

STAYING SAFE...



**Comberton
Primary School**

*A caring community
for all to shine*

Comberton Primary School

HEALTH and SAFETY POLICY With ARRANGEMENTS

September 2025

Agreed/Ratified by:	Name	Date
Chair of Governors	Stephen Deakin	30.09.25
Health and Safety Governor	Stephen Deakin	30.09.25
Head teacher	Deena Frost	30.09.25
Deputy Head teacher	Jenny Phillips	30.09.25

Next review date: September 2026

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1. THE STATEMENT

We will meet all the requirements set out in the corporate health and safety policy and actively promote the safety and health of our school staff and students as an equal objective to our other school objectives.

1.1 General Requirements

The Governors of Comberton Primary School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.3 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

1.4 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

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The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council or such other persons as may be necessary.

1.5 Local Management of Schools and Delegated Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.6 Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999 amended 2006,
the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
the Manual Handling Operations Regulations 1992 as amended,
the Provision and Use of Work Equipment Regulations 1998 and
the Display Screen Equipment Regulations 2002).

1.7 Acknowledging Responsibility

All staff are required to read this Health and Safety Policy as part of their induction (as indicated in the staff handbook). A hard copy can be found on the staff noticeboard and it is also available on the staff shared site and school website. The policy will be recirculated whenever it is reviewed. A copy of the policy can be requested at any time.

2. THE ORGANISATION

2.1 This section describes the roles of anyone who has responsibilities for any aspects of health and safety within our school:

The Local Authority
The Governors
The Headteacher
The School Safety Officer (at Comberton this is also the Headteacher)
Subject Leaders (where applicable)
The Site Manager
First Aider

2.2 Employer's Responsibilities

Worcestershire County Council (in Community or Controlled schools)

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- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Comberton Primary School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.3 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the WCC Property Client Team of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.4 Head Teacher's Responsibilities

The Headteacher is responsible for:

- a) The implementation of the school safety policy.

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- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receives appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

(NB. Any major property problems should be notified to the school's H&S Advisor in the first instance.)

- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.5 Subject Leaders are responsible for:

- a) all matters of health and safety in their subject area.

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- b) bringing to the notice of the Headteacher (School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a subject safety policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.6 Other Teaching, Teaching Assistant and Technician Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the subject safety policy. (This includes staff working in the Arts, Drama, Music, Design and Technology, Environmental Education, Physical Education or Science)
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Subject Leader to the Headteacher (School Safety Officer).
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

2.7 The Site Manager is responsible for:

- a) Ensuring that he is familiar with and complies with the school safety policy.
- b) Bringing to the attention of the Headteacher (School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that any staff under his/her direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.

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- e) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the Headteacher (School Safety Officer) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers etc.).

2.8 The First Aider / Appointed Person (Office staff) is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Safety Information on the Children's Portal Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Safety Information on the Children's Portal Information, p. 2.45).

2.9 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

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3. THE ARRANGEMENTS

- 3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal
- 3.2 Accident reporting, recording and investigation
- 3.3 Contractors (Management of)
- 3.4 Contractors (Management of Asbestos)
- 3.5 Contractors and visitors on site
- 3.7 Defect reporting procedures
- 3.8 Display screen equipment (DSE)
- 3.9 Electricity at work
- 3.10 Fire precautions and Emergency Plans
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- 3.14 Kiln
- 3.15 Lettings/shared use of premises (Extended Services)
- 3.16 Lifting equipment
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- 3.36 Violence to staff /School Security
- 3.37 Water Hygiene
- 3.38 Work Experience Pupils
- 3.39 Working at Height

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3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the Headteacher and Office Manager who will record the information via the Worcestershire County Council accident/incident reporting system (My Cority)

All minor accidents should be recorded either in the schools own minor accident book. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is made secure and cordoned off until an investigation has been done. The Headteacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

3.3 Contractors (Management of)

- The Site Manager manages the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.
- Contractors are selected from approved organisations/reputable companies and are local where possible
- The Site Manager/Office Manager meets all contractors to exchange information and agree safe working arrangements.
- The Site Manager/Office Manager checks method statements and risk assessments prior to commencement of work
- Contractors should report concerns to the Site Manager/Office Manager who will inform the Headteacher if necessary.
- The Site Manager will ensure adequate segregation of construction workers and pupils.
- The Site Manager will ensure day to day communication between school and contractors
- The Site Manager will liaise with contractors to ensure adequate facilities for workmen

3.4 Contractors (Management of Asbestos)

- The Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors, who are competent (see OIC Handbook) are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy and OIC Handbook for advice, further advice can be sought from your WCC H&S Advisor and Property Agent.

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3.5 Contractors and Visitors on Site

Arrival on site

- Contractors are to sign in through the main office and will be issued with a visitor lanyard. All relevant safeguarding checks will be completed prior to unaccompanied work. Contractors must sign out on completion of works.
- The Site Manager/Office Manager will inform contractors of health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc)

3.6 Control of substances hazardous to health (COSHH) –including radiation

- The rules on selection and use of substances e.g. less hazardous alternative substances are purchased and used wherever possible.
- The COSHH file is maintained by the Site Manager/Office Manager and held in the front office
- The finance officer purchase COSHH products in line with our finance policy
- COSHH materials are recorded on a safety data sheet
- Risk assessments are completed for tasks using the most hazardous substances as per the WCC COSHH Policy.
- The Site Manager is responsible for safe storage of the COSHH products?
- Staff are made aware of how to identify COSHH materials through training
- Instructions for labelling decanted substances are followed
- The Site Manager is responsible for provision and instruction on the use of specific Personal Protective Equipment.
- The Site Manager is responsible for the safe storage and transportation of hazardous substances.
- All spillages are cleaned immediately .
- Emergency evacuation procedures can be found on the staff notice board and front office.
- The Site Manager is responsible for disposal procedures for waste, unwanted or spilt substances.

3.7 Defect reporting procedures

The arrangements for reporting defects on a day-to-day basis are set out in this section.

Staff report the defect to the caretaker/headteacher who enters it into the defect report book kept in the front office)

All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.

- The Headteacher monitors that the defect has been rectified
- A report is produced for governors at termly intervals. The report is discussed at governors' Finance Staffing and Building Committee meeting where major recent defects are identified, and outstanding works discussed.

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3.8 Display screen equipment (DSE)

In accordance with the Display Screen Regulations:

- DSE Self assessments for all staff members- using a display screen equipment including laptops are completed on request
- The Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

3.9 Electricity at work

- Periodic electrical inspection/ hardwired equipment is checked every 5 years via an external competent contractor
- The Site Manager/Office Manager is responsible for ensuring the hardwiring checks are carried out
- Portable appliances tested (PAT) are completed annually by an external company
- Premises are let out to one company and only school equipment is used
- All equipment used in school is PAT tested before use – registers are kept in the office
- All defective items are removed or repaired
- Any defective equipment is reported to the Site Manager.

3.10 Fire Precautions and Emergency Plans

- The Headteacher is responsible for undertaking and reviewing the fire risk assessment, emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground etc
- The school's Critical Incident Plan outlines procedures for dealing with the worst foreseeable contingency
- Emergency evacuation drills are undertaken termly for fire and annually for lockdown
- The Office Manager is responsible for inspection and maintenance of fire exits/escape routes?
- The Site Manager is responsible for checking and updating the Fire Evacuation Notices?
- The Office Manager is responsible for organising regular inspections and maintenance of fire extinguishers through Fire Safe.
- All staff complete annual –In the Line of Fire' training
- The Headteacher is responsible for calling the emergency services and co-ordinating the evacuation. All teachers take registers and report to the Headteacher or in the case of her absence, the Deputy Headteacher.
- The Site Manager and Office Manager are responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and records are kept in the front office
- The Site Manager carries out the six-monthly inspections and maintenance of the systems?
- The LA Emergency Planning Team are informed of any major emergencies

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3.11 First Aid and Medication

First Aid

- First aider details are displayed in the front office.
- All first aiders hold a valid first aid qualification. Several first aiders hold paediatric first aid.
- The Office Manager is responsible for checking when staff require refresher training.
- First aid kits are kept in the cupboard outside the hall. All classrooms also have a first aid kit.
- The Office Manager is responsible for checking and restocking the first aid kits.
- The Head First Aider summons an ambulance and the Headteacher accompanies children to hospital (if parent or legal guardian is not available).
- The school has a large number (approx. 10) of first aiders which ensures there is always someone on site.

Medication

- Any first aider can administer medication or all staff in the case of epipens.
- All staff complete annual anaphylaxis training and identified staff complete full diabetes staff. Whilst there is a pupil in school with diabetes, all staff complete basic diabetes awareness training.
- Medication is stored in the locked cupboard in the front office or in the locked container within the fridge. Inhalers and epipens are kept within the child's classroom.
- Signed consent from parents is required for medication to be administered. (completion of a form in the front office)
- All medication given should be documented.
- Two members of staff sign to say they have given the dose.

3.12 Health and Safety Advice

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement

3.13 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

Employees

- Staff are informed about all of the existing information held on the site (e.g. in arrangements section, staff handbook, specific risk assessments) through induction and the requirement to read the Health and Safety Policy. The policy is recirculated electronically once reviewed. Staff are also made aware of this on the annual TED.
- Health and Safety documents are stored electronically on the staff shared site and the policy is on the school website. A hard copy of the policy is on the staff noticeboard.
- The staff handbook directs staff to the necessary documentation.
- The staff handbook is updated annually by the Headteacher.
- New information is emailed to staff following a review and a hard copy is on the staff noticeboard.

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Pupils

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

- Key health and safety messages are shared through lesson and in assemblies.

Visitors / contractors

- The Site Manager/Office Manager ensures that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)
- The information is disseminated verbally and fire procedures are shared through the visitor sign in system.

Governors

- The Headteacher will ensure that governors are informed of any existing and new health and safety information
- This is discussed at termly Full Governing Body meetings and any larger matters are discussed in more details at termly Finance, Staffing and Building Committee meetings.

Trade unions

- The Headteacher will ensure that Trade Union health and safety representatives are informed of new health and safety information (see section on trade unions)

3.14 Kiln (not applicable)

3.15 Lettings/Shared use of premises/Extended Services

- The Headteacher is responsible for discussing and agreeing health and safety arrangements
- A written lettings agreement policy is in place, signed by the hirer and the school holds a copy.
- Only school equipment or equipment which has been approved by the Headteacher is used.
- Staffing at Breakfast and After School Club meets ratios (including those of Nursery Age) and necessary qualifications are held.
- First aid provision is in place for lettings and wrap around care.
- Fire and emergency arrangements remain as they do in the school day and staff know these.
- The Headteacher is responsible for agreeing to and overseeing school fetes and other fund-raising events
- Emergency lighting is in place and checked in line with recommendations.
- The Headteacher is responsible for applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003? (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
- The Deputy Headteacher is responsible for checking risk assessments
- The Headteacher and Site manager oversee security arrangements.
- Insurance documentation is provided by any external companies.

3.16 Lifting equipment (including lifts and hoists)

- School house on lift (new building) and 2 EVAC chairs.
- Equipment is tested and serviced in line with regulations (twice annually for the lift).

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- Staff will be trained to use the equipment as necessary

3.17 Lone working and Personal Safety

- The school works in line with WCC Guidance for All: Lone working.
- Lone Working on site is limited to the Headteacher, Deputy Headteacher, Site Manager and Office Manager.
- Guidance in the form of the written policy is given to staff who work alone
- Personal safety awareness information is provided/discussed with staff on induction and revisited in line with policy renewal
- Contact arrangements are made on case by case basis
- Risk assessments are carried out and shared with staff and held on the staff shared site.

3.18 Maintenance/Inspection of equipment

- PE equipment, lifts & lifting equipment, pressure cookers, fire alarm and smoke detection, emergency lighting, fire extinguishers, play equipment and astro etc requires periodic inspection/examination/testing
- All checks are completed in line with inspection schedule and are organised by the Site Manager/ Office Manager
- Records are kept in the front office or on staff shared

3.19 Manual handling

The Headteacher will carry out individual risk assessments where needed to identify precautions to minimise manual handling tasks

- Any staff requiring manual handling as a regular part of their role will attend external training for manual handling.

3.20 Minibuses (not applicable)

3.21 Monitoring Arrangements

- Health and safety inspections will be undertaken by a range of professional including e.g. WCC Health and Safety Advisors, Governors, Site Manager, Management Team, Trade Union health and Safety representative etc.
- The Site Manager completes daily health and safety checks. The Health and Safety Governor completes a check at least annually. The Head teacher undertakes at least termly health and safety walks with the Site Manager.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

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The governors will call for termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher /Site Manager / Office Manager/ Finance Officer

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.22 Noise at Work

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen, the Site Manager carries out periodic noise monitoring checks. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

3.23 Offsite and Educational Visits

- The Deputy Headteacher is the school's Educational Visits Co-ordinator (EVC)
- School use EVOLVE offsite visit software system by to set up visit requirements for Residential or longer distance visits.
- The Head teacher sanctions every visit once Visit leader and EVC have completed the necessary arrangements and checks.
- Staff arranging visits must meet with the EVC when planning a school trip. Pre-site visit checks will be made if this is deemed appropriate.
- Teachers will carry out risk assessments prior to the visit and these will be checked/discussed with the EVC. These are recorded before the activity. They are stored on the staff shared area and taken on the visit.
- The Local Authority is informed for residential and longer distance visits as is the Governing Body.
- Emergency arrangements, parental authorisation, supervision requirements, First Aid Provision are all agreed prior to the visit alongside the EVC.
- If the activity cannot be carried out on the day, this is discussed immediately with the EVC and Headteacher.
- Adequate Insurance is in place for all visits.

3.24 Outdoor Play Equipment

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- The school has outdoor play equipment on the main playground and nursery garden area. There is also an outdoor gym.
- Inspection records, equipment specifications etc are stored in the front office.
- All equipment is formally inspected by an external provider in line with guidance. (see WCC Fixed Outdoor Play Equipment Guidance document for details)
- Daily visual inspections are completed by the Site Manager.
- Risk Assessments are carried out for use of equipment.

3.25 PE equipment

- All PE equipment is inspected by an external provider in line with guidance. (AfPe website for guidance)
- Pre-use visual checks made by teachers.
- Staff set out the equipment.
- The Association for Physical Education (afPE) guidance on safe use of the equipment is followed/adopted?

3.26 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The Headteacher/office manager/site manager will select the equipment
- The Headteacher/office manager/site manager will ensure checks and maintenance of the equipment

3.27 Pond (not applicable)

3.28 Risk Assessments

- Risk assessments are completed for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The Headteacher/Deputy Headteacher/Subject Leads/Site Manager are responsible for ensuring risk assessments are undertaken
- Risk Assessments for New and Expectant Mothers are completed by the Headteacher - see WCC Policy & Risk Assessment Guidance.
- The Headteacher will undertake special risk assessments (such as New and Expectant Mothers or care plans for those who have health problems),
- There is an annual periodic review of risk assessments.
- Risk assessments are kept on the staff shared site
- Risk assessments are shared with the relevant staff they effect.
- Every off-site visit is risk assessed.

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3.29 Smoking

- The site is a 'NO SMOKING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

3.30 Sports pitches / playing fields

- The field is maintained by King Charles Secondary School and an external provider
- Staff carry out visual inspections before use
- The Site Manager ensures this remains litter free to avoid attracting animals to the area. Fences surround the area to deter the public from entering.

3.31 Staff Consultation / Trade Unions

Please see general policy statement at beginning of this health and safety policy

- Frequency of health & safety committee meetings and terms of reference will be agreed on set up
- Staff raise issues of concern and make suggestions for health and safety improvements through staff meetings, 1:1 discussion with Headteacher, suggestion schemes, trade union involvement etc?
- The Headteacher will be responsible for informing and consulting "in good time" with trade union health and safety representatives on:
 - Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
 - Appointment of competent persons on site who will comply with health and safety requirements
 - Risks to employees health and safety and preventative measures
 - Planning and organising of health and safety training
 - Introduction of new technology and health and safety consequences
- The health and safety law poster is situated on the staff noticeboard in the staffroom

3.32 Stress and Staff Wellbeing

- The school has an open door policy to encourage all staff to discuss with their Line Managers/Headteacher any concerns about their wellbeing
- School has committed to the DfE wellbeing Charter
- The Headteacher is a qualified Adult Mental Health First Aider
- The Headteacher can signpost staff to avenues of support (eg school employed wellbeing counsellor, education support services)
- Anyone experiencing problems should refer to the Headteacher
- Management will meet with the individual staff member to discuss concerns and identify actions to support
- Staff can be directed to a confidential support line.

STAYING SAFE...

- Individual stress risk assessments will be carried out by referral to the Occupation Health Service by the Headteacher if this is deemed an appropriate next step.
- Expectant mothers are encouraged to report as soon as possible. See Risk Assessments section also.
- A room can be made available for nursing mothers See Risk Assessment Section also.
- General staff facilities are available e.g. staff room, rest rooms etc for staff to have time away from the children

3.33 Swimming lessons (Public Pool)

- Swimming lessons take place at King Charles Secondary School
- There is a minimum ratio of 1:10 with lifeguard and additional staff for any pupils with particular needs.
- Life guards are supplied by King Charles and have appropriate training. School staff have EVL training and swimming teacher training.
- life saving equipment is checked by the King Charles
- Normal operating and emergency operating procedures are in place

3.34 Swimming pools / hydrotherapy pool (School's Own) Not applicable

3.35 Training and Development related to Health and Safety

- The Headteacher is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,) is responsible for new staff inductions and briefings?
- The Headteacher is responsible for establishing minimum health and safety competencies for certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc)?
- Training records kept on staff shared
- The Headteacher is responsible for ensuring that staff undertake refresher training?

3.36 Vehicles on Site/car park arrangements

- The Site Manager is responsible for management of vehicles on site
- No vehicles are allowed on site throughout the school day unless for a very specific purpose. All staff cars are to be parked in the staff car park.

3.37 Violence to Staff / School Security

- Maintaining site security is ensured through many known processes(e.g. keeping doors shut, controlling visitor access, signing in arrangements)
- All staff must report all incidents of verbal & physical violence
- Risk assessments are carried out for hazardous circumstances.

3.38 Water Hygiene

Refer to the WCC Legionnaires and Water Hygiene Policy (updated Autumn 2020)

STAYING SAFE...

- The water hygiene logbook is kept in the front office
- The Site Manager is responsible for carrying out water hygiene sampling and an annual external inspection takes place

3.39 Work experience pupils

- The named responsible person gives the induction
- Students are monitored / supervised whilst on site by the identified class teacher responsible

3.40 Working at Height

- Ladders are available in the shed
- The Site Manager completes annual inspections and pre use checks
- The Site Mnager completes the risk assessments
- Staff are not to use ladders without support from the site manager
- Specialist training is required for staff using equipment such as e.g. ladders / tower scaffolds etc.
- Staff using the equipment are responsible for wearing appropriate clothing / footwear
- All accidents/ incidents are to reported by staff as a result of using access equipment?
- Equipment is stored securely so that it is not accessible to pupils.