Empower Multi-Academy Trust

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Health & Safety Policy
2025 – 2028

Frequency of Review:	Every 3 Years
Date of Approval:	September 2025
Date of Next Review:	September 2027
Adopted by the Board of Empower Trust	

Date of Review	Amendments (if applicable)
January 2019	Original policy approved by Board of Trustees
January 2022	Policy due for renewal (subject to no changes to legislation)
March 2022	Reviewed internally and approved
September 2024	Removal of Shropshire Council's H&S Team details, clarity sought from schools on who will be responsible for ensuring accidents and incidents are reported to the Central Team, the inclusion of all staff ensuring they follow procedures as outlined within relevant policies and risk assessments, removal of all references to PSG.
September 2025	RIDDOR: Updated reporting via HSE online portal. COSHH: Digital access to assessments and sustainability practices. Fire Safety: Alignment with BS EN 13501 standards. Manual Handling: Training frequency increased to every 2 years. Lone Working: E-learning and emergency protocols added. Educational Visits: Compliance with OEAP guidance and inclusive planning. PPE: UKCA marked Legionella: ACoP L8 and HSG274 compliance with digital logs
September 2026	Reviewed internally – no updates required.

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1. Health and Safety Policy Statement

The Board of Directors (Trustee's) acknowledges its responsibilities as an Academy Trust as laid down by the Department for Education (DfE).

Statement of Intent

The Trustees and Head-teacher provide the following statement of intent to cover all academy buildings, activities and undertakings for which it is responsible and recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation, the Trustees and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the Trustees and Head-teacher, will:-

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- maintain all places of work, including the means of access and egress from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary;
- bring to the attention of all regular and temporary employees, pupils, volunteers, visitors, contractors, at the school premises, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of an initial induction and further information, training and supervision as is necessary;
- identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practice of effective procedures for use in the event of a serious risk or imminent danger such as a fire.

In addition to assist in the proper implementation of this policy the Trustees and Head-teachers will;

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

This statement of policy was approved by the Board of Directors (Trustees) at their meeting on 29/01/2019

Signed:	Carla Whelan	CEO
Date:	September 2026	
Signed:	Sarah North	Head-teacher
Date:	September 2026	

2 Organisation *(ENTER SCHOOL DETAILS)*

TITLE	NAME OF PERSON WITH RESPONSIBILITY
Trustees	Carla Whelan (CEO)
Central Team Contact	Tricia Slater COO/ Jason Whelan Trust Facilities Estates Coordinator
Headteacher	Sarah North
School Health and Safety Coordinator	Lucy North
Cleaner in Charge/Site Manager/Site Team Member	Heather Wilkinson
Head Cook	Alison Bubela-Jenkins
Business Support Manager (BSM)	Lucy Edge
Governors Health and Safety Representative(s)	Leah Moss-Jones

Fire Control/Emergency Evacuation

Nominated School Premise Fire/Emergency Co-ordinator:	Sarah North
Deputy Fire/Emergency:	Tracy Roberts

Reporting and Recording of Accidents, RIDDOR etc.

Persons nominated for overseeing the reporting of accidents, diseases dangerous occurrences	
and incidents of violence to the Central Team contact:	Tricia Slater COO

Health and Safety (First-Aid) Regulations

First Aid Co-ordinator (see appendix XX for more detail)	Tracy Roberts

Educational Visits and Risk Assessments

Co-ordinator (EVC):	Sarah North

Asbestos and Legionnaires:

Responsible Person: Lucy Edge	Insert headteacher's name: Sarah North

Portable Electrical Appliance Testing:

Nominated Co-ordinator: Lucy Edge	insert site team members name: Heather Wilkinson

Control of Substances Hazardous to Health Assessment Co-ordinator:

Nominated Co-ordinator: Lucy Edge	

Responsibilities of Nominated Personnel

The Board of Trustees

- The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and students.
- The CEO and Headteachers are aware of their health and safety responsibilities and have sufficient experience, knowledge and training to perform the tasks required.
- Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- Sufficient funds are set aside with which to operate safe working practices.
- Health and safety performance is monitored, failures in health & safety policy or implementation recognised, and policy and procedure revised as necessary.
- Headteachers will ensure that Health and Safety is put on the agenda of trustees/governor's meetings
- A designated member of) staff with specific health and safety responsibility liaises closely with each Trust headteacher and senior management team and shall participate in termly inspections.[1]

The CEO

Reporting to the Board of Trustees, the CEO has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

He/she will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

He/she provides the final authority on matters concerning health and safety at work.

The CEO will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.

He/she delegates specific responsibility for the day-to-day management of safety arrangements to the Headteachers with whole school roles.

The CEO supports the Board of Trustees by ensuring that:

- This Policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- A report to the Board of Trustees on the health and safety performance of each school is completed annually.

Headteacher

The Headteacher is responsible for:

- Working in conjunction with the Trust's Health & Safety Consultants advising the CEO on health and safety policy.
- Acting for and on behalf of the CEO, ensuring the policy is implemented.
- Ensuring the health and safety policy is clearly communicated to all relevant persons.
- For the control of health, safety and welfare related costs within the Academy, in partnership with the Trust Finance Manager, C.O.O & Director of Operations.
- The sourcing and procurement of services deemed to be necessary to ensure the maintenance of the premises and associated services meets the highest standards.
- The engagement of external competency for health, safety and welfare matters to support the Academy's organisation and arrangements for health and safety.
- Liaising with the Site & Facilities Team member /Business Support Manager with regards to the engagement of contractors and other service providers, (where necessary) ensuring that they are competent to carry out the duties for which they are engaged without the Academy incurring excessive cost.
- Ensuring there is a suitable system in place for records to be kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Ensuring arrangements are in place to inspect the premises and monitor performance.

- Ensuring staff are provided with adequate information, instruction and training on health and safety issues. All staff should have access to the policy statement.

- Ensuring that accidents are investigated and any remedial actions required are taken or requested, in partnership with the Site & Facilities Team member & Business Support Manager.
- Appointing persons as listed in the organisation section of the policy so as to deal with the day to day issues on Health, Safety and Welfare
- Ensuring that suitable and sufficient assessment of risks to the health and safety of all persons on the school premises are carried out. That the assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk
- Dealing with visits from the Health and Safety Executive Inspectorate[2]
- Ensuring that the Fire Risk Assessment has been completed and is reviewed annually unless significant changes occur before this time.[3]
- Ensuring that the Asbestos Survey Report is reviewed on receipt from the surveyor and an Asbestos Management Plan is completed and reviewed annually.
- Recommending to the Trust the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.

Empower Trust

- Will, in conjunction with the Head-teacher, monitor and generally keep under review the state of repair of the school buildings. To assist with this, establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Head-teacher or the Trustees/Local Governing Body any items of concern.
- Will, in conjunction with the Head-teacher, monitor and generally keep under review accidents, incidents and dangerous occurrences and ill-health and notifiable diseases.
- Will, in conjunction with the Head-Teacher, consider and recommend to the Trustees/Local Governing Body any desirable improvement projects that might form the subject of bids, for resourcing, from the local authority or from school funds in connection with this to obtain any necessary estimates and feasibility studies.
- Will adapt and adopt the Trust's written Health and Safety Policy for the academy.
- Will, in conjunction with the Head-teacher, make sure buildings, equipment and materials are safe and present no risk to health, reporting or making recommendations to the Local Governing Body as is appropriate.
- Will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are using safe working practices

The School/Trust Health and Safety Co-ordinator/ Business Support Manager (BSM) / Staff holding positions of special responsibility [4]

- Will ensure that they are conversant with current legislation affecting health, safety and welfare of staff, pupils and others.
- Will create a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises.
- Will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved.
- Will initiate and maintain positive measures to raise the level of health and safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Firefighting equipment, First Aid Kits, Electrical equipment, Lifting equipment, etc.).
- Will ensure that effective time-bound systems for the reporting and recording of all accidents, dangerous

occurrences and potentially dangerous practices and situations are put in place[11].

- Will ensure that all electrical leads and plugs are regularly checked[5]. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular, they should check electrical leads for evidence of damage and plugs to ensure they are tightly fitting. Any defects must be notified to the Head-teacher (or Site & Facilities Team member) – as soon as possible and a note made in the Defects Book for subsequent repair by a competent person.
- Will liaise with outside Health and Safety Advisers, Enforcement Authorities - Health and Safety Executive, Environmental Health Officers and Fire Safety Enforcement Officers, etc.
- Will ensure in conjunction with the Trustees and Head-teacher that the school transport system includes sufficient funding for safety repairs to be carried out where necessary and be maintained in a safe condition.
- The School/Trust Health and Safety Co-ordinator/ BSM may seek expert advice from their external health and safety advisors as and when required.

All Employees

All employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Board of Trustees or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific health and safety training received and follow procedures as outlined within relevant policies and risk assessments.
- Report all accidents and near misses in accordance with current procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager/Headteacher/Business Support Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager/Headteacher/Business Support Manager of any shortcomings they identify in the academy's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

Teaching Staff

Teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the Site & Facilities Team member or BSM.
- Report all accidents, defects and dangerous occurrences to the Headteacher in the first instance.
- Take special care in matters of health and safety if they teach subjects that require specific Health and Safety considerations e.g. DT, PE, Science, Computing, Forest Schools etc and be aware of specific

guidelines contained in relevant technical papers, specialist publications from bodies such as CLEAPPS, DATA, the Association of Science Education and British Association of Advisors and Lecturers Physical Education (BAALPE).

- Follow all relevant Health and Safety legislation and policies e.g. Medicines in schools, Educational Visits safe Practice In Physical Education and Sport etc.
- Will report all accidents, dangerous occurrences and potentially dangerous practices and situations promptly to the Site & Facilities team member/ School/Trust Health and Safety Co-ordinator/BSM.

2.1.7 Site & Facilities Team member

The Site & Facilities team member/ Cleaners in Charge are responsible for:

- Ensuring that monitoring of the premises and associated services, systems and equipment, including fire safety tests, is carried out in a scheduled and structured manner.
- The administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment.
- Safe systems of work are in place as identified from risk assessments.
- Plant, machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Establishing the competency of companies or individuals (contractors) to provide professional services meeting required health and safety standards, prior to engagement.
- The activities of contractors are adequately monitored and controlled.
- Appropriate information on significant risks is given to visitors and contractors.
- Ensuring that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged.
- Identifying health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of staff, pupils and others.
- Checking items of electrical equipment, this may include equipment provided by cleaning contractors for cleaning purposes.
- Liaising with Premises Services[7]/outside bodies on matters of health and safety relating to electricity, gas, water supplies[8], waste disposal, safe access of pedestrians and vehicles, building regulations and planning.
- Managing asbestos in the building and be familiar with the Asbestos Register and management plan[9].
- Reporting all accidents, dangerous occurrences and potentially dangerous practices and situations promptly to the School/Trust Health and Safety Co-ordinator/BSM

Pupils

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

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

Section 2 Notes:

1) N.B. Each school must have a nominated member of staff responsible for health and safety who is competent to undertake the role.
2) N.B. Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act.
3) Completion maybe delegated to a named responsible person.
4) Training will be required for this post unless they are already competent to undertake this position by having a recognised health and safety qualification and maintaining their CPD.
5) This may be delegated to the site caretaking staff if suitable trained.
6) Some of these roles may be the responsibility of the Business Support Manager\Health and Safety Co-ordinator

7) Subject to SLA with Premises Services or an alternative service provider, state who.
8) Must understand the chlorination/testing of the water systems, be familiar with the legionnaires log.
9) The Site Manager must have attended a recent asbestos awareness training session.
10) Building Surveyor - subject to SLA with Premises Services or an alternative service providers
11) including RIDDOR reportable accidents and incidents

3. Health and Safety Arrangements

Introduction

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

The list provides a brief summary of all the key health and safety arrangements applicable to the Trust academies. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

The CEO will ensure that organisational arrangements are in place for staff employed by the Trust, including consultants. These arrangements will comply with the health and safety arrangements for the place of work for staff, whether this be on an academy site or elsewhere. This will include risk assessments, accident reporting arrangements, first aid, induction, DSE workstation assessments etc.

Access and egress to the school site

The school is organised in such a way as to ensure that pedestrian and traffic can circulate in a safe manner. Signs and demarcation lines have been put in place for designated parking e.g. staff, disabled people and visitors. Barriers are in place to ensure children cannot come into contact with the vehicles when walking along the foot paths.

Information will be given to parents/carers/guardians to inform them of the procedures when they begin school and whenever necessary to ensure they only park in the appropriate bays and do not obstruct the entrances. Parents/carers/guardians are responsible for their children until they are handed over at the school gates/doors**.**

Accidents and reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that Employers report:

- all fatal and specified major injuries,
- any injuries that result in an employee not being able to work for more than 7 days,
- or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience.

The school will record all accidents/incidents/near-misses on an appropriate form which meets or exceeds the requirements of form BL510. (N.B. The school is free to choose whether paper or electronic records are held providing they comply with the requirements of the data protection act, you may continue to use the CAR's form[14] if you wish). Under the requirements of the RIDDOR regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations. The nominated responsible person at the school will immediately notify ETEMS by the quickest practicable means - during office hours telephone 01743 598200. They will also inform the CEO as soon as possible. ETEMS will report the incident to the Health and Safety Executive (HSE) using the online portal. The incident must be confirmed in writing within 48 hours using an appropriate accident form on iAM Compliant.

Reporting an incident out of hours. It may be necessary to contact the Health and Safety Executive Incident Contact Centre directly, either by going online to the HSE website or if this is not available telephone 0845

30009923.

All staff need to be aware that in the event of a serious accident/injury there will be a need to investigate the circumstances. Therefore, it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

A copy of the report form will be provided to the Headteacher (or nominated responsible person in their absence) by attaching it to the incident on iAM Compliant.

Reviewing accidents
An analysis of the accident reports and near-misses will be undertaken at regular termly intervals and considered by both school management, COO and the Trustees with responsibilities for consideration of further action.

STAFF must be aware of the following:

- Parents are to be advised of incidents via Medical Tracker.
- Any incidents involving a requirement to attend hospital must also be included on iAM Compliant
- Children's allergies/medical conditions are permanently on view to staff and supply teachers on the register sheet.

Also see section for recording minor injuries and first aid treatment.

Asbestos
Staff will be made aware of the areas in the School where there is known asbestos and how it is being managed. They will be informed that they must not disturb areas where there is known asbestos and understand what to do in the event of an emergency. If there are any doubts or concerns they must contact the Headteacher and/or Site Manager/Team Member[18].

The Asbestos Register includes the asbestos management plan located in the front of the file which is kept at reception. It will be given to all contractors that will/or could potentially disturb the fabric of the building. All contractors **must** sign the asbestos register before being allowed onto site[19].

Bad weather contingency plans
Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures that have been implemented for gritting the site during icy and snowy conditions. A risk assessment has been completed and the procedures are in the Risk Assessment Folder which is kept in the Staffroom. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off. (See Critical Incident Plan[20]).

Confidential Counselling Service
The Trust provides a confidential counselling service for all staff, available via an external provider. The Central Team and school BSM's will be able to provide details to staff, with contact information provided upon induction.

Contractors
When the premises are used for purposes not under the direction of the CEO e.g. the provision of school meals by a private company, then, ***subject to the explicit agreement of the trustees*** , the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

Other External Contractors
All contractors working on the school premises are to report to the school office prior to starting work. They **must** read and sign the ASBESTOS register and will be expected to operate within the set guidelines.

All contractors that come onto site to carry out work **must** be given a site induction and notified of the procedures in place for fire safety, emergency evacuation, first aid and reporting an incident.

For extensive building construction work or high risk jobs the contractor must comply with the recommendations and procedures laid down by the Client (the academy) or their representatives and current health and safety legislation. Close liaison between the Client, their Principle Designer and Principal Contractor must be maintained. This will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made[23].

School safety arrangements regarding contractors

The Trust (or school where necessary) will assess the health and safety credentials of a contractor and these contractors will be listed on the schools approved list of contractors. For example are they are CHAS/Safe Contractor registered. This list must be checked before awarding the work:

The following are factors will be considered as part of the safety vetting procedure:

- details of current relevant issues, supported by documentation where necessary;
- sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, safe systems of working, COSHH assessments[24] and permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements that are laid down in the contract;
- clarification of the responsibility for provisions of first aid and fire-fighting equipment;
- provision of appropriate welfare facilities;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal[24];
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection and testing;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of school activities from the contractors work areas;
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).
- N.B. A hot work permit will be required when hot work is taking place e.g. roof works, welding, grinding, soldering, stripping paints, etc.

Please see the Managing Contractors on School Sites policy for further information.

Control of Substances hazardous to Health (COSHH)

No substances will be used or generated within the school unless an assessment of the hazards and risk that they present has been made.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the school(s) will:

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be substituted for a safer alternative. Where substitution proves to be impossible a COSHH assessment will be completed, using the online compliance system so all staff have access to the document. Copies of these documents will be available in the visitors folder, reception and on the website
- Ensure an inventory of all chemicals will be kept up-to-date and is located in the school office.
- Ensure **all users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- Ensure staff are informed to read labels and instructions, practice sensible, safe working habits and follow and understand the emergency procedures.
- Ensure equipment is maintained and used as instructed.

- Ensure personnel protective equipment/clothing is available and used when required (See Section 3.18 PPE.)

All Staff must be:

- Alert to the potential dangers of allowing pupils to bring their own pens into school. Spirit based items are not allowed[26].
- The use of solvent based "Tippex" will be controlled by the school office[27].
- Aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the School Health and Safety Co-ordinator / Headteacher.
- Aware that no hazardous substances should be used without the permission of the Headteacher.

Legislation

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found at http://www.hse.gov.uk/coshh/index.htm.

Display Screen equipment – (visual display users)

Staff who use computers including laptops must ascertain whether they are classed as users. (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment[28].

Speak to the School Health and Safety Co-ordinator who will be able to request a copy of the self-assessment from the Central Team and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to your School Health and Safety Co-ordinator who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc.

Fire Safety/Bomb Threats[29]

The **Fire Risk Assessment** can be found in Reception. This will be reviewed on an annual basis or sooner if significant changes have taken place before this time. If the risk assessment identifies any significant risk the school will treat them with the appropriate priority and an action plan will be generated to address the highest risks immediately and reasonable time periods applied to implement the control measures for the medium and low risks. The Fire Policy statement is in Appendix 1.

Notices of fire procedures are fixed to visible sites around the school and in every classroom.

Emergency exit doors and routes are kept clear at all times and must not obstructed by random storage at any time.

All fire doors are kept permanently unlocked at all times.

Staff are actively encouraged to demonstrate good housekeeping.

The Site Manager checks all firefighting and detection equipment weekly to ensure they are in good working order and within the "use by" date as is the statutory requirement. In addition there is an annual check of all firefighting equipment.

The fire alarms are tested weekly by the Site Manager and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and associated guidance documentation. Records are kept in the logbook found in the School Office.

Fire Action Notices around school have the following information. Signs must comply with Health and Safety (Signs and Signal) Regulations 1996 and must have pictograms to accompany text – see figure 1.

FIRE ALARM / BOMB THREAT INSTRUCTIONS:
IF YOU DISCOVER A FIRE
Press the fire alarm nearest to where you are:

1. **The alarm will sound**
2. **TEACHERS – Pick up class list; check all children in their class are out of the building; shut door of classroom.**
3. **CHILDREN – Line up; Walk quickly and calmly in SINGLE FILE through nearest door to Assembly Point on the playground. Assembly Point is that nearest the door from which you leave.**
4. **TEACHERS – Line up children and either count or call names. Send 'All Present' sign to Head/ Deputy/ Assistant Heads.**
5. **Fire Wardens will check the toilets and restroom.**
6. **DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the classroom or cloakroom to pick up personal belongings.**
7. **Await further instruction before returning to the building.**
8. **If it is a bomb alert open windows, only COLLECT personal belongings if safe to do so before leaving the building. The assembly point in the event of a bomb is the top of the school field or the Beacon Centre or Methodist Church.**

Figure 1

Fire drills

- Fire drills will take place every term. Details including the names of all staff in attendance are recorded in the Fire Log Book and notes made of any problems which need remedying.
- Drills to evacuate the playground and field (fire assembly points) to an alternative point of safety will take place annually.
- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered until instructed to do so.
- Shropshire Fire and Rescue Services (SFRS) will be summoned by the Headteacher or Deputy Head.
- Fire wardens will sweep their designated areas and report to the 'Person in Charge - Headteacher.'[30]

- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will take their registers with them on evacuating the premises.
- A roll call will be taken when everyone has have reached the place of safety**.**
- All visitors/contractors report their presence on site to Reception and sign the appropriate 'Visitors' book and ensure they are familiar with the fire precautions upon arrival**.** Reception staff must remind visitors to read the emergency arrangements before they are allowed any further[31].
- Special consideration will be given to staff, visitors and pupils with special needs, disabilities etc. An Individual Personal Emergency Evacuation Plan (PEEP) will be competed for staff and/or pupils when required.
- Staff or others taking after school clubs must ensure they are familiar with the fire procedures.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired.
- Also see 'Critical Incident Plan.'[32]

Fire safety training for staff/pupils

- All staff will be given annual fire safety awareness training which is based on the information detailed in the Fire Risk Assessment for Educational Premises part 1 section 4.4 and part 2 section 7.4 Fire Safety Training.
- Staff will be made aware of the findings of the fire risk assessment and have access to the fire safety policy statement.
- Individual records of staff health and safety training will be kept in the School Office.
- Pupils\students will be made aware of the fire safety procedures so that they are aware of the actions to be taken in the event of a fire.
- Pupils are closely supervised when handling the candles\tea lights for worship\assembly, (if applicable).

First Aid

The names of the academy's qualified First Aiders are displayed on notice boards located in the following areas: first aid rooms, staff rooms and main offices.

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor's or hospital by a member of staff.

The school seeks to ensure that there is always a first aider on the premises, including before and after school. Where a school has staff in the EYFS they must be compliant with the recommendations in the EYFS handbook.[33]

Copies of the First Aider's certificates are clearly displayed and visible to all staff.

First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations:
  KS1 Class 4, KS2 Library and Medical Room (main office)
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. The contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials.
- Disposable nitrile gloves[34] are provided in the first aid box, properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

Recording First Aid Treatment

Records of all incidents treated will be made in the accident/Incident record book/online system for pupils/students for events that do not arise out of a fault of the premise/activity etc. All other incidents will be recorded on an appropriate accident form.

Administration of Medicines

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

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

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents/guardians/carer and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign the record book to confirm this. N.B. this also applies to using an asthma inhaler. Where ever possible 2 members of staff will be present especially when having to administer the medication.

Medicines are kept in the locked box in a designated area or can be found stored in a medical refrigerator (clearly labelled) in the Staffroom/first aid room if required..

Further information can be found in the Trust's First Aid, Asthma, Administering Medicines and Supporting Pupils with Medical Conditions policies.

Parents/Guardians will be required to complete a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date.

Hot works in schools: hot work permits and general safety

Hot work is regularly undertaken during construction and building projects. It is considered to be a high risk activity that requires careful and active risk management and should only be carried out by a trained professional. When carrying out building works in a school that includes hot work, it is essential that a hot works permit is issued by the Trust to the contractor before the work starts.

Housekeeping

The school has adopted policies and practices which lead to a safe working environment. Good housekeeping is practiced at all times and sets a good example to the pupils/students.

- Staff must ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Site Manager should be contacted. If the area is left unattended staff must put out warning signs/cones.
- All rubbish and waste paper bins will be emptied daily so as to minimise the amount of combustible material in the building in the case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis by the school cleaning staff.
- Hygiene standards are of the highest attainable by all staff including those serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Head-teacher/ Site Manager.

Inclusion
All teaching and support staff should be familiar with the Trust's policy on Inclusion and supporting guidance.

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with special educational needs (SEND).

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

Staff must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.

Legionella

In order to minimise the risks from legionella, and similar waterborne bacteria, Empower Trust have made the following arrangements:

- A full water risk assessment is completed in each school on a bi-annual basis, or following any significant change to the water supply, and related, systems.
- The H&S Co-Ordinator & Site Facilities team member at each school is responsible for ensuring the following control measures are introduced and regularly conducted.
  - Identifying and regularly flushing rarely used water outlets on a weekly basis and after school holidays.
  - Ensuring the external provider conducts monthly water temperature checks, disinfects and descales showers, and other areas where water droplets may form, on a quarterly basis.
  - Ensuring the school's water supply systems are regularly inspected and maintained by a competent contractor.
- Any contractors working on the school's water supply, or related systems, must ensure that they have take into consideration measures to minimise the risk from legionella.

Lettings/shared use of premises/use of premises outside school hours
Whilst out of hours' activities using the school will be controlled by others (the organisers), the Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school Health and Safety policy and Lettings policy.

A responsible person will be nominated to represent the school and a user representative will be required for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

Consideration will be given to persons using or hiring the premises outside school hours in order to ensure their safety.

There will be control over the number of persons attending functions at the school to ensure it complies with the details in the fire risk assessment.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow them.

An extended school checklist is included at Appendix 5.

Lone Working (Working alone) – (Wherever possible this MUST be avoided.)
Lone workers can be defined as anyone who works by themselves without close or direct supervision. This includes employees working in the evenings, weekends or during holiday periods on their own.

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

Any staff wishing to work outside normal school hours must have prior agreement/permission from Head-teacher or designated senior manager. In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised but where practicable no-one will work on their own in the school.

Lone workers should not undertake any activities which present a significant risk of injury[35].

Lone workers MUST complete e-learning training available on iAM Compliant prior to any lone working situation.

Manual Handling
The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided where appropriate.

A specific manual handling risk assessment will be undertaken for the task/activity where manual handling cannot be eliminated and reviewed regularly. Training will be refreshed every 2 years unless it is deemed necessary to undertake the training more frequently.

Staff who have undertaken manual handling training will be familiar with the risk assessment process and are advised to read the completed risk assessments and follow the control measures at all times to ensure that they remain safe.

General manual handling guidance for all staff
To avoid manual handling injuries you should ensure you follow the basic manual handling procedures:

- No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Manager/Team Member for assistance.
- Plan the lift before you start.
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable. See pictures of correct procedures in **Appendix 4**.

Minibus use

The School follows the guidance from Telford & Wrekin Council and all staff have been made aware of the guidance entitled "Regulations and Guidelines for Educational Visits and Journeys"– an updated extract on transport is included in the **Appendix 3.**

Please see the Minibus for further information.

N.B. The law on driver licensing no longer permits car drivers who pass their test after 1 January 1997 to ``drive mini-buses without a Passenger Carrying Vehicle (PCV) driving test or unless they are driving ``under `a Section 19 Permit. This does not apply to earlier licence holders who are over 21 years of age.

The driver is responsible for making sure that pupils have a seat belt and use it at all times and if necessary use booster pads. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. Vehicles without seat belts **will not be used.**

Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', volunteers' or other pupils' cars. Parents, volunteers or other pupils driving pupils will not be allowed to be alone with a pupil. The party leader will arrange a central dropping point for all pupils rather than individual home drops.

Private vehicles

Teachers, parents and others who drive pupils in their own private vehicles will ensure their passengers' safety by confirming the vehicle is roadworthy and has a current MOT certificate (if the vehicle is over 3 years old), and they have an appropriate current driving licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to drive pupils in their cars. The Headteacher will request assurances and copies of documents as maybe necessary. This will be encompassed in the risk assessment for trips where necessary.

It is recommended that all school staff who travel for CPD, meetings or carrying children have business use on their car insurance.

If transporting a child or children, there must be at least two staff members accompanying them in the vehicle, where possible.

Parental/Adult/Volunteer helpers

- All parents/adults/volunteers will be checked by the Disclosure and Barring Service (DBS) if they offer to help with clubs, transport or any other school activity.
- They will be given appropriate information e.g. emergency procedures when necessary.
- When using their own car they must prove that their insurance is validated to take children on school business and the car is road worthy, taxed and MOT where appropriate – see *Private Vehicles*.

PE Equipment

The Headteacher is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.
Risk assessments are to have been completed for all PE activities and all staff must be familiar with these.
Equipment such as wall bars, ropes, beams, benches and mats are formally inspected annually by a competent contractor.
All PE equipment must be visually checked before lessons and returned to the designated store area after use.
Pupils must not use the PE equipment unless supervised.
Any faulty equipment must be taken out of use and reported to the Site & Facilities team member/BSM /Headteacher.

Personal Protective Equipment (PPE)

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated member of staff will be responsible for purchasing the correct type of PPE (UKCA Marked) which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

Suitable arrangements are in place for the storage, cleaning and replacement of PPE.[36]

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible

to keep it clean, stored correctly and report any faults so that replacements can be provided. Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

Play equipment (indoor and outdoors).

All play equipment must be used in accordance to the manufacturers/installers instructions.

All outdoor play equipment and safety surfaces comply with the current standards BS EN 1176 and BS EN 1177 respectively.

All new pupils are to be given an induction on the equipment before they first use it. Their class teacher will be responsible for ensuring that inductions are carried out.

Instructions for use will be displayed and visible to all and copies will be held by the School office.

Staff rota for playground duties is on the staff notice board. All staff when on duty must visually check the play equipment before the pupils use it and check that the weather conditions are favourable. Head-teacher/Deputy Head-teacher/Playground Supervisor to make the final decision for the equipment to be used.

Indoor and outdoor play equipment weekly/quarterly inspections are undertaken by the Site Manager. Records of the inspections are recorded in the folder kept in the School Office.

Annual inspections are undertaken by 'ROSPA' report kept in the School Office.

Portable electrical Appliance Testing (PAT)

The Headteacher will be responsible for ensuring that all portable electrical equipment is maintained and tested to ensure that it remains in a safe condition. A combined inspection and test will be carried out by a competent (in terms of appropriate electrical knowledge, training and experience) person at pre-determined intervals which are dependent on the type of work under taken and the conditions of use, in-line the guidance given in table 1 of the HSE's 'Maintaining portable electric equipment in low-risk environments' http://www.hse.gov.uk/pubns/indg236.pdf to ensure the equipment remains safe to use.

A register of all such electrical equipment used in the school is kept in the Site & facilities teams office. (Also see Section *Work Equipment*).

No equipment other than newly purchased may be used unless P.A.T. tested. Newly purchased equipment **must** be visually inspected before first use. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the asset register as soon as practicable and not left until required to be tested.

The School Site & facilities team member will be responsible for co-ordinating the registration, inspection and testing of equipment.

All staff will be informed/instructed how to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date, etc.

All hard wired electrical equipment will be maintained and tested at least every 5 years unless the manufacturers' instructions state otherwise. In all cases it will be maintained in accordance with British Standard 7671 so that its performance does not deteriorate to the extent that it puts people at risk.

Risk Assessment

The school will assess all risks to safety and health using the risk assessment process to identify any significant risk. Risk Assessments are required under the Management of Health and Safety at Work Regulations and other specific regulations for the workplace, work activities and equipment.

All significant risks will be recorded on the appropriate risk assessment form, the assessment will be reviewed annually unless significant changes occur in the work process, or an accident or near miss incident as revealed a deficiency in the control measures needed. In which case the assessment will be reviewed and amended. All relevant staff will be made fully aware of the risks and additional control measures which may be required. This will be monitored by the School Health and Safety Co-ordinator.

Staff who do not feel confident to undertake a risk assessment will be provided with training to enable them to undertake risk assessments.

- Risk assessments are available for staff activities, the use of equipment and premise. See file of assessments in staff room.
- DSE assessments for individual staff are kept in their personnel files.
- Risk assessments will be carried out or an existing risk assessment reviewed (to ensure nothing has changed since the last visit) before an educational visit takes place.
- Arthog Outdoor Education Centre does its own risk assessment. You will need to check the control measures to ensure they correspond with the school risk assessment. (Don't forget a risk assessment will still be required for the journey)
- All Physical Education activities must be risk assessed including the use of the outdoor play equipment.
- Risk Assessments are required for the journey, to and from the event.

Equal Opportunities

The risk assessment process carried out to comply with health and safety legislation will also provide an opportunity to consider the reasonable adjustments required by the employer under the Equalities Act 2010. The Act defines a situation in which a disabled person is at a disadvantage that could be overcome through a reasonable adjustment to their work and removes barriers to disabled workers doing their jobs or pupils attending a particular school. What a reasonable adjustment is will depend on the situation, but might include things like the provision of accessible equipment, a change in hours or even moving the worker or pupil to a more appropriate job or work area. Identifying what is required will be part of the risk assessment process and will enable the school to demonstrate so far as is reasonably practicable everything reasonable has been done.

Safeguarding and School Security

The Trust recognises that it is very important that the right decisions are made to ensure that family life is supported whenever possible but that, where a child is at risk of significant harm, there is a coordinated and effective response to the situation.

The agencies involved in protecting children can include the Police, Education, Health, Probation, the voluntary sector and other organisations who work with children as well as Children's Social Care who have the lead responsibility.

The Trust will follow best practice guidance and will actively engage and consult with the Shropshire Safeguarding Children Board which coordinates and monitors how the services and professional staff work together to protect children from abuse or neglect.

School Security

To ensure that the pupils, staff and school site remain safe, we will ensure:

- Gates are locked at 08.

- 50 am and after school between 5.15pm-5.30pmhrough the main entrance. After school clubs e.g. use the main door if the gates are closed.
- The Office Staff monitor those that come to the door at reception before deciding who to let into the building. (If staff know they have visitors attending they must inform the Office Staff).
- All visitors sign in and out and wear badges of identification and a schools visitor's badge.
- The school buildings are alarmed.
- Nominated members of staff, site & facilities team member will have a set of keys to access the school at any time. They can also activate the school's electronic security system. The School Office has a full inventory of key holders and keys that have been allocated.
- Blinds/curtains have been installed in all classrooms and corridors for security, the classroom blinds/curtains are closed at the end of each school day.

The Site & facilities team member is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured. The Site & facilities team member is also responsible for carrying out checks of the premises during the school holidays when she is available. Taybar security are responsible when no one is available to attend.

All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day.

Premise Key Holders attending alarm activations or responding to call-outs

School Staff who are nominated as out of hours key holders will sometimes be required to attend site following the activation of the alarm. They will not know what situation they will find and consequently robust systems need to be established to reduce the potential risk for them to be harmed.

The School will employ a security guarding company Taybar to be a key-holder for our premises in the event of an intruder alarm activation or call-out. (Further advice is available from the Council Crime Prevention Officer, telephone 01743 252819. The Crime Prevention Officer can also advise on the technicalities of intruder alarm systems).

N.B: On arrival at the school site, nominated employees[47] must not enter the site or premises **before** the Police or Security Guarding Company arrive.

Smoking

It is prohibited to smoke or vape anywhere on the academy or Trust premises.

Staff Training & Development

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

All new staff will receive specific information and training as part of the school induction process. Staff will receive fire awareness training on an annual basis.

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

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

Stress

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

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

Supervision of pupils

The school will be open from 07.30am to 5.30pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times. Parents are informed of the details of the school arrangements at the beginning of the school year and reminders sent throughout the year when necessary.

The school arrangements will contain the following:

- Supervision ratios & locations between school opening and lesson start time – 2 members of staff will be on the playground (one on the student entrance door and one on the gate to the main playground
- Supervision ratios & locations at break and lunchtimes – as per the playground RA
- Supervision ratios & locations between end of lessons and school closing time - there will be at least one member of staff at the end of the school day who will ensure that all the children have left the premises. If a child has not been collected they will be taken to the office to telephone their parents.
- Areas to be used by pupils outside lesson times are dependent upon the weather. They may include: the front of school; the main playground; the school field; the two quads.

  Parents drop off and collect off outside the school or with special agreement they can park in the Visitor carpark. After school parents may collect their children from within the school gates, standing on the front or main playgrounds.

Swimming

Pupils are instructed by ASA Qualified Instructors or academy staff who are police vetted and health checked. These activities will normally take place at Market Drayton Swimming Centre

All staff must ensure that they are familiar with swimming guidance before accompanying any swimming groups.

Violence

Each school follows Academy Guidance on Violence at Work.

The Headteacher is responsible for ensuring that **all** staff:

- are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse. See 3. Accident Reporting.
- are aware of the schools arrangements available to victims of violence at work.
- have meetings with potentially hostile parents in the presence of another member of staff.

Staff will be trained to handle aggressive or unacceptable behaviour where it is identified to be required[37].

Visitors

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

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

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

Visits and Journeys

Telford & Wrekin Regulations and Guidelines for Educational Visits and Journeys are followed. The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed. (N.B. If the EVC is not the Headteacher then the EVC must make sure the Headteacher countersigns the approval documents including the risk assessments.)

Risk assessments for Educational visits

- Teachers will make a pre-visit to the place of their visit where practicable to assess the site/activity.
- They will complete a risk assessment form and return it to the EVC/Headteacher for approval.
- They will read/be aware of the Telford & Wrekin Educational Visits and Journeys Policy.

- They must ensure the ratio of adults to children will comply with national guidelines and Empower Trust Guidance and approved by the EVC\Headteacher.
- They must get the consent of every child's parents/guardian before taking them on a visit. (N.B. Parents/guardians may have signed a consent form at the beginning of the school year for regular visits that are organised as part of the curriculum).
- On a visit which will extend beyond the school day, the teacher will establish a text messaging system or a telephone pyramid in case of a coach breakdown or any other delay.
- First aid provision will be provided suitable for individual trips.
- Teachers must remind children to wear seatbelts.
- DBS checks will be required for parents/helpers/volunteers.

Work at Height

- Staff are reminded that working at height applies to any activities which cannot be undertaken whilst standing on the floor.
- The Site & facilities team member BSM and Headteacher are responsible for ensuring risk assessments are carried out for working at height tasks in the school.
- The Site & Facilities Team member is responsible for the purchase and maintenance of all ladders and other access equipment in the school.
- Low risk, work at height involving the use of mobile towers and ladders will normally be carried out by the Site Team Member.
- Contractors will be engaged to carry out higher risk, or extended work at height tasks.
- All ladders shall conform to BS/EN standards as appropriate.
- Aluminium ladders or steps must not be used in close proximity to electricity.
- If there is a need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.
- If such a task cannot be avoided, and planned to use a ladder, ask a Site Manager/Caretaker to help erect it properly and have an assistant to hold the ladder steady and pass the materials as required.
- Never overreach. Always try to ensure one hand free on the ladder for balance.
- Knees should be no higher than the top rung of the ladder.
- Do not stand on the top two steps of stepladders to carry out work. Never stand on the top step of stepladders unless it is a platform with handrail.

Where ever possible working at height will be avoided. If working at height is identified during the risk assessment process, contractors will be used where practicable. School staff required to carry out work at height will receive appropriate training to undertake the task. Appropriate access equipment will be purchased to undertake the tasks.

Ladders/step ladders will comply with the following standards BS 2037, BS 1129 Class 1 or BS EN 131 (Staff who have been trained will have the understanding of what equipment should be used) and that any kick stools provided will be maintained in good condition and meet European standard EN14183-F.

All ladders must be labelled and stored appropriately out of reach from children.

Only staff who have received ladder training will be permitted to use ladders/step ladders.

There is a ladder/step ladder register which is sited in the Site & facilities team member Office. It is the responsibility of the Site & Facilities team member to keep it up to date. Trained staff must undertake a user check before use of the equipment.

Please see the Working at Height policy and risk assessment for further information.

Work equipment
Work equipment relates to all things that assist staff to do their job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, woodworking machinery (DT), lifting equipment, fire extinguishers, etc.

The equipment must be suitable and fit for purpose. Therefore before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

- Consideration will be given for the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practicable, training provided by the companies that supply the equipment.
- The equipment will be maintained to ensure the equipment remains in good condition by the Site Manager or will be under contact for maintenance and repairs via an external contractor(s).

Staff will be given information, instruction and/or training before the initial use of the equipment to understand how to use it and what checks are required to use it safely. It is the responsibility of the person using the equipment to ensure that it is in a safe condition before using it and to report any defects to the Health and Safety Coordinator/Site & facilities team member, etc.

The school keeps an inventory of all work equipment including site equipment e.g. hand tools, ladders, drills, etc. This includes a record of the inspections, including statutory inspections and user checks carried out. The log/record is kept in the Site Manager's Office and he keeps it up to date.

Information, instruction and training
Appropriate information, instruction and training are an essential component in enabling a staff to carry out their duties. For example, understanding the control measures to prevent (list not exhaustive):

- A fire
- Accident reporting
- Accidental disturbance and exposure to asbestos dust
- How to use work equipment safely

The school will ensure that all employees receive adequate information; instruction and training to enable them carry out their tasks/duties safely. This will include induction training upon commencing employment as well as any specific training and refresher training that may be required. The school will ensure that adequate up to date records of training are maintained.

4. Other Relevant Policies and Procedures

Administering of medicines in school	Key holders e.g. Taybar
Annual Health and Safety Audit	Lettings
Anti-Bullying	Medical Conditions
Anti-terrorism risk assessment	Occupational Health Guidance
Asthma Policy	NOSS (Network of Staff Supporters)
Asbestos Management Plan	PAT testing file
Behaviour Policy	PE and Sport Guidelines for Safe Practice
Business Recovery	Physical Education
Central record of recruitment and vetting checks	Restrictive Physical Intervention
Children Missing Education	Risk Assessments
Complaints Procedure	ROSPA
COSHH	Safeguarding and Child Protection (Section 11 Compliance) / Policy / Practice Audits)
E-Safety	
First Aid Arrangements	Safer Recruitment
Schools' Information + ICT Security	Special Educational Needs
Confidentiality	Staff Induction
Data Protection Policy	Visitors in School Procedures
Display Screen Equipment Regulations	Whistle Blowing Policy

Drug Employees wellbeing, caring about sickness policy Equality Policy EYFS Welfare Requirements Fire Safety – Keeping Your School in Business Risk Assessment Intimate Care Policy Keeping Children Safe in Education	Winter Weather Policy Working Together to Safeguard Children

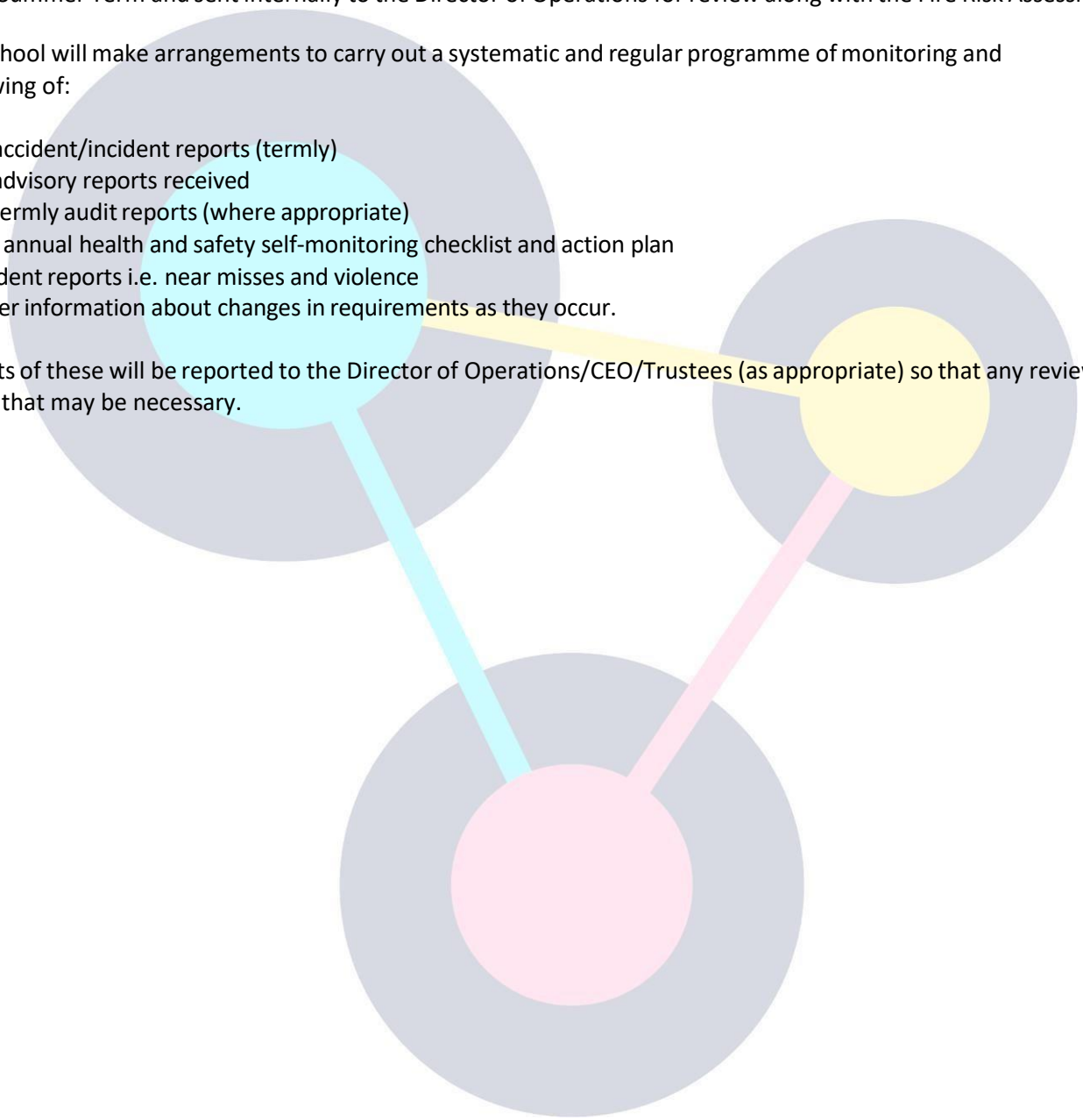
5. Monitoring and Review
Review of the health and safety policy and procedures will be undertaken on an annual basis by the Trustees.

The Headteacher and the Health and Safety Co-ordinator will be responsible for reviewing and amending this policy so that it is relevant to their school in conjunction with the annual Health and Safety Self-Monitoring Checklist (SMC) and Fire Risk Assessment. The Self-Monitoring Checklist which is to be completed at the start of every Summer Term and sent internally to the Director of Operations for review along with the Fire Risk Assessment

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident/incident reports (termly)
2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual health and safety self-monitoring checklist and action plan
5. Incident reports i.e. near misses and violence
6. Other information about changes in requirements as they occur.

Aspects of these will be reported to the Director of Operations/CEO/Trustees (as appropriate) so that any review of policy that may be necessary.



Section 3 Notes:

12)
13) N.B. For reportable incidents the Trust will notify the School of the outcome and provide a HSE reference/incident number.
14) Time period for review to be agreed by Trustees
15) Local procedures will differ in each school.
16) The Responsible Person or person who has been delegated the responsibility for managing asbestos **must** have attended an appropriate Asbestos Awareness training session
17) The only exceptions to this would be for the contractors who test the water i.e. they would only need to take water samples.
18) Each School must have their own critical incident plan.
19) The Local Authority can provide this service via NOSS (Network of Staff Supporters) subject to SLA.
20) Emergency procedures must be given to all visitors/contractors who come onto the site. The detail of the information given will vary depending on the time and work being undertaking.
21) Clearly, it is not necessary to go to elaborate lengths where the contract is very short and will not create hazards of any significance. The complexity of the arrangements must be directly proportional to the risks and consequence of failure. However, all construction work **must** comply with the Construction, Design and Management Regulations (CDM).
22) Substances used by Cleaning or Catering staff [or other contractors] will be controlled by their respective teams who will ensure that the assessments are carried out and staff are informed, trained and instructed. The Head-teacher or delegated responsible person will need to ensure that these documents are in place and up-to-date on a regular basis.
23) Available on Shropshire Learning Gateway.
24) In the event of an emergency they may be required by the emergency services and must be available.
25) This will relate to Primary schools more than Secondary.
26) Under the Display Screen Equipment Regulations, employees' who are classed "users" must undertake an assessment. However under the Provision and Use of Work Equipment Regulations (PUWER) there is a legal requirement for all employees who use work equipment to be given appropriate instruction/training to be able to use the equipment safely, therefore if the user is not classified under Display Screen Equipment Regulations, PUWER will apply.
27) Further information can be found at https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises and https://www.gov.uk/government/policies/counter-terrorism
28) A map will be required of the designated areas and full instructions/training so staff fully understand their duties.
29) These can be on the back of the visitors badge or a notice displayed at reception.
30) Critical Incident Plan, each school will have their own. The fire safety\bomb information/guidance can be included or referenced with this).
31) This is for primary and nursery schools. N.B. Actual numbers of first aiders will be identified by undertaking a risk assessment to assess the requirements within the school.
32) Avoid using latex gloves because some people suffer from an allergic reaction.
33) Ensure that there is a system in place for Site Managers, Caretaker's and cleaning staff who work outside of the normal working hours and are potentially on their own. Emergency information must be included to ensure the individuals understand the actions that are required in the event of a fire or other emergency. N.B. This will also apply to non-staff e.g. contracted cleaning or catering staff especially if they are lone working.
34) N.B. Replacement PPE/RPE must be available at all times.
35) Schools need to ensure that key staff have relevant training on de-escalation and positive handling strategies to support a child when they are in a crisis situation. If people have been trained then they need to be

identified so other staff know who they are. The school will have to develop or may already have a separate policy document aimed at the control of pupils, which has been adopted. State where the policy is kept or add to this document.

Appendix 1

Fire Safety Policy Statement

(A copy of this document should be displayed alongside the Health and Safety Policy, and one copy should be placed at the front of the Fire Safety Log Book).

Name of school:	St Mary's CE Primary School and Nursery
Name of the responsible person:	Sarah North

The Trustees/Headteacher/Governors acknowledge and accept our responsibilities under current fire safety legislation - the Regulatory Reform (Fire Safety) Order 2005. These responsibilities are addressed in the above establishment by:

1. The provision of a suitable and sufficient risk assessment;
2. Appropriate fire precautions[1]
3. Management systems that identify staff with specific fire safety duties enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire[2]

The following are provided to meet the requirements of the relevant legislation:

- An appropriate method of giving warning in case of fire;
- Suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire;
- Suitable emergency lighting where necessary;
- Suitable fire signage;
- Suitable fire-fighting equipment at appropriate locations throughout the building;
- Appropriate structural fire precautions.

Our fire safety management plan incorporates:

- A suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and any others affected by those risks;
- An emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- The production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan; systems for recording the content, duration and provider of fire safety training;
- The provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

Signed:	Sarah North
Date:	September 2026

Notes 1& 2: Guidance for on fire safety can be obtained from the governments' educational fire safety guidance document obtainable from: https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises

Appendix 2

Appendix 3 - An extract from Regulations and Guidelines for Educational Visits and Journeys
Section 7: Transport:

7.1 Planning Transport

The party leader must give careful thought to planning transport.

7.1.1 The main factors to consider include:

- The types of transport to be used and passenger safety in connection with each; Supervision;
- Journey time and distance e.g. local or long distance, allowing time to check your vehicle properly (this is a legal requirement). Plan your route to suit the needs and requirements of passenger types. Consider using one of the route-planning services available on the Internet. Check for possible hold-ups caused by roadworks, accidents before leaving at www.traffic-update.co.uk.
- Ensure roads are suitable for vehicle type. Remember to register and pre-book congestion charge if entering London at www.tfl.gov.uk;
- The competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid license. All minibus drivers to have successfully completed the MiDAS Training, This requirement applies even if drivers already hold a current PCV License;
- Number of driving hours required for the journey and length of the drivers day (including non-driving hours), whether a second driver is needed;
- Capacity and experience of driver to maintain concentration – whether more than one driver is needed to avoid driver fatigue. Experts in driver fatigue now say that even full time drivers should take regular breaks every two hours;
- Contingency funds and arrangements in case of breakdown /emergency;
- Alternative routes or means of travel available in the event of a delay or cancellation; Appropriate insurance cover.

7.2 Legal responsibilities:

Driving a minibus puts extra demands on the driver, particularly if they normally only drive cars, or if driving is not their main occupation.

- The safety of the passengers is of paramount importance. They (and their families) put their trust in to the driver deliver them to their destination in safety and comfort.
- The employer should satisfy themselves that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit. In practice Head-teachers will normally carry out these checks.
- No matter who owns the vehicle, the person legally responsible for it whilst it is in use is the driver. The driver must ensure that they have the correct license and be in date for MiDAS Training. The vehicle must be roadworthy, with tax, MOT, and insurance to cover that the driver.
- All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years (inclusive) must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements.
- Children travelling in vehicles must be provided with, and use, child restraints that are appropriate for their age and size. It is the driver's responsibility for ensuring that all passengers are suitably secured.

7.3 Supervision on Transport

7.3.1 The level of supervision necessary should be considered as part of the risk assessment for the journey. The party leader is responsible for the group at all times including maintaining good discipline.

7.3.2 On long journeys and/or where the known propensities of the group may compromise safety the driver should not normally be responsible for pupil supervision. Driver supervision may be sufficient if a small number of children are being taken on a short journey (e.g. local school sporting fixtures, use of parent cars).

7.3.4 Factors that the party leader should consider when planning supervision on transport include:

- The level of supervision that will be necessary on double decker buses/coaches – one supervisor on each deck should be appropriate in normal circumstances;
- Safety when crossing roads as part of the journey – the party leader should ensure that pupils know how to observe the safety rules set out in the Highway Code and the Green Cross Code. Pedestrian crossings and traffic lights or footbridges should be used to cross roads, wherever possible;
- Safety on buses, trains, ferries and boats - the party leader should make clear to pupils how much or little freedom they have to 'roam'; Misbehaviour is a main cause of accidents to children on such means of transport. Appropriate supervision and discipline should be maintained at all times;
- Pupils should also be made aware of what to do in an emergency and where emergency procedures are displayed;
- All group members should be made aware of the location of emergency equipment e.g. the emergency door, first-aid kit and firefighting equipment on transport. Pupils must be reminded of the potential dangers interfering with emergency equipment and of touching emergency handles except in a genuine emergency. It may be necessary to seat adults rather than children adjacent to emergency exits;
- Booking transport – the party leader should arrange for seats to be reserved well in advance to ensure that the party can travel together;
- Safety of pupils whilst waiting at pick-up and drop-off points and when getting on or off transport which should always where practically possible be "kerbside", never unload into the road, particularly when using UK vehicles abroad. Pupils should be made aware of safety rules and expected standards of behaviour;
- Ensuring that vehicles do not exceed the carrying capacity of vehicle type which should be clearly displayed inside the vehicle;
- Safety while on stops or rests during the journey – party leaders should plan with the driver sufficient stops at suitable areas to ensure the safety of all group members including the driver. Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods;
- Safety of the group in the event of an accident or breakdown – the group should remain under the direct supervision of the party leader or other teachers wherever possible;
- Head counts, by the party leader or another responsible adult should always be carried out when the group is getting off or onto transport;
- Responsibility for checking that seat belts are fastened and ensuring that the driver(s) are aware that they are responsible for ensuring belts are used by all passengers;
- Consider whether a visible and easily recognisable article of clothing should be worn by all pupils;
- Pupils should be made aware that they are not allowed access to the driving area at any time, nor must they interfere with or distract the drive in any way;
- Group members should be made aware that travel sickness tablets should only be administered to a pupil with previous authorisation from the parents;
- Vetting non-teacher drivers and ensuring that all drivers are CRB Checked.

7.4 Hiring Coaches and Buses

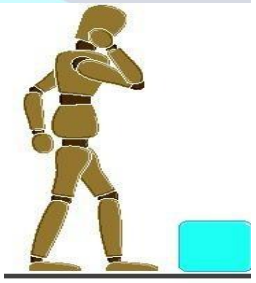
7.4.1 The party leader is responsible for ensuring that coaches and buses (including any self-drive mini-buses) are hired only from a reputable company. Schools using operators to transport pupils should ensure that the operators have the appropriate passenger carrying vehicle (PCV) operators' licence. When booking transport, the party leader should ensure that seat belts are available for pupils. Whilst seat belts must be fitted on coaches which carry groups of children (with appropriate restraints for children aged 12 Years or 135cms), they are not legally required on buses. Buses where seat belts are not fitted are not appropriate for visits involving long journeys.

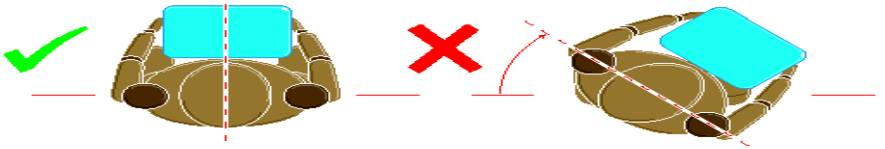
7.4.2 Contract hire confirmation dates, times, destination and cost should be obtained in writing.

7.4.3 If any of the group uses a wheelchair, the party leader should ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps. **You must ensure that all drivers are appropriately trained and competent in the use of this equipment.**

Good Handling Techniques

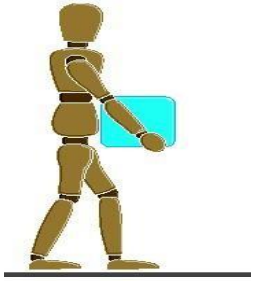
Think before lifting / handling



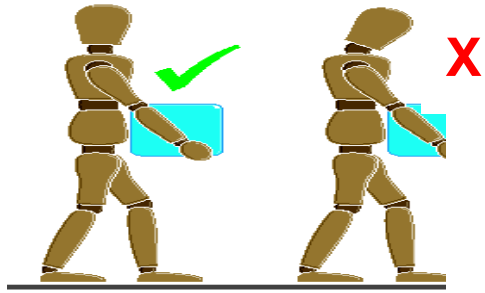


Avoid twisting the back or leaning sideways.

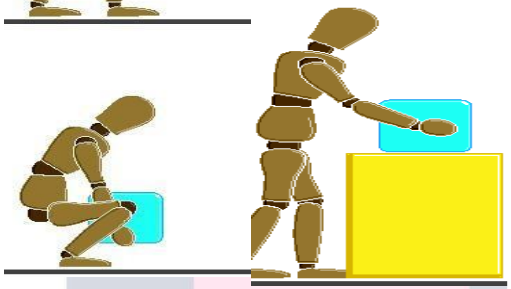
Keep the load close to the waist.
Adopt a stable position.
Get a good hold.



Keep the head up when handling.
Move smoothly.



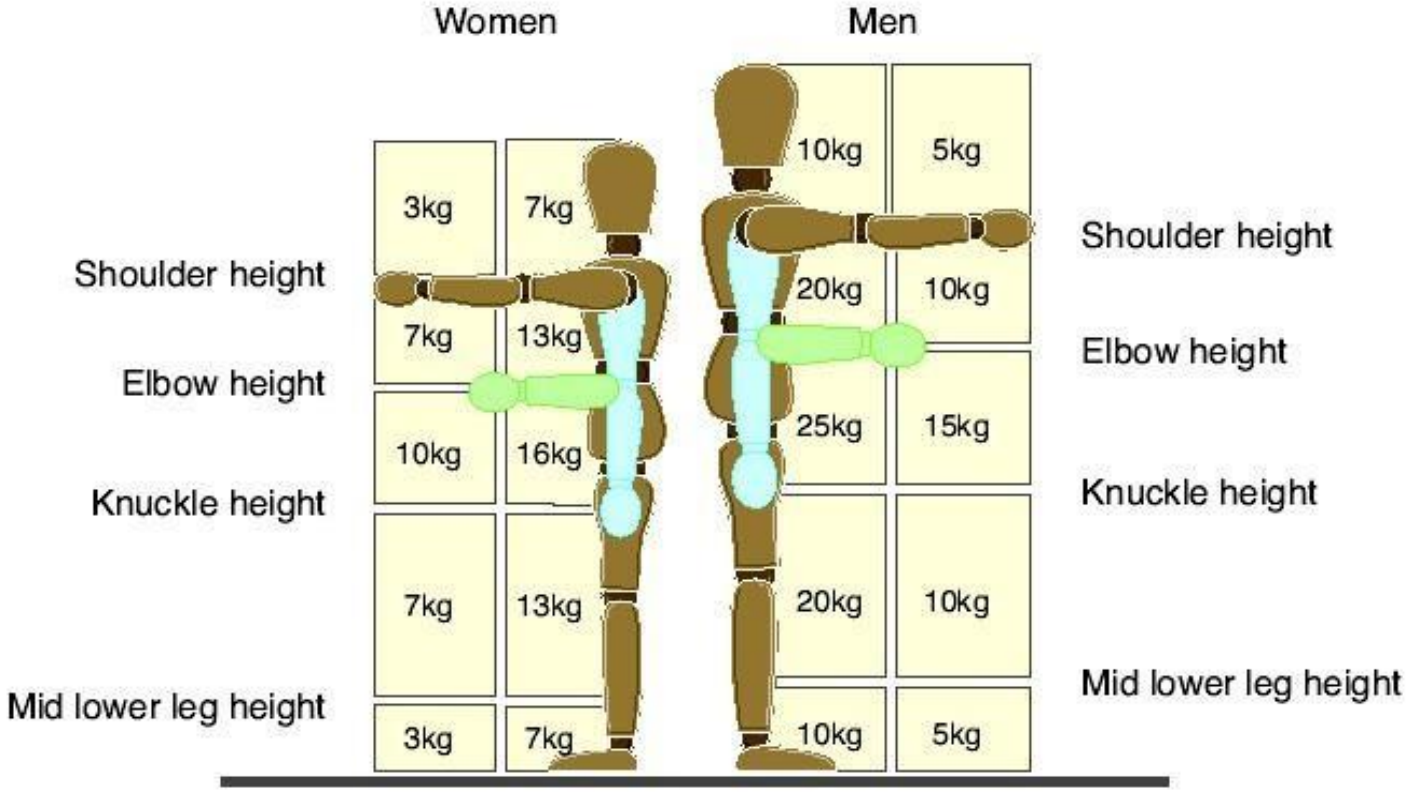
Start in a good posture.
Don't flex the back any further while lifting.



Don't lift or handle more than can be easily managed.
Put down, then adjust.

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



Note

Although great care has been taken in the compilation and preparation of this work to ensure accuracy, it is the responsibility of the Trustees/Head-teacher to ensure that the arrangements referred to accurately reflect the actual control measures in place at the school.

The list of arrangements shown are not exhaustive and the index in the main policy should be checked to ensure that all areas that are applicable in the school have been covered. All the high risk activities will have their own policies e.g. Science, Design and Technology, Physical Education and Food Technology.

Appendix 5

Extended school checklist			
Questions	**Yes**	**No**	**Comments/actions/targets/who/by when**
Have you reviewed your H&S policy to incorporate extended schools services?			
Have you reviewed the organisation and arrangements section?			
Have you ensured all parties involved have been informed of the extended school arrangements?			
Have you undertaken risk assessments for the site?			
Have you undertaken risk assessments for the additional activities?			
If the extended school activity is not being undertaken by the school have you obtained copies of the risk assessments from the Group Leader/Tutor?			
Have you reviewed the emergency/fire arrangements?			
Have you sufficient First Aid facilities in place outside normal school hours?			
Have you ensured the incident reporting system is effective?			
Is everyone aware of the arrangements for bringing in equipment, especially electrical equipment?			
Have you reviewed your security arrangements?			
Has everyone been informed of the areas of the building that are out-of-bounds or locked?			
Have you ensured no-one is lone working where practical and have appropriate measures in place to ensure their safety?			
Is your insurance provider aware and cover extended – third party use?			

N.B: This checklist is not exhaustive and should be used as a guide.