



BEACON EDUCATION
AMBITION RESPECT EXCELLENCE

Health & Safety Policy

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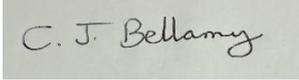
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Statement of intent

At **name of location**, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the **school's/nursery's** culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our **School/Nursery**.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed by:  Chair of Trustees Date: 23rd October 2025

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999

- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha’s Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) ‘Health and safety: responsibilities and duties for schools’
- DfE (2017) ‘Safe storage and disposal of hazardous materials and chemicals’
- HSE (2014) ‘Sensible health and safety management in schools’
- DfE (2022) ‘First aid in schools, early years and colleges’

This policy operates in conjunction with the following School/Nursery policies:

- First Aid Policy
- Risk Assessment Policy (See appendix 1)
- Food & Catering Policy*
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- School Security Policy*
- Data Protection Policy
- Adverse Weather Policy*
- Minibus Policy*
- Educational Visits and School Trips Policy
- Security Procedure*

Policies marked with * are in development

2. Roles and responsibilities

The Trust Board will:

- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- To ensure that BE and academies meet their statutory requirements in areas including Asbestos, Mechanical & Electrical Safety, Fire Safety, Structural Safety and Water Quality.

The Local Governing Body, in conjunction with the Headteacher/Nursery Manager, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-location familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the **School/Nursery**.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the **School/Nursery** has secured safe means of entry and exit for all site users.
- Ensure the **School/Nursery** can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.

The Chief Operations Officer will retain responsibility to ensure that the following tasks are completed. However, they may be delegated to our Competent Person or other nominated members of staff:

- Take responsibility for the strategic management of health and safety across the Trust.
- Develop the Trust health and safety and other related policies and an encompassing strategy relating to the requirements of the Trust and its academies.
- Monitor management structures responsible for health and safety across the Trust.
- Assist School/Nursery's in managing risks arising from significant hazards, incidents or accidents and enable them to make reasonable adjustments to prevent them from reoccurring.
- Manage and monitor safety standards.
- Provide or obtain competent technical support and advice to Trust senior managers, Trustees, LGB and School/Nursery senior leadership teams. Participate in committees where required.
- Provide or obtain advice and guidance on business continuity procedures, emergency management and critical incident planning across the Trust.
- Manage the health and safety internal/external audit process.
- Ensure all Trust sites have suitable and sufficient risk assessments in place for their activities. Provide advice to managers where necessary and ensure reviews are undertaken.
- Undertake or arrange safety monitoring, audits, inspections, and assurance visits across the Trust.

- Undertake or arrange investigations following serious incidents and liaise with enforcement agencies where required.
- Manage and oversee the maintenance of records and information, including daily checks and inspections in accordance with industry best practice.
- Produce termly reports for Trust senior managers on estate compliance performance and areas of concern.
- Actively manage School/Nursery improvement in areas of statutory compliance including Asbestos, Mechanical & Electrical Safety, Fire Safety, Structural Safety and Water Quality including providing technical guidance and ownership where required.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure the Trust sites have a secured safe means of entry and exit for all site users.
- Ensure that School/Nursery maintains a suitable record of training provided to staff which identifies future and ongoing training needs

The Headteacher/Nursery Manager will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors with support from the Chief Operations Officer.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually. Report any issues back to the Chief Operations Officer.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Delegate tasks to a suitably competent member of staff.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Support staff with any queries or concerns regarding health and safety.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them from reoccurring.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure the **School/Nursery** has secured safe means of entry and exit for all site users.

- Where necessary, ensure the **School/Nursery** can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.
- Identify hazards by conducting risk assessments. Ensure that there are suitable and sufficient risk assessments in place for activities, outdoor education and off-site visits. Provide advice to staff where necessary and ensure reviews are undertaken.
- Ensure that a suitable record of training provided to staff which identifies future and ongoing training needs is maintained. Comply with and respond to actions arising from internal and external audits provided by the Trust
- Ensure that statutory premises compliance is monitored and completed in conjunction with the School/Nursery caretaker.

Supervisory staff and/or department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the **school's/nursery's** Health and Safety Policy in their department, and for areas of responsibility delegated by the **Headteacher/Nursery Manager**
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.
- Ensure that all relevant risk assessments are completed for the department.

All members of staff will:

Under the Health and Safety at Work etc. Act 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the school / Trust.

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.

- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the LGB.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate machine guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Caretaker or **Headteacher/Nursery Manager** as appropriate.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the School/Nursery/Nursery can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the **School/Nursery**.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

3. Training and first aid

The **School/Nursery** will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the setting.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the School/Nursery. Staff will be trained on how to assess risks specific to their role.

The **Headteacher/Nursery Manager** will ensure staff know how to meet their duties outlined in this policy. Where relevant to their role, staff will receive specific training in:

- Using machinery i.e. for cleaning, DT and caretaking.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

First aid

The **School/Nursery** will act in accordance with the First Aid Policy at all times and will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The **School/Nursery** will carry out a first aid needs assessment where necessary in order to help inform the First Aid Policy.

[Primary schools only] The school will teach Health Education to pupils, including basic first aid, such as dealing with common injuries.

The **Headteacher/Nursery Manager** will ensure that there is an appropriate number of first-aid trained staff members working within in each classroom.

A full list of all first aid trained members of staff is held by the **School/Nursery**. However, in this school, the following staff members are trained first-aiders:

| Name | Department | Location | Extension no. | Certification expiry date |
|------|------------|----------|---------------|---------------------------|
| | | | | |
| | | | | |

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

| Location | Responsible staff member |
|----------|--------------------------|
| | |
| | |
| | |

4. Contacting the emergency services

The **Headteacher/Nursery Manager** will certify that procedures for ensuring safety precautions are properly managed and discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using **two-way radios / phone**.

Where an ambulance is called for a pupil, **office staff** will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is **name of location**. Staff will be aware of any pupils who have specific evacuation needs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can. The SENDCO, **Headteacher/Nursery Manager** will be responsible for completing a Personal Emergency Evacuation Plan for any student or member of staff that will need assistance during an evacuation. They will ensure that they are regularly reviewed and made available to all relevant staff.

5. Accident reporting and investigation

All non-trivial accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible using the accident reporting module on EEC. The Chief operations Officer will review each incident reported. Trivial matters will be recorded locally using a 'Bump Book'. The **Headteacher/Nursery Manager** will ensure that bump books are regularly scrutinised, and trends identified.

The **Headteacher/Nursery Manager** will be responsible for informing the Chief Operations Officer as soon as possible should a fatal or a 'major injury' (as outlined by the HSE) occur.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity by the Chief Operations Officer or our appointed 'Competent Person'. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the **Headteacher/Nursery Manager**, or a person appointed on their behalf, will file a report as soon as is reasonably possible. This person will complete the relevant report on EEC which will transmit the report onto the HSE. In the event of EEC not being available, the HSE website for submitting reports

is: <http://www.hse.gov.uk/riddor/report.htm>. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The School/Nursery will report all non-trivial accidents and injuries on EEC. Trivial matters will be recorded locally using a 'Bump Book'. **Headteacher/Nursery Manager** will ensure that bump books are regularly scrutinised and trends identified. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted via email or verbally to the **Headteacher/Nursery Manager** or Caretaker as soon as possible, who will then inform the Headteacher/Nursery Manager or Chief Operations Officer if appropriate.

Accident investigation

All accidents, however minor, will be investigated by the **Headteacher/Nursery Manager** and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment(s) reviewed and/or amended, to avoid reoccurrence of the accident.

Headteacher/Nursery Manager will undertake **Half-termly** evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

The Headteacher/Nursery Manager will review all non-trivial incidents and ensure suitable actions are taken to avoid a recurrence.

6. Active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The School/Nursery's procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and internal and external health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Half Termly reports and updates to the Headteacher/Nursery Manager
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

The Chief Operations Officer will ensure that active monitoring of all locations takes place.

7. Risk assessment

The **Headteacher/Nursery Manager** has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the School/Nursery.

High-risk areas, such as laboratories, will be risk assessed by departmental heads in accordance with best practice. Science classes will adopt CLEAPSS risk assessments and policies to manage their health and safety. Annual risk assessments will be conducted for all other areas of the **School/Nursery**. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The Local Governing Body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The **School/Nursery** will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the School/Nursery has implemented to control the risk

The **School/Nursery** will appoint an educational visits coordinator (EVC) and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the **Headteacher/Nursery Manager** will perform this duty. The EVC will ensure suitable and sufficient risk assessments are completed by staff leading day trips or residential stays.

8. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The **School/Nursery** utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the School/Nursery Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings

- Review the assessment regularly and revise if necessary

9. Fire safety

The **Headteacher/Nursery Manager** is responsible for ensuring that an Emergency Evacuation Plan is completed. A model copy is appended to this document **but is not to be shared publicly**. All staff fully understand and effectively implement the Fire Evacuation Plan, which will be implemented in the event of a fire.

The **Headteacher/Nursery Manager** is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The **School/Nursery** will test evacuation procedures on a half-termly basis. Firefighting equipment will be checked and maintained on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the School/Nursery, and records will be maintained using iAm Compliant. Emergency lighting will be tested and maintained on an annual basis, and records will be maintained using iAm Compliant.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

10. Evacuation, invacuation, lockdown and bomb threat procedure

The **School/Nursery** will follow the procedure outlined in the Security Policy* and Personal Emergency Evacuation Plan in the event of a crisis.

All staff fully understand and effectively implement the School/Nursery's Bomb Threat Policy as described in the security policy.

In the event of an emergency, the procedures outlined in the Security Policy, and the Lockdown Procedure will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Security Policy.

11. Visitors and contractors

The procedures outlined in the Security Policy will be implemented by relevant staff when receiving visitors to the School/Nursery.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking. These details should be provided in the lettings agreement.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the School/Nursery.

12. Construction and maintenance

When undertaking construction or maintenance work, the **School/Nursery** will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The **Headteacher/Nursery Manager** will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The **Headteacher/Nursery Manager** will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Headteacher/Nursery Manager will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the School/Nursery wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the School/Nursery expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the School/Nursery manage risks associated with any future maintenance, repair, construction or demolition work.

- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the **Headteacher/Nursery Manager**, kept up-to-date by the **Headteacher/Nursery Manager**, and is made available to anyone who needs to alter or maintain the building.

The **Headteacher/Nursery Manager** will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Large scale projects will be supported / managed by the Trust Central Team as appropriate.

13. Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. The **School/Nursery** will provide employees and pupils who are exposed to a hazard at the School/Nursery, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from. Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

PPE includes protective laboratory and workshop equipment, such as protective clothing, safety footwear, face masks, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer, e.g. School/Nursery uniform, does not constitute PPE.

Thorough risk assessments are carried out by the Chief Operations Officer to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis.

Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The **School/Nursery** understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.

- A uniform that employees only wear to work.

The Finance Manager will keep a record of all expenses related to PPE and uniform for HR and finance purposes. In accordance with HM Revenue and Customs (HMRC), the School/Nursery will pay any tax and national insurance on uniforms and PPE that are not exempt. Using a P11D form, the School/Nursery will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The above will not be reported to HMRC if it is provided as part of a salary sacrifice arrangement.

14. Work-related hazards

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The **School/Nursery** will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the **School/Nursery's** Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

In order to manage these risks, appropriate risk assessments and procedures have been adopted.

Working at heights

Work at height is restricted to ladder use only. Staff are not permitted to go onto roofs without prior approval from the Chief Operations Officer. Work at Height training will be provided to all staff that undertake duties of this nature. Ladders and stepladders must bear an appropriate British Standard and be suitable for the nature of the work. Domestic ladders are not permitted. A Working at Height risk assessment will be completed by each location by the **Headteacher/Nursery Manager** with support from the Chief Operations Officer or nominated 'Competent Person'. The Trust and all locations will follow the HSE guidelines on work at height.

Lone working

A Lone Working risk assessment will be completed at each location by the **Headteacher/Nursery Manager** with support from the Chief Operations Officer. Procedures concerning employees' lone working are addressed in the risk assessment. Staff should not engage in any hazardous activities whilst lone working. Staff will be encouraged to ensure their personal safety whilst working alone or

after hours by informing their spouse/partner or colleague of when they expect to finish and make arrangements to inform them when work has finished.

Those arranging work will have a duty to ensure that contractors work safely. Therefore, contractors are not permitted to carry out hazardous activities whilst lone working. Therefore, **Headteacher/Nursery Manager** will ensure that any works are completed in a safe way.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy*.

Staff have free access to Care First and Headspace who provide support and guidance to staff suffering from stress. Further information can be obtained by contacting the **Headteacher/Nursery Manager** or Chief Operations Officer.

Display screen equipment

Display screen assessments will be sent to relevant staff by the Chief Operations Officer for administrative and support staff who regularly use laptops or desktops computers. Initially a checklist will be sent to all DSE users and follow up assessments will be completed as required. This is a bi-annual process.

15. Maintaining equipment

Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. A competent contractor will inspect the following equipment for health and safety issues annually or other frequency dictated by the appropriate British standard:

- All electrical appliances will be PAT tested
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It is the responsibility of the **Headteacher/Nursery Manager** to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. The Chief Operations Officer should be consulted as necessary.

Staff members are asked not to bring in their own appliances unless necessary; if they wish to, they must have approval from the **Headteacher/Nursery Manager** and ensure that the appliance is assessed and approved for use. Damaged, faulty or broken appliances are never brought in or used. Any portable electrical equipment will undergo PAT at intervals suitable for the type of equipment and its frequency of use or as decided by the Chief Operations Officer.

16. Hazardous materials

The **School/Nursery** will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The

School/Nursery will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the **Headteacher/Nursery Manager**.

The **Headteacher/Nursery Manager** is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The **Headteacher/Nursery Manager** will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the site manager on a bi-annual basis to ensure continued effectiveness, even when they are known to be reliable.

The **Headteacher/Nursery Manager** will ensure that a suitable number of staff members is suitably trained in the handling of hazardous chemicals and materials. This will usually include cleaners and caretakers.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by **department leaders/Cleaning Supervisors**. All COSHH regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment which will be serviced in accordance with COSHH instructions which is currently 14 months.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the **Headteacher/Nursery Manager**. They will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The **Headteacher/Nursery Manager will ensure that** an up-to-date inventory of all the hazardous chemicals and materials is held at the **School/Nursery**. The **Headteacher/Nursery Manager** or other nominated competent person will ensure that a bi-annual audit of hazardous materials will be undertaken with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with current guidelines.

17. Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken in 2018 by G&L Consultancy Ltd, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work. Annual re-inspection surveys are also completed by G&L.

All locations have an asbestos register and a copy of the Asbestos Management Plan. All relevant staff receive suitable training and a record is retained by The Trust Central Team and on the G&L Training portal.

18. Cleaning

Cleaners and/or Contract Cleaners will be monitored by the **Headteacher/Nursery Manager**. The standard required will be clear in the service level agreement held with the contracted cleaners or relevant job description. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the **Headteacher/Nursery Manager**. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The **Headteacher/Nursery Manager** is responsible for ensuring that the **School/Nursery** is at a safe temperature for staff and children. The **School/Nursery** will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

| Areas | Temperature |
|--|-------------|
| Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation | 21°C |
| Where there is a normal level of physical activity associated with teaching, private study or examinations | 18°C |
| Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces | 15°C |

19. Infection control

The **School/Nursery** actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The **School/Nursery** keeps up-to-date with national and local immunisation scheduling and advice.

Staff may be asked to participate in a full occupational health check before starting employment at the **School/Nursery** if a pre-existing medical condition is declared.

The **School/Nursery** will ensure that arrangements are in place to minimise any health risks, e.g. flu, Covid, etc. by ensuring hygiene standards are maintained and pupils and staff are not permitted in **School/Nursery** if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

20. Allergens and anaphylaxis

The **School/Nursery's** Allergen and Anaphylaxis procedures are implemented consistently to ensure the safety of those with allergies. Details are contained within the Catering Policy*

Parents are required to provide the **School/Nursery** with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff are also required to provide the **Headteacher/Nursery Manager** with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The **Headteacher/Nursery Manager** will decide whether it is appropriate to purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The **Headteacher/Nursery Manager** and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the School/Nursery site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the School/Nursery operates in line with Natasha's Law can be found in the Catering Policy*.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the School/Nursery's policies and procedures addressing allergens and anaphylaxis can be found in the Catering Policy*.

21. Medication

The **School/Nursery's** Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive suitable training as and when required in supporting pupils with medical conditions.

The **School/Nursery** will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The **School/Nursery's** Supporting Pupils with Medical Conditions Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

22. Smoking

The School/Nursery is a non-smoking premises and no smoking will be permitted on the grounds. All staff, pupils, visitors and contractors will be made aware of the policy by signage at each location.

23. Security and theft

Policy and procedures to reduce security risks are addressed in the Security Policy*.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the Trust's Data Protection Policy.

Money will be held in a safe and banked regularly to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the **School/Nursery office**, and staff should not be placed at risk of robbery. A cash handling risk assessment* is completed where necessary.

Staff and pupils are responsible for their personal belongings and the Trust accepts no responsibility for loss or damage. Thefts may be reported to the police and staff are expected to assist police with their investigation.

All staff are expected to take reasonable measures to ensure the security of **School/Nursery** equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The **School/Nursery** will install access control and security measures to ensure the safety of the premises, e.g. security glazing on windows. The **School/Nursery** will ban individuals from the premises if they pose a risk to any member of the Trust community. The **School/Nursery** will consider any risks that are posed by their local context, e.g. recent arson attacks.

24. Severe weather

The **School/Nursery** will act in accordance with the Adverse Weather Policy* at all times.

The **Headteacher/Nursery Manager and Chief Executive Officer** will make a decision on **School/Nursery** closure due to severe weather on the grounds of health and safety. If a closure takes place, the Chair of the LGB will be promptly informed.

25. Safe use of minibuses

Health and safety policy and procedures concerning School/Nursery minibuses are contained in the School/Nursery's Minibus Policy*. The Trust Central Team is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

The driver will have a current license, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles. Drivers will complete the relevant form from the **school office** and supply a Driving Licence check certificate, obtained from the Gov website, to the Trust Central Team. A driving for work risk assessment will be completed for each driver.*Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The School/Nursery will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

A record of all staff members that hold the required licence and have completed specific training allowing them to drive the minibus is held and maintained by the Trust Central Team. However, the eligible staff members in this School/Nursery are:

| Staff member's name | Staff member's role |
|---------------------|---------------------|
| | |
| | |
| | |

26. School/Nursery trips and visits

Health and safety policy and procedures concerning School/Nursery trips and visits, including trips abroad, are contained in the School/Nursery's Educational Visits and School/Nursery Trips Policy*.

Each location will appoint an External Visits Coordinator (EVC) which will normally be the **Headteacher/Nursery Manager**. However, this function can be delegated to a competent person within the setting. All EVC's must have appropriate EVC training. The **Headteacher/Nursery Manager/EVC** is responsible for ensuring that all trips and visits are suitably managed, organised, funded and risk assessed. Written risk assessments will be produced where there are significant findings. This will usually include travel and transport arrangements, children with challenging behaviours and certain medical conditions.

27. Water Hygiene Management

Control of Legionella

The **Headteacher/Nursery Manager** (or nominated deputy) acts as the Responsible Person under the Approved Code of Practice on legionella control. With support from the Trust Central Team where required.

A contractor will undertake a water hygiene risk assessment and will arrange for this to be reviewed as required by a contractor who is registered with the Legionella Control Association for this purpose (or more frequently if there are any significant changes to our water system).

Water hygiene monitoring will be carried out in accordance with the findings of the risk assessment. Where this is undertaken by a contractor, the contractor will be registered with the Legionella Control Association for the category of work they undertake. Any remedial work will be carried out by a competent person.

The Chief Operations Officer reviews recommendations made in risk assessments and monitoring visit reports to identify required works.

Any infrequently used outlets, e.g. showers, spray taps etc., will be flushed through (hottest temperature possible) every week in which they have not been in use. Shower/spray tap heads will be removed and de-scaled at the beginning of each term. Records of these checks will be retained.

Where outlets are no longer in use, arrangements will be made to remove them and the pipework leading to them.

Water temperatures of nominated outlets/taps (sentinel outlets) are monitored on a half-termly basis which is in line with Somerset County Council's policy. Records of these checks are kept.

Records will be retained throughout the period they are current and for at least two years afterwards. This includes records of any monitoring inspection, test or check carried out, and the dates, for at least five years.

Preventing Scalds and Burns

The Headteacher/Nursery Manager will ensure that a suitable and sufficient risk assessment is completed that identifies measures to prevent scalds and burns to vulnerable adults and young children from hot water and surfaces/pipes. This includes solutions such as thermostatic mixing valves to hot water outlets used by them (which will be adequately maintained), using low surface temperature radiators, locating sources of heat out of reach, e.g. at high-level or guarding the heated areas, e.g. providing radiator covers, covering exposed pipework.

28. Radon

Radon surveys have been conducted in all workplaces where there is potential for Radon gas to be present. However, the results are all well below the action level and therefore, no further actions are required. A risk assessment has been written and will be reviewed in ten years as per the HSE guidance.

<https://www.ukradon.org/information/ukmaps>

29. Swimming Pools

All activities associated with the school pools will be conducted in accordance with the HSE publication HSG179 - 'Managing Health and Safety in Swimming Pools'.

The Pool Committee is responsible for monitoring the facilities and activities associated with the outdoor swimming pool and will ensure:

- Safe systems of work are in place for the pool during school time and out of hours
- Cleanliness of water and facility and ensuring temperature is correct
- Hygiene - legionella water quality, life-saving equipment/supervision
- First aid equipment available
- Safe procedures and pool rules displayed where appropriate
- Security of pool, including restricted access
- Responsibility for cleaning the pool - use of chemicals etc. within the pool environment, safe handling, storage, security, etc.
- A designated person is responsible for dosing and treating the pool and is adequately trained and competent to do so. Retraining will be carried out should there be any staffing changes
- Adequate maintenance of the pool and associated plant and equipment

- Competent staff supervise swimming activities and act as lifeguards who have attended suitable training which is refreshed at required intervals
- There is a sufficient number of trained personnel supervising swimming lessons.

A specific plan for the pool management is documented and brought to the attention of all relevant parties including both Normal Operating Procedures (NOP) and Emergency Operating Procedures (EOP).

30. Safe use of Playground Equipment

Supervision

Children will be supervised at all times whilst using outdoor play equipment; risk assessments will be conducted to determine the appropriate number of people required to supervise play areas (this takes into account observation points, line of sight etc.). Supervising staff are made familiar with the equipment, the rules for use and of the ability of the children.

General guidelines

- The pupils will be educated about the use of climbing equipment.
- Staff/supervisors on duty will ensure that outdoor play equipment is visible and can be appropriately supervised when in use and will make regular checks for defects and report them as appropriate.
- Where necessary, a rota for use, taking into consideration the age and number of children using it at any one time will be enforced and staff/supervisors will ensure pupils behave appropriately.
- Consideration will always be given to weather conditions and outdoor play equipment will NOT be used during wet or icy conditions.
- Where equipment is sited on grassed areas it will be kept out of use in wet weather and for an appropriate length of time afterward to allow the ground to be sufficiently dry.
- Apparatus will only be used at appropriate times when supervised. Parents will be informed that the apparatus is for School/Nursery aged children only and not to be used before and after **School/Nursery**.

Clothing/Footwear

- Suitable clothing should be worn. Hazards can arise from unfastened coats, woollen gloves, scarves, ties, etc.
- Appropriate footwear must be worn. Hazards arise from slippery soles, open toed and sling back sandals, heels and untied laces, etc.
- Staff on duty will ensure that children not dressed appropriately are not permitted to use the equipment.

Zoning of Activities

Consideration has been given to the range of activities occurring within the playground area:

- Ball games/chasing games are sited away from the climbing area.

- In the nursery play area, wheeled toys in particular, are to be used away from the climbing area.

Play Equipment Standards

- All new outdoor play equipment is designed, constructed, installed and maintained in accordance with European standards BS EN 1176 and BS EN 1177.
- The independent competent person carrying out annual inspection and maintenance will advise whether any alterations need to be made.
- In order to ensure compliance, we only use manufacturers/contractors with appropriate play industries registration when planning to install new outdoor play equipment. We will also check that companies have API (Association of Play Industries) or BSI registration for equipment manufacture and installation.
- Scrambling and climbing elements do not exceed 3 metres; for children below 5 the height does not exceed 1.6m.
- Structures have been spaced clear of each other to prevent one activity interfering with another, and are clear of walls, fences etc.

Safety Surfaces

- All products meet the appropriate BS EN Standards. Both portable and fixed climbing equipment with a fall height of 600mm has an impact-absorbing surface when used outside.
- The extent of surfacing around static equipment extends at least 1.75m beyond the outermost points of the base of the frame.
- Where bark is used this area is a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min. Additional bark is available to top up to the original level.

Inspection and Maintenance

When new equipment is installed, a post installation inspection will be arranged through the installer. BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis e.g.:

Informal Daily/pre use checks by staff - All staff with playground duties are responsible for checking equipment and surfacing before use, concentrating on the following points:

- No evidence of obvious wear / damage
- Area safe from health hazards e.g. needles, glass, faeces etc.
- Impact absorbing surfaces no cuts, tears, wear or unstuck areas
- All fastening tightly secured
- No broken chains, stretched links or loose or twisted shackles
- Uprights unbroken and firm in the ground

Where any defects / hazards are identified appropriate steps will be taken to prevent use until problems have been satisfactorily resolved.

Weekly Formal Inspection (in-house) - The **Headteacher/Nursery Manager** will ensure that a more thorough check of the equipment is conducted on a weekly basis and records will be held on the Weekly Outdoor Play Equipment Checklist. Completed records will be held on iAm Compliant.

Annual inspection – The Chief Operations Officer will ensure that a detailed certified inspection by an independent competent person capable of inspecting to BS EN 1176 and 1177 will be conducted at least annually by a competent contractor. Such checks ensure safety and identifies any improvements required in terms of the European standards. Any recommended repairs are undertaken, or the equipment taken out of use until funds are available to carry out the repairs or improvements.

31. Stage use, school performance / Events and drama in Education

The Headteacher/Nursery Manager will ensure a risk assessment is conducted prior to any performances/events to identify any potential hazards including but not confined to:

- Suitability of staging:
 - In the case of stage blocks/modular staging, the stage is put together following the manufacturer's instructions.
 - Fixed stages are maintained to a safe standard and regularly inspected to identify hazards and prevent accident and injury
- Floor surfaces
- Portable appliances/equipment
 - use of dry ice and smoke machines
 - strobe lighting
 - use of residual circuit breakers (RCDs)
- Lighting, props, and storage of items
- Working at height
- Manual handling
- Accessibility
- Evacuation procedures/safety instructions to audience (see below)
- Housekeeping
- First aid

- **The Headteacher/Nursery Manager** will ensure that an entertainment licence is granted for activities or performances as required. Support and advice will be given by the Chief Operations Officer.
- A written evacuation procedure prior to each performance/event will be developed (Performance/Event Evacuation Plan). The Headteacher/Nursery Manager or the performance/event leader will ensure that all staff are aware of their responsibilities should an

evacuation be required during a performance/event and ensure this is clearly displayed. The performance/event leader also ensures this is explained to audiences/participants at the beginning of any such performance/event.

- Calculated Hall Capacity for the hall is not exceeded unless suitable mitigating controls are introduced and included in the fire risk assessment.
- Seating, modular staging/stage blocks and trade stalls for example never obstruct fire escape routes/doors.
- Good housekeeping will be maintained to remove combustible items to minimise the risk of fire.
- Reference should also be made to the School/Nursery Fire Risk Assessment held separately.

32. Trees

Tree surveys are undertaken at appropriate intervals by a competent person and a copy of the Tree Survey Report is held in School/Nursery and by the Trust Central team. All recommendations are appropriately actioned using a competent contractor. The condition of trees on site will be closely monitored (including after storms or strong winds); the trees managed and the site re-surveyed periodically, with recommendations acted upon on a risk priority basis. The **Headteacher/Nursery Manager** will inform the Chief Operations Officer of any significant works who will advise whether the local council should be contacted before work is undertaken on our trees.

33. Science

The Science Department will refer to CLEAPSS guidance. CLEAPSS Haz-cards and recipe cards and the Lab Handbook will be adapted locally as necessary. From these, warnings and controls will be produced in and made available to those who use/need them. These will be reviewed regularly. Additional risk assessments will also be undertaken where not adequately covered by CLEAPSS.

The Science Department has produced their own Science Health and Safety Policy held separately.

The Chief Operations Officer will request that the Head of Department completes CLEAPSS checklists on a regular basis to assist in demonstrating that laboratories are suitably managed.

34. Design Technology

The Design Technology Department will refer to CLEAPSS guidance which will be adapted locally. From these, warnings and controls will be produced in and made available to those who use/need them. These will be reviewed regularly. Additional risk assessments will also be undertaken where not adequately covered by CLEAPSS.

D&T hold a copy of British Standard BS4163:2021.

The D&T Department have their own Health and Safety Policy held separately.

The Chief Operations Officer will request that the Head of Department completes CLEAPSS checklists on a regular basis to assist in demonstrating that workshops are suitably managed.

35. Monitoring and review

The effectiveness of this policy will be monitored continually by the **Headteacher/Nursery Manager**, Chief Operations Officer and the Trust board. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is September 2023.

The **School/Nursery** will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Appendix

1. Model Emergency Evacuation Plan
2. Risk assessment policy

School/Nursery Name

Fire Emergency Evacuation Plan

This Emergency Plan has been developed following fire risk assessments of the relevant building.

The purpose of the plan is:

- To ensure the safety of all persons in the event of a fire
- To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005
- To ensure adherence to official guidance and related standards

Copies of the Emergency Plan will be made available to any person on request.

Copies of the building Fire Risk Assessment is kept by the School/Nursery and is available for inspection by the Fire Service and building occupants.

| | |
|--|--|
| 1. Address of the premises to which this Fire Emergency Plan relates | ***** Telephone: ***** |
| 2. Use of the premises | *** class primary school and nursery |
| 3. Responsible Person | The ***** has overall responsibility of the School/Nursery building |
| 4. Other Management responsibilities for fire safety | The ***** and nominated fire marshals are responsible for overseeing the fire safety arrangements in the building. Telephone: ***** The Chief Operations Officer supports and advises the School/Nursery on Fire Safety matters. |
| 5. Fire warning arrangements | An electrical fire alarm system with manual call points and heat and smoke detectors is provided throughout the building. |

| | |
|---|--|
| | <p>A zoned plan is provided by the alarm panel.</p> <p>The alarm provider is Coomber Fire & Security Systems Telephone: 01823 282888</p> <p>The fire alarm panel is located in *****.</p> <p>The general alarm signal is a continuous bell which is clearly audible throughout the premises.</p> |
| <p>6. Action in the event of a fire</p> | <p>On discovering a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point and evacuate. Call points are located at all external exit doors.</p> <p>On hearing the alarm signal, all persons present should immediately and calmly evacuate the premises by the nearest available emergency exit route and proceed to the Assembly Point and detailed on the Fire Action Notices.</p> <p>Persons evacuating must:</p> <p>obey the fire marshal's instructions;</p> <p>ensure others in the vicinity also evacuate;</p> <p>assist any person who needs help, if safe to do so;</p> <p>not stop to collect any personal belongings;</p> <p>not use the lift</p> <p>proceed directly to the Assembly Point (location is detailed on the Fire Action Notice at each alarm call point)</p> <p>remain there until officially instructed otherwise</p> <p>The ***** or dedicated fire marshal will telephone the Fire Rescue Service in accordance with local procedures.</p> |

| | |
|--|--|
| | <p>There are ***** trained fire marshals working within the main school office. All are aware of the procedures in place in the event of staff absence.</p> <p>The fire files, telephone numbers, passcodes and records are held in the fire logbook which is on the main office.</p> |
| <p>7. Emergency escape routes</p> | <p>Emergency escape routes are clearly signed and are kept immediately available and unobstructed at all times.</p> <p>All users of the building should ensure that they are fully aware of both obvious/familiar <u>and</u> alternative escape routes. Regular fire drills will be conducted to assist in familiarisation of escape routes.</p> |
| <p>8. Arrangements for fighting fires</p> | <p>Firefighting equipment is provided and maintained.</p> <p>Persons without specific training are not expected to fight a fire but all occupants should familiarise themselves with the location and basic operating of the equipment in case they need to use it (i.e. only in order to escape, if cut off by fire)</p> <p>Fire Marshals are nominated and trained to use the fire fighting equipment provided.</p> <p><u>FIRE MARSHALS 2022/23</u></p> <p>Names *****</p> <p>*****</p> |
| <p>9. Procedures for evacuation and liaising with the fire brigade</p> | <p>THIS NOTE SHOULD BE DELETED ONCE READ – THIS SECTION SHOULD BE AN ACCURATE ACCOUNT OF WHAT YOUR EVACUATION LOOKS LIKE. PLEASE REVIEW IT CAREFULLY. MOST SMALL SCHOOL/NURSERYs WILL EVACUATE AND COMPLETE A ROLL CALL AND NOT SWEEP THROUGH THE BUILDING AS DETAILED IN NO. 5 BELOW. THIS WILL NEED TO BE AMENDED AS REQUIRED.</p> |

| | |
|--|---|
| | <ol style="list-style-type: none">1) When the alarm sounds, Teachers will evacuate their pupils to the agreed fire assembly point.2) Teaching assistants will aid the teacher as directed.3) Teachers will check ancillary rooms that are on their escape route are empty as directed by the Headteacher/Nursery Manager. This might include toilets and group rooms etc.4) Trained staff will assist any disabled occupants with their evacuation by using an Evacuation Chair or by other means identified in their Personal Emergency Evacuation plan.5) Trained fire marshals will undertake a physical check of normally unoccupied parts of the School/Nursery which students might visit. The areas identified are...<ol style="list-style-type: none">a) List areas fire marshals will check. Ensure descriptions are clear.6) The caretaker (if on duty and on site) or a member of SLT will go to the alarm panel to see which zone has been activated and investigate the source of the alarm.7) If a real fire is identified or suspected, Devon & Somerset Fire & Rescue Service will be called by a member of reception staff or Fire Marshall if requested by the Responsible Person. This does not need to be done from within the building.8) Reception staff will retrieve the 'Grab Bag' and the class registers.9) Teachers will be provided with registers and carry out a roll call. If all persons are accounted for, they will raise their hand. If persons are missing, they will alert the Headteacher/Nursery Manager or Responsible Person immediately.10) Reception staff or the Headteacher/Nursery Manager/Responsible Person will ensure that all visitors are accounted for.11) The Headteacher/Nursery Manager or Responsible Person will advise the Fire and Rescue Service of any missing persons and their possible location. <p>A BURNING BUILDING MUST NEVER BE RE-ENTERED</p> <ol style="list-style-type: none">12) The caretaker or designated member of SLT will be responsible for greeting and directing the emergency services. |
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| | <p>13) The Headteacher/Nursery Manager or Responsible Person will liaise with the emergency services when they arrive. They must be provided with any relevant information requested.</p> <p>All classes to evacuate to the assembly point. The designated assembly point is located *****. An alternative assembly point is located *****. If an alternative assembly point is required, fire marshals will notify staff.</p> <p>Evacuation instructions are displayed in all classes.</p> <p>Keep children still and quiet in class groups and await further instructions from the Headteacher/Nursery Manager or Responsible Person.</p> <p>The following information will be required for the Fire Service:</p> <ul style="list-style-type: none"> • whether the building is known to be fully evacuated; or whether persons remain in the building; or which areas have not been checked; • any dangerous substances stored in the building that could ignite • where the fire is thought to be located; and the best route to get to any trapped persons |
| <p>10. Other key responsibilities in the event of a fire</p> | <p>Nominated fire marshals are provided (section 8).</p> <p>Records are held of all nominated persons and training.</p> <p>In an evacuation, adequate fire marshals are available for the following, under the direction of the senior member of staff:</p> <ul style="list-style-type: none"> • checking that each designated area is clear of all personnel and closing doors if safe to do so • directing evacuation persons to the assembly point • reporting each area clear • preventing persons from entering/re-entering the building |

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| | <ul style="list-style-type: none"> • attacking small fires with fire-fighting equipment if trained and safe to do so • conducting regular fire safety inspections of their area and reporting any results <p>All staff have a responsibility to ensuring that all persons present evacuate safely to the final assembly point and for reporting that their area is clear. Fire Marshals will check their designated areas in the building.</p> <p>All evacuations are recorded in the Fire Logbook.</p> |
| <p>11. Persons who are especially at risk</p> | <p>Fire risk assessments have determined that no persons are considered to be especially at risk from fire, provided that all relevant fire safety arrangements, as described in this plan and the fire risk assessment for the building are fully implemented and maintained.</p> <p>At certain times young persons with extra needs may be present. Fire evacuation plans are completed for all SEN children that need additional support with an evacuation.</p> <p>These are held with the SENCO and in the fire folder.</p> |
| <p>12. Special arrangements for disabled, young and elderly persons evacuation</p> | <p>Visitors will be asked when signing in whether they need any assistance during an evacuation. At that point a decision will be made that ensures that they can be safely evacuated. It would normally be the responsibility of the receiving member of staff to assist their visitor during a fire evacuation.</p> <p>Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others will be advised by the Responsible Person about how they will evacuate from the building.</p> |

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| | <ul style="list-style-type: none"> • All visitors will be asked whether they need any support during an emergency evacuation. They will receive guidance on what actions to take. • Regular users of the building are consulted and their needs discussed and assessed. Individual PEEP's will be agreed, documented and implemented. • Any students that need assistance during an evacuation will have a PEEP which will be agreed and implemented by the SENCO. This might include those with mobility impairment, sight impairment, hearing impairment, cognitive impairment, a temporary or permanent medical condition or injury, etc. • The school has EVAC chairs for assisting persons from the upper floors. Staff are trained and reviewed regularly. Records are kept in the fire log book. |
| <p>13. Presence of visitors, contractors, service providers etc</p> | <p>Building contractors and other external contractors/visitors (members of the public) may be present at times.</p> <p>Where planned events exceed the normal conditions, arrangements for evacuation will be assessed and appropriate provisions made.</p> <p>All contractors must agree to the fire safety arrangements and are adequately informed and instructed that Safe Systems of Work are adhered to throughout. Any dangerous substances present must be declared with the exact location to the appropriate person.</p> |
| <p>14. Shutdown/isolation of critical machines, appliances, power supplies etc in the event of a fire</p> | <p>The ***** cook will shut down kitchen equipment at the emergency cut-off switches and confirm the area clear, if safe to do so, before leaving.</p> <p>Science teachers will ensure that they are familiar with the necessary actions required to safely halt experiments or processes and manage hazardous substances in an emergency. These arrangements are documented in the Science Health and Safety Policy.</p> |

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| <p>15. Specific arrangements, if necessary, for high risk area of the workplace and dangerous substances</p> | <p>No areas of the School/Nursery building are considered a high fire risk.</p> <p>No significantly dangerous substances are normally present.</p> <p>Small quantities of various cleaning substances may be present in the relevant areas, caretaker and cleaning cupboards.</p> <p>Small quantities of various cleaning substances may be present in caretaker and cleaning cupboards. Small quantities of fuel and petrol driven machinery are stored in the Caretaker's shed. Occasionally machinery may be briefly stored in the Caretaker's cabin but no fuel.</p> |
| <p>16. Arrangements for an Emergency Plan to be used by a hirer of the School/Nursery building</p> | <p>The School/Nursery will ensure that:</p> <p>Procedures are in place to ensure that this plan, together with appropriate information will be made available to any person or organisation hiring or using the premises</p> <p>Any activity not adequately addressed by the current Fire Risk Assessment will be controlled, assessed and planned for in advance of the event</p> <p>Arrangements for persons with additional needs will also be addressed as in section 12.</p> |
| <p>17. Contingency Plan for when life safety systems (fire detection, emergency lighting) are out of order</p> | <p>In the event of temporary disablement of any of the critical systems, arrangements will be in place to assess and ensure that an adequate level of protection is maintained to meet risk levels.</p> <p>The Headteacher/Nursery Manager (with support from the Trust) is responsible for ensuring that planned temporary disablements (e.g. building work) is risk assessed and authorised in advance, monitored and minimised in extent and duration.</p> |
| <p>18. Fire information and instruction – staff, students and visitors</p> | <p>Information and instruction is conveyed to staff and visitors by the following means:</p> <p>Fire Action Notices</p> |

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| | <p>Induction talks with new staff</p> <p>Specific communication with visiting organisations etc</p> <p>The Fire Emergency Evacuation Plan is kept in the Fire Logbook and electronically upon request.</p> |
| <p>19. Fire training programme – all staff</p> | <p>Local information, instruction and training is based on the arrangements detailed in this Fire Emergency Evacuation Plan and includes the following:</p> <p>The action to be taken on discovering a fire</p> <p>The action taken when the fire alarm sounds</p> <p>Familiarisation with the means of escape from the premises</p> <p>Other relevant information in the plan such as fire marshals, persons in need of assistance, safe shut down of equipment</p> <p>The location of the assembly point</p> <p>Appreciation of the use of fire resistant doors and of the need to close all doors where possible in the event of a fire</p> <p>The location of fire fighting equipment</p> <p>Local fire safety awareness and prevention</p> <p>Fire drills are practiced each half term. Issues following these are addressed as priorities.</p> |
| <p>20. Fire training programme – nominated staff</p> | <p>As above and additionally as follows:</p> <p>Users of fire fighting equipment will be trained as necessary and undertake refresher training on a regular basis as advised.</p> <p>Local briefing on their duties and arrangements for evacuation/clearing of areas – updated annually or following changes to staff</p> |

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| | <p>Specific training held and recorded for those responsible for the use of the EVCA chair and relevant Personal Emergency Evacuation Plans in place</p> <p>Fire plan distributed to all staff</p> <p>Refresher training is carried out at not less than three year intervals. Level of cover is addressed annually or following changes to staffing. Training is booked where necessary.</p> |
| 21. Fire safety systems | All access controlled doors and gates are linked to the fire alarm system and released automatically on activation. |
| 22. Fire safety arrangements – drawings and plans | <p>Locations of the following fire safety features are indicated on the accompanying plans:</p> <p>Fire extinguishers</p> <p>Manually operated fire alarm call points</p> <p>Electrical supply intake, main water shut off point and main gas shut off valve</p> |

Fire safety Records

Records relating to fire safety precautions are kept in the Fire logbook which is kept in the office in the main reception area. These can be made available for inspection by any officer of the fire authority.

Inspection, testing and maintenance are recorded for the following:

- Alarms and smoke detectors
- Fire extinguishers
- Emergency lighting
- Fire drills

Records include:

- Date of inspection
- Any defects reported
- Date that defects were corrected

Escape routes

Escape routes (corridors, stairways, walkways etc) and exits are sited as shown on the plan. All escape routes must be kept clear from:

- Potential sources of ignition
- Combustible materials
- Obstructions and hazards
- Holding open designated fire doors, unless by a fire alarm released device

Fire Alarm System

The fire alarm panel is checked on a daily basis to see that it indicates normal operation, any faults are reported and remedial action is taken without delay.

Testing and maintenance is carried out quarterly by Coomber Fire & Security Systems

Emergency Lighting

All escape routes are adequately lit when the premises are in use. External lighting switches on when there is insufficient daylight or individual lights may be operated by an internal switch by the exit door.

The emergency lighting system utilises self-contained battery luminaires, trickle charged by the main electrical supply coming into operation on failure of mains lighting. Full testing and maintenance is carried out annually or sooner if required.

Fire Fighting Equipment

Fire fighting equipment is distributed throughout the building. All extinguishers are sited on wall brackets with the base at a suitable height for use by occupants of the School/Nursery. These are permanent fire points in the building.

Servicing is undertaken annually by a registered company.

A suitable number of staff appropriate to the size of the School/Nursery have been trained.

Fire Safety Inspections and Risk Assessments

All staff are encouraged to maintain awareness and check for fire defects and deficiencies. The ***** undertakes weekly checks of the fire alarm and extinguishers, ensuring that all firefighting equipment is present and fully operational. All checks are recorded.

Daily checks of doors are carried out. Any obstructions to walkways, corridors and exit doors are removed.

A note of any actions and the date of completion is recorded.

A full fire risk assessment is completed every ***** or in the event of any significant changes.

Fire / Emergency Grab Bag

The School/Nursery will maintain an emergency grab bag and its contents will be checked by the Caretaker on an annual basis.

It contains...

- The emergency evacuation plan
- Emergency contacts list
- Building specific information including floor plans, access information, hazardous areas including fuel or chemical storage, gas/water/electricity shut off valves
- A spare copy of plans, above? on a USB stick/driver
- Access keys and a list of access codes
- Pens and paper/notepads
- Hi-visibility vests for example for the incident management team, fire wardens and first aiders
- A first aid kit, emergency blankets, wipes etc.
- A torch/torches
- Megaphone, mobile phone, two-way radios, etc.

Risk Assessment Policy

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Statement of intent

At **name of location**, we are committed to providing a safe environment for all members of our **School/Nursery** community. This policy sets out the procedures we will follow to identify and manage risks to the health and safety of staff members, pupils and visitors.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- DfE (2022) 'Health and safety: responsibilities and duties for schools'

This policy operates in conjunction with the following School/Nursery policies and documents:

- Health and Safety Policy

- Fire Safety Risk Assessment
- Records Management Policy

2. Definitions

For the purpose of this policy:

- **“Risk assessment”** is defined as a careful examination of what, in the School/Nursery, could cause harm to people, so that the School/Nursery can determine whether the necessary precautions are in place or whether more should be done to prevent harm.
- **“Hazard”** is defined as anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc.
- **“Risk”** is defined as the chance, low to high, that someone could be harmed by a hazard, together with an indication of how serious the harm could be.
- **“Dynamic risk assessment”** is defined as an assessment that takes into account unexpected or short, temporary changes that require immediate amendments to be made to control measures.
- **“Generic risk assessment”** is defined as an individual assessment covering the common, significant hazards that staff and others face on a daily basis, such as low-risk activities or repeated activities that can be documented in another way.
- **“Suitable and sufficient risk”** is defined as an assessment that is proportionate to the risk and ensures that all relevant hazards are addressed, complies with statutory requirements, ensures all groups who are affected are considered, takes account of existing control measures, and identifies further measures as necessary.

3. Role and responsibilities

The Trust board is responsible for:

- The overall responsibility of risk management at the **School/Nursery**.
- Overseeing the management of risk and health and safety.
- Delegating strategic decisions for operational management of risk and health and safety to the **Headteacher/Nursery Manager**.
- Ensuring the relevant incidents and injuries are recorded and reported in line with RIDDOR.

The Chief Operations Officer is responsible for:

- Providing support and guidance to **Headteacher/Nursery Manager** regarding the completion of risk assessments and implementation of reasonably practicable controls.
- Overseeing the management of risk and health and safety.
- Ensuring the relevant incidents and injuries are recorded and reported in line with RIDDOR.
- Providing guidance and assistance on what to risk assess.
- Providing support and guidance regarding the use of EEC.

- Monitoring whether risk assessments completed are suitable and sufficient.

The **Headteacher/Nursery Manager** is responsible for:

- Ensuring there is an effective approach to risk management in the **School/Nursery**.
- Ensuring that any individual tasked to carry out a risk assessment is suitably trained to do so.
- Allocating resources in response to risk assessments and determining a course of action, if it has been identified that a risk cannot be suitably controlled so far as is reasonably practicable.
- Implementing frameworks for decision-making and corporate strategies which consider risk assessment principles.
- Implementing appropriate mechanisms to communicate safe systems of work identified as part of the risk assessment process.
- Communicating elements of risk and health and safety management to the LGB.
- Adopting and maintaining the model Health and Safety Policy, subject to reviews based on thorough risk assessment to reflect on and reduce occurrences of newly established risks.
- Recording any significant findings from risk assessments.

Staff members are responsible for:

- Taking reasonable care of their own safety, as well as that of pupils, visitors and other staff members.
- Being aware of any established risks and understanding the measures the **School/Nursery** has put in place to manage these.
- Undertaking their work in accordance with training and instructions.
- Cooperating with the **School/Nursery** on health and safety matters.
- Carrying out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures.
- Reporting any risks or defects to the **Headteacher/Nursery Manager** in order to create new, or update, risk assessments.
- Participating in risk management training delivered by the **School/Nursery**.

4. Areas of risk

[Ensure the following list is updated to reflect your specific circumstances.]

The **School/Nursery** identifies key areas that present risks to the **School/Nursery** community – these include, but are not limited to, the following:

- Safeguarding
- Pupil welfare
- Health and safety

- Security
- Fire safety
- Critical incidents
- School/Nursery trips
- Lessons and activities
- Staff recruitment

Specific risk assessments by industry professionals with relevant professional qualifications and knowledge are also conducted under the following categories:

- Asbestos
- Legionella
- Gas safety
- Electrical safety
- Fire safety

5. Principles of effective risk management and assessment

The **School/Nursery** follows the following key principles of risk prevention:

- If possible, avoid a risk altogether
- Avoid introducing new hazards
- Evaluate unavoidable risks via a risk assessment
- Combat risks at the source
- Consult with those affected to adapt work to the requirements of the individuals
- Consult with the health and safety lead
- Take advantage of technological and technical progress where appropriate
- Implement risk prevention measures within policies
- Give priority to protection measures that safeguard the whole school
- Ensure that staff and pupils understand what they must do to minimise risk
- Develop a positive approach to health and safety within School/Nursery

The **School/Nursery** will use a five-stage process to undertake a risk assessment:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks

- Record the findings
- Review

6. Hazard identification

When identifying hazards, staff members will:

- Consider what could reasonably be expected to cause harm – this could include anything related to the School/Nursery premises or the delivery of its curriculum, whether on- or off-site.
- Consider potential risks from the perspective of other staff, visitors and pupils, including consulting these groups where necessary.
- Give priority focus to significant hazards that could result in serious harm or affect several people.

To identify hazards, staff members will have regard to factors including, but not limited to, the following:

- The environment, e.g. poor lighting or low/high temperature
- Slipping and tripping hazards, e.g. poorly maintained floors or stairs
- Fire, e.g. from flammable materials
- Chemicals and how they are used, and in what quantities, e.g. cleaning chemicals
- Moving parts of machinery, e.g. within faculty workshops
- On-site vehicle movements
- Asbestos on School/Nursery premises
- Selection and management of contractors
- Work at height, e.g. scaffolding around buildings
- Ejection of materials, e.g. workshops and experiments
- Pressure systems, e.g. within laboratories
- Electricity, e.g. poor wiring, portable appliances, electrical experiments
- Dust, e.g. metal grinding and cement
- Fumes, e.g. welding and chemicals
- Manual handling
- Noise
- Building design and maintenance
- Biological hazards, e.g. gardening or contact with bodily fluids
- Management of work-related stress

- Behaviour management, e.g. kicking, hitting and verbal abuse

7. Individuals at risk of harm

In addition to staff, pupils and children, those conducting a risk assessment will also consider individuals and groups who may not be in the workplace consistently.

Staff will have regard to the following groups of people:

- Staff members
- Operators
- Maintenance personnel
- Cleaners
- Contractors
- Parents
- Pupils
- Visitors

Staff will also have due regard to the following groups:

- Staff and pupils with disabilities
- Pupils with SEND
- Inexperienced staff
- Lone workers
- Pregnant workers
- Staff and pupils with mental health needs
- Pupils with safeguarding needs
- Other groups which could be particularly at risk depending on the nature of the hazard

8. Evaluating risks

Staff will evaluate the risks arising from the hazards and decide whether existing precautions are adequate, or more should be done.

Staff will consider whether industry standards are in place and whether all has been done that is reasonably practicable to keep the workplace safe.

Staff will ensure that managing additional hazards does not interfere with other control measures, such as fire safety.

Staff will ensure that the following are in place:

- Adequate information, instruction or training

- Adequate systems or procedures

When implementing control measures, staff will have due regard to whether the precautions:

- Meet the standards set by a legal requirement.
- Comply with the recognised industry standard.
- Represent good practice.
- Change existing precautions in place.

To reduce risks as far as reasonably practicable, staff will aim to eradicate the hazard completely, or control the risk significantly to ensure that harm can be deemed unlikely, or the likelihood of harm occurring is sufficiently minimised.

9. Recording findings

Staff will ensure that significant hazards are recorded, as well as the control measures in place to mitigate those hazards, and the expected outcomes following the implementation of the control measures. All locations within the trust use EEC to complete risk assessments.

Where a risk assessment includes personal details about an individual, e.g. personal health information, the **School/Nursery** will ensure that the risk assessment maintains that individual's confidentiality, and will therefore only share the details of the assessment where necessary.

Staff will not be required to show how the assessment was carried out, provided that:

- A proper check was made.
- The assessment details who might be affected.
- All the obvious, significant hazards are considered, taking into account the number of people who could be involved.
- The precautions are reasonable and the remaining risks are low.

All findings will be reported to the **Headteacher/Nursery Manager**. Where the impact or likelihood of major risks cannot be minimised, the **Headteacher/Nursery Manager** will decide whether the activity will still take place.

Reviewing Any concerns from staff regarding the control measures implemented following a risk assessment will be discussed with line managers, Chief Operations Officer and trade union representatives in the first instance, in order to try and reach a collaborative solution.

The **Headteacher/Nursery Manager** will ensure that Risk assessments are reviewed on an annual basis. The **School/Nursery** implements the following requirements for when risk assessments will be reviewed:

- When there are changes to an activity
- After a near-miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes to good practice

- When there are changes to related legislation
- Annually, if for no other reason

A new risk assessment will not be conducted unless there are significant changes relevant to the activity in question.

Risk assessments will be stored indefinitely on EEC.

10. Training

The **Headteacher/Nursery Manager** will ensure that any members of staff that undertake risk assessments receive suitable training on risk management procedures. All new staff members will receive training on risk management and will be required to familiarise themselves with this policy as part of their induction training.

Staff whose work involves a greater element of risk will have extra or specific training, including:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage of, and accountability for, potentially hazardous materials in their buildings.

11. Monitoring and review

This policy will be reviewed on an annual basis by the **Headteacher/Nursery Manager**. The next scheduled review date for this policy is date.

Any changes made to this policy will be communicated to all relevant stakeholders.

DOCUMENT CONTROL – RECORD OF CHANGES

| Version Number: | Publication Date: | Nature of, and Reason for, Change(s) |
|-----------------|-------------------|---|
| 001 | | Original November 2022. |
| 002 | | Review and removal of reference to Trust H&S Manager. Amalgamation of School and Nursery versions with one single version |
| 003 | | Annual review 01/11/2024 |
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