

St Margaret Clitherow Health and Safety Policy Sep 2025 – Sep 2026

Approval Information

Reviewed by:	Headteacher Mrs A Mulholland	
Approved by:	Resources	LGB
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MTCAT VISION & VALUES

VISION

"STRENGTH IN UNITY" - The power of a couple or team pulling together, working for the same goal, striving to reach a common destination, is far greater than the sum of its parts.

OUR VISION is to create a nurturing and enriching educational community where the light of Christ shines brightly, guiding the journey of our child/pupil/student aged 2-19. In unity, we will provide an exceptional Catholic education that empowers child/pupil/student to achieve their highest potential, guided by the light and truth of Christ. Together, we build a future filled with hope, love, and the promise of a brighter tomorrow.

STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at the school is held by The Mother Teresa Catholic Academy Trust who will:

- Monitor both compliance with, as well as the effectiveness of this policy
- Provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy
- Identify a lead Director for health and safety who will actively monitor and promote health and safety across the Trust by raising matters with senior leaders as necessary
- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health and safety of staff, students and others affected by the organisation.

The duties of the Trust include the duty to monitor and regularly review the Health & Safety Policy for the individual Trust schools.

Headteacher – Mrs Anne Mulholland

The responsible manager for the premises is Jason Horne who will act to:

- Develop a safety culture throughout the school/premises/organisation
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Ensure all new staff are given the appropriate Health and Safety Induction
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities

- Ensure staff are aware of relevant and up to date information with respect to health and safety.

Information can be found on the school computer network – Staff Health and Safety, the school Health and Safety notice board in the staffroom and relevant information is emailed to staff during the year.

- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

Governing Body

The school Governors have a responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of their school. Each governor has a clear role in supporting and holding the school to account.

Governors are responsible for overseeing the management of the school and will:

- Monitor compliance of health & Safety policies
- Termly monitor and review local health and safety arrangements.
- Work alongside the Trustees to provide guidance and support on matters of Health & Safety
- Ensure that health and safety has a high profile
- Consult and advise staff regarding health and safety requirements & arrangements
- Use professional business/industry experience to support, inform and constructively challenge decisions
- Assign a lead Health & Safety Governor who will actively monitor and promote health and safety across the school by raising matters with the Headteacher as necessary. Attend site termly and review health & safety management. They will complete the Governing Body Health & Safety Management Review Monitoring Form during the site walk with the Health & Safety Manager and then upload it to Governor Hub.

Designated Safeguarding Lead (DSL)

The designated Safeguarding Lead is a person appointed to take lead responsibility for child/pupil/student protection issues in school. They are supported by the Headteacher. Arrangements regarding child/pupil/student protection are set out in the Child/pupil/student Protection Policy and Safeguarding policies.

All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Read the Health and Safety Policy and make note of amendments when notified.
- Ensure all training that is assigned to them is completed and carried out as required.
- Look at all risk assessments within their school or that may be associated with their role.
- Ensuring their own work area remains safe at all times and make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
- Where any new process or operation are introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented.
- To ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to Health and Safety, and they will appropriately monitor those new staff.
- Not interfering with Health and Safety arrangements or misusing equipment provided.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Reporting safety concerns to Health & Safety Manager, Headteacher or Caretaker/Site Manager.
- Supporting the school/premises/organisation health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to the Health & Safety Manager, Headteacher or School Caretaker and recording using the defect reporting procedure.
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others
- Will wear appropriate footwear that enables them to safely move quickly if necessary and also does not pose a risk to themselves or child/pupil/students. Therefore, no stiletto heels will be worn if staff are working with child/pupil/students and no flip flops or similar style shoes are permitted due to risk to the wearer and the child/pupil/student's safety. The school also recommends the staff do not wear open toe sandals, if they do, they do this at their own risk.
- Keeping the premises tidy and not obstructing fire exits or routes.

The Trust will ensure that legislation from the Health & Safety at Work etc Act 1974 will be adhered to.

Site Manager

The Site Manager will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the Headteacher and Bursar in association with the Health and Safety Co-ordinator.

The Site Manager is responsible for undertaking health and safety related duties (checks) on behalf of, and under the direction of the Headteacher.

These are detailed below:

- Local management of legionella
- Local management of COSHH
- Local management of fire fighter equipment, emergency lighting and fire doors
- Local management of steps and ladders
- Local management of contractors
- Local management of site security in partnership with the Headteacher, Bursar, School Cleaners and school office
- Local management of site safety
- Local management of flammable liquids
- Carry out routine inspections and complete checklists on a regular systematic basis as instructed by the Headteacher and in co-ordination with the Health & Safety Governor
- Co-ordinate the resolutions to the defects listed via the defect reporting procedure.
- Understanding of work at height principles. Management of hazards and control measures as per working at height risk assessments
- Cleaning of all areas of the School site, the management of the cleaning staff and all risk assessments and associated control measures in association with the Health & Safety Manager.

School Health & Safety Manager

The School Health & Safety Manager will manage and co-ordinate Health & Safety matters, systems and procedures. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the Headteacher as required under the guidance of the H&S Governor.

The Health & Safety Manager will support the staff with regards to Health & Safety at work. The Health & Safety Manager is expected to promote safety culture throughout the school and carry out

Health & Safety duties appropriate to his/her role in accordance with current guidance and legislative requirements.

The Health & Safety Manager will support the Directors and Headteacher to fulfil their statutory responsibilities for keeping child/pupil/students, staff, Directors/Governors and visitors safe by:

- Working closely with the Bracknell Forest Council Health and Safety Manager to provide advice and guidance to staff, Directors and Governors
- Coordinating the administration and implementation of Health and Safety policies and procedures
- Working with the Site Manager and Headteacher to ensure a consistent approach to Health and Safety within the School.
- Facilitating training requirements and maintain records.

The Health & Safety Manager is responsible for undertaking and monitoring a wide range of typical health and safety related duties within the school. These include but are not limited to:

- Maintain, review and improve the Schools Health and Safety Management operations
- To facilitate, assess, review, monitor and maintain good records for:
 - Fire and emergency procedures
 - Provision of Health and Safety information to staff, pupils, contractors and visitors
 - Identification of hazards and risk management
 - Management of the Health and Safety training plans for the School including identifying and facilitating appropriate courses.
 - Welfare arrangements including First Aid provision in association with the Schools First Aid Lead.
 - All aspects of building and site safety arrangements.
 - Risk assessment management and co-ordination of the schools' risk assessment records.
 - Equipment is checked in association with the Schools First Aid lead.
 - Coordinate the review of relevant policies and procedures to ensure appropriate and timely approvals
 - Incident and accident reporting and investigation
 - Near miss reporting
 - To effectively manage the computerised diary, recording and reporting systems to ensure Health and Safety practices and performance are, and are seen to be, effective and efficient.

- Liaise with senior and nominated staff in the implementation and deployment of Health and Safety procedures.
- To manage and carry out regular scheduled and ad hoc inspections of school premises to monitor the effectiveness of hazard identification and risk management
- To schedule and prepare Health and Safety reports as required
- Keeping up to date with any changes that may impact health and safety within the Trust and disseminating information at the appropriate level to Trustees and staff.
- Acting as the main point of contact for all matters relating to Health and Safety within the School
- Liaising as appropriate with the Health and Safety Trustee.
- As directed by Health and Safety Consultant providing advice and guidance to the Chair of the Trust, the Executive Leader and senior leaders in the event of an incident.
- Ensure all schools display correct Health and Safety information both for staff, pupils, contractors and visitors.
- Complete PEEPS for visitors, contractors and supply teachers, with support from the Admin Officer

All Teachers & Supervisors

Teaching staff are responsible for the day-to-day local management of Health & Safety within their own classrooms, acting on behalf of the Headteacher, with support and guidance from the Site Manager and Health & Safety Manager. They will ensure that Staff are provided with adequate safety information, and they will manage all integral and specific risks relating to teaching and learning. They will ensure that all activities are periodically risk assessed, termly inspections are carried out, and necessary controls are implemented.

Their responsibilities include:

- Weekly checking of equipment to ensure it is safe (Visual)
- Ensure safe use of equipment by adults and child/pupil/student
- Reminding child/pupil/students of safe behaviour in class and around the school
- Be vigilant when on playground and lunch duty and proactively support child/ students behave in a safe manner, especially when playing outside
- To follow the schools Trip Policy when planning and risk assessing any internal or external trip, found on the school shared drive.
- Carryout risk assessment for all hazardous activities within the curriculum, such as using soil, tools, contact with pets, and any other activities that could cause an injury.
- Ensure compliance with overall school policies and procedures

- Raise reactive breakdowns and Health & Safety issues using the defect reporting system and completing near miss reports.
- New staff attend the new staff induction meeting and are briefed on Health & Safety processes within the workplace

All internal risk assessments are to be completed using the Master Template (found in Health and Safety / Risk Assessments).

Liaise with the responsible manager if any new process or operation is introduced in the area of their responsibility, so associated risks can be assessed and any necessary precautions can be implemented. All risk assessments are to be completed using - Master Risk Assessment (found in Health and Safety / Risk Assessments).

- Record any concerns re Health and Safety using the defect report system.
- Ensure volunteers in your work area are aware of safeguarding and evacuation routes.
- Turn off all electrical equipment when they leave their workspace / classroom at the end of their day, i.e. when they are leaving the site and sign out of school using the inventory system.
- Keep classrooms, stock cupboard, PE stores and corridors clear, tidy and safe.
- Ensure final Fire exit doors are kept closed when rooms are not occupied and during Fire Evacuations.

Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed, and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Health & Safety Representative

The premises health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. He/she is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Fire Safety Co-ordinators

The Fire Safety Coordinators are the Site Manager and Health & Safety Managers acting as competent persons for the fire safety on the premises on behalf of the Headteacher. They will attend Fire Risk Assessor Training and are responsible for the local management and upkeep of the Fire

Safety Manual. They carry out the termly fire alarm tests and report the results to the Headteacher. Any concerns will be actioned. Evidence of this processes is retained.

The day-to-day fire safety duties are carried out by the Caretaker/ HEALTH & SAFETY MANAGER. They will ensure that the weekly checks are carried out on the fire safety equipment and any concerns are dealt with promptly. The Fire Safety Coordinators will ensure that the fire safety manual contents are reviewed, and actions taken are monitored. They will carry out the annual internal fire risk assessment on behalf of the Headteacher and arrange for the external fire risk assessment to be carried out every three years or as soon as reasonably possible where there is a possible change in fire safety risk, room use or refurbishment/construction which may affect fire safety.

The Headteacher, HEALTH & SAFETY MANAGER and Site Manager will complete a course in Fire Safety for Education providers.

The Fire Safety Co-ordinator are to work within their level of competence and seek appropriate guidance and direction from the Health & Safety Advisor as required and from external fire risk assessor.

Personal Emergency Evacuation Plan Manager (School Business Manager)

The School Business Manager is the Personal Emergency Evacuation Plan Manager, their responsibilities are as follows:

- Assess if any of our child/pupil/students need a PEEP
- Complete PEEPS, with support from class teacher, parents and other relevant agencies.
- Ensure parents have signed and are in agreement of the PEEP
- Review the effectiveness of the PEEP during and after any evacuation (including drills) – add notes to the PEEPS and sign to show they have been reviewed.
- Review PEEPs on an annual basis, or earlier if the needs of the evacuee change.

Legionella Competent Person

The Site Manager and HEALTH & SAFETY MANAGER are the nominated competent person for Legionella on the premises and act on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. They attend training at intervals not exceeding three years and all training records are to be retained. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or Health & Safety Advisor as required.

The Site Manager and HEALTH & SAFETY MANAGER will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and

recorded in accordance with the HSE guidance Legionella ACOP (L8), the schools Legionella Written Scheme and Risk Assessments. They will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users.

The Site Manager and HEALTH & SAFETY MANAGER will ensure that the Legionella risk assessment is reviewed internally on an annual basis and externally carried out by a competent Legionella risk assessor initially and every three years thereafter/ or as soon as reasonably possible where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk.

All staff will have the Legionella Written Scheme and Risk Assessments made available to them.

Asbestos Management

The Site Manager and HEALTH & SAFETY MANAGER are the nominated responsible persons who acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Asbestos Management Plan.

The Site Manager / HEALTH & SAFETY MANAGER will ensure that all staff have a reasonable awareness of asbestos management and dangers. They will ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or Health & Safety Advisor as required.

They will attend training at intervals not exceeding three years and all training records are to be retained.

Management of Asbestos is presented to all staff as part of the Annual Health & Safety training session, presented by the schools appointed external Health & Safety Consultant. Asbestos also forms part of the New Staff Induction and regular reminders issued as part of the H&S bulletins.

Accident Investigators

The responsible Accident Investigators are the Headteacher, Site Manager and HEALTH & SAFETY MANAGER.

The on-site trained accident investigators will lead on all accident investigations in accordance with departmental and corporate procedures. They will attend appropriate training/refresher training. They are to work within their level of competence and seek appropriate guidance and direction from the head teacher and/or RW Safety Solutions.

The Site Manager / HEALTH & SAFETY MANAGER will support and monitor the on-site accident investigations. They will collate information, report trends and action requirements on behalf of, and under direction of the Headteacher. This information will be reported to the Safety Committee. The Site Manager / HEALTH & SAFETY MANAGER will attend appropriate training/refresher training. They are to work within their level of competence and seek appropriate direction and guidance from the Headteacher and/or Health & safety Advisor.

First Aid & Medical Lead

Under the direction of the Headteacher an on-site First Aid Leader with sufficient first aid training, supported by the HEALTH & SAFETY MANAGER, Admission Officer and School Secretary trained in Supporting Pupils with Medical Conditions (General Management) will manage and coordinate the medical needs of the school. This includes:

- Complete the first aid & medical needs assessment and review annually, or sooner when required
- Ensure staff are adequately trained to minimum requirements as outlined in the first aid & medical needs assessment
- Delegating the first aid equipment checks to a designated member of staff and reviewing the checksheets termly.
- Responsible for meeting requirements as outlined in the First Aid Policy and for administration of medicines
- Ensure resources are available
- Ensure specific requirements for medical conditions are met and relevant staff are informed and kept up to date

Individual Health Care Plans are managed by the SENDCo with support from the Head Teacher and individual pupils' teacher and parents/careers.

Health & Safety Assistance & Advice

Health & Safety Advisor is the competent source of safety guidance for the school/organisation as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school/organisation, then advice from Health & Safety Advisor must be sought.

SENDCo

The SENDCo staff members will fulfil Health and Safety Admin duties and his/her responsibilities are as follows:

- Consult with teachers, parents and medical personnel attending to the child/pupil/student

- Work with the Headteacher, Teacher, HEALTH & SAFETY MANAGER, Site Manager to prepare and review risk assessments specific to the child/pupil/student in question.
- Evidence discussions and meetings between staff, parents and medical personnel involved.
- Ensure resource of provision for disabled pupils forms part of a whole school commitment to narrowing the attainment gap between pupils with SEND those without.
- Organise short- and long-term interventions to deliver learning programmes and interventions developed on an individual needs basis. In addition, some home-school interventions may be appropriate.

Senior Mental Health & Wellbeing Lead (SMHL)

The SMHL is the designated person to lead school mental health and wellbeing to ensure procedures are in practice and act as a point of contact for staff and pupils. It is their responsibility to oversee, plan, evaluate and implement the school mental health & wellbeing strategy.

They will undertake the Designated Mental Health Leader Course to adequately guide and support them in their role and give them the knowledge and expertise to support staff and pupils.

They will promote the schools Stress Management Policy and the Mental Health & Wellbeing Policy and work with the Headteacher and Trust to regularly review and update the policies where appropriate.

Catering Unit

The school kitchen Manager/ staff are responsible for the local management of the main kitchen and organising the regular cleaning and deep clean. The Kitchen Service Contractor is responsible for maintaining the kitchen appliances and equipment annually. Risk Assessments will be created by the Kitchen Staff in association with the Site Manager and HEALTH & SAFETY MANAGER. All Risk Assessments and associated control measures are then to be approved by the Headteacher prior to implementation.

The Catering Unit must adhere to the schools safeguarding and health & safety policies and procedures.

Ground Maintenance Contractor (Bracknell Forest Council)

The ground maintenance is outsourced, contractors must adhere to the schools safeguarding and health & safety policies and procedures. They will be vetted by the Site Manager annually and their performance monitored throughout the year. They must meet the Trusts minimum insurance requirements.

Risk Assessments will be created by the Grounds Maintenance Contractor. All Risk Assessments and associated control measures are then to be approved by the Site Manager /HEALTH & SAFETY MANAGER prior to implementation.

The Grounds Maintenance Contractor is responsible for supplying and maintaining their own equipment. They must supply the Trust with the appropriate maintenance records for the equipment proposed for use during the work. These records may include recent test records, inspection certificates or a record of completed maintenance such as an equipment logbook.

Core Contractors & Hired In Contractors

These Contractors must adhere to the schools safeguarding and health & safety policies and procedures. They will be vetted by the Site Manager annually and their performance monitored throughout the year. They must meet the Trusts minimum insurance requirements.

Risk Assessments will be created by these Contractors. All Risk Assessments and associated control measures are then to be approved by the Site Manager / HEALTH & SAFETY MANAGER prior to implementation.

All service and maintenance records must be provided to the Trust if requested as evidence of their works.

Extra-Curricular Third-Party Providers

Third-Party Providers for extra academic activities or cultural activities, before and after school clubs and activities outside of school grounds.

Risk Assessments for Extra-Curricular Third-Party Providers will be created by the provider. All Risk Assessments and associated control measures are then to be approved by the Headteacher or their delegated member of Staff prior to implementation.

They will be vetted by the school annually using the Safeguarding and Health & Safety procedure and their performance monitored throughout the year and must comply with the necessary safeguarding and health & safety requirements/policies and procedures. Companies must:

- Have their own safeguarding policy.
- Have up-to-date Safer Recruitment training.
- Carry out all the necessary pre-employment checks for every member of staff including: Enhanced DBS (Disclosure and Barring Service) check as well as a CBL (Children's Barred List) check if applicable to the role.
- Have all relevant qualifications applicable to the service they are providing.
- Read and understand the school Safeguarding policy.
- Public Liability Insurance.

- Employers Liability Insurance for those who are not self-employed.
- Relevant first aid qualification suitable to the activity.
- Read and understand the school Health and Safety policy.

Lettings

The Trust has overall responsibility for the security and management of its school premises. However, it is the responsibility of each school to ensure that this policy and the procedures are implemented. The administration of the hire procedure is the responsibility of the administrative staff in each school.

Lettings must complete the Lettings Policy and Form, provide enhanced DBS checks on all persons and to review safeguarding policies and procedures and to impose any additional requirements they consider appropriate in connection with the hiring. Lettings must comply with the school's health & safety policies and procedures.

Refer to Lettings Policy & Forms for further information, terms & conditions.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for the school and are to be used alongside other current school/premises procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Health and Safety Management System

The Health and Safety Management Diary is updated on a regular basis by the HEALTH & SAFETY MANAGER and Site Manager. This ensures procedures are carried out at the correct intervals and can be reviewed by the Trust. The Health and Safety management diary includes:

- Planned Preventative Maintenance for all school and plant equipment
- Statutory Insurance Inspections
- Premises Services Schedule
- Regular in-house Health & Safety Checks
- Premises Policy Reviews
- Site Inspections
- Risk Assessment Review Schedule
- COSHH Assessment Review Schedule

- DSE Workstation Assessment Review Schedule
- Classroom Check Sheet Review Schedule
- Legionella Review Schedule
- PAT testing
- Ladders, Steps & Trolleys Review Schedule
- Fire Safety Review Schedule
- Health & Safety Policy & Procedure Review Schedule
- Safety Check Sheets Review Schedule
- Incident Rate Monitoring and Trend Analysis Review Schedule
- Asbestos management

Accidents

Accidents involving adults

Any Major (needing hospital or external treatment) or minor accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the Accident Report Book held in the school office and followed up with an accident investigation.

RED accident report forms are located with the Accident book in the main office for Staff, Contractor or Visitor accidents caused by fabric of the site failure.

These accident reporting forms will be removed from the pad and kept separately in back school office cupboard and added to the centrally held Record for accidents and Near Misses. A copy of the accident form will be given to the member of staff / next of kin or medical personnel attending to the adult.

The HEALTH & SAFETY MANAGER will record all accidents/Incidents on the Medical Tracker software. This document will be used to report to the Health and Safety Governor.

If any Major accident, incident or injury to members of staff should occur then these events will be reported to the Headteacher, Health and Safety Governor and the Health & Safety Manager (Bracknell Forest Council). The Health and Safety Executive will be notified using a RIDDOR reporting form. Information on the type of reportable injuries, Diseases and Dangerous Occurrences is supplied by the HSE <https://www.hse.gov.uk/riddor/reportable-incidents.htm>

If the school believes it needs to submit a RIDDOR report then they will ALWAYS consult the Executive Leader, chair of Local Academy Committee and the Schools Health and Safety consultant.

Accidents involving child/pupil/students

Examples of a major accident / incident are; a bump on the head that causes suspected concussion or dizziness, a head injury that results in a lump on the head, serious burn, suspected breaks of

bones, deep (non-surface) cuts and grazes that do not stop bleeding after 5 mins, or are approximately longer than 2 cm or cover more a 5cm square.

- Minor accidents to pupils are to be recorded with all relevant information, by the attending trained first aider, on the Medical Tracker app on the laptop located in the medical room. Accident records are to be kept for a minimum of two years.
- More serious accidents (those that are notifiable to the Health & Safety Executive (HSE)), such as major accidents that result in death, or certain other specified injuries, must be reported to the HSE using the RIDDOR reporting framework. This is to be completed by the school's responsible person and must be discussed with the Schools Health and Safety Consultant, before being completed on-line.
- All accidents are to be recorded with all relevant information by the attending trained first aider.
- All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher. The Schools trained accident investigator, HEALTH & SAFETY MANAGER is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident to be able to implement appropriate measures to prevent reoccurrence.
- GREEN accident report forms are located within the First Aid room for child/pupil/students's accidents caused by fabric of the site failure.
- Accident reports are kept in the Health and Safety office in both electronic and hard copy, they are also kept on the school confidential drive.
- All fractures and near misses are reported via the Community and Pupil Welfare Committee.
- External users of the School Premises, such as hirers or community/extended service/third party users, must report all incidents related to unsafe premises or equipment to the school/premises staff, who will appropriately report and investigate each incident. Incidents related to external user's own organised activities should be reported by them in line with their own reporting procedures.

Minor accidents or incidents involving child/pupil/students such as bumped head, cuts, serious grazes and injuries that needed some medical treatments are relayed to Parents via a phone call by an appropriate member of staff on the day of the accident. If the child/pupil/student has bumped their head, then they will also be given a sticker that reads 'I have bumped my head today' this is to make all staff and parents aware to keep them under careful observation.

Arrangements regarding First Aid are set out in the First Aid Policy and arrangements for supporting pupils for medical conditions are set out in the Administration of Medicines policy.

Accident and Incident Reporting and Near Misses will form part of the Annual Health & Safety Training to all Staff.

Violent Incidents Policy

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at St Margaret Clitherow Catholic Primary School. Any acts of violence or aggression will be reported to the Headteacher/ Responsible Manager immediately and will be reported to the Police. All violent acts will be investigated, recorded and submitted to the Responsible Manager, and to the Governor for Health and Safety.

Near Miss Reporting

Near miss reporting is the responsibility of all staff. Near miss printed reporting forms are available in the school front office. All members of staff are obliged to report an instance or situation that could represent the possibility of an accident/injury to the HEALTH & SAFETY MANAGER or Site Manager. All recorded near misses will be investigated and retained on file showing any conclusions and amendments clearly signed and dated as appropriate. The Health and Safety Governor will assess all near miss reports on a termly basis on behalf of the Local Governing Body.

Premises hirers and community/extended service/third party users must record all accidents and near misses using the above procedure and this information will be added to the school records.

Administration of Medicines Policy

Arrangements regarding medicines are set out in the Administration of Medicines Policy. Trained and appointed members of staff are to be identified by the First Aid Needs Assessment carried out by the first aid co-ordinator.

Asbestos Management

Asbestos Management on site is controlled by the Asbestos Competent Persons outlined in the asbestos management plan. The Site Manager and HEALTH & SAFETY Governor will attend an Asbestos awareness (including the management of asbestos) every three years. The Headteacher will attend an Asbestos Awareness course every year.

Due to the age of some of the school buildings, asbestos is present in some areas. All Asbestos Containing Materials (ACM's) within the school premises are deemed safe as they are undisturbed or encapsulated.

To identify the asbestos containing materials within the school buildings, an Asbestos Survey is conducted that provides an Asbestos Register and full details on the items found. An Asbestos Reinspection Survey is done yearly by the Site Manager or as soon as reasonably possible where

there is a possible change in risk or room use or refurbishment/construction which may affect safety. ACMs identified in the first survey are inspected to ensure that no damage or deterioration has occurred. The Asbestos Register updated accordingly, re-issued to all staff and updated in the Asbestos Manual located at Reception. Internal visual inspections of areas within the school with reported ACM's are carried out termly by the Site Manager / HEALTH & SAFETY MANAGER, any issues found are immediately reported to the Headteacher who will follow the Asbestos Emergency Procedure found in the Asbestos Management Plan.

The Asbestos Register is located in Reception and is to be shown to all Contractors who may need to carry out work on site. Contractors must review the Asbestos Register for the area in which they intend to work and sign the Asbestos Register as evidence of sighting prior to being permitted to commence any work on site. If asbestos content is suspected to be present or unknown, works will not be permitted and a detailed Asbestos Survey of the area of works will be undertaken by the appropriate competent Asbestos Management Contractor. Any asbestos identified will then be safely removed or encapsulated by the competent Asbestos Management Contractor before any works can be permitted. Any changes to the premises structure that may affect the Asbestos Register information will require recording in the Asbestos Register.

Under no circumstances are Contractors or Staff to drill or affix anything to the fabric of the building that may disturb materials without first checking the Asbestos Register and / or obtaining approval from the Asbestos Competent Person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher and / or the Asbestos Competent Person who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher and / or Asbestos Competent Person.

For any project or refurbishment works in areas containing asbestos, the asbestos is safely removed by an accredited contractor as part of the project and the Asbestos Register updated accordingly.

Asbestos Awareness will form part of the Annual Health & Safety Presentation to all Staff.

Child/pupil/student Protection

Arrangements regarding child/pupil/student protection are set out in the Child/pupil/student Protection Policy and Safeguarding policies.

All visitors will sign in using the electronic signing in system and agree to the safeguarding and health and safety information displayed on the system to be accepted as a visitor.

Community Users/Lettings/Extended Services

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises are safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

Where contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. Contractors must complete a rigorous vetting process carried out by the Site Manager before they can be added to the approved contractor register. They must complete an annual questionnaire and provide supporting documents. A safe selection assessment is then carried out by the Site Manager and supporting documents are inspected. These documents include Health & Safety Policy, Insurances, Risk Assessment's, Method Statements, COSHH assessments, Employee/Company Licenses and Qualifications, DBS checks, Equipment & Maintenance Records and Environmental checks.

All contractors will require adequate risk assessments / method statements to be sighted to demonstrate their safe working practices for specific work being undertaken. A RAMS review is completed by the Trust/School competent person before works commence.

Contractor performance monitoring is carried out throughout the works and any issues raised with the Trust.

Any hot work permits are to be issued for all temporary hot work on site including gas and electric welding, soldering, brazing, hot cutting and use of naked flames, blowtorches, grinding wheels and cutting discs. Hot work to be carried out only by those people trained in use of equipment, hazards & precautions to prevent fires. Permits are issued by the Site Manager or HEALTH & SAFETY MANAGER on a day-to-day basis.

All Contractors must report to Reception, where they will be asked sign in using the electronic signing in system and agree to the safeguarding and health and safety information displayed on the system to be accepted as a visitor. All contractors must review and sign the Asbestos Register. All Contractors will be provided with a Contractor Induction Brief which includes the Fire Safety procedures and local safety arrangements, prior to them commencing work.

Contractors may not carry out any work during the time that child/pupil/students are present in school without the direct permission of key staff such as the Headteacher, Site Manager or HEALTH & SAFETY MANAGER. Contractors working outside of the time that child/pupil/students are present they can carry out their duties with permission of the Site Manager or Headteacher. If there is any risk to the staff or child/pupil/students the contractor will cordon off the necessary work area. The decision of this precaution is ultimately the school's decision, and if this is not possible the work will not be completed.

All school staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises. Any member of staff can instruct a contractor to stop working on site if they feel their other staff or child/pupil/student's safety is at risk.

No tools will be left unattended by any member of staff or contractor.

Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant subject coordinator. Teachers should use the appropriate codes of practice and safe working procedural guidance for the subject in question (Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and local council requirements as appropriate.

Subject teachers are responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

All Curriculum risk assessments are located in the main office.

Dogs on School Grounds

No dogs are allowed on school grounds without prior approval from the Headteacher and a risk assessment in place.

Only assistance dogs and dogs being used for educational purposes are generally allowed onto the school premises and only at the discretion of the Headteacher.

Defect Reporting

Any defects found must be reported via the defect reporting system.

All defects need to be reported in the Defect Reporting Book in the Storage corridor outside the Head Teachers office. School staff who have appropriate systems may e-mail the Caretaker with defect concerns.

All e-mail defect requests are recorded in the Site Manager / HEALTH & SAFETY MANAGER office.

The Site Manager and HEALTH & SAFETY MANAGER will review this book daily, prioritise concerns and action.

The Headteacher/ H/S Governor will review the Defect Book during the termly health & safety monitoring meeting held with the Site Manager and HEALTH & SAFETY MANAGER.

Display Screen Equipment

All users, those using a display screen for continuous periods of an hour or more per day must complete workstation assessments and any issues will be actioned as necessary by their Line Manager. Workstation assessments are to be routinely reviewed at intervals not exceeding two years.

DSE will form part of the annual Health & Safety Training to all staff.

Electrical Safety

The Headteacher will ensure through the Site Manager and HEALTH & SAFETY MANAGER that:

- Only authorised and competent persons are permitted to install or repair equipment
- Equipment testing / inspection can only be carried out by a competent person / contractor
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported via the defect reporting procedure and immediately taken out of use until repaired or replaced.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the Headteacher and it has been PAT tested prior to use
- New equipment bought by the school is covered under the first-year warranty and will be picked up in the next annual PAT testing session, which will be within the first year. However, new equipment not purchased by the school must be PAT tested even if under the first-year warranty.
- All electrical equipment will be inspected / tested under the following regime:

Fixed Appliances - Every fifth year

IT & Double Insulated Equipment - Every second year

All earthed equipment and other portable items - Annually

- All new school purchased electrical equipment will be PAT tested in line with the schools PAT testing regime
- Periodic Electrical Installation Inspection & Testing (Fixed Wire) testing will be carried out every 5 years by a Contractor and Risk Assessed by the Site Manager.
- Where 13-amp sockets are in use, only one plug per socket is permitted

- Plug adapters are not to be used on site.
- All coiled extension leads must only be used temporally and must be fully extended when in use.
- Standard extension leads are only to be used as a temporary measure as far as is reasonably practicable and are PAT tested annually
- Where extension leads are in use, to avoid overloading, these should be used to power an agreed set of electrical equipment that requires a permanent connection to a power supply and is within the acceptable power usage capability of the extension lead
- Where extension leads are in use, only 1 extension lead permitted per classroom.
- Where extension leads are in use, only 1 extension lead permitted per single or double socket.
- Where extension leads are in use, these are not to be overloaded.
- It is not permitted to join extension leads together.
- The appropriate number of electrical sockets will be installed as required during project works, such as classroom re-arrangements and refurbishment
- Appropriate cable management will be implemented as part of any project works.

Any defective or suspected defective equipment, systems of work, fittings, etc, must be reported via the defect reporting procedure and attended to as soon as possible.

The school also uses an external PAT tester that is vetted by the Trust.

Electrical Safety will form part of the Annual Health & Safety Training to all Staff.

Emergency Procedures

General emergency procedures must be carried out in accordance with the School Emergency Plan.

The School Emergency Plan covers how to activate the Emergency Plan in school, or when away from school on school activities. The Plan lists roles and responsibilities; the action plan; support organisations; How to close the school in the event of inclement weather; information and protocols for bomb threats and government advice for direct attacks against the school; and emergency contacts.

The school also has separate Fire Evacuation Procedures Policy for fire-related emergencies. The Emergency Procedures folder is kept in the main office. All staff will receive a brief of the School Emergency Plan at induction, and they will be periodically provided with updated information as the School Emergency Plan is reviewed annually, and amendments introduced. In addition, the school has an Emergency Lock Down Policy, which should be implemented in the event of a significant incident within (or near) the school grounds during which it would be safer to minimise movement within the school grounds, and keep everyone indoors – examples might include a security threat, or a natural incident (such as a gas leak within the vicinity of the school), or a significant incident

on the adjacent railway line. Usually, Emergency Lock Down will be implemented in response to an order from the Emergency Services.

Emergency Evacuation Procedures for Vulnerable People

To ensure the safe evacuation of vulnerable people, special procedures are required. To ensure a safe, assisted, evacuation for any vulnerable person, a **Personal Emergency Evacuation Plans** should be put in place. PEEPs are to be completed, provided and exercised as follows:

- Staff. Consultation with new Staff members will take place during staff induction periods. The responsibility to conduct this rests with the HEALTH & SAFETY MANAGER who will evaluate new staff and authorise a PEEP for those that require it. The PEEP is required by to be authorised by the Headteacher and will be kept in the Fire Safety folder in the main office.
- Child/pupil/students. PEEPs for child/pupil/students attending the school is the responsibility of the SEN Co-ordinator. Each child/pupil/student will have a written assessment detailing the needs of the individual, and this will be kept by the attending staff responsible for that child/pupil/student, the SEN co-ordinator and in the fire safety folder.

Fire Safety

The school's arrangements regarding fire safety are set out in the school **Fire Safety Management Plan**, and **Fire Evacuation Procedures Policy**.

The fire safety co-ordinators is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. At this School it is the Site Manager and HEALTH & SAFETY MANAGER.

The Headteacher will ensure, through the fire safety co-ordinator, that:

- All staff complete fire safety training at intervals not exceeding three years, this will be available on the training matrix on the Health and Safety calendar.
- Fire safety procedures are readily available for all staff to read, these will be on the Staff drive under Health and Safety folder.
- Fire safety information is provided to all staff at induction and periodically thereafter through E-mail and Memo posting systems.
- Fire safety notices are posted in the key areas of the building close to fire points.
- Evacuation routes and assembly points are clearly identified.
- Staff are made aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly/muster point in the event of fire.

- All staff are familiarised with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with, those marked flammable, through regular refresher training and reminder memos.
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual.
- Full school Fire Evacuations are run on a TERMLY basis and the times and any issues are logged in a report by the HEALTH & SAFETY MANAGER. these are communicated to staff via staff meetings, teaching area contact and the memo/ H&S boards.
- Fire alarm testing, fire-fighting equipment, fire escapes and emergency lighting are all tested and logged on a monthly basis by the Site Manager / HEALTH & SAFETY MANAGER.
- Fire alarm and Detection system service are regularly checked (annually). Firefighting equipment checked (annually). Emergency lighting is checked (annually). All by competent contractors.
- The Fire Risk Assessment externally carried out by a Fire Risk Assessor initially and every three years thereafter
- The fire risk assessment is reviewed annually by the fire safety co-ordinators and amended as new hazards or required amendments are identified.
- All identified fire doors will undergo annually a **FIRE DOOR & FIRE EXIT DOOR INSPECTION** to ensure all fire doors within the buildings meet specified fire safety standards.
- All areas of the school are covered by the **FIRE MARSHAL SYSTEM** which divides the school in to map zones by class room number. These are situated at Ten Fire marshal points which contain route maps and hi-visibility bibs for staff to use. In the event of an evacuation the trained Fire Marshals will head towards their nearest fire marshal point and take one route card and hi-visibility bib. The staff member will follow the route marked on the card checking all vulnerable areas for hidden child/pupil/students. The fire marshal will exit the area checked and proceed to the muster point where they will liaise with the Fire Reception Marshal to provide evidence to any attending Fire service units that that area of the school has been checked.
- The Fire Marshals undertake training at intervals not exceeding three years and should be displayed on the Training matrix on the health and safety calendar.
- All buildings carry Fire Evacuation Maps and Fire Zone Maps clearly showing evacuation routes and alerted fire zones as displayed on the fire panels when the alarm system is activated.

- The School operates a 'No Smoking' policy. This includes vaping equipment, liquid vapes, e-cigarettes and any alternative smoking materials.
- All non-essential electrical equipment that is not designed to be left on unattended will be switched off, and where practical at the wall. This is particularly important at times when the School will be unoccupied for long periods of time, ie, weekends and holiday periods, etc
- The necessary checks for Fire Doors, Fire Fighting Equipment and Emergency Lighting are carried out locally and by external contractor when appropriate. These records can be found in the Fire Safety Manual.

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and clearly signposted in the first aid room, on the Health & Safety Notice Board and at each First Aid station around site.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

First aid provision requirements will be assessed using the first aid & medical needs assessment form to identify, formalise and record what level of first aid provision is needed in their building, premises or for the team. This form along with the training matrix will be reviewed periodically by the Headteacher, the First Aid Lead and monitored by the HEALTH & SAFETY MANAGER.

The First Aid Lead will delegate the role of ensuring First Aid Boxes are checked every term, recording of checks and replenishing as appropriate. This checklist will be periodically reviewed by the First Aid Lead and random checks of the First Aid Boxes will be done termly.

The First Aid Lead will be a qualified first aider and will support school staff in following the First Aid Policy and the Supporting Pupils with Medical Conditions & Administration of Medicines Policy.

First aid training for all staff will be recorded on the schools Electronic Health and Safety Calendar with clear indications of the type of training undertaken and any specialist levels with expiry and refresher dates.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (eg. boilers, lifting equipment, fire extinguishers, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent Core Contractors or as locally arranged on regular intervals recorded in the Health & Safety Management Diary. Records of inspections/testing will be kept on the Health and Safety folder on the school Admin shared drive.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Where appropriate, defective equipment or building fabric issues are to be reported to the Site Manager / HEALTH & SAFETY MANAGER via the defect reporting system.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported
- Site Manager will ensure the bin store is locked at the end of the day, during the weekends and during the holidays. Any excess rubbish created during the day is placed by the Site Manager's cupboard or put directly in the external bin, in the bin store.

Cleaning Routines

The school is divided in to areas for daily cleaning. The school employs TWO cleaners who are the responsibility of the Site Manager. Any issues of cleanliness must be reported to the Site Manager as soon as is practical via the school E-mail system or logged in the Site Manager's book.

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Responsible Manager/Headteacher. The premises COSHH assessor acting on behalf of the Headteacher is the HEALTH & SAFETY MANAGER & Site Manager.

The HEALTH & SAFETY MANAGER & Site Manager undertaking COSHH assessments will undertake necessary COSHH assessor training every three years.

The School COSHH file is stored in the cleaning cupboard and the Resources room. The Kitchen, Nursery and Pre- School all have their own COSHH folders.

The COSHH risk assessments are available on the staff shared drive with the school hard copies retained within the FIRST AID ROOM for ease of access.

The Kitchen, Nursery and Pre-School all hold hard copies within each of the settings.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. A COSHH assessment index is made available to all staff so they are aware of items approved for use in accordance with the assessment.

Staff must never attempt to use a harmful substance, including cleaning products, unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the Resources room and cleaner's cupboards for this premises. These locations are to remain locked at all times. COSHH assessments will be kept assessable in these locations and on the shared drive under **HEALTH and SAFETY- COSHH RISK ASSESSMENTS**.

Dishwasher tablets and washing up liquid is stored locally within the kitchen units and Food/ Tech facilities. COSHH assessments will be assessable in these locations and on the shared drive.

The Site Manager, Cleaners and Lunchtime Staff will ensure the cleaning cupboards are always locked when not in use, at all times.

Flammable Liquids are stored in Flammable liquid store in the Site Managers Shed and managed by the Site Manager in accordance with the Flammable Liquids Risk Assessment.

Cleaning products will only be purchased through the school ordering system and authorised by the Headteacher.

Hazardous Substances and COSHH will form part of the staff induction and the Annual Health & Safety training to all staff.

Hot Drinks

Arrangements for the safe management of Hot Drinks are set out in the staff induction and the Annual Health & Safety training to all Staff. Hot drinks beyond the staff rooms require a lid with the cup. Staff are not permitted to carry an open cup or mug containing a hot drink. Staff are encouraged to report incidents where this is seen. No hot drinks are permitted in classrooms or playgrounds unless they have screwed on lids.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported using the defect reporting procedure.

Documented monitoring and inspections of individual teaching spaces will be carried out termly by all teaching staff via completion of the HSE classroom checklist issued to all staff by the HEALTH & SAFETY MANAGER and managed on the Health & Safety Management Diary. The information from these check lists are collated into one then issued to the Caretaker & HEALTH & SAFETY MANAGER to action and record.

Routine documented inspections of the premises will be carried out every week/month/term in accordance with the premises inspection schedule, found in the Site Manager's health and safety folders in the Site Managers Office. Inspection findings are to be recorded and any defects recorded using the defects report system. The completed Site Manager inspection forms are regularly checked and signed by the Health and Safety Governor. The HEALTH & SAFETY MANAGER records these checks on the Health Safety Management Diary which details the regular checks carried out by school. The Health & Safety Management Diary will be regularly reviewed by the HEALTH & SAFETY MANAGER.

Defects identified during these routine documented inspections are to be immediately reported to the Site Manager, HEALTH & SAFETY MANAGER or Headteacher and recorded using the defect report system. Any identified high-level risks or safety management concerns are to be actioned and shared at Local Academy Committee meetings.

The Headteacher will meet termly with the Site Manager and HEALTH & SAFETY MANAGER, in this meeting the Headteacher will review all system/technical checks and the management checks to ensure systems have been maintained. The Headteacher will complete a Health & Safety Management Review Form.

The Site Manager and HEALTH & SAFETY MANAGER will complete an Annual Fire Safety Management Review Form and an Annual Health & Safety Inspection Checklist. This documented inspection and audit will form part of the Health & Safety Report that is uploaded to Governor Hub and if necessary, discussed at the Governors Resources meeting that is held termly.

Periodic detailed inspections of the premises' safety management system will be carried by the school Health and Safety Governor. These documented inspections will examine all areas of the safety management system and a Health & Safety Management Review Form will be completed. Defects identified during the inspection and audit are to be reported to the Site Manager, HEALTH & SAFETY MANAGER, and the school Headteacher, who will arrange for the appropriate remedial actions to be taken. This documented inspection and audit will form part of the Health & Safety Report that is uploaded to Governor Hub and if necessary discussed at the LAC that is held termly.

Kitchens

The main kitchen area is only to be used by authorised staff, in accordance with the identified safe working procedures. The Kitchen is run by the Catering Manager and has one member of staff. The kitchen is opened by the catering manager at 9am and closes at 2pm every weekday.

All catering activities in the main kitchen are to have a thorough risk assessment in place, due to the High-risk nature of this area of the school, to prevent injury and possible accident. These assessments are kept on the Health and Safety Calendar for swift and timely review. The risk assessments process will be carried out by the HEALTH & SAFETY MANAGER with the direct input from the Catering Manager and the staff.

The internal door to the main kitchen always remains locked with only the kitchen staff authorising entrance. Unauthorised personnel wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

The servicing for the main kitchen is the responsibility of Catering Service Contractor. Servicing is a planned preventative maintenance schedule, carried out on a six-monthly basis. The report is directly sent to the Headteacher and copies are available in the Site Manager /HEALTH & SAFETY MANAGER office and the Main kitchen.

The kitchen receives a main food delivery once a week on Tuesday which is timed for early in the morning (7.45am) prior to staff and pupil arrival. This timing enables the HGV delivery to enter staff car park and reverse to the delivery gate outside the main kitchen entrance. The Kitchen receives weekly deliveries of meat.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are under the local health and hygiene guidance.

Legionella Management

Legionella management on site is controlled by the Legionella Competent Person, in accordance with the Risk Assessment and Written Scheme, who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes. These are checked monthly by the Site Manager.

The Legionella risk assessment is reviewed as follows:

- Internally carried out annually by the Trust Legionella competent persons and H&S Governor who will ensure that evidence of reviews are retained for inspection purposes.
- Externally carried out by a competent Legionella risk assessor initially and every three years thereafter

- Externally carried out by a competent Legionella risk assessor as soon as reasonably possible where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk.

Lone Working

The lone working arrangements for staff who may undertake lone working on this site are set out in the Security & Lone Working Policies.

Staff entering the property alone will use the Lone Working Whatsapp group to message the other staff in the group and will also message once they have secured and left the property.

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the various Lone Working Risk Assessments and Security Risk Assessments which are issued to those members of staff that work on their own and available to all on the shared drive.

Staff are not permitted to work at height, use hazardous substances or dangerous equipment when working alone unless prior approval is given by the Headteacher.

When lone working is undertaken it must only take place with the headteacher's approval and in accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager/caretaker duties
- Site cleaning duties
- Working in a single occupancy office

Sun Protection Policy

The school's sun protection policy outlines the safeguards in place for the possible damaging effect of ultraviolet radiation. The policy will be reviewed annually to ensure accuracy and will be shared to all relevant staff via the school Memo system/ Staff meetings and be available on the staff drive under Health and Safety.

Moving and Handling

All staff must attend the annual moving & handling awareness training which is part of the annual health & safety refresher course. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or child/pupil/students unless they have attended specific

moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. These are issued to relevant staff and made available to all on the shared drive.

The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements at periods not exceeding three years.

Midday supervisors are also expected to carry out regular moving and handling and details of how to do this are detailed in the Tables and Chairs moving and handling risk assessment. Staff are also shown safety videos how to handle the tables and demonstrations given by the Site Manager or HEALTH & SAFETY MANAGER.

All staff will be given access and asked to read the HSE guidance concerning Moving and Handling- 'Manual Handling at Work A Brief Guide' can be found on the shared drive and must adhere to the recommendations.

Risk Assessments will be created for specific moving and handling activities and given to staff if they are expected to carry out these activities.

New and Expectant Mothers

The Headteacher will carry out risk assessments wherever any employee notifies the school that they are pregnant. These risk assessments will be reviewed regularly and in appropriate intervals in accordance with the New & Expectant Mother's needs and on their return to work.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and/or GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and/or GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child/pupil/student. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer and/or GP as this must be investigated promptly.

School Visits to External Sites.

The group leader has the responsibility for any educational visits away from normal classroom environment.

For trips and residential activity, Teaching staff must undertake a preliminary visit for the purpose of creating a risk assessment through the Evolve software for the planning and management of the trip, this is then signed off by the Headteacher. All Risk assessment forms must be submitted at least one week prior to the date of travel. These Risk assessments are to be checked and signed off by the Headteacher.

All non-staff accompanying child/pupil/students on a school trip/ residential, such as parents, carers, helpers and visitors, are to have completed the Occasional Contact with Child/pupil/students form.

Physical Intervention

Arrangements regarding physical intervention are set out in the Behaviour Policy, this can be found on the shared drive, and school website.

Various staff are Team Teach trained and certified.

Provision of Information

The Headteacher and HEALTH & SAFETY MANAGER will ensure that Health & Safety information systems are established so that all Staff are periodically provided with information regarding Health & Safety on the premises. These systems are:

- Annual Health & Safety Training to all Staff (signed acceptance sheet required)
- New Staff Induction (signed acceptance sheet required)
- Health & Safety Induction and Refresher Training (Certificate required)
- Regular training
- The National College development platform
- Health & Safety noticeboard
- Key Information section on the School website
- Health & Safety section on the School shared drive
- Use of email
- Committee meetings
- Monthly Health & Safety Memos
- Weekly Staff Briefing
- Paper copies of documents in school office
- COSHH assessments stored at the location of the hazardous substance

Local Health & Safety advice is available from the Site Manager, HEALTH & SAFETY MANAGER and the Schools appointed Health & Safety Consultant can provide both general and specialist advice.

The Health & Safety Law Poster is displayed on the Health & Safety Noticeboard.

Risk Assessment

General Risk Assessment management will be co-ordinated by the Headteacher, Site Manager and HEALTH & SAFETY MANAGER and must be undertaken for all areas where hazards are identified or perceived. Although staff are expected to assess and act to mitigate hazards where the hazard is potentially significant, a trained Risk Assessor shall oversee the assessment. Risk Assessments will be carried out by those Staff with the appropriate knowledge and understanding in each area of work.

- Statutory Risk Assessments will be created by the Headteacher, Site Manager, HEALTH & SAFETY MANAGER
- Subject risk assessments will be created by the School Subject Leaders
- Risk Assessments for Educational Visits, Trips and Off-Site Activities will be created by the activity leader and reviewed / approved by the Educational Visit Coordinator.
- Risk Assessments for extra-curricular / before and after school clubs and activities will be created by the provider and reviewed / approved by the school trained risk assessor.

All Risk Assessments and associated control measures are then to be approved by the Headteacher or their delegated member of Staff prior to implementation.

Completed Risk Assessments are listed in the Risk Assessment Register and will be reviewed periodically in accordance with each Risk Assessment's review date as listed for in the premises bring-up diary system.

Risk Assessments will be issued to relevant staff and made available on the Staff Shared Drive.

The Site Manager, HEALTH & SAFETY MANAGER and Headteacher will complete a risk assessor course carried out by the Health & Safety Consultant 3 yearly. Other relevant staff will complete a yearly online course (National College) Certificate in Risk Assessment for Primary Schools and Academies.

Security Routine

Arrangements regarding security are based on the premises security risk assessment and are set out in the Site Security Policy, which include emergency unlock routines.

Mental Health & Wellbeing

Information and arrangements are set out in the Mental Health & Wellbeing Policy and the Stress Management Policy.

The school strives to support all staff members on maintaining a healthy work / life balance. It is recognised that mental health and wellbeing is not solely an isolated or individual issue, but one that may have both work as well as personal causes, and pressure arising from work can have as much impact on an employee's mental health & wellbeing as personal issues. It is also recognised that, even when in the same situation, different people may experience different levels of stress and react in different ways. Therefore, the level and type of support required by individuals may differ significantly and the school offers a variety of mechanisms to support in identifying and controlling stress.

The Lead Wellbeing Manager and School Governors arrange activities and events to encourage healthy working relationships and reduce workplace stress. There is a well-being notice board displayed in the school staff room that is regularly updated with tips and advice for managing stress.

The primary means of identifying and controlling stress is through the use and on-going development of open and effective communication with all members of staff throughout the school. We take the view that positive mental health and wellbeing are paramount to a happy and productive working and learning environment and acknowledge the part we all have to play in promoting this. An open-door policy is in place where staff are encouraged to discuss any concerns or stress symptoms. Line Management and staff meetings, both departmentally and school wide are held regularly, along with Staff Surveys, where all staff are encouraged to provide feedback, both positive and negative.

To aid in supporting our staff, the school provides an employee's support line, the number is displayed in the staffroom and sent out on email to all staff annually. Employee Assistance Programme for Bracknell Forest 01344 352205. Training and action plans can be provided for all staff and child/pupil/students.

To support the comfort, safety and wellbeing of all staff at their workstations, DSE Workstation Assessments are carried out by relevant members of staff at intervals not exceeding 2 years. Any issues identified are reviewed and actioned by the Line Manager and Headteacher support where appropriate.

New and Expectant Mothers are regularly assessed throughout their pregnancy and for 6 months following the birth or until they have stopped breastfeeding to ensure their continued comfort, safety and wellbeing in the workplace.

Should a member of staff be unwell, and away from work for any length of time, they are encouraged to keep lines of communication open with their Line Manager.

Should a member of staff be feeling unwell, they are asked to telephone the Headteacher as soon as possible before they are due to start work. A return-to-work meeting with the Headteacher and Sickness Absence Form is provided for the staff member to complete following a certified leave of sickness.

Supporting pupils

As part of the school's commitment to promoting positive mental health and wellbeing for all pupils, the school offers support through the Mental Health Lead to all pupils by:

- Raising whole school awareness of mental health and wellbeing during assemblies, PSHE and through the curriculum
- Having open discussions about mental health and wellbeing as well as providing safe opportunities for pupils to share their thoughts/concerns using worry boxes, circle time etc
- Providing pupils with opportunities to provide feedback on any elements of school life that impacts negatively on mental health and wellbeing
- Offering support for parents and pupils with the school's Family Wellbeing Lead
- Offering internal interventions

Traffic Management

Arrangements regarding on-site traffic safety are based on the Premises Traffic Risk Assessment.

Arrangement for where staff may use their own vehicle for business use are outlined in the Driving at Work Risk Assessment.

The staff car park is set aside for staff parking, and authorised visitors or contractors

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist and will include online (National College) Child/pupil/student protection and Health and Safety training. The signed New Staff Health and Safety Induction Checklist are kept in staff's individual personnel files.

The HEALTH & SAFETY MANAGER on behalf of the Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. If possible, this induction will be in form of a few separate Induction Sessions. The induction process will be managed by Headteacher with assistance from the HEALTH & SAFETY MANAGER.

A Training Needs Analysis will be carried out from which a comprehensive Health & Safety Training Matrix will be developed and maintained to ensure Health & Safety training is effectively managed for all Staff who require it.

All Staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this Health & Safety policy
- Annual Health & Safety training to all Staff
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant Health & Safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals, if relevant to their role

Health & Safety training records are held by the HEALTH & SAFETY MANAGER who is responsible for co-ordinating all Health & Safety training requirements, maintaining the Health & Safety Training Matrix and managing the planning of Health & Safety refresher training for all Staff as required.

All Health & Safety training is supported by a Certificate of Training or a signed Training Acceptance Sheet.

All staff will attend an annual Health & Safety Foundation / Refresher training session, presented by the Schools appointed external Health & Safety Consultant. This presentation will include:

- Accident & Incident Reporting
- Asbestos Awareness (including Asbestos Register)
- Basic Hygiene
- Defect Reporting
- DSE Safety
- Electrical Safety & PAT
- Fire Safety
- Hazardous Substance & COSHH
- Hot Drinks Safety
- Housekeeping
- Moving & Handling
- Near Misses
- Needles & Needlestick Injuries
- Risk Assessment Requirement
- Safe Practices
- Safe Premises

- Sharps & Weapon Safety
- Slips & Trips
- Work at Height

Trees & Branches Risk and Management

The school recognises that trees within the school grounds should be subject to appropriate management.

Tree Surveys are undertaken by a competent person (Arboriculturist – BFC approved and supplied) every two years or as soon as reasonably possible where there is a change in risk which may affect safety. Any necessary action resulting from the survey will be taken to ensure risks are reduced to as low as reasonably practicable.

For the on-going care, inspection, and maintenance of the trees the Site Manager / HEALTH & SAFETY MANAGER will conduct a termly visual inspection (Site Manager Termly Walk round). Any issues found will be immediately reported to the Headteacher for necessary action to be taken by a competent contractor.

Any damage to any tree, should be immediately reported to the Headteacher, Site Manager or HEALTH & SAFETY MANAGER who will immediately act to cordon off the area and seek appropriate advice.

A risk assessment will be completed and reviewed annually/ or as soon as reasonably possible where there is a possible change in risk which may affect safety.

Visitors

All visitors must initially report to the school office where they will be required to digitally sign into the SwipedOn visitor management system.

Visitors to the premises will be provided with a Guide for Visitors and Volunteers leaflet.

Visitors will be expected to sign in and out upon entrance and exit and will be issued with a Visitor Badge to wear visibly during their time on site.

Where possible, prior to the visitor's attendance, a member of the admin office will ask the visitor if a Personal Emergency Evacuation Plan is required.

Work at Height

Work at height is always to be undertaken in accordance with this policy and work at height risk assessments. The schools general work at height will be undertaken in accordance with the specific risk assessments for work at height activities which identifies general requirements and safe working

practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

All higher risk staff attend the Ladders and Steps Safety Training presented by the external appointed Health & Safety Consultant 3 yearly.

The Site Manager and HEALTH & SAFETY MANAGER is the Competent Persons for Work at Height on the premises who have attended training with the Health & Safety Consultant commensurate with their specific work tasks and they are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Carry out termly inspections of all on-site ladders, stepladders
- Remove access equipment from use if defective or considered inappropriate for use

The Competent Persons for Work at Height and all other Staff are not permitted to use any other access equipment for Work at Height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

A documented check of all Work at Height Equipment is carried out termly by the Site Manager and reviewed termly by the HEALTH & SAFETY MANAGER to ensure the continued safety and suitability of the equipment. Any equipment that is found to be defective is removed from use and disposed of. Defective equipment is replaced if required.

Work at Height on the School premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any Staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height. No other equipment except the school's step stools, step ladders or a ladder must be used
- Staff may only use step stools and step ladders if they have received training commensurate to their role and specific work tasks – The Annual Health & Safety training is appropriate for Teaching staff using work at height equipment to occasionally access shelves and update noticeboard displays
- The Site Manager and HEALTH & SAFETY MANAGER may only use leaning ladders if they have attended appropriate training at intervals not exceeding three years
- Any safety concerns about a work at height task must be raised prior to work starting

- Access equipment used on site such as ladders and stepladders must only be those provided by the School and are never to be lent to, or borrowed from, third parties or Contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment
- No member of staff will be allowed on the school roof.
- No member of staff is allowed to work at height while lone working

RELATED POLICIES

- Administration of Medicines Policy
- Behavioural Policy & School Behavioural Policy
- Child/pupil/student Protection Policy
- Emergency Management Plan
- Fire Evacuation Plan (with Fire Marshal Routines)
- Fire Safety Manual
- First Aid Policy
- H&S Training Plan & Record
- Lone Working Policy & Procedures
- Mental Health & Wellbeing Policy
- No Smoking Policy
- Non-Fire Emergency Evacuation Plan & Lock-Down Procedure
- On-Site Security Policy & Procedures
- On-Site Traffic Policy & Procedures
- Security and Lone Working Policy
- Stress Management Policy
- Supporting Pupils with Medical Conditions Policy (with Administration of Medicines)
- Trips Policy
- Work at Height Policy
- Lettings Form

BACKGROUND INFORMATION

This document is a statement of the Health & Safety Policy for St Margaret Clitherow Catholic Primary School. It was developed by the Governors in consultation with Headteachers, staff and the Trust.

Signed:	Date:	Review Date:
Rory McCormack Chair of Governors	01.09.24	01.09.25