and other stakeholders. In their areas of responsibility, and in addition to responsibilities specified in other associated school policies and procedures, Senior Leaders are responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- The effective monitoring, review, development and continual improvement of health and safety performance.
- Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Ensuring they consider and address any potential health and safety implications of all their decisions before they are taken.
- Ensuring that the health and safety policy and associated procedures are brought to the attention of all employees and others as appropriate.
- Keeping up to date with changes to health and safety legislation, standards and good practice relevant to their service area's activities.
- Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others as appropriate.
- Ensuring that there are effective arrangements to receive, collate, and disseminate health and safety information.
- Ensuring that all accidents and incidents are reported, documented, appropriately investigated and preventative measures put in place to avoid reoccurrences.
- Ensuring that health and safety is appropriately considered at the planning stages (for example during the development or introduction of new methods of work, equipment, buildings etc).

School Staff

In their areas of responsibility, school staff are responsible for health and safety individually and, as members of the Departmental Team, collectively. School staff are supported in these roles by Governing Body, CEO, Senior Leaders and other stakeholders.

In their areas of responsibility, and in addition to responsibilities specified in other associated school Human Resources policies and procedures, all levels of school staff are proportionately responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- The health and safety of employees and of other persons who may be affected by the school activities.
- The measurement, monitoring, review, development and continual improvement of health and safety performance.
- Ensuring familiarity with the health and safety policy and associated procedures and effectively implementing them, providing the necessary physical, financial and human resources required to do so and informing their line manager of any resource requirements.
- Not allowing work to commence or continue if it cannot be performed safely, until a safe method is identified and implemented.
- Ensuring that health and safety objectives are an integral part of their team delivery plans and to also ensure that they consider and address any potential health and safety implications of all their decisions before they are taken.
- Keeping up to date with existing and revised health and safety legislation, standards and good practices relevant to their activities.
- Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate.
- Keeping themselves informed of all accidents and incidents that occur (ensuring that they are reported and documented), undertaking appropriate levels of investigation and implementing preventative measures to avoid a reoccurrence.
- Ensuring they inform the CEO or Senior Leader of any significant health and safety failures, and of the outcome of the investigation into their causes.
- Providing adequate levels of supervision as identified for pupils and others as appropriate.
- The provision of timely feedback to their Line Manager regarding any deficiencies in health and safety policies, procedures, plans, systems etc.
- The identification and subsequent provision of employees' health and safety training requirements.
- The identification and provision of employees' personal protective equipment requirements, ensuring its correct use.
- Providing arrangements to ensure employees and others (for example visitors, members of the public, contractors etc) have safe access and exits at all times whilst on the premises considering any persons who may have additional requirements (for example wheelchair users, visually impaired etc).
- Undertaking appropriate health and safety inspections.
- Ensuring that transferred and new employees are informed of the hazards and risk control measures involved with the service areas activities.

Competent Health & Safety Advisor

Stallard Kane Ltd have been appointed to advise and guide our Trust on health, safety and welfare issues related specifically to our business undertakings. Stallard Kane Ltd will be responsible directly to the CEO, and the Nominated Person for Health & Safety within our school.

Specifically, they will perform the following functions:

- Advise on the application and maintenance of our school Health and Safety policy arrangements
- Maintain an up-to-date knowledge in matters of legislation and regulations as they apply and affect the school and its Health and Safety policy
- Advise the CEO and the Nominated Person on any related safety matters
- Monitor the school's health and safety status by auditing the Health & Safety Management System to guide our compliance with current legislation and our school policy and standards
- Assist the school's Nominated Person in maintain a close liaison with the Health and Safety Executive inspectors and other appropriate organisations and departments relevant to our undertaking
- Advise the CEO and Governing Body, and the school's Nominated Person on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation
- Give advice on interpretation of legal requirements, working with the school's Nominated Person
- Advising and giving assistance with the strategy for implementation of this policy
- Where requested, provide assistance with investigations of serious accidents / conducting investigations
- Assist the school's Nominated Person with revising this policy in the light of experience or legal change
- Advise upon the visit of an Enforcement Officer.

All Employees

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
- Co-operate with management with regard to agreed health and safety arrangements and procedures
- Know and keep to the rules and procedures relating to their work and report to their immediate supervisor all difficulties or hazards liable to endanger themselves or other persons
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare
- If involved in an accident resulting in, or which may have resulted in, injury report the details on Every as soon as possible, and in all cases before the end of the day on which the incident occurs.
- Use equipment only when authorised and properly trained to do so
- Fully familiarise themselves with the school health and safety policies and associated procedures, seeking clarification from line managers where necessary.
- Report any defects in plant or equipment to their line management.
- Notify a member of their line management (or if not available another appropriate person) of any work situation having the potential for serious and imminent danger to health and safety.
- Notify their line manager of any matters / shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to health and safety.
- Wear protective clothing and safety equipment as required reporting any defect to their line management.
- Suggest possible amendments to existing practices or procedures which could improve health and safety.
- Set a personal example at all times.

PART 3 GENERAL ARRANGEMENTS (SAFETY MANAGEMENT PROCEDURES)

1.0 Systems and Procedures

The school recognises the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by the CEO Responsible for Health and Safety and employees in identifying and eliminating potential hazards wherever possible.

It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance.
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence.
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements. Also, to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected.
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work.
- Encourage the closest possible liaison between the school and employees in matters relating to health and safety.
- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance.
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
    - Abide by safe working systems.
    - Make use of facilities and equipment provided for their protection.
    - Refrain from any act which could endanger themselves or others.
    - Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health, safety and welfare.
    - Report any known defect, which could endanger the health or safety of themselves or others.
    - Co-operate as far as is necessary to ensure that we meet our legal requirements.

1.1 Consultation with employees

A requirement of the Health and Safety (Consultation with Employees) Regulations 1996 is for us to consult with our employees in all matters relating to health and safety. The Trust will convene regular meetings, to discuss all relevant issues relating to health and safety.

In particular, we will discuss the following:

- When introducing new measures which may affect health and safety
- The change in appointment of nominated competent persons
- The provision of statutory health and safety information
- Any statutory health and safety training
- Health and safety of implications of introducing new technology, tooling or work activities

The meetings will be formal, and the minutes of the meeting will be documented and displayed on the health and safety notice board.

The Trust will ensure all employees are briefed on the Trust Health and Safety policy and other relevant health and safety information, firstly during their new starter induction when joining the Trust, and periodically as the policy is updated or legislation is introduced/removed, or after any changes which may affect their health, safety and wellbeing.

All employees will be provided with health and safety information on an annual basis as a minimum, in the form of a Health and Safety Booklet created by the Trust's external health and safety advisors. Employees will also be briefed on an ongoing basis by their line manager to help continually raise awareness.

In the event that an employee's first language is not English or where they have any other condition which may affect their ability to understand written or verbal communication, the Trust will take the necessary steps to ensure the required information is effectively communicated.

This communication may include the use of existing employees who speak the same language as the affected employee or employees who can read the same language. Where necessary, the Trust will ensure written documentation is provided in a suitable language for employees to understand.

All employees are reminded that the Trust operates an open-door policy, and all employees are free to contact any member of the Senior Leadership Team regarding any health and safety concerns they may have, or where they have ideas which may improve the health, safety and welfare of employees. All concerns or ideas raised will be given due consideration by the Senior Leadership Team and feedback will be given to employees where appropriate.

1.2 Monitoring, Audit & Review

All health and safety documentation will be kept up to date and in line with relevant requirements. This will be done on an ongoing basis by the CEO, Nominated Person, relevant Governing Body and school Staff along with the assistance of Stallard Kane Ltd. Our health and safety management system, which includes this Policy and all other health and safety related documentation mentioned within, will follow a strict procedure which falls in line with the HSE's "Plan, Do, Check, Act" process.

Plan

Annually, as a minimum, we have meetings with our health and safety consultant which involves a full, in-depth audit of our health and safety management system including paperwork, training, risk assessments and general site safety. From this we then produce a policy for the coming year (or until the next audit if other times are specified). Outlined in the policy is the planning for who and what is to be done in that time frame.

Do

Once the policy, which details the various arrangements within the school, is in place, we then focus on implementing the arrangements into practice. We organise the plans with the specified people and from there implement them. Throughout this part of the process our CEO, Nominated Person and Competent Person will liaise on an ongoing basis.

Check

This part of the process we treat as an ongoing as we are constantly checking our health and safety performance to ensure that it remains fully specific to our school plans. We ensure that all paperwork that is to be completed is being done, and we ensure that all risk assessments that are set out are also being followed and adhered to. We understand that reviewing paperwork is not always a sufficient method of checking health and safety plans, so we ensure that if any accidents, incidents or near misses occur that they are fully reviewed, and the root causes are determined. Another method we use is to carry out regular documented inspections of the workplace to ensure that practical health and safety practice is being followed as planned.

Act

We are constantly learning from any mistakes that we may make, whether that be any accidents, incidents or near misses. We learn by revisiting plans, policies and risk assessments to ensure that they are still fully specific to the work and activities that are being carried out by the school. We review any workplace inspections that have been carried out and we also listen to feedback from employees. Once we have collated all the information required, we would then sit down with our health and safety consultants and discuss ways to improve the school's health and safety management. This then leads us back to the "Plan" part of the procedure.

1.3 Fire Safety

A written Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) will be undertaken and kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary. It is the CEOs responsibility to ensure that this assessment is reviewed annually as a minimum.

Detailed procedures for evacuations, including exit routes and information on good practice, are held and available on request to any member of staff, however they will have been communicated to all employees upon employment. Equipment checks will be carried out in line with legislative requirements, these involve;

- A weekly test of the fire alarm. This will be from varying call points throughout the school.
- An annual service of the fire alarm.
- A regular sounding of the alarm for familiarisation purposes.
- A monthly test of the emergency lighting throughout the school.
- An annual test of the full rated duration of the emergency lighting.

Along with the equipment checks and servicing, we will ensure that regular, termly fire drills are carried out. During these drills all fire wardens will be expected to lead the evacuation and follow their procedures. Staff will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

Fire procedures are displayed in reception, near the fire panel and in corridors around the school, which outline the most practical and safest exit route to take in the event of an alarm.

For after school events and performances a fire evacuation plan will be created which will be communicated to relevant personnel prior to the event/performance. Fire safety information will be given to the audience prior to the event/performance. Please see the fire risk assessment for the hall capacities for such events.

Staff are instructed to ensure the alarm is raised BEFORE attempting to tackle a fire. The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment. All staff throughout the school should be aware of the type and location of portable firefighting equipment and have received basic instruction in its use.

1.4 Risk Assessment

All significant hazards will be identified, and the associated risks assessed. Significant risks will be recorded. Simple, effective control measures will be agreed, with the involvement of the employees affected. Safe systems of work will be produced and implemented in respect of all work activities where a significant risk has been identified.

Examples of where a specific, written risk assessment will be required:

- Manual Handling
- Classroom based activities
- Sports and PE activities
- Site Team activities

1.5 First Aid

The Health and Safety (First-Aid) Regulations 1981 will be complied with and the recommended number of persons will be trained and certificated to the necessary standard. Qualified first aid personnel, having a current First Aid Certificate, must be provided in the following circumstances:

- One Appointed Person - Where a site employs fewer than 20 persons (direct or sub-contract).
- First Aider - Where there are more than 20 persons on site collectively.
- The First Aid attendant may carry out other duties but must always be readily available.

The first aid attendant's name and location must be clearly denoted on or near the first aid boxes.

Details of the first aiders will be displayed prominently for the benefit of all employees and visitors and brought to the attention of all new employees at their Induction stage.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from school premises. A register of certified first aiders will be maintained; a minimum level of cover will be provided at all times.

The school will undertake a First Aid risk assessment as required by the regulations to ensure suitable and sufficient first aid provision will be provided at all times, to include out of hours activities.

Administration of Drugs/Medicines in School

There are two types of cases as follows:

1. Those where the child has some form of chronic illness such as diabetes, epilepsy, asthma and hay fever.
2. Those where the child has a short-term illness such as chesty colds, tonsillitis or earache.

In the case of (1) only medicines prescribed by a registered medical practitioner and labelled by a chemist with the child's name and the amount/frequency of dosage, will be accepted into school, where they will be retained securely out of reach of children.

With regard to (2) children suffering from infections requiring treatment by antibiotics should not normally be in school until the course of treatment has been completed. Members of staff have been advised not to administer medicines in such cases. It may be possible for a parent to come into school to treat their child, say at lunch-time, if it is agreed that the child should be at School. If the parent is unable to do this, a member of staff will administer the medication after written parental consent is given. All medication administered will be recorded and observed by another member of staff. No drugs or medicines should be sent to school in unmarked containers for short-term treatment.

Certain drugs prescribed by doctors can cause erratic performance at school. If a child is given a course of such drugs it is advisable that the school be notified so that due consideration may be given.

1.6 Mental Health First Aid

The CEO has a responsibility for the health, safety and wellbeing of their employees along with creating and sustaining a mentally healthy work environment. The school will ensure:

- The first aid risk assessment considers not just physical health and risks, but also mental health and risks.
- They treat mental health in a similar way to physical health in a supportive, understanding way. For example, by having as many first aiders for mental health as for physical health.
- They build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment). Encouraging a non-stigmatising work environment for all employees.
- They manage and mitigate the risks of harm in the workplace by having ways to support people with mental health issues.
- They have qualified mental health first aiders to be able act through recognition of the signs and symptoms of mental ill health whilst increasing wellbeing levels of staff through positive support and guidance. Reducing the knock-on effects of mental health issues on employees and the workplace.
- Adequate mental health first aid cover is in place for periods of absence or multiple workplace sites.
- All employees are encouraged to maintain a healthy workplace through mental health awareness training or using resources provided.
- There is sensitivity in disclosure and maintaining confidentiality unless it is clearly unsafe to do so.
- That its policies and practices recognise the needs of those with mental health conditions.

The school accepts that health and safety is their responsibility, however, they do also rely on the co-operation of all employees to meet this obligation. The school believes that every employee has the right and responsibility to inform management if their health may be, or has been, affected during the course of their work. The school expects its employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others. The school will monitor and review the arrangements on mental health on a periodic basis to ensure they remain suitable and sufficient.

1.7 Stress

The school is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health and safety issue. The importance of identifying and reducing workplace stressors is also acknowledged. This includes:

- Improving the organisational environment through effective and consistent management
- Enabling individuals to cope successfully with their work
- Providing support to employees whose health and wellbeing are affected by stress
- Manage and control factors which might result in excessive or sustained levels of stress
- Increase awareness of stress and its causes and methods to combat it
- Assisting staff in managing stress in themselves and others

As far as reasonably practicable the school will:

- Provide SLT with advice and support to help identify specific causes of stress
- Develop programmes for those with people management responsibilities to promote good management and team building skills
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situations
- Monitor the occurrence and levels of absence associated with stress
- Provide support to all employees

1.8 Accident Procedures and Notification of Accidents/Dangerous Occurrences

All accidents that occur on site must be recorded on the online portal 'Every' and the Nominated Person must be notified at the earliest opportunity. All accidents are reviewed on their own merit by the Nominated Person or someone within the Senior Leadership Team before the decision is made as to whether the accident requires a thorough investigation. All accidents that are deemed serious will be communicated immediately to Stallard Kane Ltd and our Insurers. Where required Stallard Kane Ltd will undertake a full investigation into the accident and report back to the CEO and Nominated Peron. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

Injuries and Ill-Health to People at Work

Various work-related accidents and incidents are reportable to the HSE (see Work-Related Definition).

Under RIDDOR, the school will ensure that reporting of the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- Accidents which result in death or a specified injury must be reported without delay (see Reportable Specified Injuries).
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.

The CEO and Nominated Person will also ensure that a report is made for any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable Occupational Diseases'). All employees are encouraged to find further, detailed guidance on the HSE's website www.hse.gov.uk/riddor/.

The school will also ensure that any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises are recorded and reported to the HSE.

Work-Related Definition

RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- The way the work was carried out.
- Any machinery, plant, substances or equipment used for the work or;
- The condition of the site or premises where the accident happened.

Reportable Specified Injuries and Deaths

Deaths

All deaths to workers and non-workers will be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified Injuries

These include;

- A fracture, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- Scalping's (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Reportable Occupational Diseases

These include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach.
- Hand-arm vibration syndrome.
- Occupational asthma, e.g. from wood dust and soldering using rosin flux.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

Physical Violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a school staff member sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Incidents to Pupils and Other People who are not at Work

Injuries that occur to pupils and visitors whilst on site should still be recorded on the online H&S platform Every. The Nominated Person will be informed and will carry out a review. The same level of review and investigation will occur and Stallard Kane Ltd will be informed accordingly.

However, under RIDDOR the reporting requirements differ to those that are employed by the school. The accidents are only reportable if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute as treatment).

The lists of specified injuries and diseases previously described only applies to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

Determining Whether an Accident to A Pupil Is in Connection with Work

The CEO and Nominated Person will consider whether the incident was caused by;

- A failure in the way a work activity was organised (e.g. inadequate supervision of an educational visit).
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.) and/or;
- The condition of the premises (e.g. poorly maintained or slippery floors).

Accidents to Pupils During Sports Activities

The school understands that although sporting activities can lead to sports related injuries that not all injuries in this environment are reportable.

In order for the injuries to become reportable they must have occurred as a result of the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of the activity.

Accidents to Pupils in a Playground

The school understands that the majority of accidents that occur in a playground are due to collisions, slips, trips and falls – meaning that they are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

Physical Violence between Pupils

Violence between pupils is a school disciplinary matter and will be dealt with accordingly following the appropriate means. This would not be reportable under RIDDOR as is does not arise out of, or in connection with a work activity.

Other Scenarios

All other scenarios involving things such as school buses, pupils on overseas trips, work experience placements etc. will be dealt with accordingly. Advice will be gained from Stallard Kane Ltd and the CEO and Nominated Person will make appropriate reports.

Dangerous Occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in Schools typically include:

- The collapse or failure of load bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

1.9 Violence and Aggression

Where there is a risk to health and safety from violent or aggressive behaviour a suitable risk assessment will be carried out and appropriate safeguards will be put in place.

The school will ensure there are clear procedures in place to enable employees to raise concerns before incidents occur, and a reporting procedure when an incident does occur.

Information and instructions will be communicated to all employees should they feel that they may be at risk from violence or aggression, such as immediately withdraw to a place of safety and inform their immediate Manager.

Incidents of violence or aggression towards employees will be recorded and investigated using the appropriate form. Acts of non-consensual violence to a person at work that results in death, a major injury or being incapacitated for over-seven-days are RIDDOR reportable.

The school will periodically monitor and review the systems and control measures in place to ensure that they are still working effectively.

1.10 Workplace Equipment Maintenance

All new and existing equipment and facilities will be sufficiently designed, constructed and installed, so as to be safe and without risk to the health and safety of employees. An adequately planned maintenance system will be operated, and records maintained where required.

When in house maintenance is required we will ensure that employees follow the written guidance and safe systems provided by the manufacturer. Where these instructions are not provided we will ensure that suitable sufficient safe systems are created and adhered to.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities' approved codes. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

All work/maintenance carried out by the Site Team will be within their abilities and competence. Under no circumstances will the school ask a member of the Site Team to carry out work or maintenance on a machinery or equipment that they are not trained or competent to do.

1.11 Personal Protective Equipment (PPE)

It is the overall responsibility of the CEO to ensure that all employees are provided with suitable and sufficient PPE for the work that they are carrying out. The issuing of specific PPE to employees will be recorded.

When a work-related activity requires the use of PPE it will be clearly outlined within the risk assessment. These assessments will have been communicated to relevant personnel prior to them carrying out the work.

All Site Team activities will be risk assessed on an ongoing basis. The Site Team will have suitable PPE readily available as they may be asked to carry out work with short notice. Should the PPE not be available for the work that they are being asked to do the Site Team will be asked to make the area safe where possible and return once the required PPE is in place.

PPE will also be required during certain lessons. It will be the responsibility of the school staff, leading the lesson to ensure that all pupils are wearing the required protective equipment prior to them beginning the lesson. They should provide pupils with suitable and sufficient information and instruction in relation to the wearing and use of any PPE.

1.12 Electricity

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of working.

Any personal electrical appliances such as radios, charges etc must not to be brought into the workplace without permission from management. Should personal items be permitted by management, they will be captured by the school's regular PAT testing regime.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employees' personal electrical apparatus is not to be used on school premises without prior permission.

The mains electricity supply will be inspected, and a certificate of test obtained from a 'Competent Person' in accordance with the timescales laid down in the regulations.

1.13 Premises and Welfare

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

The school is equipped with sufficient toilet and washing facilities for both staff and pupils. The toilets and washing facilities are cleaned daily as a part of the Site Team's duties. Arrangements for interim cleaning will be made should the need arise.

Drinking water is accessible for all staff and pupils. Cups are also available for any pupil without a water bottle.

Staff are also provided with the facilities for making hot drinks within the staff room, where these drinks are to be consumed unless insulated mugs with secure lids are used.

Insulated mugs with secure lids should be used when hot drinks/soups are taken out of the staff room. This does not apply when providing hot drinks to visitors at meetings, when away from pupil learning areas/high pupil traffic, although care should be taken when transporting from the kitchen to the meeting. A fridge is also located in the staff room in order to store items requiring refrigeration. Arrangements for the cleaning of the staff room are in place and therefore it will be kept in a hygienic condition.

Microwaves, toasters, dishwashers, hot water equipment etc. should be cleaned by members of school staff.

1.14 Control of Substances Hazardous to Health (COSHH)

The requirements of the COSHH Regulations 2002 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved. No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.

Responsibilities

The school will ensure that this section is implemented and that all employees are given adequate information about any substances which are to be used. Senior Leadership Team and / or the Nominated Person will ensure that the significant findings of any COSHH Assessment, including the safety precautions to be adopted, are communicated to all employees who will be exposed to the substances. Employees will not use any substances unless a COSHH Assessment has been carried out and its findings communicated to them. If an employee has not received a COSHH assessment or the relevant training, then they will cease use immediately and report to a member of the Senior Leadership Team.

Hazardous Substances Register

Senior Leadership Team and / or the Nominated Person will create and maintain a Hazardous Substance Register. The register will contain Hazardous Data Sheets for every substance purchased by the school. These data sheets will be supplied by the supplier of the substance and will be formatted so as to provide clear health and safety information, including first aid, fire precautions, emergency action, correct storage and safe handling.

COSHH Assessment

A COSHH Assessment will be carried out for every substance, or where practicable on substance groups, i.e. solvent based paints grouped onto one assessment. All COSHH assessments will be carried out on the standard form. The format of the assessment is such that it takes the following factors into account:

- Type of substance.
- Work location/environment.
- Work duration.

All assessments will be in writing and will be held available for inspection at all times at an appropriate point in the workplace. A central file will be created which will contain master copies of all assessments carried out.

COSHH Assessments will be reviewed at the following times:

- If the work environment changes.
- If it is requested by the employee.
- In any case every 12 months.

Any review will be recorded on the assessment with a review date and the name of the person who carried out the review.

Substance Substitution

Wherever possible, hazardous substances will be replaced with less hazardous ones. It will be the responsibility of the Senior Leadership Team and / or the Nominated Person to investigate the availability of replacement substances and put them to use as soon as possible. Substances must also be assessed as necessary. Advice from Stallard Kane Ltd shall be sought where applicable.

Safety Precaution Advice

Any safety precautions recommended as a consequence of a COSHH Assessment will be adhered to at all times while the substance is in use.

Handling and Storage

All hazardous substances will be stored in correct storage facilities away from areas accessed by pupils. Storage facilities will be kept locked at all times and will be constructed as such that they do not pose a risk to the substance and will not allow any spillage to leak out. Safety notices will be posted on all storage facilities warning of the dangers associated with the substances being stored together. The Hazard Safety Data Sheets for all substances being stored will be available at the storage facility.

Only the minimum quantity required for immediate work will be removed from the storage facility. Persons required to handle hazardous substances will be given training in both correct handling techniques and safety precautions for hazardous substances. All spillages will be soaked up using suitable absorbent materials, contaminated materials are then to be disposed of in accordance with local authority rules. Hazardous substances are not allowed to enter any drain or watercourse. Management will be informed of any substantial spill immediately.

Information and Training

All employees who may be exposed to any hazardous substances will be informed of the existence of the Hazardous Substances Register and COSHH Assessment files at their safety induction. They will be instructed to use these documents as reference to ensure that safety precautions are adhered to.

1.15 Contractors/Sub-contractors

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to, and co-operate with, legislative and school rules in regard to health and safety whilst working for the school.

It is also the responsibility of the contractors/sub-contractors to ensure that the health, safety and welfare of the school's staff, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of health and safety competence in advance. Copies of risk assessments, COSHH assessments, method statements, or similar documentation, must be submitted and approved by the school's person responsible, as confirmation that risks to health and safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods of work are safe, and do not put the safety of the school's employees at risk.

The school signing in and out procedures will be followed throughout the contractor's time on site. This will be managed by those manning the reception are, who will ensure that relevant information is communicated and identification is obtained.

Contractors will be monitored throughout their time on site and shall not at any time be left in a situation where they may be one on one with a child.

1.16 Alcohol and Drug Abuse

In industry generally there has been a move to greater controls on alcohol and drug abuse and, in keeping with this, the school has adopted a policy in relation to the consumption of alcohol and drugs. The school's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health and safety of each individual.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the CEO and Executive Principal Responsible for Health and Safety. This information will be treated in the strictest confidence. The school will endeavour to offer any assistance available at the time.

Likewise, any employee taking prescription or legal non-prescription medication that may affect their ability to undertake their normal scope of work safely, must inform the CEO and Executive Principal Responsible for Health and Safety or their immediate line manager, so that alternative work can be allocated where necessary.

Employees must not attend work whilst under the influence of alcohol or illegal non-prescription drugs. Employees must not consume alcohol or illegal non-prescription drugs on the premises. Employees must not return to work after breaks under the influence of alcohol or illegal non-prescription drugs.

Consumption of alcohol or illegal non-prescription drugs in breach of this policy is deemed a gross misconduct offence and may result in further formal action being taken under the organisations disciplinary procedure. Depending on the circumstances, such action may lead to summary dismissal, that is, dismissal without notice or any compensation.

1.17 School Smoke-Free Policy

The school acknowledges that second-hand tobacco smoke is both a public and work place health hazard and have therefore adopted a 'no smoking' policy.

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- To comply with health & safety legislation and employment law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

Restrictions on Smoking

Smoking, including the use of electronic cigarettes, is prohibited throughout the entire workplace, including all outside areas and vehicles, with no exceptions. These arrangements will be communicated at induction. This policy applies to all employees, consultants, contractors, customers and visitors.

Visitors

All visitors, contractors and service companies are required to abide by the no-smoking policy. Staff members are expected to inform visitors of the no-smoking policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

1.18 Working at Height

CEO and Executive Principal will ensure that all persons under their control, including any sub-contractors, have adequate knowledge of this procedure and comply with it at all times. They must also ensure that all employees under their control are correctly trained in the safe use of any equipment which is used to gain access to work at height.

CEO and Executive Principal will also have responsibility for correctly identifying work activities and providing all necessary equipment for working safely at height. Work activities and compliance with this procedure will be monitored by the Nominated Person on an on-going basis.

Employees must comply with this procedure and ensure that all access and working areas are used correctly and their integrity is not compromised. Employees must not use any unauthorised access or working platform, improvised systems for access to height is strictly forbidden.

The school recognises and accepts its responsibilities under the Work at Height Regulations 2005 and shall as far as reasonably practicable ensure:

- All work at height is avoided where possible.
- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.
- They take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- That suitable rescue procedures are in place for all working at height activities and that employees are trained to use rescue equipment and follow rescue procedures.

The school will produce safe working procedures for all work at height activities.

Inspections

All the forms of access equipment provided by the school requires regular maintenance and inspections. These inspections must be carried out by competent persons and will be recorded in the appropriate inspection register. Inspections will be coordinated by the Nominated Person who is responsible for ensuring that all equipment is recalled for inspection and passed as safe. Equipment will be marked, or colour coded to indicate that it is safe to use.

1.19 Display Screen Equipment

In compliance with the with Health and Safety (Display Screen Equipment) Regulations 1992 the school is to avoid or reduce any health risks through effective safety management. The health and safety of all personnel who may be affected by working with DSE will be considered and suitable control measures introduced. In accordance with the DSE regulations, the following procedures will be followed:

- 'Users' of display screen equipment shall be individually identified by the CEO and Executive Principal and / or the Nominated Person. They shall ensure that all ‘users’ have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, footrests, blinds, etc. Particular attention should be given to minimising reflection and glare.
- 'Users' shall be entitled to request an appropriate eye and eyesight test. Where ‘special corrective appliances’ are needed, a special pair of spectacles for display screen work may be prescribed. Support for the purchase of glasses can be found in the eye test policy.

The school accepts that health and safety is its responsibility; however, they also rely on the co-operation of all of its employees to meet this obligation, they consider that every employee has the obligation and right to inform management if they feel that working with DSE may represent a risk to their health.

The school expects its employees to recognise that they have a duty to take reasonable precautions to avoid ill-health to themselves and others.

The school will monitor and review the arrangements on DSE on a periodic basis to ensure they remains suitable and sufficient.

1.20 Safety Training

Basic Training Considerations

The school recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless they have received adequate training to help them understand the hazards involved and the precautions to be taken. We will undertake an annual training needs analysis for all our employees, on an annual basis as a minimum, to ensure all employees have the necessary training and level of competence for the scope of works they undertake. The CEO is committed to providing sufficient funds and resources to ensure all necessary training is provided to employees.

Senior Leadership Team Training

The CEO recognises, as fundamental to the success of the school safety policy, that Senior Leadership Team should have received the training necessary to control effectively the areas for which they are responsible.

Safety Advisor Training

It is essential that the Safety Advisor's training needs are regularly appraised. They will be encouraged to seek such professional qualifications as befits the school's needs.

1.21 Occupational Health

The CEO has a duty to ensure that the risks to staff members with disabilities and/or medical conditions are assessed to enable action to be taken to minimise any risk. When assessment has been made, the CEO will provide the necessary support and actions to enable the employee to complete their designated duties. Staff members will ensure that they inform the CEO if they have, or develop, any medical conditions or disabilities which could affect their health and safety at work. This will, where possible, be established upon employment and information will be sent to an occupational health specialist who will advise the school on any necessary steps to take.

1.22 Manual Handling

Responsibilities

The CEO will ensure that adequate resources are provided in order that manual handling can be avoided wherever possible and will also provide training to any employee who is required to carry out manual handling operations as part of their work. The SLT are responsible for ensuring that all manual handling operations have been correctly assessed in accordance with risk assessment procedures. They will ensure that manual handling is avoided wherever possible and that employees who are required to carry out manual operation have been correctly trained.

Employees will avoid manual handling wherever possible by using mechanical handling devices provided by the school. Once trained, employees must use correct handling techniques to avoid injury. Where an employee is injured as a result of a manual handling operation it will be reported in accordance with First Aid and Accident/Incident Reporting procedures.

Manual Handling Risk Assessment

Manual Handling Risk Assessments will be carried out as part of the General Risk Assessment procedure. For the purpose of risk assessment and identifying precautions, manual handling will be defined as the movement of any item using bodily force including:

- Lifting
- Lowering
- Pulling
- Pushing
- Twisting
- Turning
- Supporting

Handling and Stacking

When handling, employees must use mechanical devices wherever possible. The CEO will ensure that mechanical handling devices are available and that materials are correctly stacked so that mechanical devices can be used safely. Where manual handling of material is unavoidable, then it must be ensured that it is carried out by trained employees using the best possible method to avoid injury. Manual handling methods to avoid injury should include:

- The planning of all manual handling activities
- The weight of the load being known
- Heavy items being positioned so that they can be slid rather than lifted
- Employees not being allowed to manually handle any materials which are too heavy
- Work stations being designed to avoid the necessity to bend down or twist the torso repeatedly or over reach when carrying out any operation
- All materials being free from burrs or sharp edges where possible
- Wherever possible, materials being stacked so as to avoid handling them twice and also avoid creating any additional hazards
- The use of PPE to avoid hand injuries

Paediatric Moving and Handling and the Moving and Handling of Pupils with Special Educational Needs:

An assessment of the moving and handling needs of pupils with special educational needs will be carried out before the pupil begins attending the school. Where necessary the school will obtain advice and guidance from parents/carers, SEN outreach teams, health professionals working with the child and Health and Safety Advisors. The assessment will identify the moving and handling needs and will plan appropriately for each pupil. The hierarchy of measures in these plans shall be as follows:

- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and, where appropriate, encouraging pupils to move themselves or by re-organising activities.
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable.
- Training will be provided for staff in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.
- The moving and handling plans will be recorded in the pupil's care plan.
- The assessments shall be reviewed each term or whenever significant changes occur.

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc they are required to use).

All moving and handling of pupils has been risk assessed and recorded by the SENCO and Health and Safety Co-ordinator. Equipment for moving and handling people is subject to inspection on a six-monthly basis by a competent contractor.

1.23 Construction (Design and Management) regulations 2015

The Construction (Design and Management) Regulations 2015 places responsibilities on various duty holders. The school may at times act as a Client.

Under the CDM 2015 Regs a Client must:

- Make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
    - Appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability.
    - Allowing sufficient time and resources for each stage of the project.
    - Making sure that any principal designer and principal contractor appointed carry out their duties in managing the project.
    - Making sure suitable welfare facilities are provided for the duration of the construction work.
- Maintain and review the management arrangements for the duration of the project.
- Provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project.
- Ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- Ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

1.24 Asbestos

In compliance with the Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training will be given to employees to ensure that they are aware of the health hazards of asbestos and how controls and work methods can reduce these hazards. In respect of the school's duties under Regulation 4, a risk assessment for the presence of asbestos containing materials (ACMs) present within the building(s) will be undertaken.

An Asbestos Management Survey will be completed in conjunction with a competent Asbestos Surveyor to determine the type, quantity and condition of any ACMs located in the premises. The development of a Management Survey is to identify any ACMs for normal day-to-day occupation and maintenance of the building. NOTE: A R&D (refurbishment and demolition) survey should be carried out for any planned refurbishment or demolition work.

Within the Asbestos Management Survey, where an asbestos product is identified, a subsequent Asbestos Management Plan will be created to detail how the school will effectively manage the risks for the identified asbestos containing materials.

The asbestos survey will be undertaken in accordance with HSG 264: Asbestos the Survey Guide and will also incorporate the advice and guidance within the Control of Asbestos Regulations 2012, Approved Code of Practice and guidance, obtaining client knowledge and any registers of ACMs located in the premises.

1.25 Physical Education

It is the policy of the school to follow the guidance in the document 'Safe Practice in Physical Education' published by the Association for Physical Education (AfPE) and the guidance of the relevant National Governing Body for the activity concerned. The following guidelines are based upon this recommendation. Only suitably qualified members of staff are to supervise physical education and attention should be paid to the following:

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played.
- Ensure pupils are involved in activities appropriate to developing their existing abilities.
- Staff shall position themselves where they can see all pupils.
- Appropriate clothing shall be worn at all times. Loose clothing shall be tucked in and no baggy tops will be allowed.
- Long hair will be tied back.
- Watches should be removed, and earrings should be removed or taped.
- Sports areas and pitches should be checked before activities start to make sure there are no dangerous objects around the side of the hall or any of the outside areas being used.
- Ensure all equipment is safely set up before using it.
- Check equipment regularly for signs of wear/defect.
- Limit the number of pupils using any one piece of apparatus.
- Set up apparatus with adequate spacing between each item.
- If pupils are involved in moving equipment, make sure this is done using correct techniques, with enough pupils to make sure they do not have to struggle.
- All freestanding apparatus should be kept away from walls, radiators and doorways, with sufficient space to move safely around the equipment.
- Pupils must be supervised at all times in the hall.
- All equipment must be put away safely and stored safely.

External Play Equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and documented checks will be carried out periodically throughout the school year. PE and play equipment is subject to an annual inspection by an external contractor with any actions and recommendations being followed up in a timely manner.

1.26 Educational Visits

Staff understand that pupils could face potentially far higher risks on school visits than they do in the school. When taking pupils off the school premises, in line with appropriate regulations, the school will ensure that:

- All educational visits are risk assessed and that prior planning and preparation have been carried out before leaving the school for any educational visit.
- Visits are led by competent staff with their specific and relevant competencies detailed in the risk assessment.
- The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) who will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the Headteacher / CEO.
- All off-site visits are appropriately staffed. Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- A member of staff not attending the educational visit will be nominated to provide support for each visit. This will be recorded in the risk assessment/visit documentation.
- There will always be at least one first aider on school trips and visits.

Further information can be found in the school's full educational visits policy.

1.27 Breaktime Protocol

Breaktime is a vital part of the school day, but it also presents an increased risk of injury for pupils. The school is committed to providing a safe and structured environment during these periods to protect both pupils and staff. The following measures will be implemented to ensure safety:

Supervision & Behaviour Management

- An adequate number of staff will be deployed to supervise breaktimes, positioned strategically to ensure full visibility of pupil activities.
- Staff will actively monitor pupil behaviour, intervening to manage over-exuberance when necessary.
- Running and ball games are strictly limited to designated play areas and are prohibited in zones identified as 'quiet areas'.

Equipment Use & Ball Retrieval

- Pupils must not retrieve balls or equipment that go beyond school boundaries. Retrieval will be undertaken solely by a designated member of staff.
- All outdoor fixed play equipment will undergo:
    - Daily visual inspections by staff prior to use.
    - Annual safety inspections conducted by a qualified external contractor.

Staff Conduct

- Staff are permitted to carry hot drinks only in covered, spill-resistant mugs to prevent injury or accidents.

First Aid & Accident Reporting

- All incidents will be managed and reported according to procedures outlined in the First Aid and Accident Reporting section of this policy.

Lunchtime Safety Procedures

To support a safe and hygienic environment during lunchtime:

- Staff responsible for setting up or clearing dining furniture will follow manual handling practices as specified in this policy.
- Only approved cleaning staff / contractors will be used, stored securely when not in use and handled in accordance with safety guidelines.

1.28 Lone Working and Isolated Working

Lone working will be avoided wherever possible. However, the school recognises that on occasion, certain staff may need to work alone or in isolated areas of the premises. In such cases, specific safety measures must be followed to minimise risk.

All lone working activities must follow the school's lone working risk assessment. If a task falls outside the scope of this assessment, a specific risk assessment must be completed and approved prior to the work taking place. Lone working should always be planned in advance, and permission must be sought from a member of the Senior Leadership Team.

A suitable means of communication must be provided and maintained. Lone workers must have a way of regularly checking in with a designated contact person and confirming when the task is complete. This is particularly important when working in isolated areas of the building such as basements, plant rooms, storage areas, or remote outbuildings.

Only competent members of staff who have been assessed as capable of working safely alone will be permitted to do so. New starters must not carry out lone working until approval has been granted by a member of the Senior Leadership Team, and any pre-existing medical conditions must be taken into account before authorisation is given.

Where necessary, the school will provide any additional training or equipment required to ensure lone workers can carry out their duties safely.

The following activities must not be undertaken by lone workers due to the higher level of risk involved:

- Working at height.
- Live electrical work or testing.
- Working in confined spaces.
- Working in extreme temperatures (hot or cold).
- Handling or working with hazardous machinery or substances.
- Any other activity deemed unsafe for lone working under the site-specific risk assessment.

When working in isolated areas, even during normal hours, staff should ensure that:

- A colleague or SLT member is aware of their location and expected duration.
- Doors are not locked in a way that would prevent assistance if needed.
- A mobile phone or radio is kept on hand in case of emergency.

If an incident occurs or safety is compromised, the area should be vacated, and the issue reported immediately

The school will regularly review lone working procedures and risk assessments to ensure they remain effective and reflect any changes to the site, staffing, or activities.

1.29 School Security

School security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk, e.g. stranger on or near premises without identification etc.

The CEO, staff and Governing Body regularly review the following security arrangements for the site.

- The school has an intruder alarm and an entry system for authorised personnel only.
- Access is via the main entrance only once the school day has begun. Staff may open external doors for lunchtimes and playtimes.
- Signs point out the location of the main entrance and detail the need to register with the school office staff.
- Signing in must be completed by all visitors and badges are issued to identify authorised visitors.
- Children arriving late or needing to leave the school before the end of the day must register at the office.
- The school must be informed by the parent/carer if someone not listed on their contact card is collecting their child.
- Foundation Stage and Key Stage 1 children are handed to the parents/carers by the a member of school staff and no Key Stage 2 child should leave school alone unless permission has been received.

1.30 Minibus

The school will ensure that robust procedures are in place to for the safe operations of the minibus promote the safety of pupils, staff, and drivers, and to comply with all relevant legal and health and safety requirements.

Arrangements for the safe use of the minibus will be regularly reviewed including:

Minibus Handbook

The school will maintain an up-to-date minibus handbook / policy, accessible to all relevant staff. The minibus handbook / policy will clearly outline procedures relating to minibus use, including risk management, health and safety requirements, emergency procedures, vehicle checks, and driver responsibilities.

Driver Training and Licence Checks

All minibus drivers must undertake and maintain current MIDAS (Minibus Driver Awareness Scheme) certification or equivalent training to ensure safe operation of the vehicle. In addition, the schools will carry out and record annual driving licence checks for all approved minibus drivers, ensuring they remain legally entitled and medically fit to drive.

Pre-Use Safety Checks

Drivers are responsible for completing a documented safety check of the minibus before each use. This will include, but is not limited to: checking tyres, lights, indicators, mirrors, fuel levels, and the general roadworthiness of the vehicle. Any faults or concerns must be reported and addressed before the vehicle is driven.

Site Team Inspections

Where applicable, the school's Site Team or Nominate Person will carry out regular inspections of the minibus to support daily checks and to identify any maintenance or safety issues that may require attention.

Servicing and Maintenance

The minibus must be serviced regularly in line with the manufacturer's guidance and lease agreement terms. Maintenance schedules should be followed rigorously, and service records should be kept up to date and stored securely.

Ongoing Monitoring

The school will review its minibus arrangements regularly, ensuring they remain effective, compliant, and reflective of best practice. Any changes in legislation, training requirements, or lease terms must be promptly incorporated into school procedures.

1.31 Driving for Work Purposes

The school recognises that the use of vehicles for work purposes requires additional health and safety measures to protect both employees and third parties. Processes and procedures will be developed and maintained to reduce the risks associated with driving, as far as reasonably practicable, and to take steps to effectively manage those that cannot be avoided. The school will ensure:

- Driving tasks are adequately risk assessed and have a suitable safe system of work in place.
- All vehicles used for work purposes are serviced, maintained and operated in accordance with the manufacturer's guidelines.
- Vehicles used in journeys are matched with the purpose of the journey and that they are suited, as far reasonably practicable.
- Drivers are in possession of a UK Driving Licence. This must be checked by a member of the Senior Leadership Team and or the Nominated Person every year and endorsements notified to the insurers.
- Suitable insurance cover is in place for both school vehicles and personal vehicles used for business use. Full comprehensive insurance must cover the driver and any passengers in the course of such business use. A copy of the insurance certificate will be required before driving on Company business.
- Employees are aware to inform their line Manager should they be prescribed any medication which could affect their driving ability. Employees must avoid over-the-counter medications which can adversely affect their driving.
- That effective and robust policies and procedures are in place to manage the hours worked by those driving for work purposes. These procedures will ensure that drivers do not drive more than the permitted hours in a 24 period, and that drivers receive sufficient time off and rest breaks over the working week to avoid excessive fatigue and stress. Drivers not covered by statutory regulation of hours will be required to maintain their driving hours within sensible limits.
- Sufficient driver training and education is in place to ensure drivers are equipped to manage the situations and circumstances likely to be involved in journeys undertaken for work purposes. Training may include first aid procedures, breakdown procedures and lone working.
- Employees are aware of their duties under Health and Safety, Road Traffic Acts, associated legislation and the Highway Code. This training will include information regarding the consequences of alcohol and drug use, the effects of speed and traffic levels, and the effects of fatigue and stress.
- Drivers have adequate access to technical and personal support in the case of breakdown or accident.
- Additional tools and equipment necessary for the purposes of the journey are provided and maintained.

The school will ensure that all health and safety policies recognise the special needs of all employees who drive vehicles as part of their employment. The school will periodically monitor and review the systems and control measures in place to ensure that they are still working effectively.

1.32 Traffic Management

The Workplace (Health, Safety and Welfare) Regulations 1992 requires every workplace to be organised so that pedestrians and vehicles can circulate safely. Workplace traffic routes must be maintained and suitable for the people and vehicles using them (pedestrian movement counts as 'traffic').

Vehicles manoeuvring around the premises, particularly reversing in restricted areas, are a major risk and can cause serious or even fatal injuries. Special care is necessary to ensure that pupils are kept away from vehicles on the school premises.

Under the Traffic Management Act 2004 the Company has a duty to ensure the efficient movement of traffic (pedestrians, cars, cycles, etc) on the highway network that facilitates the site. To facilitate this and in order to manage the traffic impact (vehicles and pedestrians, on or off the highway) the school will ensure a suitable and sufficient risk assessment is carried out, and where the risk is deemed high, a Traffic Management Plan will be produced.

The risk assessment will detail control measure which are in place to minimise the interaction between pedestrians and traffic flows. The risk assessment will consider the following:

- Identification of the hazards associated with traffic within the workplace.
- Where it is possible to improve the workplace design and layout with marked walkways, crossing points, parking bays and physical barriers.
- Introduction of a one-way system for traffic, where possible.
- Induction training for employees, contractors and visitors about traffic related hazards which are present on the site.
- Whether visitors who have not been inducted or are unfamiliar with the site and its hazards need to be escorted.
- Vehicular access to the school is restricted to employees and visitors only, and not for general use by parents/guardians when bringing children to school or collecting them.
- Access to the school must be kept clear for emergency vehicles.
- Sensible speed limits and clearly displayed speed limit signage.
- The vehicle access gates must not normally be used for pedestrian access.
- The need to avoid reversing operations where possible. If unavoidable, the school will ensure that suitable arrangements are in place for allowing vehicles to reverse safely.
- Where pupils are brought to school and are collected by bus, the arrangements are such that pupils do not have to cross the road and that the bus does not have to reverse.
- Delivery and contractors' vehicles are encouraged not to enter the school premises at peak school starting and leaving times.
- The requirement and provision of personal protective equipment for staff, such as high visibility clothing during peak school starting and leaving times.

The school will monitor and review the traffic arrangements on a periodic basis to ensure they remain suitable and sufficient.

1.33 Supply and Temporary Staff

The school has a responsibility for the supply/temporary workers health, safety and welfare in the same way that is does for any employee. The school will ensure that all measures are taken to provide a safe working environment for work staff. This will include:

- Providing inductions to supply and temporary staff relevant to the work that they are going to be asked to do, including safety information relevant to the parts of the school site they will access.
- Providing copies of risk assessments, safe systems of work and lesson plans where appropriate.
- Ensuring that adequate supervision is provided where required.
- Ensuring that all supply and temporary staff are given suitable medical information regarding the pupils that they will be coming into contact with.
- Ensuring that the supply or temporary staff are not asked to carry out any work that they are not comfortable or competent to do.
- Taking into account any language or cultural differences.
- Providing PPE where required at no cost to the supply or temporary member of staff.
- Ensuring that emergency procedures are fully communicated relevant to the work that they are being asked to do and also the area that they are occupying.

1.34 Food Safety

The school have a commitment to maintaining a high standard of good practices in relevant areas and applying HACCP Principles to control food safety risks to meet all conditions set down in the 'Food Hygiene (England) Regulations 2013'.

The school acknowledges its responsibilities under the Food Safety Act 1990, Regulation (EC) N0178/2002 General Principles of Food Law and The Food Safety Hygiene (England) Regulations 2013, EU Food Information for Consumers Regulation NO 1169/2011 Regulation (EC) No 852/2004 on the Hygiene of Foodstuffs and The Food Information Regulations 2014 (S12014/1855).

To demonstrate this commitment, the school have identified potential hazards and implemented effective control and monitoring procedures at those points critical to food safety.

The CEO and relevant employees are responsible for following and maintaining the food safety procedures and policies documented in the school 'Food Safety Policy'.

Management will ensure that the Food Safety Policy is reviewed annually and audited every year. A key part of our commitment to Food Safety is training. Relevant employees are instructed, supervised and trained in line with their work activities.

1.35 New and Expectant Mothers

The school will ensure that work activities exposing new and expectant mothers to unacceptable risks are eliminated, so far as is reasonably practicable. Measures to achieve this include preventing exposure to such risks by ensuring:

- Relevant legal standards (dependent on the risk involved) are met
- Official guidance and good practice are followed
- Working conditions and/or hours are adjusted if necessary
- If necessary, new and expectant mothers are removed from hazardous activities, i.e. the employer will provide suitable alternative work or, if this is not possible, will place the employee on paid suspension

Assessment of Risk

Where hazardous activities cannot be eliminated, risk assessments carried out by a competent person, together with the new and expectant mother, will be undertaken to identify residual risks and to reduce them to the lowest level reasonably practicable. The assessments will take into account the actual risks associated with the work activities and whether these risks are increased, due to any particular problems experienced by a new or expectant mother during her pregnancy or postnatal period. Specifically, the assessment will consider risks associated with exposure to:

- Physical agents
- Biological agents
- Chemical agents

The assessment will also consider working and welfare conditions.

Risk assessments relating to new and expectant mothers will be reviewed, and if necessary revised, regularly.

Duties of Managers - Managers must ensure that:

- New and expectant mothers are encouraged to disclose their pregnancy at the earliest possible opportunity
- The highest level of confidentiality is maintained at all times
- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- New and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- Any adverse incidents are immediately reported and investigated
- Appropriate training is provided where suitable alternative work is offered and accepted
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition

Duties of New and Expectant Mothers

New and expectant mothers must:

- Inform their general practitioner or midwife of the nature of their work
- Notify their employer in writing, as soon as possible, if they are pregnant, have just given birth or are breastfeeding
- Follow any safety arrangements implemented for their protection, including attending training sessions, complying with control measures etc
- Not act in a manner that adversely affects their own health and safety, that of their child and/or anyone else
- Report any perceived or real shortcomings in protection to their employer

Information and Training

Suitable information, instruction and training will be provided to new and expectant mothers to ensure their health and safety. Training needs will be identified and reviewed by a competent person and support given to allow new and expectant mothers to attend any required training sessions. The effectiveness of any training provided will be monitored and training regularly reviewed. Training should also include ensuring that those people responsible for carrying out risk assessments are competent to do so.

1.36 PUWER – Provision and Use of Work Equipment Regulations 1998

The school recognises its responsibilities under the Provision and Use of Work Equipment Regulations 1998 (PUWER), which apply to all organisations that own, operate or manage work equipment, including recreational play apparatus. These regulations are key to ensuring the safe use and maintenance of indoor and outdoor play equipment across the school grounds.

The following measures will be implemented:

Risk Assessment & Supervision

- External play equipment will only be made accessible to pupils once a suitable and sufficient risk assessment has been carried out and recorded.
- A designated number of staff will be assigned to supervise the use of play equipment during relevant times. Supervisors will be strategically positioned to ensure unobstructed visibility and effective monitoring of pupil activity.

Equipment Maintenance & Inspection

- All play equipment will be maintained in accordance with the manufacturer's guidelines to preserve structural integrity and safety.
- Before daily use, equipment will be visually checked for any noticeable defects or hazards.
- A Nominated Person will conduct regular, documented visual inspections to monitor wear and tear and ensure safe continued usage.
- Both indoor and outdoor equipment will be subject to an annual safety inspection performed by a qualified and competent external contractor.

1.37 Play Equipment (Indoor and Outdoor)

The school recognises its responsibilities under the Provision and Use of Work Equipment Regulations 1998 (PUWER), which apply to all organisations that own, operate or manage work equipment, including recreational play apparatus. These regulations are key to ensuring the safe use and maintenance of indoor and outdoor play equipment across the school grounds.

The following measures will be implemented:

Risk Assessment & Supervision

- External play equipment will only be made accessible to pupils once a suitable and sufficient risk assessment has been carried out and recorded.
- A designated number of staff will be assigned to supervise the use of play equipment during relevant times. Supervisors will be strategically positioned to ensure unobstructed visibility and effective monitoring of pupil activity.

Equipment Maintenance & Inspection

- All play equipment will be maintained in accordance with the manufacturer's guidelines to preserve structural integrity and safety.
- Before daily use, equipment will be visually checked for any noticeable defects or hazards.
- A Nominated Person will conduct regular, documented visual inspections to monitor wear and tear and ensure safe continued usage.
- Both indoor and outdoor equipment will be subject to an annual safety inspection performed by a qualified and competent external contractor.

1.38 Legionella

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure. At risk systems include hot and cold-water storage and distribution systems. To achieve control of legionella bacteria the school will implement the following in all areas within the premises where employees, pupils, contractors and visitors may be exposed to water systems:

Provide Appropriate Management

- Identify the statutory duty holder who is responsible for ensuring the development, implementation, and maintenance of an effective Legionella Management program.
- Identify a responsible person to assist the statutory duty holder with written communication of these duties and the persons acceptance and acknowledgement of these duties.
- Ensure all employees are aware of their responsibilities and adhere to safe work practices.

Establish Risk Assessment and Control Measures

- Conduct a suitable and sufficient risk assessment to identify potential risks and implement measures to either eliminate or control risks.
- Establish measures to ensure avoidance of conditions favouring growth of organisms, between 20-50°C.
- As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. Hot water storage cylinders (calorifiers) should store water at 60°C or higher. Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified). Cold water should be stored and distributed below 20°C.
- The use of materials that may provide nutrients for microbial growth will be avoided. The Water Fittings and Materials Directory references fittings, materials, and appliances approved for their compliance with the UK legal requirements for plumbing fittings and water using appliances.
- Corrosion, scale deposition and build-up of bio films and sediments will be controlled, and tanks will be lidded.
- Ensure dead-legs, which occur when water services leading from the main circulation water system to taps or appliance are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.
- To reduce the risk the Company will remove dead legs/dead ends in pipework, flush out infrequently used outlets (including showerheads and taps) at least weekly and clean and de-scale shower heads and hoses at least quarterly.

Monitoring and Maintenance

- Establish a written scheme of control and logbook to ensure compliance with ACOP L8 and HSG274 monitoring standards.
- Sampling for legionella occurs on an annual basis to check the water quality and to confirm that control measures inputted are effective.
- Water systems will be routinely cleaned by an effective means and flushed through, before being taken into service and after shutdowns of five or more days.
- Where identified in the risk assessment, plant will be regularly inspected, maintained and disinfected periodically by chlorination or by temporarily raising water temperatures where required.
- Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

Record Keeping and Communication

- Records will be kept of all maintenance, temperature monitoring and sampling carried out.
- Selection, training and competence of persons carrying out control measures will be recorded in the Legionella logbook. These persons will receive appropriate training and supervision, so they are able to perform their duties competently.
- Relevant information about Legionella risks, control measures, and updates to the written scheme of controls will be communicated as necessary.
- Clear channels of communication will be established to encourage reporting of any concerns or issues related to Legionella management.

Review and Improvement

Records will be kept of all maintenance, temperature monitoring and sampling carried out.

Action in the Event of an Outbreak or Deviation from Control

A contingency plan in case of an outbreak of legionellosis or any high-risk non-conformance will be prepared and detailed within the Water Hygiene Logbook or written scheme of controls. This will include the:

- Identification of people who may have been exposed.
- Involvement of public health authorities.
- Dissemination of information to employees and other interested parties as to the nature of the risks.

In the event of an outbreak or significant deviation from the control scheme the following may be implemented:

- Shut down any processes which can generate and disseminating airborne water droplets and keep them shut down until sampling procedures and any remedial cleaning or other works has been done.
- Take water samples from the system to identify the presence of any bacteria and follow the steps highlighted in the written scheme of controls.

1.39 Workplace Noise Control

It is the school’s policy to eliminate or reduce any risks to health and safety arising from noise exposure, where identified through the risk assessment process. Where noise is considered a significant risk, appropriate control measures will be implemented to reduce exposure to a safe level. This may include changes to working practices and, where necessary, the provision of personal hearing protection for staff.

In general, the school environment presents minimal risk from noise, with most areas and activities falling well below hazardous levels. However, certain equipment used in Design and Technology, Science, or Site Maintenance (such as power tools, grounds maintenance machinery, or workshop tools) may present occasional noise risks that must be managed appropriately.

As part of the school’s commitment to health and safety, noise risks will be considered as part of routine risk assessments for relevant activities. Where applicable, manufacturer's guidance and data will be reviewed to determine whether any tools or equipment present a noise hazard.

All staff are encouraged to report any concerns relating to noise exposure so that they can be assessed and addressed promptly.

Noise Action Levels

The Control of Noise at Work Regulations 2005 established noise action levels above which hearing will be damaged. These are based on dosage averaged over a working day. The action levels are expressed as dB(A):

- First Action Level – 80 dB(A).
- Second Action Level – 85dB(A).

If the First Action Level (80 dB(A)) is reached or exceeded management will:

- Reduce the risk of damage to hearing to the lowest level possible by means other than issuing PPE.
- Inform all persons who may be exposed of the risk to their hearing and of the availability of hearing protection.
- Provide hearing protection at the employee's request.
- Ensure a warning notice is affixed stating that hearing protection is mandatory when the tool is being operated. This rule will apply to all persons who are within 12 metres of the tool.

If the Second Action Level (85dB(A)) is reached or exceeded the school will:

- Reduce the exposure to noise to the lowest level possible by means other than issuing PPE.
- Identify all areas where the Second Action Level is reached and post notices at all entrance points to those areas. The notices must warn of the hazards and state that the wearing of hearing protection is mandatory.
- Post notices on all machinery which creates noise at or above the Second Action Level.
- Issue correct hearing protection to all persons who may be exposed, WHICH MUST BE WORN.
- Issue hearing protection to all persons in less noisy areas at their request.
- Implement occupational health surveillance for employees exposed to noise levels above 85dB(A).

Personal Protective Equipment

Where the need for PPE is identified as a result of any noise risk assessment, it will be issued as soon as possible. Without prejudice, any hearing protection provided will reduce the amount of noise reaching the ear to an acceptable level – specialist advice will be obtained where necessary.

Training

All employees will receive general noise awareness training as part of the school's safety programme. However, where hearing protection is issued, specific training in its correct use, storage and maintenance will be given.

1.40 Vibration Control

Although vibration risks in the school environment are generally low, there is potential for exposure during the use of certain equipment such as groundskeeping tools, site maintenance equipment, or power tools used in Design and Technology.

The school will ensure that:

- Vibration risks are considered during risk assessments where applicable equipment is in use.
- Where possible, low-vibration tools will be selected, and exposure times will be kept to a minimum.
- Equipment is used correctly and maintained regularly to prevent increased vibration levels.
- Equipment is generally suitable for the job (safety, size, power, efficiency, ergonomics, cost, user acceptability, etc.).
- Information on likely vibration emission is available (e.g. from manufacturer, hire company, databases).
- The use of ergonomic aids, such as supporting the weight of the tool which reduce forces applied by user.
- Ensuring a suitable workplace temperature or provision of warm clothing and gloves.
- Regular breaks from work involving vibration and encourage operators to exercise fingers.
- Staff using such equipment are trained in safe handling techniques to reduce the risk of hand-arm vibration syndrome (HAVS).

Where there is frequent or prolonged use of vibrating equipment, the school will implement monitoring measures and, if necessary, arrange for health surveillance in line with regulatory guidance.

All equipment users are encouraged to report any symptoms or concerns related to vibration exposure so that appropriate action can be taken.

1.41 Glazing Safety

The school is committed to ensuring the safety of pupils, staff, and visitors through effective management of glazing risks.

In compliance with Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992, a comprehensive survey of all glazing and glass panels across the premises will be conducted and regularly reviewed.

To mitigate potential hazards, the following key procedures will be enforced:

Risk Assessment & Hazard Identification

- A detailed risk assessment will be carried out to identify any safety concerns associated with glazing across the site.
- Special consideration will be given to glazing situated below waist height, particularly in high-traffic areas. Exceptions may apply for designated environments such as glasshouses.

Safety Standards for Glazing

- All glazing installations, including windows, internal partitions, and doors, must be constructed from safety-rated materials, such as toughened or laminated glass, or be fitted with an appropriate safety film to prevent hazardous breakage.
- Transparent and translucent surfaces will be clearly marked or visually distinguishable to reduce the risk of accidental collision.

Window Safety Measures

- Openable windows that pose a risk when in use (e.g., exposure to height / falling hazards or obstructing walkways) will be equipped with window restrictors, guards, or barriers as appropriate

Inspection, Maintenance & Documentation

- The school will conduct routine formal inspections of all glazing, including checks on the condition and effectiveness of any safety film.
- Any damage identified during inspections, especially to protective film or fixtures, will be addressed promptly and documented.
- Inspection records will be maintained systematically to support ongoing compliance and safety assurance.

By adhering to these protocols, the school aims to foster a secure physical environment, reducing the risks associated with glass-related injuries and ensuring the welfare of all occupants.

1.42 Tree Safety

The school recognises its responsibility to manage the risks associated with trees on or near its premises.

Trees contribute significantly to the school environment, offering shade, biodiversity, and aesthetic value. However, they must be regularly assessed and maintained to ensure they do not pose a hazard to pupils, staff, or visitors.

To uphold this duty of care, the following procedures will be implemented:

Tree Surveys & Risk Assessment

- A comprehensive tree survey will be conducted by a qualified arboricultural professional at intervals appropriate to the level of risk (typically every 1–3 years).
- The survey will assess the health, structural integrity, and location of each tree, identifying any that may pose a risk due to disease, decay, storm damage, or proximity to buildings, play areas, or pathways.
- A risk rating will be assigned to each tree, and appropriate actions will be prioritised based on this assessment.
- Records of all tree surveys, inspections, and maintenance activities will be documented and retained on file.
- The school will liaise with local authorities where trees are subject to Tree Preservation Orders (TPOs) or located within conservation areas.

Ongoing Monitoring & Inspections

- In addition to formal surveys, routine visual inspections will be carried out by site staff, particularly after severe weather events such as storms or high winds.
- Any signs of instability, deadwood, fungal growth, or root damage will be reported immediately to the Nominated Person for further evaluation.

Maintenance & Remedial Action

- Trees identified as hazardous will be subject to prompt remedial action, which may include pruning, bracing, or removal, as advised by a competent contractor.
- All tree works will be carried out by qualified arborists in accordance with relevant safety standards and environmental regulations.

By implementing these measures, the school ensures that its trees are managed responsibly, reducing the risk of injury or property damage while preserving the natural environment for educational and recreational benefit.

1.43 Biohazards

The school is committed to maintaining a safe, hygienic, and respectful environment for all pupils, staff, and visitors.

In the event of incidents involving human waste, such as vomit, urine, faeces, or blood, prompt and appropriate action will be taken to minimise health risks and ensure effective clean-up in accordance with public health guidance.

Immediate Response & Containment

- Any biohazard incident will be treated as a priority health and safety matter.
- Affected areas will be immediately cordoned off to prevent access and reduce the risk of contamination.
- Only trained staff equipped with appropriate Personal Protective Equipment (PPE) (e.g. gloves, aprons, masks) will be permitted to manage the clean-up and waste disposal.

Cleaning & Disinfection

- Biohazard spills will be cleaned using designated cleaning kits and approved disinfectants effective against bloodborne and gastrointestinal pathogens.
- All absorbent materials and waste will be double-bagged and disposed of in accordance with local authority or clinical waste disposal guidelines.
- Surfaces will be thoroughly disinfected and allowed to dry before the area is reopened for use.

Offensive Waste Disposal:

- Offensive waste will be clearly identified and segregated from general waste at the point of disposal.
- Waste must be placed in yellow bags with a black stripe to distinguish it from clinical or domestic waste.
- Waste will be collected by a licensed waste contractor in accordance with local authority regulations and the Environmental Protection Act 1990.
- The school will maintain waste transfer notes and documentation to demonstrate compliance with waste management regulations.

Staff & Pupil Welfare

- Staff involved in clean-up must wash hands thoroughly after removing PPE and handling waste.
- Any individual exposed to human waste (e.g. via skin contact or splash) will be advised to seek first aid or medical attention as appropriate.
- Incidents involving pupils will be managed with discretion and dignity, and parents/carers will be informed where necessary.

Reporting & Record Keeping

- All biohazard incidents will be recorded in the school's incident log, including the nature of the incident, location, response actions, and personnel involved.
- Where applicable, incidents will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) if they meet the reporting threshold.

By following these procedures, the school ensures a swift and safe response to biohazard incidents, offensive waste is managed responsibly, protecting public health, maintaining hygiene standards, and fulfilling its legal obligations.

1.44 Finger Guards

The school is committed to preventing avoidable injuries and creating a safe environment for all pupils, particularly younger children who may be more vulnerable to accidents. One common source of injury in primary settings is finger trapping in door hinges. To mitigate this risk, the school will implement the following measures regarding the use of finger guards:

- Finger guards will be installed on the hinge side of doors in areas accessed by pupils in Early Years Foundation Stage (EYFS) and Key Stage 1, as a minimum standard.
- Additional finger guards may be fitted in Key Stage 2 areas, toilets, cloakrooms, and other high-traffic zones where risk assessments identify a potential hazard.
- All newly installed or refurbished doors in pupil-accessible areas will be fitted with finger guards as part of the design specification.
- Finger guards will be inspected regularly as part of the school's premises safety checks to ensure they are secure, undamaged, and functioning as intended.
- Any damaged or missing finger guards will be reported immediately and replaced without delay to maintain protection.
- Staff will be made aware of the importance of finger guards and encouraged to report any concerns regarding door safety.
- Pupils will be taught to open and close doors safely, and younger children will be supervised when moving through areas with heavy or self-closing doors.

By implementing these measures, the school reduces the risk of finger-trapping injuries and upholds its duty of care to provide a safe and nurturing environment for all children.

1.45 Radiators and Pipework

The Education (School Premises) Regulations in the UK stipulate that the surface temperature of radiators and exposed pipework accessible to pupils in special schools, nurseries, and nursery classes must not exceed 43°C, to prevent the risk of burns or scalds.

To comply with this requirement and ensure the safety of all pupils, the school will implement the following measures:

- All radiators and exposed pipework in areas accessible to Early Years Foundation Stage (EYFS) pupils and those with Special Educational Needs (SEN) will be fitted with low surface temperature (LST) covers or protective guards.
- Where LST covers are not feasible, thermostatic controls will be used to limit surface temperatures to a safe level.
- Heating systems will be designed or modified to ensure even heat distribution without creating hot spots that could pose a hazard.
- Radiators and pipework will be included in the school's routine premises inspections to check for:
    - Damage to covers or guards
    - Signs of overheating
    - Loose fittings or sharp edges
- Any defects or concerns will be reported immediately and addressed by the Nominated Person or site maintenance team.
- Staff will be made aware of the risks associated with hot surfaces and encouraged to monitor pupil behaviour around heating equipment.
- Pupils will be taught to avoid touching radiators and pipework, and younger children will be supervised closely in areas where heating systems are present.

By implementing these controls, the school ensures compliance with statutory requirements and provides a safe, comfortable environment for all pupils, particularly those most vulnerable to injury.

Environmental Policy Statement

1. Brompton Hall School recognises its environmental duties under the Environmental Protection Act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012 and the Chief Executive Officer Responsible for Health, Safety and Environmental Issues, Simon Witham, recognises that they have a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.

2. The school, so far as is reasonably practicable, proposes to pay particular attention to:
    1. Minimising disturbance to the local and global environment, and to the local communities and wildlife.
    2. Following the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. We will follow the hierarchy outlined below for waste generated:
        a. Prevention
        b. Preparing for re-use
        c. Recycling
        d. Recovery
        e. Disposal
    3. Minimising the use of energy and raw materials and to adhere to the principles of sustainability.
    4. Considering the environment in the design of processes and products and the maintenance of equipment.
    5. Providing information on the use and final disposal of products.
    6. Ensuring that all employees and suppliers are adequately informed about the school environmental policy.
    7. Minimising the use of product-related materials and services, such as packaging or transport.

3. In order that the school can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the school or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.

Signed:

Simon Witham
Chief Executive Officer Responsible for Health & Safety
31/01/2026