HEATHERMOUNT SCHOOL

Health and Safety Policy

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Author (name & role title)	***Amy Thain – School Business Manager***
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Document history

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Heathermount School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and outline the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core value of building confidence and preparing students for life.

While this current policy document may be referred to elsewhere in Heathermount School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education's guidance 'Understanding and dealing with issues relating to parental responsibility' considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.
- A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Heathermount School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.
All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Heathermount School.

The policy documents of Heathermount School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

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1. Purpose and Aims

The Proprietors and Headteacher believe that the health and safety of everyone within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of Cavendish Education and Headteacher to ensure that a safe and healthy environment is provided and maintained for all our students, employees and visitors. This will include the provision of safe systems of work both onsite and offsite, safe practice and equipment and a safe access to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

Cavendish Education and Headteacher will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include students, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

We believe that the health and safety standards will be maintained only with the cooperation of all staff, students and visitors to the school. We expect all staff to cooperate fully with this policy. In addition we will ensure that all students, visitors and contractors are provided with the information they require to enable them to comply with this policy.

This policy is written with reference to the DfE guidance “Health and safety: Advice on legal duties and powers”. February 2014 and considers the “Health and Safety at Work Act” 1974.

This policy links to other policies and practices within the school that are in place to keep staff, students and visitors safe at all times. These include:

- Child Protection
- Critical Incident
- Fire Action
- First aid
- Lone worker
- Offsite visits
- Risk assessment
- Safer recruitment
- Supervision and security

2. Responsibilities

Proprietors
Cavendish Education, as employers will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to fulfil this responsibility, Cavendish Education will:

- Ensure the school's Health and Safety Policy and procedures are kept up to date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the school.
- Ensure that there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect of health, safety and welfare.
- Receive reports at each meeting from the School Health and Safety Committee in order to enable Cavendish Education to monitor the adequacy of arrangements and take any action necessary.

The Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the school and in particular will:

- Provide liaison with Proprietor and any independent Health & Safety regulators
- Ensure health and safety issues associated with major building projects are complied with.
- Ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents.
- Report on health and safety to governors each term.
- Ensure that health and safety is considered as an integral part of teaching.
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation.
- Have a general oversight of health and safety and first aid.
- Liaise with outside bodies concerned with health and safety

The SLT will assume these duties in the absence of the Headteacher and have the authority to make and implement decisions throughout the school at any level if there is:

- Immediate danger
- Dangerous practice
- Breach of the law

The School Business Manager
The School Business Manager is responsible for the coordination of health and safety management throughout the school. Additionally, the School Business Manager (sometimes delegated to the Site Manager or Assistant School Business Manager) will:

- Provide appropriate health and safety training for all staff at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Safety Policy outlining restricted tasks and activities.
- Liaise with outside bodies concerned with health and safety e.g. Independent Health & Safety inspectors

- Feedback results of independent inspections
- Identify staff training requirements to allow the school to comply with legislative and good practice that relate to or affect health, safety and welfare.
- Develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling.
- Review the Health and Safety Policy, in conjunction with the School Health and Safety Committee no less frequently than once every two years and when significant changes occur within the organisation of the school.
- Assist with inspections and safety audits
- Investigate and advise on hazards and precautions
- Monitor the general safety programme
- Budget for safety and health matters
- Make recommendations to the SLT and specific staff for matters requiring immediate attention,
- Make recommendations to Cavendish Education and SLT on matters of safety policy in compliance with new and modified legislation
- Attend to action points and recommendations
- Meet with the Headteacher on a weekly basis to discuss and manage site issues.
- Monitor accidents to identify methods of reducing accidents
- Notify leadership team of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage
- Instigate and ensure that safety procedures are developed and adhered to for operations carried out in school
- Report to the Headteacher any defects and hazards that are brought to their notice.
- Review premises inspections with the Site Manager and keep records of any faults identified
- Attend to defect reports and recommendations

Items delegated-Site Manager

- Routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken
- Ensure all portable electrical equipment is tested on a regular basis
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place
- Ensure that Safety Inspections are carried out at regular intervals, recorded and that necessary remedial action is carried out
- Consider health and safety matters in the selection of outside contractors.
- Ensure safety inspections of designated areas are carried out and to ensure hazards identified from those inspections are rectified
- Develop and establish emergency procedures, and organise fire evacuation practices within the school
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Review accident reports regularly and ensure monitoring takes place as well as corrective actions.
- Ensure that everything received from suppliers (for direct school use), machinery equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire alarms and emergency lighting weekly and there is also a comprehensive 3-hour emergency lighting test every 6 months.
- Fire extinguishers are tested monthly

- Maintain a record of hazardous substances used for cleaning and similar purposes

Items delegated-ASBM

- Carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out
- Review accident reports regularly and ensure monitoring takes place as well as corrective actions.
- Arrange Health and Safety induction and regular training for staff and keep staff up to date regarding policy and practice.
- Ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements.
    - First aid
    - Fire and emergency evacuation
    - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments**.**

All staff will:

- Ensure that they have read the Health and Safety Policy and work in accordance with it and their training and instruction.
- Fully support all health and safety arrangements and cooperate fully with their employer on H and S matters.
- Ensure they sign in and out of the school building at all times and encourage all visitors to do so.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Ensure that students are supervised and aware of safety issues in relation to the forest school area and pond.
- Be responsible for the immediate safety of the students in their classroom and as such it is their responsibility to ensure that it is maintained to a high standard in respect of health and safety issues. Use equipment safely.
- Ensure, as far as is reasonably practicable, that students use equipment safely.
- Report situations which may present a serious or imminent danger to the Headteacher, Site Manager or School Business Manager.
- Report any defects and hazards to the Site Manager.
- Report any concerns of abuse to students to the DSL.
- Complete an 'Accident / Incident' form on Arbor, in the event of a significant accident or incident of violence.
- Ensure appropriate risk assessments are in place in relation to their working with students.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

Students are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported to them on newsletters or through memos or emails.
- Support the school in relation to the procedures put in place to manage the Covid-19 pandemic and other illness outbreaks.

First Aiders and first aid

First Aiders, when on duty, are responsible for supporting health and welfare issues within the school and in particular:

- To be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate
- To maintain the school medical room and equipment to monitor student health records prior to entry and to report/advise Headteacher/SLT illnesses that need to be brought to the attention of specific staff (e.g. epilepsy).
- To assist in the monitoring of first aid equipment and boxes on the school sites.
- To ensure the necessary records are maintained relating to accidents associated with the work of the school.

Management, procedure, policy and maintenance of first aid equipment will fall under the remit of the school's appointed person.
Day to day medical and first aid are dealt with primarily at the scene by trained staff and then followed up, reported and recorded by the first aider.

First Aid Procedure

- There will be sufficient people on the staff who will have current first aid training within each building. There will be at least one qualified person in each department at any one time.
- First aid boxes are kept in the office, medical room and several other locations around the school buildings.
- The school provides first aid support by qualified first aiders and maintains a central supply of first aid materials to supplement first aid boxes.
- Portable First Aid kits are taken on educational visits and are available from the School Office.
- The School will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All relevant staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.
- Parents will be expected to inform the school if their child has an allergy, this will be recorded on Arbor and a signed medical action plan for any pupils with emergency medication will be created.
- All serious injuries which come to staff attention will be recorded on Arbor.
- All head injuries will be recorded and reported to parents via telephone and record on conversation kept on Arbor. This phone call will outline the symptoms and injury.
- A defibrillator is available from the main school office and staff are trained on how to use it.
- The school will follow HSC guidelines for infection control.

All other details are in the following documents;
Document - First Aid Policy and First aid assessment of needs
Health protection management policy
Location - Staff shared drive-Staff documents-Policies

3. Accidents and Incident Reporting

Some work-related injuries must be recorded in compliance with the Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These include: death, major injuries, over 7 day Injuries, accidents resulting in hospitalisation and specific dangerous occurrences.

On a day-to-day basis accidents and incidents are monitored through;

- Any student complaining of illness or who has been injured is sent to a school qualified First Aider to inspect and, where appropriate, treat.
- All incidents, ailments and treatment are reported in the accident section of Arbor.
- All medication administered to a student is recorded in the books in the medical room.
- Parents are contacted if there are any doubts over the health or welfare of a student.
- Patterns and trends will be monitored regularly through the Health and Safety committee and monthly site walks.
- In the event of a serious incident an ambulance is called and a member of staff accompanies the student to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a student to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company. Staff are required to remain with the injured person until a parent or guardian arrives.
- If staff are concerned about the welfare of a student they should contact a first aider immediately. If an injury has been sustained, the student should not be moved.
- Reporting near misses are encouraged
- Staff accidents and incidents should be logged on Arbor for all employees if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.
- Any serious staff accident must be reported to Cavendish board and insurance company.

As the school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive, it is important that the Headteacher is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents will be investigated to prevent reoccurrence. The appointment person and leadership team will monitor the accidents to identify trends.

4. Medical Needs and Vulnerabilities

Administration of Medicines

We must stress that children should not be at school if they are unwell and should receive their medication at home if at all possible.

Medication to be given should be sent to the school as a single dose, wherever possible, clearly marked with the original medicine label and the name of the child. Parents should give written consent for the administration of the medicine. The first aider or nominated person will administer medicines and keep a record that they have been given. If we receive medication without written instructions or authorisation, then the medication will not be administered.

Medication is stored locked away securely in the first aid cupboard in the first aid room which always remains double locked. There is a small fridge in the first aid room for any emergency medication that needs refrigeration.

Inhalers for asthmatic students and Epipens will be kept in the first aid cupboards in the school office where it is always available for immediate use. If necessary, one will also remain with the teacher of the child to allow instant use as required.

Medical Action Plans are reviewed and updated annually to ensure that all relevant medical conditions and associated documentation are current and effectively managed. Staff receive appropriate training—either in person or online—tailored to the specific medical needs of individual pupils.

Individual risk assessments are conducted as needed for pupils with medical conditions or vulnerabilities, ensuring proactive support and safety measures. To uphold confidentiality and ensure clear communication, access to medical documentation is limited to staff who require the information to fulfill their duties and is only shared with the pupil's or guardian's permission.

For pupils with individual accessibility needs, including physical disabilities, assessments are carried out to identify necessary accommodations. Reasonable adjustments will be made to ensure equal access and inclusion across the school environment.

In the event of medical emergencies, the school maintains a team of trained first aiders, all equipped with mobile phones to contact emergency services (999) promptly. Additionally, mental health first aiders are available for both staff and pupils, and dedicated break-out rooms provide safe spaces for those experiencing emotional distress or mental health concerns.

The school maintains close collaboration with parents and relevant healthcare professionals to ensure that all pupils receive appropriate and consistent medical care. Parents are contacted annually to update the school on any changes to their child's medical needs. This information is then shared with the relevant staff and reflected in an updated Medical Action Plan, ensuring ongoing and responsive care.

Please refer to our separate Supporting Pupils With Medical Needs/Administration of Medicines policy for more detail.

Location - Staff shared drive-Staff documents-Policies

Head Lice

If eggs or lice are noticed in a student's hair a letter is sent home informing the student's parents. A general letter is sent to the parents of all students in a class or Key Stage if there is a case of head lice in the class. It will not contain the name of the student with lice.

HIV and other risks of contamination

- No person must treat a student who is bleeding, without protective gloves.
- Protective gloves are stored in the first aider boxes.

Sponges and water buckets must never be used for first aid to avoid the risk of contamination.

5. Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the school should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the site manager for him to rectify.

Staff must ensure that a contractor arriving at site, reports to the school office and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity.

To maintain a safe learning environment, the school is committed to ensuring that all contractors working on site meet strict health and safety requirements. This includes a robust vetting process, active supervision, and clear communication of expectations.

Contractor Vetting and Appointment
Only reputable contractors who meet the school's health and safety standards will be appointed. All contractors must:

- Undergo a vetting process to confirm compliance with health and safety requirements.
- Provide up-to-date proof of public liability insurance annually.
- Sign the school's **Operating Rules for Contractors** agreement prior to commencing work.

Communication and Pre-Start Procedures
The school will communicate its health and safety expectations to contractors:

- Via the **Operating Rules for Contractors** form.
- Through discussions prior to the commencement of any work.
- For larger or high-risk projects, **pre-start meetings** will be conducted.

Risk Assessments and RAMS
Contractors must:

- Submit appropriate **risk assessments** before work begins.
- Provide **Risk Assessments and Method Statements (RAMS)** where the nature of work requires it or upon request.

On-Site Supervision and Monitoring
To ensure safety and minimize disruption:

- Contractors will be supervised by staff, especially in high-risk areas such as science labs and sports facilities.
- Contractors are expected to work **outside of normal school hours** where possible. If work must be conducted during school hours, prior approval will be sought, and a staff member will accompany the contractor at all times.
- The school will monitor contractor compliance throughout their time on site. Any safety concerns will be immediately raised with the contractor and, if necessary, reported to their employer.

Safety of Students and Staff
The school will take all reasonable steps to safeguard students and staff during contractor activities:

- Preferably scheduling works outside school hours to reduce interaction with students and staff.
- Ensuring that contractors adhere strictly to all school policies, procedures, and agreed work methods.
  Supervising works as necessary to maintain safety.

Incident Reporting
All contractor-related incidents or accidents must be:

- Reported to the **Site Manager** or **School Business Manager (SBM)**.

- Logged in the school's first aid book at reception.
- Investigated in accordance with the school's accident and incident reporting procedures.

Post-Project Review
The Site Manager will:
- Monitor contractor performance and compliance throughout each project.
- Conduct a post-project review to determine whether the contractor may be considered for future work.

Visitor and Contractor Induction
All contractors and visitors must:
- Sign in at reception and agree to health and safety terms on the sign-in screen.
- Be informed by reception staff of any additional procedures they are required to follow.
- Have signed the **Operating Rules for Contractors** prior to commencing any work.

Members of Staff Generally
Each member of staff is responsible for his or her personal safety and that of other persons in the school by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the school office on arrival at any site). Staff are reminded of the general duty imposed by the "Health and Safety at Work etc. Act 1974" 'It shall be the duty of every employee while at work;

To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and

As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with them so far as is necessary to enable that duty or requirement to be performed or complied with.' 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.' School Health and Safety Committee (to meet once a term or more if needed)

The School Health and Safety Committee representing the various groups within the school is comprised of:
- Headteacher
- School Business Manager
- Site Manager
- Assistant School Business Manager
- Teaching and Support Staff Rep

Overall Function and Objective
"To provide effective communication and consultation between management and employees in order that the health, safety and welfare policy and procedures are properly maintained and developed".

Specific Functions
To consider information and reports relating to health, safety and welfare matters and to make recommendations/observations accordingly
- To consider and make recommendations regarding individual health and safety problems which have not been resolved*
- To develop policy to improve and maintain health and safety issues for staff and students

- To encourage the implementation and maintenance of effective safety rules and practices at all levels.
- To encourage effective communication regarding health, safety and welfare matters.

(*Note: The School Health and Safety Committee, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have been taken to resolve the problem at department level. The Committee shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the proprietor.)

6. Communication and Training

Training and Information

This policy will be regularly updated with any changes and made available on the school website, every member of staff will have a copy of this document and will complete an induction programme in order to ensure that they are informed of key information to include:

- School procedures for reporting and recording accidents and incidents
- Dealing with emergencies
- Dealing with first aid emergencies
- Workplace safety for staff, students and visitors (including lone workers)
- School security
- Occupational health and dealing with stress management
- Manual handling
- Hazard spotting (Including control of hazardous substances and asbestos)
- Maintenance and testing examinations

Staff will receive regular training on health and safety through online training and inset days. Communication will be shared through the website, emails, school council and the schools Health and Safety committee meetings.

Regular reviews of training platforms, inset day training will take place inline with updates and changes notified to the school to tailor training programs to suit the needs of the staff, students and parents.

7. Reporting Health and Safety Concerns

The school promotes a proactive approach to identifying and resolving health and safety concerns.

- A **monthly Health and Safety walkaround** is conducted by the **Site Manager and Assistant School Business Manager (ASBM)**. During this time, staff are encouraged to raise any health and safety issues.
- Staff can also log non-urgent issues on the **Site Request Sheet**, which is regularly monitored by the site team.
- For **urgent concerns**, staff should contact the site team directly via mobile for a prompt response.
  Additionally, staff may report concerns through their **Health and Safety Committee representative**, who acts as a liaison between staff and management.

The school is committed to maintaining clear, accessible, and inclusive communication regarding health and safety.

- All related procedures and policies are available to staff via the **staff shared drive**.

- Health and Safety Committee representatives for both teaching and support staff are responsible for gathering feedback and reporting updates to their colleagues.
- Outcomes from the monthly H&S walkarounds are shared with the relevant line managers or individuals responsible for specific areas, ensuring timely action and accountability.

8. Health and Safety Documentation

To meet legal requirements and support a safe working environment, the school ensures the systematic maintenance and accessibility of all key health and safety documentation:

- **COSHH Risk Assessments** are reviewed annually, with new products assessed and added as necessary.
- **General Risk Assessments** are also reviewed annually and updated when new activities or hazards are identified.
- A **central training database** is maintained for all staff, with individual training certificates stored in personnel files.
- **Accidents, incidents, and near misses** are reported through **Arbor**. These are reviewed weekly by the Site Manager and ASBM to ensure appropriate follow-up.
- **Safety inspections and audits** are stored electronically on the shared drive or specific software platforms such as:
  - **Fire Risk Assessments (FRA)** – stored via **RiskBas**
  - **General Health and Safety audits** – stored via **SchoolPro**
- All health and safety documentation is accessible to staff and relevant stakeholders through the staff shared drive or via secure access to specific systems as required.
- Documentation is organized for **easy reference during audits or inspections**, ensuring compliance and efficient information retrieval.

The school will use a combination of trusted sources and systems to track updates to health and safety legislation and relevant policies. These include:

- **Subscription to professional health and safety services** such as **SchoolPro**, **RiskBase**, or the **Local Authority H&S advisory service**, which provide regular updates on changes to legislation, best practices, and compliance requirements.
- **Membership in professional networks** or associations (e.g., IOSH or CLEAPSS), which issue bulletins and updates relevant to education settings.
- **Internal reviews by the Site Manager and ASBM**, who will conduct scheduled internal audits (at least monthly or as needed)
- The School Business Manager and Site Manager will conduct reviews of current policies and cross-check them against legal updates.
- The **Health and Safety Committee** will also play a key role in monitoring changes and ensuring these are discussed and actioned as required.

All updates are reviewed, assessed for relevance, and implemented into school practice where necessary. Revised documents are dated and version-controlled for traceability.
The school will maintain a clear and secure documentation system to ensure all health and safety policies and procedures are properly archived and legally compliant.

Key practices include:

- **Centralised digital storage** on the **staff shared drive**, where all current health and safety documents (including risk assessments, procedures, audits, and training records) are securely stored and accessible to relevant staff.
- Use of **specialist software systems** (e.g., RiskBase for Fire Risk Assessments and SchoolPro for general H&S audits) to manage, archive, and timestamp key compliance documentation.

- **Version control and review logs** are maintained for all major documents to show when they were last reviewed, who reviewed them, and what changes were made.
- **Hard copies**, where required by law or for inspections, are kept in a designated Health and Safety folder maintained by the **Site Manager or School Business Manager**.
- All archived documents are kept for the legally required retention periods and are readily available for internal audits, external inspections, or investigations.

These systems ensure the school maintains transparency, traceability, and full compliance with statutory obligations.

9. Governor Oversight

The Proprietary Body and Board of Directors are committed to ensuring that the school maintains a safe and healthy environment for all pupils, staff, and visitors.

Responsibilities of Board of Directors

The Board of Directors will contribute to the formulation and periodic review of the school's Health and Safety Strategy, ensuring it reflects current legislation, statutory guidance, and recognised best practice.

They will monitor the school's health and safety performance by reviewing regular reports on accidents, incidents, and risk assessments.

Responsibilities of the Governing Body

Training and updates on health and safety legislation and governance responsibilities will be provided to the local governing body through briefings/updates.

Health and safety will be a standing agenda item at Local Governing Body and Board meetings, with discussions taking place at least once per term.

The Local Governing Body will scrutinise reports on incidents, trends, and risk management outcomes and will advise the Board where resources need to be allocated to support health and safety measures.

Oversight of high-risk areas, including science laboratories, physical education, and other specialist environments, will be maintained through targeted monitoring, audits, and site visits.

The Local Governing Body will support the development, approval, and periodic review of the school's health and safety policies to ensure their continued effectiveness.

Systems such as internal audits, staff consultation, and feedback mechanisms will be in place to enable the Board to assess the strength of the school's safety culture.

In discharging their duties, the Board will ensure that the school is meeting all legal obligations in respect of health and safety, and will provide effective challenge and support to the senior leadership team to promote a culture of continuous improvement

10. General emergency procedures relating to emergencies on the school site

The alerting of any emergency is via the school office.

- For information or if students are involved the SLT will be contacted
- If building access is required or if it is necessary to isolate an potential hazard the Site Manager will be contacted
- In the event of a major disaster the Headteacher and Senior Leadership Team must be alerted.

11. Fire procedures

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding off before a senior member of staff or the site manager has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room (if this is possible). Everyone must walk swiftly – not run – and take no belongings with them.
Fire Action plans are posted in each classroom and area of the school.

In some incidents of major emergency there is a different sounding alarm for 'stay put' actions. All staff are trained in how to manage these additional crises.

12. Lockdown procedures

At Heathermount School the lockdown procedure is put into motion in two instances: A partial lockdown would be used in the event of a risk in the area: for example chemicals, protests or an animal on the loose. A full lockdown would be for when there is an immediate risk for example an intruder onsite.
In both instances, staff will be warned via text message or the team SOS platform. Students will then move with staff quickly and calmly to the nearest, safe building. Staff will use furniture to block doors, close blinds, turn lights off, everyone should hide under tables or against the wall. Staff and students must remain as quiet as possible and stay in the room until emergency services have told them it is safe to leave.

Please refer to our separate lock down policy for more detail.
Location - Staff shared drive-Staff documents-Policies

Critical Incidents (including threat of terrorism or natural disaster)

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Headteacher and Senior Leadership Team will liaise with the Police, Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, students, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a threat to the school community must immediately inform the Headteacher or a member of senior management in their absence.

Please refer to our separate Critical policy for more detail.
Location - Staff shared drive-Staff documents-Policies

13. Health Issues

Staff Illnesses
Staff returning to work after an absence of sickness will have a return-to-work interview. If there is a risk identified, temporary changes may be outlined to their working conditions so there is a gradual return to work. Persistent absences and sickness may be referred to occupational health to ensure the staff member is safe to be working.

Smoking
There is a No Smoking Policy at Heathermount School. Those wishings to smoke must do so off site. 'Smoking' includes vaping and e-cigarettes. We ask that any staff that smoke, wash their hands and take good oral care before working with students (who may be sensitive to odours).

Alcohol and Drug Abuse
Staff attending work whilst under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents to themselves, to colleagues and to students. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgement is impaired will be excluded from work and will be subject to disciplinary procedures. Please refer to the Staff code of conduct.

Some drugs prescribed for medical reasons are likely to impair judgement and lower concentration. If at any time, staff feel affected when on medication they must inform their line manager so that additional arrangements may be made to safeguard them whilst at work.

Stress
Stress has been shown to result in 'physical symptoms' such as exhaustion, poor sleep, anxiety, palpitations, hyperventilation, and general malaise. However, it has also been shown that some stress is necessary on a day-to-day basis, to stimulate us, keep us alert and prevent boredom.

Studies have shown that excessive workloads can be directly linked to stress and ill health. It has also been shown that levels of stress are generally higher amongst workers who have a high workload, little control over the speed at which it is presented to them, and how they choose to deal with it. The school offers a number of support strategies to help staff working with children who challenge us daily, to manage their stress and can support staff by completing a stress risk assessment. Comprehensive information can be found in the Heathermount Health and Wellbeing Policy.

All staff receive a copy of this document at induction in their supplementary guidance pack.

Wellbeing surveys of staff are completed annually and look at factors like stress. If necessary, this may prompt a stress risk assessment.

Any staff who have concerns regarding workload and the effects it may have on health are encouraged to discuss these with their manager.

Alternatively, the school does provide a confidential counselling service (short term, long term, plus a 24-hour hotline).

Expectant mothers
Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work whilst they are pregnant and many return to work whilst they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children.

Procedure: Staff (full or part-time) are required to inform the Headteacher as soon as possible and in writing when pregnancy has been confirmed. The Assistant Head or representative will undertake a risk assessment of the employee's work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.

A member of the SLT is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

14. Risk assessments and guidance notes/school codes of practice

H and S law requires the employer to assess risks. This is the process of thinking about risk and the steps taken to minimise them. The Headteacher and Assistant School Business Manager complete a review of risk assessments of the site annually. Risk assessments are completed for vulnerable workers and where daily teaching and learning practices require them.

Specific risk assessments are required for activities involving fire, manual handling and substances, more general risk assessments must be completed for those activities where specific assessments have not been carried out, including on and off-site activities, individual risks. All staff have a responsibility to make themselves familiar with any risk assessments relating to their area of work.

The following staff will complete risk assessments for the areas highlighted below

- Premises: Site Manager, School Business Manager and Headteacher
- Curriculum: Subject Leaders and Coordinators
- Off Site Visits: Activity leaders
- Individual / Specific: All staff

Please refer to our separate Risk assessment policy for more detail.
Staff handbook-Code of Conduct
Location - Staff shared drive-Staff documents-Policie

Specific hazards
Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

15. Display screen equipment (DSE)

- All staff who use a PC on a regular basis throughout the day must complete the Workstation Assessment. Regular is defined as 'using the computer continuously for an hour or more at a time'. Teachers do not usually fall into this category as they take breaks away from the screen during their teaching, and during PPA they can make their own breaks.
- All DSE will be reviewed on completion and any actions will be accommodated within reason.
- Staff who use a PC are aware of the need for regular rest breaks and are encouraged to move around when using the PC for longer time periods.
- We aim to re-assess existing staff every three years.
- All staff complete DSE training upon arrival with us.
- A change of workstation (e.g. a new office) or a change to a medical condition (e.g. carpal tunnel in the wrist) would prompt an earlier review of the DSE assessment.
- Staff will be encouraged to rearrange their own workstations to ensure that their monitors are off to the side and light is not directly behind them to prevent glare on screens.
- Staff are encouraged to use their blinds if the workstation can be repositioned to accommodate this.
- Anti-glare screens protectors will be provided to staff who do not have the above resources.

Display Screen Equipment (DSE) in Shared Spaces

Management of DSE Use:
Shared spaces such as computer rooms and libraries are equipped with adjustable workstations to allow users to customise their setup for ergonomic comfort and safety. This ensures that staff and students can maintain appropriate posture and reduce the risk of musculoskeletal issues.

Reporting and Resolving Equipment Issues:
Any concerns regarding faulty or improperly configured DSE will be addressed through multiple channels:

- Regular **DSE assessments** to identify risks.
- Routine **Health and Safety walkarounds** conducted by the Site Manager and ASBM.
- Support requests submitted to the **IT support desk** for prompt resolution of technical or equipment faults.

Awareness of Risks from Prolonged Screen Use:
Staff receive comprehensive information on the risks associated with extended screen time through:

- Induction training.
- Mandatory online **DSE training modules**.
- Individual **DSE assessments** that highlight personal risks and corrective actions.

16. Doors, Gates, and Windows Safety
Assessment and Maintenance of Doors and Gates:
Automated doors and gates are serviced and maintained by specialist contractors to ensure ongoing safety and reliability. Gates receive a **six-monthly service**, while the access control systems are inspected and maintained **annually**.

Safety Features:

- Gates are equipped with **safety beams and strips** to prevent accidents.
- Doors are fitted with **speed-adjustable closers** to control closing speed.
- Doors in areas used by younger children have **finger guards** installed to prevent injury.

Emergency Exit Accessibility:
Emergency exits are clearly marked with appropriate signage, which is regularly checked for visibility and condition. Their accessibility and functionality are also verified as part of the **Fire Risk Assessment (FRA)** process.

Maintenance Schedule:

- Gates undergo servicing every six months.
- Access control systems are maintained annually.
- Fire doors are subject to periodic surveys, with any required remedial actions promptly addressed.
- Monthly visual inspections of fire doors are conducted to identify any issues.
- Staff can report door or gate faults through the **site request form** for timely attention.

Safety Measures for Young Children and Disabled Users:
Doors in areas accessible to young children are fitted with **finger guards** to reduce the risk of trapped fingers. Additional adjustments or accommodations are made to ensure doors are safe and accessible for users with disabilities.

Managing Safety in High-Traffic Areas:
High-traffic doors are regularly inspected, maintained, and monitored to prevent safety risks, with prompt reporting and repair of any defects.

Securing Gates and Doors:
Gates and access control systems are managed via automated timers. Doors are fitted with closers, and building security is further ensured through a daily sweep conducted by cleaning staff after hours.

Training for Automated Doors and Gates:

- Staff receive training on the safe operation of automated doors and gates during induction.
- Students do not have access to automated doors and gates to minimize risk.

Inspection and Repair Process:
Faulty or damaged doors and gates are reported immediately by completing the **site request form** or contacting the site team directly to ensure swift repairs.

17. Drinking Water Provision and Safety

Availability of Drinking Water:
The school ensures that clean, safe drinking water is readily available to all staff and students throughout the premises. A comprehensive survey has confirmed the presence of accessible drinking water points across the school.

Maintenance of Water Dispensers and Drinking Fountains:
Regular maintenance checks are carried out on all water dispensers, including inspections for limescale build-up to ensure proper function and water quality.

Water Quality Testing and Monitoring:

- Mains water is sampled and tested annually to ensure it meets health and safety standards.
- Bottled water provided by the school does not require testing but is sourced from reputable suppliers.

Procedures for Contamination or Supply Breakdowns:
In the event of contamination or disruption to the mains water supply, bottled water will be provided promptly to ensure continued access to safe drinking water.

Accessibility for Students with Disabilities:
Drinking water points are designed and located to ensure accessibility for students with disabilities, allowing equal access to hydration facilities.

Accessibility Across the School:
Water stations are strategically placed throughout the school, based on a site-wide survey, ensuring convenient access for all building users.

Promotion of Hydration:
Staff actively encourage students to stay hydrated, particularly during warmer months, reinforcing the importance of regular water intake.

Water Access During Outdoor Activities and Field Trips:
Students are encouraged to bring personal water bottles when participating in outdoor activities. Staff also carry additional bottled water to ensure adequate hydration during trips.

Prevention of Bacterial Growth and Contamination:
Annual water testing and regular maintenance of water dispensers help prevent bacterial contamination and ensure the safety of drinking water.

Communication of Water Station Locations:
Clear signage is displayed throughout the school to inform staff and students of the locations of all drinking water facilities.

18. Electrical Safety Procedures

Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Staff should pay attention to the equipment they use and should give it a visual inspection before each use.
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who will direct them.
- All electrical equipment is PAT tested annually and logged with the Site Manager. If there is any doubt about the safety of the equipment it will not be used. Any potential hazards must be reported to the site manager or member of the SLT immediately.
- The Headteacher must be aware of and approve the use of any item being brought into school by a member of staff, volunteer or a student.
- The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions and holiday decorations etc

Safe Installation and Maintenance of Electrical Systems:
The school conducts an **Electrical Installation Condition Report (EICR)** every five years. Any remedial actions identified are promptly completed to ensure ongoing safety. Only **qualified electricians** are employed for electrical installations and repairs, with all work certified through an **Electrical Installation Certificate**.

Preventing Overloading of Electrical Circuits:
Extension leads and electrical equipment are routinely inspected during monthly **Health and Safety walkarounds**. Staff receive annual reminders regarding the risks of overloading circuits and are encouraged to report any concerns immediately.

Training to Recognise and Report Electrical Hazards:
Staff are provided with training during induction and refresher sessions to help them identify electrical hazards and understand the procedures for reporting them promptly to the site team.

Safety of Temporary Electrical Installations:
For temporary electrical setups, such as those used during school events, the site team and IT department conduct pre-event checks to ensure safety. All outdoor extension leads are fitted with **Residual Current Devices (RCD)** or **thermal overload protection** to reduce risk.

Maintenance of Electrical Systems in High-Risk Areas:
In areas prone to water exposure, including kitchens and science laboratories, the school installs **waterproof electrical components** and uses **RCD-protected sockets** to enhance safety.

Safe Use of Electrical Appliances in Classrooms:
Staff and students are guided by clear safety protocols regarding the use of electrical appliances and equipment. These guidelines emphasise proper use, regular inspection, and immediate reporting of any faults.

Awareness of Electrical Risks:
The school ensures that staff and students understand the dangers associated with tampering with electrical systems through training, signage, and regular reminders.

Isolation Procedures During Maintenance:
Electrical distribution boards are fitted with **lockable covers** to prevent unauthorized access. Procedures are in place to safely isolate electrical systems during maintenance, ensuring protection for staff and contractors.

Managing Electrical Risks in Older Buildings:
Given the challenges posed by older infrastructure, the school maintains a rigorous inspection schedule via the **five-yearly EICR** and completes all necessary remedial work to maintain safety standards.

Machinery and Equipment
Any tools used by students are under the strict guidance and close supervision of the teacher or the teaching assistant. Such equipment – even simple items such as scissors – must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.
Machinery Safety and Maintenance

Maintenance and Inspection of Machinery:
All machinery is inspected before each use and maintained according to the manufacturer's guidelines to ensure safe and reliable operation.

Training for Staff and Students Operating Machinery:
Comprehensive training is provided to all staff and students prior to using any machinery. Relevant **risk assessments** are made available to inform users of specific hazards and safe operating procedures.

Safety Guards and Protective Devices:
Appropriate safety guards and protective devices are checked on all machinery before use to ensure they are correctly fitted and functioning.

Reporting and Addressing Machinery Faults:
Any faults or defects in machinery must be reported immediately via the school's **site request form** to enable prompt repair or removal from use.

Managing Risks Associated with Specific Machinery:
Detailed risk assessments are in place for all potentially hazardous machinery such as saws, drills, and kitchen equipment. Area-specific risk assessments (e.g., kitchen) complement these. Students receive clear instructions, appropriate training, and are supervised closely while operating machinery.

Personal Protective Equipment (PPE):
The necessary PPE for operating different types of machinery is specified within each risk assessment and must be worn as required.

Monitoring Compliance with Safety Procedures:
Compliance with safety protocols during machinery use is ensured through active supervision by qualified staff.

Safe Shutdown and Isolation Procedures:
Staff and students receive training on how to safely shut down and isolate machinery during emergencies or malfunctions.

Supervision of Student Machinery Use:
Use of dangerous machinery by students is strictly controlled and only permitted under the direct supervision of trained staff.

Review and Updating of Risk Assessments:
All machinery-related risk assessments are reviewed annually or immediately following any change in circumstances to ensure ongoing safety and compliance.

19. Manual Handling

- All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by students but they must be given clear instruction in the correct way to lift and handle items.
- There must always be at least 2 students per piece of equipment or mat.
- Close supervision is appropriate at all times.

- The Site Manager and School Business Manager will be responsible for ensuring training is undertaken for manual handling tasks. Training will be offered to those staff who are expected to lift objects.
- If any staff are concerned about moving goods, equipment or furniture, they must ask for help or do not undertake the activity.
- Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

Assessment and Reduction of Manual Handling Risks:
The school requires all staff to complete compulsory **online manual handling training** to reduce the risk of injuries.

Training on Safe Manual Handling Techniques:
Staff complete the **Moving and Handling Educare online training course** every two years to ensure they understand safe manual handling practices.

Equipment to Minimise Manual Handling:
The school provides equipment such as sack barrows, trolleys, and trailers to reduce the need for manual lifting and carrying.

Awareness of Risks from Improper Lifting:
Staff and students are made aware of manual handling risks through training and induction.

Identification and Assessment of High-Risk Tasks:
Manual handling tasks identified as high-risk are subject to specific **risk assessments** to manage hazards effectively.

Management of Manual Handling During Activities:
Tasks involving manual handling, such as moving furniture or setting up equipment, are risk assessed and appropriately planned.

Monitoring and Reporting Manual Handling Injuries:
Incidents and near misses related to manual handling are reported via the school's **Arbor system** and monitored by the Site Manager and Senior Business Manager (SBM).

Review and Update of Risk Assessments:
Manual handling risk assessments are reviewed annually or sooner if there are changes in circumstances.

Encouragement to Seek Assistance:
Training emphasises the importance of seeking help when manual handling tasks exceed an individual's capacity.

20. Working at Heights

Risk Assessment and Management:
All tasks involving working at height, including ladder and scaffold use, are subject to thorough **risk assessments**.

Training for Staff and Contractors:
Staff working at height complete the **National College Certificate in Working at Height** every three years to ensure competency.

Provision of Safety Equipment:
Staff primarily use step ladders and standard ladders, as harnesses or advanced fall protection are not typically required.

Inspection and Maintenance of Ladders and Access Equipment:
A **ladder register** is maintained, with inspections conducted every three months. Operators must inspect equipment before each use.

Suitability Assessment of Working at Height Tasks:
Tasks requiring work at height are individually risk assessed to ensure safety.

Hazard Awareness Training:
Staff receive training to recognise and avoid hazards associated with working at height.

Contractor Compliance:
Contractors must submit **Risk Assessments and Method Statements (RAMS)** to demonstrate safe working practices.

Managing Risks to Students:
Work at height is usually scheduled outside normal school hours. If this is not possible, the area is cordoned off to prevent student access.

Incident Reporting and Investigation:
Any incidents related to working at height are recorded and investigated using the **Arbor system**.

Policy and Risk Assessment Review:
Working at height policies and risk assessments are reviewed annually or following any change in circumstances.

21. Confined Spaces

Identification and Risk Assessment:
The school identifies confined spaces on site and assesses associated risks through detailed **risk assessments**.

Training for Staff and Contractors:
Staff complete the **National College Certificate in Working in Confined Spaces** online every three years. Work in confined spaces is avoided where possible and only basic, safe tasks are performed by staff. Specialist or high-risk work is subcontracted.

Ventilation and Hazard Monitoring:
Staff do not enter areas suspected of containing hazardous gases, ensuring safety by avoidance.

Safe Entry and Exit Procedures:
Entry to confined spaces is only permitted when accompanied by another staff member, ensuring continuous monitoring.

Use of Appropriate PPE:
Personal protective equipment requirements are determined by risk assessment and reinforced through training.

Emergency Rescue Procedures:
Emergency plans include having multiple personnel on site, appropriate access equipment, and communication devices to summon help if needed.

Restricted Access:
Confined spaces are secured to prevent unauthorised entry, ensuring only trained and authorised personnel have access.

Contractor Compliance:
Contractors working in confined spaces must provide RAMS and adhere to a strict **permit-to-work system**.

Review and Update of Procedures:
Confined space risk assessments and procedures are reviewed annually or following any changes to circumstances

Housekeeping

- The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping.
- It is the duty of all staff to be vigilant and aware of possible hazards.
- The school will be cleaned as per the cleaning schedule and will be monitored by the School Business Manager and Site Manager who will report to the Head Teacher.
- All waste will be disposed of according to appropriate health and safety guidelines.
- Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

22. Slips, Trips and Falls

It is unrealistic to expect students never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, School Business Manager or Site Manager.

Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.

23. Access Control and Security Management

- The entrance Hall and grounds are secured by an access control system.
- Fob entry and exit systems to all external doors and gates.
- Visitor badges for visitors. All visitors report to the main office on arrival/exit.
- A signing in and out system for visitors, staff and students.
- A security alarm is fitted to the building and outside lighting.
- CCTV is fitted to the entrance and exit gates

Access Control to Prevent Unauthorized Entry:
Access control is managed through staff ID badges, which are required to enter secure areas of the school premises.

Visitor Identification and Monitoring:
Visitors gain access to the site via controlled entry to the car park and must use an intercom system to reach the reception area. All visitors are required to sign in upon arrival and are issued a visitor's lanyard to clearly identify them while on site.

Security During Drop-Off and Pick-Up:
Students are only released to known individuals, with any changes to collection arrangements communicated in advance. A strong staff presence is maintained at drop-off and pick-up times to ensure student safety.

Response to Security Breaches or Unauthorized Access:
Staff are trained and encouraged to challenge any individuals not wearing a visitor lanyard. The school has a detailed **lockdown policy** in place to manage intruder situations.

Perimeter Monitoring and Security:
The site's perimeter fencing is inspected daily by the site team. Additional perimeter checks are conducted monthly during health and safety walkarounds and after severe weather events.

Training for Security Alerts and Lockdowns:
Staff and students participate in regular **lockdown drills** to ensure familiarity with procedures and swift, safe responses to security incidents.

Reporting and Investigation of Security Incidents:
A formal system is in place for reporting all security-related incidents. These reports are reviewed promptly to identify any necessary follow-up actions.

Security Management During After-Hours Activities:
Security measures are extended during after-hours events, with additional staff or personnel present as required to maintain a safe environment.

Use of Security Cameras and Data Protection:
Security cameras are operated in compliance with data protection legislation. Appropriate signage informs staff, students, and visitors of CCTV use, and the school adheres to its **data protection policy**.
Review and Update of Security Policies:
Security policies and procedures are regularly reviewed and updated to address emerging threats or concerns, ensuring ongoing effectiveness and compliance.

24. Violence At Work

All staff must report to the Headteacher any incident of aggression or violence (or near misses) directed at themselves from any source. All incidents of violence will be logged on Arbor.

25. Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No student should be left unsupervised.
- Staff should be in class when students come into class in the morning.
- Staff should be punctual in collecting students from the playground and moving between lessons.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.

- If a parent or taxi is unable to collect a student after school due to unforeseen circumstances, staff should make every effort to contact the parent, taxi companies and emergency contacts. The student will be kept safe and supervised at all times until alternative transport can be found, and the student can return home safely.
- Access to the pond area to be restricted at all times via padlock on gate, students must always be under adult supervision. Use of pond area to be carried out in line with the Fishing Pond Area Risk Assessment.

26. Off-site Visits

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school policy on educational visits and Risk Assessment.

- Parents will be informed of any off-site activities taking place
- Parents' consent to off-site activities by completing an EV2. As such, consent is not required for each off-site visit occurring during normal school hours.
- Written consent is requested for activities requiring higher levels of risk or those that operate outside of school hours.

27. Hot Drinks

- Staff should ensure that they only transport hot drinks around school in closed top flasks when it is quiet in the corridor areas.
- Hot drinks should not be transported when large numbers of students are moving around school.

28. Movement around School

- No students should remain unsupervised in classrooms.

29. Cleaning and Hazardous Substances Control of Hazardous Substances

A folder of data sheets and COSHH risk assessments for substances in school can be found in the school office. Cleaning substances are always kept locked away. The Subject Leader for Science is responsible for the safe storage and use of hazardous chemicals required for lessons.

Checks should:

- ensure three is Identification of all substances used
- assess the level of risk to health
- eliminate the use of substances or substitute a safer alternative
- introduce and monitor control measures to prevent risk

Cleaning Schedules:

Cleaning schedules are established in partnership with the school's cleaning contractor to ensure hygienic conditions are maintained consistently throughout the school.

Cleaning Products and Safe Use:

A comprehensive list of cleaning products is maintained in the COSHH folder located in the cleaners' cupboard. All products are used according to the manufacturer's instructions and the training provided to cleaning staff.

Training for Cleaning Staff:
Cleaning staff receive training on the correct use of chemicals and equipment through the cleaning contractor's dedicated training program.

Prioritising High-Touch Areas:
High-touch surfaces such as door handles and light switches are identified in the cleaning schedule for more frequent cleaning to reduce infection risks.

Cleaning Hazardous Areas:
Cleaners are specifically trained to safely clean hazardous areas including science laboratories and kitchens, following appropriate protocols.

Minimising Disruption and Safety Risks:
Cleaning activities are scheduled outside normal school hours wherever possible to prevent disruption and minimise safety risks to staff and students.

Protection for Cleaning Staff:
Cleaning staff are provided with appropriate personal protective equipment (PPE) and training to prevent exposure to harmful substances.

Waste Disposal:
The school holds contracts with waste collection services to ensure proper and safe disposal of waste generated during cleaning operations.

Monitoring Cleaning Effectiveness:
The quality and effectiveness of cleaning are regularly reviewed through cleaning audits focused on hygiene and infection control.

Hazardous Substances Risk Assessment:
Risk assessments are conducted to identify and evaluate hazards associated with substances used on site.

Training on Hazardous Substances:
All relevant staff complete the National College Certificate in COSHH (Control of Substances Hazardous to Health) online training every three years, covering safe handling, storage, and disposal of hazardous materials.

Minimising Exposure to Hazardous Substances:
Products are used strictly in line with manufacturer recommendations, including appropriate ventilation and PPE use.

Safety Data Sheets (SDS):
Safety Data Sheets for all hazardous substances are stored in the COSHH folder in the main office and are accessible to all relevant staff.

Monitoring Chemical Use in Classrooms and Labs:
Systems are in place to oversee the safe use of chemicals in classrooms and laboratories, including regular inspections and risk assessments.

Safe Storage of Hazardous Substances:
The secure storage of hazardous materials is checked monthly during health and safety walkarounds.

Managing Spills and Exposure:
Spill kits are readily available, and procedures are in place to manage accidental spills or exposure incidents safely and promptly.

Training for Staff and Students on Hazardous Substances:
Staff receive training on proper use and disposal of hazardous substances. Students only handle COSHH materials under strict supervision and when deemed safe.

COSHH Assessment Review:
COSHH risk assessments are reviewed annually or when there are changes in circumstances or substances used.

Contractor Compliance with COSHH:
Contractors on site must comply with COSHH regulations, monitored through submission of Risk Assessments and Method Statements (RAMS) and appropriate supervision.

30. Legionella Management

Water System Monitoring and Prevention:
Legionella risks are managed through weekly flushing of little-used outlets, monthly temperature testing, regular descaling and disinfection of showerheads, and water testing protocols.

Regular Testing and Treatment:
Water systems, including showers and cooling towers, undergo routine inspection and treatment to prevent Legionella growth.

Training for Water Safety Personnel:
Staff responsible for water safety complete the Educare “Raising Awareness of Legionella” online training course.

Maintaining Safe Water Temperatures:
Water temperatures are monitored monthly to ensure conditions do not favour Legionella proliferation.

Record Keeping:
Comprehensive records of inspections, testing, maintenance, and flushing activities are maintained for all water systems.

Response to Legionella Contamination:
If Legionella bacteria are detected, the school promptly engages specialist subcontractors to remediate the issue.

Contractor Compliance for Water Systems:
Contractors working on water systems are required to follow Legionella prevention guidelines, supported by reputable specialist selection, RAMS submission, and supervision.

Flushing Procedures for Infrequently Used Water Systems:
Little-used outlets are flushed weekly to reduce stagnation and bacterial growth.

Review of Legionella Management Plans:
The effectiveness of Legionella control measures is reviewed regularly through health and safety audits.

31. Asbestos

To ensure maintenance, repair work and improvements on school buildings are carried out safely: Staff and visitors know what precautions to follow

- Where necessary, staff are appropriately trained and clear lines of accountability are established
- All work on buildings is carried out only after consulting the documentation on asbestos
- Any work likely to affect asbestos-containing materials is carried out by a qualified person, after consultation with those who have duty-holder responsibilities, such as the employer, the governing body, or the building owner.

32. Noise at Work

All members of staff need to be aware of 'nuisance noise' and respect the needs of others in the school. Common courtesy by all members of staff, students and visitors to the school will prevent problems arising. Any member of staff, or visitor detecting a potential problem will report immediately to a member of the SLT.

Noise Exposure

- **Risk Assessment and Management:** The school has surveyed areas to measure decibel levels, ensuring noise exposure remains within acceptable limits.
- **Monitoring:** Systems will be established to monitor noise levels in high-risk locations such as music rooms and workshops.
- **Training:** Relevant staff complete Bright Safe online noise training to recognize risks associated with prolonged noise exposure.
- **Hearing Protection:** Appropriate hearing protection will be provided and used where necessary, based on risk assessments.
- **Noise Control:** Procedures will be in place to identify and mitigate sources of excessive noise.
- **Special Events and Construction:** Noise from events or construction work will be managed through Risk Assessments and Method Statements (RAMS).
- **Ongoing Monitoring:** Hearing tests are available for staff at higher risk, and noise exposure is regularly reviewed to ensure compliance with regulations and to mitigate long-term health effects.

33. Vibration Exposure

- **Risk Assessment:** Vibration risks to staff and contractors are assessed through formal risk assessments.
- **Monitoring:** Vibration levels from high-risk activities, such as use of power tools, have been identified and documented in risk assessments.
- **Training:** Staff complete the Bright Safe Hand-Arm Vibration online training course to understand risks.
- **Exposure Control:** Tasks involving significant vibration will be scheduled to remain within recommended daily exposure limits.
- **Equipment Maintenance:** All vibration-causing equipment is inspected before use and serviced according to manufacturer guidelines.
- **Control Measures:** Protective measures such as anti-vibration gloves will be used, supported by training, risk assessments, and monitoring.
- **Alternatives:** Where possible, alternatives to vibration-causing tasks will be explored.
- **Health Monitoring:** Staff exposed to vibrations are monitored through health declarations.
- **Review:** Vibration risks are regularly reviewed and updated in line with best practices and regulations.

34. Sanitary and Washing Facilities

- **Provision:** The school provides adequate sanitary and washing facilities, compliant with regulatory standards.
- **Cleaning and Maintenance:** Toilets and washing areas are cleaned regularly as part of the cleaning contractor's schedule.
- **Supplies:** Soap, towels, and hand dryers are checked and restocked daily.
- **Accessibility:** Facilities are suitable for all students, including those with disabilities, with adaptations where necessary.
- **Hand Hygiene:** Promotion of hand hygiene is incorporated into teaching, reinforced by signage and routines, particularly in early years and primary settings.
- **Privacy and Dignity:** Measures are in place to ensure privacy and dignity in all sanitary facilities.
- **Waste Management:** Sanitary waste is managed hygienically through specialist contractors.
- **Monitoring:** Cleanliness and functionality are monitored via staff and student reports, monthly walkarounds, and cleaning audits.
- **Plumbing Issues:** Any plumbing or water supply issues are reported via the site request form and addressed promptly by the site team.

35. Floors and Traffic Routes

- **Condition and Repairs:** Floors are maintained in good condition, free from hazards, with prompt repair of any damage through the site request system.
- **Slip, Trip, and Fall Prevention:** Risks are monitored through incident reporting and site inspections; corrective actions are taken promptly.
- **Traffic Route Management:** Pedestrian and vehicle routes are clearly marked, obstruction-free, and managed to prevent collisions, especially during drop-off and pick-up times.
- **Outdoor Routes:** Paths and playgrounds are maintained and cleared of hazards, including snow and ice, to prevent accidents.
- **Accessibility:** Walkways are regularly checked for debris or obstructions, ensuring accessibility for those with mobility issues.
- **Reporting:** Staff and students are encouraged to report hazards via the site request form or direct communication with the site team.
- **Group Movement:** Large groups are supervised to ensure safe and orderly movement during drills and assemblies.
- **Wet Floors:** Slippery areas are managed through signage or cordoning to prevent accidents.

36. Lighting

- **Adequacy:** Lighting levels in all learning and working areas have been surveyed to ensure compliance with required lux standards.
- **Maintenance:** Lighting is maintained to prevent eye strain and support concentration, including regular replacement of lamps.
- **Emergency Lighting:** Emergency lighting is regularly tested and certified.
- **Natural Light:** Classrooms maximize natural light with blinds used only to reduce glare where necessary.
- **Glare Management:** Adjustable screens and window blinds manage glare in sensitive areas such as display screens and science labs.
- **Inspection:** Lighting fixtures are checked during monthly site walkarounds.
- **Outdoor Lighting:** Outdoor lighting is monitored by site staff for safety during early mornings and evenings, with defects promptly reported.

- **Energy Efficiency:** Energy-efficient lighting is planned for future implementation while maintaining appropriate lighting levels.
  Corridor and Stairwell Lighting: Surveys ensure sufficient lighting to prevent accidents in these areas.
- **Awareness:** Staff and students receive information on the importance of good lighting for health and safety.

37. Catering, Resting, and Eating Areas

- **Provision:** Clean, comfortable areas are provided for staff and students to rest and eat, maintained through regular cleaning schedules.
- **Food Storage and Reheating:** Multiple fridges and microwaves are available and maintained to ensure safe food storage and reheating.
- **Cleanliness:** Meal areas are kept clean and free from hazards, with an external cleaning company responsible for maintenance.
- **Seating:** Adequate and comfortable seating is provided for all users.
- **Special Needs:** Rest areas accommodate students and staff with specific dietary or medical requirements.
  Healthy Eating: Policies promote healthy eating habits during meal times.
  Waste Management: Food-related waste is managed to prevent pests and health risks.
  Lunch Breaks: Lunch breaks are staggered between Foundation/Primary and Secondary students to avoid overcrowding.
- **Break Environments:** Safe, comfortable environments are maintained for staff and student breaks, including dedicated staff rooms.
  Accessibility: Rest and meal areas meet accessibility standards.

38. Waste Management

- **General Waste:** Cleaners collect waste daily and deposit it in central bins for removal.
- **Hazardous Waste:** Hazardous substances are disposed of via contracted specialist services (e.g., Charters School and PHS).
- **Recycling:** Separate bins for general waste and recycling are provided and promoted throughout the school.
- **Medical/Biological Waste:** Safe disposal of medical waste is managed through contracted services.
- **Training:** All staff complete Educare's Infection Prevention & Control in Education training every three years to ensure correct waste sorting and disposal.
- **Waste Collection:** Waste is removed weekly with additional skip hire as needed to prevent buildup.
- **Outdoor Bin Security:** Outdoor bins are secured and emptied regularly to prevent pest issues.
- **Confidential Waste:** Sensitive documents are disposed of securely through a specialist contractor supplying confidential waste bags.
- **Monitoring:** Waste management effectiveness is overseen by the site manager liaising with contractors.
- **Waste Reduction:** Initiatives encourage recycling and reduce overall waste among students and staff.

39. Monitoring of the Workplace Environment

Health and safety standards must be monitored by the SLT and site manager in conjunction with Cavendish Education by the following:

- Regular Health and Safety meetings between Headteacher, Site Manager and School Business Manager

- SLT will include Health and Safety as part of the agenda of their regular meetings
- Regular consultation with the Health & Safety Committee
- External Inspections
- Yearly Independent Health and Safety inspection are conducted
- Yearly Independent Fire Inspections are conducted
- Annual Fire equipment (alarms, fire extinguishers and emergency lighting) serviced and safety check
- Portable Appliance Testing (PAT) carried out annually
- Gas safety certificate obtained annually
- Fixed wire testing certificate obtained every 5 years
- Legionella testing carried out annually
- Intruder alarm serviced annually
- Fire detection system service every 6 months
- Fire escape serviced every 5 years
- Full fire inspection carried out every year by an external company.

The school conducts a monthly Health and Safety (H&S) walkaround to ensure that all classrooms and workspaces are comfortable, safe, and suitable for staff and students.

Temperature is monitored during monthly H&S inspections. Heating is managed through central heating systems and air conditioning units. Additional portable heaters are available upon request. Cooling is provided by air conditioning where installed and by fans in other areas. Windows and blinds are available to assist with ventilation and temperature regulation.

Air quality has been assessed and found to be satisfactory throughout the school. In areas where higher levels of pollutants were recorded, air purifiers have been installed to maintain healthy air quality.

A professional cleaning contract is in place to ensure all areas of the school are kept clean, tidy, and free from clutter. Cleanliness is also monitored during the monthly H&S walkarounds.

All staff are required to complete a Display Screen Equipment (DSE) assessment to ensure their workstations are ergonomically suitable and comfortable.

Reports of damp, mould, or pest infestations are directed to the site team, who take appropriate action to resolve the issue promptly and safely.

Students with specific medical needs, such as asthma, are supported through individualised medical action plans, ensuring their environment remains safe and suitable.

Tree Safety and Arborist Inspections

The school recognises its responsibility to ensure that trees and other significant vegetation on the school site are maintained in a safe condition and do not present an avoidable risk to pupils, staff, visitors or members of the public.

The school will maintain a **planned tree inspection and arborist schedule**, appropriate to the age, condition, location and risk associated with trees on the site.

- A suitably qualified and competent arborist will undertake annual inspections of school trees, with the frequency determined by the level of risk and any professional recommendations.

- Tree inspections will identify signs of disease, decay, structural weakness, dead or damaged branches, root problems and other hazards.
- Recommendations arising from arborist inspections will be recorded and prioritised according to risk.
- Any urgent or high-risk defects will be addressed promptly, and appropriate areas will be restricted or cordoned off where necessary until remedial work is completed.
- Routine tree maintenance and remedial works will be carried out by competent and appropriately qualified contractors.
- Records of inspections, arborist reports, maintenance work and identified remedial actions will be retained as part of the school's health and safety records.
- Trees located close to playgrounds, buildings, pedestrian routes, car parks and other areas of high use will receive particular consideration when assessing risk.
- Following severe weather, including high winds or storms, the site will be checked for obvious tree damage or fallen branches, and professional advice will be sought where concerns are identified.
- The school will review the tree inspection schedule following significant changes to the site, major tree works, serious incidents or professional advice.

The person responsible for premises/site management will monitor the arborist schedule and ensure that recommended actions are followed up within the appropriate timescale.

40. Storage Racking Safety

Installation and Suitability
All storage racking systems are inspected by the site team at the time of installation. Additional safety measures are added if required to ensure the system is appropriate for the items being stored.

Inspection and Maintenance
Racking systems are regularly inspected for wear, damage, or overloading during the monthly H&S walkaround. Any issues identified are addressed immediately.

Safe Use and Training
Staff are trained in the safe loading and unloading of storage systems through the Educare Moving & Handling training course. Ongoing training and monitoring support continued compliance.

Overloading Prevention
Overloading is actively monitored through regular inspections and adherence to load capacity guidelines. Clear signage is used where applicable.

Safe Access and Stacking
Access to racking is managed through staff training, and stacking is routinely checked for safety. Unsafe stacking is corrected as part of the monitoring process.

Damage Reporting
Any damage to racking systems must be reported via the site request form. The site team will assess and resolve issues appropriately.
Ladder and Fall Prevention

A ladder register is maintained to ensure safe access to elevated racking. Staff are trained in safe ladder use to prevent falls and injuries.
Hazardous Material Storage
Hazardous materials stored on racking systems are managed through specific training and ongoing monitoring to ensure compliance with safety regulations.

41. Driving for work

The following guidelines are in place for assessing the fitness of staff to drive (e.g., medical checks, licensing).
Annual medical declaration
Annual driving licence checks
External training prior to driving school vehicles
The school will manage the use of personal vehicles for work purposes by ensuring that personal vehicle are used as a last resort
Driving licence, MOT and insurance would be checked
Training will be provided to staff who drive as part of their job.

The school ensure vehicles are safe and roadworthy before use by:

- Staff members must not attempt any repair and maintenance which needs specialist equipment or where there is a risk of physical harm (eg., changing tyres and wheels).
- The School Business Manager is responsible for ensuring that all vehicle documents are kept and stored for a period of 15 months.
- The School Business Manager will ensure that the school vehicles are booked in for MOTs in a timely manner and that insurance and tax discs are kept up to date.
- All repairs and maintenance will be carried out by a professional garage.
- If a staff member becomes aware of a defect or fault, they must inform the School Business Manager as soon as possible, who must ensure that the fault or defect is repaired. The vehicle must not be used until the repair has been completed satisfactorily.
- Copies of invoices relating to repairs will be kept in the Vehicle File.
- All vehicles will receive a full service by a professional contractor in the autumn term and at the beginning of the summer term.
- Oil and other consumables must be kept on the school premises.
- All School vehicles will carry a vehicle information file containing safety checklist forms. These forms must be completed by the driver prior to any journey being undertaken. Completed forms should be transferred to the School Vehicle and Drivers folder weekly and retained for at least 15 months. In the event of a hire vehicle being used, the same safety checks must be carried out and recorded.
- All School vehicles will carry a First Aid Box and a Fire Extinguisher at all times. The fire extinguisher must be a British Standard fire extinguisher. The minimum requirements for the First Aid Box are
  - A triangular bandage — suitable for securing a splint in place or used as an arm sling.
  - Burn dressings — quick soothing relief and heat dissipation to treat burns or scalds.
  - Wound dressings in various sizes cover and protect a wound area, absorb blood, and shield open skin from contamination.
  - Blunt-ended scissors — for accurate and safe cutting of clothing, bandages, tape, and dressings with reduced risk of puncturing the victim's skin.
  - A foil blanket — protects the victim from external weather and effectively reduces and treats shock symptoms.
  - A pair of medical-grade gloves — protects the first aider and victim from cross-contamination when treating a wound area.
  - Washproof plasters are easy to apply and form a protective barrier over broken skin.

  - A resuscitation face shield — protects the first aider from cross-contamination when administering CPR to an unconscious victim.
  - Sterile cleansing wipes — easily clean a wound area while protecting it from infection.
- The vehicle information file will also contain emergency contact phone numbers for the school, along with details of breakdown and accident procedures and phone numbers. Copies of current insurance certificates should also be kept in this file.
- If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He / She must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask.
- Report the accident immediately to the Head Teacher who will let you have the necessary paperwork to complete.
- Procedures will be in place for the safe transport of students or equipment ie by ensuring that Seat belts are worn & straps are used to secure any equipment being transported
- The driving policies and procedures will be checked annually for any change to legislation and update of required

42. Site Inspections

- The Site Manager inspects the site as part of their daily routine.
- Urgent matters are referred to the Headteacher or School Business Manager and actioned ASAP.
- The Site Manager inspects the site on a monthly basis
- The School Business Manager reviews Risk Assessments on an annual basis or as and when necessary.

43. Auditing

- As a means of confirming that the necessary systems to comply with legislation are in place and are being followed.
- The Health & Safety Committee will meet termly to audit implementation and set action points.
- Any action points identified through the audit will form part of the school development plan.

44. Visitors

- The Headteacher and Proprietors must accept the responsibility for health and safety of visitors to the school, including contractors.
- All visitors to the school will be signed in at the school office and signed out when they leave using the Passtab system.
- Each class teacher will accept responsibility for specific students, volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.
- Class teachers will direct students and volunteers to the office to ensure that they have the necessary safety information.

45. Safety Policy Review

The school acknowledges that the Health & Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues. The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on an annual basis.

46. References:

The Management of Health and Safety Regulations 1999
The Adventure Activities Licensing Regulations 2004
Information about reporting injuries
Information on transport legislation affecting schools

Health and Safety Executive, information on a range of health and safety issues
Association for Science Education, for advice on science safety
Association for PE, for advice on safety in PE and school sports