

HEALTH AND SAFETY POLICY

GERRANS SCHOOL
Tregassick Road, Portscatho, Truro TR2 5ED



Approved: Autumn 2025
Reviewed Date: Autumn 2026

Equality Impact Assessment - Policy Review

In reviewing this policy, we have tried to make a positive impact on equality by considering and reducing or removing inequalities and barriers which already existed. We have ensured that this policy does not impact negatively on the dimensions of equality.

1. Abbreviations used in this Policy	4
2. Statement of Intent.....	5
3. Roles and Responsibilities	6
3.1 Board of Trustees	6
3.2 Headteacher	6
3.3 Health and Safety Lead.....	6
3.4 Staff Holding Posts/Positions of Special Responsibility	7
3.5 All Teaching staff	8
3.6 Catering Manager.....	8
3.7 Cleaning Supervisor.....	9
3.8 Health & Safety Committee.....	9
3.9 All staff.....	9
3.10 Contractors and visitors.....	10
3.11 Students.....	10
3.12 Parents and carers	10
4. Arrangements	111
4.1 Accident and Incident Reporting.....	11
4.2 Asbestos	111
4.3 Contractors.....	11
4.4 Curriculum Safety (including off-site learning activities)	11
4.5 Display Screen Equipment (DSE)	12
4.6 Educational Visits and Journeys	122
4.7 Electrical Safety	122
4.8 Fire Precautions and Emergency Procedures	122
4.9 First Aid.....	133
4.10 Gas Safety	15
4.11 Hazardous Substances	15
4.12 Inclusion and Special Educational Needs (SEN).....	15
4.13 Lettings/shared use of premises/use of Premises outside normal hours.....	16
4.14 Lone Working.....	16
4.15 Managing Medicines and Drugs	16
4.16 Maintenance and Inspection of Equipment	16
4.17 Manual Handling and Lifting.....	17
4.18 PE and Playground Equipment	17
4.19 Personal Protective Equipment (PPE).....	17
4.20 Risk Assessments	17
4.21 Security	18
4.22 Smoking and Vaping	18
4.23 Training and Development	18
4.24 Stress and Wellbeing	18
4.25 Visitors	19

4.26	Working at Height.....	19
4.27	Control of Infections.....	19
4.28	Harassment, Violence and Aggression	19
4.29	New and Expectant Mothers.....	20
4.30	Supervision of students	20
4.31	Vehicle and Traffic Management	20
4.32	Water Hygiene Management (control of Legionnaire' disease)	21
5.	Conclusions	21

Further Guidance and Resources	22
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Appendix 1 Organisational Chart

Appendix 2– First Aiders

1. Abbreviations used in this Policy

AfPE - Association for Physical Education

CEO- Chief Executive Officer

CLEAPSS - Consortium of Local Education Authorities for Provision of Science Services

COSHH - Control of Substances Hazardous to Health

DSE - Display Screen Equipment

EVC – Educational Trips Coordinator

GDPR - General Data Protection Regulations

HSE - Health and Safety Executive

HSL - Health and Safety Lead

LOLER - Lifting Operations and Lifting Equipment Regulations

MSDS - Material Safety Data Sheet

PAT - Portable Appliance Testing

PPE - Personal Protective Equipment

PUWER - Provision and Use of Workplace Equipment Regulations 1998

RIDDOR - Reporting of Incidents, Disease and Dangerous Occurrence Regulations

SLT - Senior Leadership Team

TRMAT - The Roseland Multi Academy Trust

2. Statement of Intent

Gerrans School recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment.
- b) Preventing accidents and work-related ill-health.
- c) Meeting our legal responsibilities under health and safety legislation as a minimum.
- d) Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e) Ensuring safe working methods and providing safe work equipment.
- f) Providing adequate information, instruction, training and supervision.
- g) Consulting with employees and their representatives on health and safety matters.
- h) Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i) Setting targets and objectives to develop a culture of continuous improvement.
- j) Ensuring adequate welfare facilities exist throughout the school.
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The policy applies to all relevant school activities and is written in compliance with all current UK Health and Safety Legislation and has been consulted with staff and their safety representatives Judicium Consulting Ltd.

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. All Governors/Trustees/Board members, staff and students will play their part in its implementation.

TRMAT will ensure, that this policy and any supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than 12 months from date, and reviewed annually by the Business & Finance Committee.

Name: Kate Mitchell

Signature

K. P. Mitchell

(Headteacher)

Date: 27.11.25

Name: Chris Challis

Signature:

Chris Challis

(CEO)

Date: 27.11.25

3. Roles and Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the trust. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

An organisational chart for Health and Safety Management is available in [Appendix 1](#).

3.1 Board of Trustees

The Board of Trustees is responsible for ensuring that:

- a) The health and safety policy statement is clear, and it promotes a positive attitude towards safety and health for staff and students.
- b) The Headteacher is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

The Trustee who oversees health and safety is **Paul Grayston**.

3.2 Headteacher

The Headteacher is responsible for health and safety day-to-day on their school site, is accountable to the Board of Trustees for the effective implementation of this policy and to ensure the policy's objectives are fully met by:

- a) Planning as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) Providing final authority on matters concerning health and safety at work.
- c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.
- d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to the schools HSL.

The Headteacher is - **Kate Mitchell**

3.3 Health and Safety Lead

The HSL working in conjunction with the appointed Health and Safety Consultants, Judicium Consulting Ltd, the Trusts operations team and the schools premises team will advise the Headteacher on health and safety. Acting for and on behalf of Headteacher, he/she has the responsibility for implementing and monitoring the policy, principally through the Heads of Department.

The HSL achieves this by ensuring that:

- a) This policy is communicated and made available to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated, and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) Information on the health and safety performance of the school is available to enable the Trusts Operation Manager to complete a termly report to review and present to Board of Trustees.

The HSL is - **Kate Mitchell, Executive Headteacher**

3.4 Staff Holding Posts/Positions of Special Responsibility

This includes the SLT, Heads of Departments, the school PA, site supervisor. They must:

- a) Apply the Gerrans School's Health and Safety Policy to their department or area of responsibility and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements in their areas of responsibility.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to Headteacher and the HSL.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to Headteacher/HSL any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

- g) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety.
- h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.

The site supervisor is – **Jonathan Tucker**

3.5 All Teaching staff

Teachers are responsible for:

- a) Exercise adequate supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of PPE and guards where necessary.
- e) Make recommendations to their Headteacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the Site Supervisor via the reporting portal Every (if urgent then report direct in person and record on Every).
- i) Report all accidents, defects and dangerous occurrences to the Headteacher, HSL or Site Supervisor and record on Every.

3.6 Catering Manager

The Catering Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the schools Health and Safety Policy and other associated policies.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place.
- d) Inform the Site Supervisor, Operations Manager or the HSL of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.
- f) Ensure that non-catering staff do not use the catering facilities and equipment without prior agreement and training.

3.7 Cleaning Supervisor

The Cleaning Supervisor is responsible for the safe operation of the cleaning activities and must:

- a) Be familiar with the schools Health and Safety Policy and other associated policies.
- b) Prepare risk assessments for all cleaning activities.
- c) Ensure that all cleaning staff are instructed and informed to work following policies, risk assessments, and procedures in place.
- d) Inform the Site Supervisor, Operations Manager or the HSL of any potential hazards or defects.
- f) Ensure that non-cleaning staff do not use the cleaning equipment without prior agreement and training.

3.8 Health and Safety Committee

- a) The School's Health and Safety Committee provides a forum for joint employer/employee discussions of Health and Safety matters. This Committee will meet once per term as a minimum. All employees are encouraged to bring health and safety concerns to this Committee either directly or through their safety representative
- b) The Committee will review all health, safety, fire safety and security matters, including a review of policy at least annually.
- c) The Committee will advise Headteacher and/or the HSL of any current issues.
- d) The Health and Safety Committee will comprise the Headteacher, HSL, Site Supervisor, Staff Representatives from various areas.
- e) Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, are automatically members of this Committee.

3.9 All staff

All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the TRMAT, or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Follow the guidance given in health and safety training received.
- d) Report all accidents and near misses as per the reporting procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.

- j) Co-operate with the schools Health and Safety Representative and the Enforcement Officers of the HSE.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

3.10 Contractors and visitors

All visitors (including contractors) must:

- a) report to reception and sign in on arrival.
- b) Visitors and contractors must report any injuries to their host as soon as possible.
- c) When the premises are used for purposes not under the direction of Headteacher, e.g. the provision of school meals, then, ***subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- d) All contractors who work on the premises are required to identify and control any risk arising from their activities and inform Headteacher or HSL of any risks that may affect the premises, staff, students and visitors.
- e) All contractors must be aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.
- f) In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

3.11 Students

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

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

3.12 Parents and Carers

Parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to the Headteacher, HSL or a member of staff.

4. Arrangements

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

The list provides a summary of all the key Health and Safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management Folder.

4.1 Accident and Incident Reporting

- a) All staff are required to ensure that all accidents are reported to Headteacher (or designated responsible person) who will ensure that the accident is investigated in accordance with the Trusts Accident & Incident Reporting Procedure and reported board of Trustees and to the HSE as appropriate.
- b) All incidents or near misses – i.e. something which has the potential to cause harm although it does not do so on this occasion – must also be reported so they can be investigated and appropriate steps are taken to prevent a more serious reoccurrence.
- c) All accidents and incidents are to be reported through Every.

4.2 Asbestos

- a) All employees must read and ensure they have read and understood the Trusts Asbestos Management Procedure.
- b) The Site Supervisor is responsible for ensuring that the schools Asbestos Log is read and signed by all contractors before starting any work on the premises.
- c) Staff must not affix anything to walls, ceilings etc. without first obtaining approval from Headteacher/Site Supervisor.
- d) Staff must report any damage to asbestos materials immediately to the site supervisor who will inform the Duty Holder.
- e) Where damage to asbestos material has occurred, the area must be evacuated and secured. The Headteacher will immediately notify the Duty Holder.

The Duty Holder is – **Josh Toms, Chief Finance Officer**

4.3 Contractors

The Trust's Operations Team, in conjunction with the Trust's Premises Manager and Site Supervisor, is responsible for the selection and management of contractors in line with the schools Contractor Induction booklet.

The Trusts Premises Manager is - **Lester Henderson**

4.4 Curriculum Safety (including off-site learning activities)

- a) All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.
- b) The risk assessments must be made known to all teaching and support staff and reviewed regularly.
- c) Guidance from CLEAPSS, AfPE and other lead bodies should be adopted as appropriate.

4.5 **Display Screen Equipment (DSE)**

The HSL is responsible for ensuring that DSE training and assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

4.6 **Educational Visits and Journeys**

- a) The Headteacher is responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.
- b) The Headteacher and the EVC are responsible for ensuring that all school outings are managed in accordance with the schools policy for Educational Visits
- c) Staff involved in Educational Visit should be familiar with the schools Trips and Visits Policy.

The EVC is – **Kate Mitchell, Executive Headteacher**

4.7 **Electrical Safety**

- a) The operations team in conduction with the site supervisor is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.
- b) The operations team in conduction with the site supervisor will ensure that all PAT (portable electrical equipment) is tested in accordance with the timescales recommended by the HSE.
- c) All staff must be familiar with school procedures and report any problems via the reporting portal Every (if urgent then report direct in person to the Site Supervisor and record on Every). Staff must not bring electrical equipment into the school without the permission of Headteacher.

4.8 **Fire Precautions and Emergency Procedures**

- 4.8.1 The Headteacher in conjunction with the operations team is responsible for ensuring:
 - a) That a Fire Risk Assessment is completed and reviewed annually.
 - b) The schools emergency plan and evacuation procedures are regularly reviewed.
 - c) All staff complete Fire Safety Awareness training.
 - d) A Fire drill is completed every term.
 - e) The preparation Personal Emergency Evacuation Plan (PEEP) for staff and/or students with special needs.
- 4.8.2 The Site Supervisor is responsible for:
 - a) The maintenance and inspection of fire safety systems and reporting significant findings to the Headteacher and the operations team.
 - b) The maintenance of exit/escape routes and signage.
 - c) Supervision of contractors undertaking hot work.
- 4.8.3 All staff must be familiar with the schools Fire Risk Assessment, the emergency evacuation plan and the Fire Safety Policy.

4.9 First Aid

4.9.1 Assessment of Needs

- The school/academy will ensure a first aid needs risk assessment is completed to establish if there is adequate and appropriate first aid provisions in place.
- The school/academy will ensure this assessment is reviewed when significant changes occur.
- All staff must be familiar with the arrangements for First Aid provision and the Supporting Students with Medical Conditions Policy.
- Number of Qualified First Aiders:

First Aid at Work Qualified = 1

Emergency First Aid Qualified = 1

Paediatric First Aid Qualified = 3

Emergency Paediatric First Aid Qualified = 0

Specialist trained (epi-pen, asthma, diabetes) = 0

Mental Health First Aiders = 1

First Aid Coordinator

The First Aid Coordinator is responsible for overseeing the arrangements for first aid within the school.

These include:

- ensuring that First Aid equipment is available at strategic points in the:
 - Hall
 - Corridor
 - School office
- ensuring a sufficient number of personnel are trained in first aid procedures and that First Aid qualifications are, and remain, current.
- regularly check first aid logs for indications of recurrent or frequently reported types of injury.

The First Aid Coordinator is – **Kate Mitchell, Executive Headteacher**

4.9.3 First Aiders

- The first aiders listed within Appendix 2 will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:
 - Trips and visits
 - Extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents' evenings, school organised fundraising events etc)
 - First aid cover is not provided for:
 - Contractors
 - Events organised by third parties (fêtes, evening clubs, etc.)

In these instances the emergency services will need to be contacted if required by the third parties, unless the school is able to do so.
- First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents see 4.1 Accident and Incident Reporting.

4.9.4 Treatment of Injuries

- The school will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.
- In emergency situations the first aider will call (or instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

- c) Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the Health Service Helpline 111 and, in the case of student injuries, with the parents or legal carer.

4.9.5 Suspected Head, Neck and Spinal Injuries to Students

- a) In the event of a suspected head, neck or spinal injury to a student it is the policy of this school, in addition to the normal first aid procedures, that the student's parent/carer is contacted and informed of the injury.
- b) The attending first aider, in consultation with the parent/carer, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/carer.
- c) In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact the Health Service Helpline for advice or phone for an ambulance as appropriate.

4.9.6 Other Significant Injuries

- a) Any other serious injury will be notified to the parents/carers by the quickest means possible (normally by phone).
- b) Records of notification by telephone to parent/carers will be kept by the First Aid Coordinator.
- c) Copies of written notification are also held by the First Aid Coordinator.

4.9.7 Local Hospitals

The nearest (35 minutes driving time) Minor Injury Unit is located at:-

St Austell Community Hospital
Porthpean Rd
Saint Austell
PL26 6AA
01726 873000

The nearest (37 minutes driving time) Full Accident and Emergency Department is located at:-

Royal Cornwall Hospital
Treliske
Truro
Cornwall
TR1 3LQ
01872 250000

4.9.8 Escorting Pupils to Hospital

- a) When it is necessary for a student to be taken to hospital they will be accompanied by a member of staff unless the student's parent/guardian is in attendance.
- b) For Secondary School students the attending member of staff may travel to the hospital in their own vehicle (rather than in the ambulance with the student unless the student is overly distressed/confused).

This decision should be made in consultation with the attending paramedics and the parent/guardian if they are immediately contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the student as they are admitted to casualty.

- c) If a student is taken to hospital in a member of staff's car, two adults must be present, the driver plus one other.
- d) The member of staff will stay with the student until a parent/guardian arrives and responsibility is transferred.
- e) Staff may only use their own cars if covered by suitable Business Insurance

4.10 Gas Safety

- a) The operations team, in conjunction with the site supervisor, will ensure that installation, maintenance and repair of gas appliances and fittings are carried out by a competent Gas Safe registered engineer.
- b) The operations team, in conjunction with the site supervisor, will ensure that gas pipework, appliances and flues are regularly inspected and maintained.
- c) The operations team, in conjunction with the site supervisor, will ensure that all rooms with gas appliances are checked to confirm adequate ventilation.
- d) All staff must be familiar with school procedures and report any concerns immediately via the reporting portal Every (if urgent, report directly to the Site Supervisor and record on Every).

4.11 Hazardous Substances

- a) The Site Supervisor is responsible for ensuring that all cleaning (except those used by the contracted cleaners) and maintenance products that may be hazardous to health are assessed Coshh Regulations before being used.
- b) Substances that fall under Coshh must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
- c) All staff are reminded that no hazardous substances should be used without the permission of Headteacher. A member of staff who has completed Coshh Risk Assessment training will complete an assessment for any authorised products.
- d) Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.
- e) Substances used in D&T, Art, and science should be assessed as per Coshh requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

4.12 Inclusion and Special Educational Needs (SEN)

- a) The school adheres to its SEN Policy, and all staff must be familiar with its contents and supporting guidance.
- b) The Headteacher is responsible for ensuring appropriate facilities and support are in place to safeguard the health, safety and welfare of students with SEN.
- c) Staff must receive relevant information and training to enable effective support for students' learning and welfare needs.
- d) The SENCO and curriculum leaders must ensure risk assessments are adapted as required to protect students with SEN. No student should be excluded from an activity on health and safety grounds unless this is unavoidable, as determined by risk assessment.
- e) Any exclusion from an activity must be authorised by the Headteacher.

The SENCO Lead is – **Laura Read, SENDCo and Assistant Head**

4.13 Lettings/shared use of premises/use of Premises outside normal hours

- a) The Headteacher is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this Health & Safety Policy and the Fire Safety Policy.
- b) The appropriate staff member is responsible for liaising with the Site Supervisor regarding the use of premises outside normal hours, following the Weekend and Holiday School Use Procedure.
- c) The Sports Hub Manager is responsible for managing the arrangements for external use of school facilities, in line with this Health & Safety Policy and the Fire Safety Policy, and ensuring all necessary checks are completed.
- d) Unless specifically agreed as part of the hire arrangement, the school does not provide supervision for any groups using its facilities outside normal hours.
- e) The Sports Hub is responsible for managing the hire arrangements and ensuring all appropriate safety checks and risk assessments are carried out.

The Sports Hub Manager is – **n/a**

4.14 Lone Working

- a) Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- b) Premises and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.
- c) Any member of staff working after hours must notify Headteacher and Site Supervisor of their location and intended time of departure.
- d) Lone workers should not undertake any activities which present a significant risk of injury.
- e) Lone workers should abide by the Trusts Lone Working Policy.

4.15 Managing Medicines and Drugs

- a) No student is allowed to take medication on the school site without a letter of consent from their parent/carer.
- b) Staff must notify Headteacher if they believe a student to be carrying any unauthorised medicines/drugs.
- c) The First Aid and Administration of Medicines Policy provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

4.16 Maintenance and Inspection of Equipment

- a) The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Supervisor.
- b) Where Heads of Department hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.
- c) All faulty equipment must be taken out of used and reported to the Site Supervisor via the reporting portal Every (if urgent then report direct in person and record on Every). Staff must not attempt to repair the equipment themselves.

4.17 Manual Handling and Lifting

- a) The Headteacher/HSL will ensure that all staff have been undertaken manual handling training.
- b) Staff will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.
- c) No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the site team for assistance.
- d) Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.
- e) Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

4.18 PE and Playground Equipment

- a) The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.
- b) The operations team in conduction with the site supervisor is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the premises team.
- c) Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.
- d) The operations team in conduction with the site supervisor is responsible for ensuring wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.
- e) All PE equipment must be visually checked before lessons and returned to the designated storage area after use.
- f) Students must not use the PE or playground equipment unless supervised.
- g) Any faulty equipment must be taken out of use and reported to the Head of Department who should inform the Site Supervisor via the reporting portal Every.

The Head of PE is – **Kate Mitchell, Executive Headteacher**

4.19 Personal Protective Equipment (PPE)

- a) Where the need for PPE has been identified in risk assessments, it is the Head of Departments responsibility to ensure adequate supplies of suitable PPE.
- b) Where a need for PPE is identified by risk assessment, staff and students should wear PPE as per instructed on the risk assessment.
- c) Any staff member or student who refuse to use the PPE will be subject to disciplinary action.
- d) PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, there should be brought to the attention of the Headteacher.

4.20 Risk Assessments

- a) It is the HSL and Head of Departments responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from the schools undertakings.
- b) Health and Safety Officer is responsible for managing the risk assessment process and producing relevant reports for the Headteacher and Trustees.
- c) Heads of Department will undertake risk assessments for their specialist areas.
- d) The Site Supervisor will undertake risk assessments for maintenance and cleaning (the contract cleaners undertake risk assessments for their own tasks).

- e) The EVC will ensure that risk assessments are completed by all staff who organise and lead educational visits.

4.21 Security

- a) The Site Supervisor is responsible for the security of the school site and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.
- b) The Site Supervisor is also responsible for the security of the site after normal school hours use and lettings.
- c) The numbers on security pads will be changed at regular intervals, and these changes notified to relevant staff. Staff are reminded that these numbers should not be divulged to any student or parent. **If applicable**, or include similar control.
- d) Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.
- e) If an intruder becomes aggressive staff should seek assistance.
- f) Meetings with individuals known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in an area where assistance is available. The Headteacher should be notified in advance of these meetings where possible.
- g) Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Headteacher, and the requirements set on section 4.28 should be followed.
- h) Call out arrangements – ring Jonathan Tucker on his mobile.

4.22 Smoking and Vaping

It is illegal to smoke anywhere within the premises. Vaping is also prohibited anywhere on the school premises.

4.23 Training and Development

- a) The Headteacher/HSL is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training.
- b) All new staff will receive specific information and training as part of their induction process.
- c) All staff will receive Health and Safety and Fire Safety Awareness training on a bi-annual basis.
- d) Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.
- e) Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new academic year.

4.24 Stress and Wellbeing

The Board of Trustees and the Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- a) An environment in which there is good communication, support, trust and mutual respect.
- b) The provision of training to enable them to carry out their jobs competently.
- c) Control to plan their work and seek advice as required.
- d) Involvement in any significant changes.
- e) Clearly defined roles and responsibilities.

- f) Consideration of domestic or personal difficulties.
- g) Individual support, mentoring and referral to outside agencies where appropriate.
- h) All employees must ensure that they read and understand the Health & Positive Wellbeing Policy.

4.25 Visitors

- a) All visitors must sign in and out at the reception desk. This includes parents and peripatetic teachers/specialists. A lanyard will be issued which must be worn at all times whilst on the premises.
- b) Visitors will be made aware of the emergency procedures and other safety information relevant to them.
- c) Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g., asbestos, fragile roofs by the site supervisor.

4.26 Working at Height

- a) The Site Supervisor is responsible for the purchase and maintenance of all ladders on the premises.
- b) All ladders conform to BS/EN 131 standard.
- c) The Site Supervisor is also responsible for completing risk assessments for all working at height tasks on the premises.
- d) Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.
- e) The Headteacher will ensure that all staff have been undertaken working at height handling training.

4.27 Control of Infections

- a) The Headteacher/HSL is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the guidance from Public Health England on infection control and winter readiness.
- b) Staff are responsible for complying with the Control of Infections Procedure.

4.28 Harassment, Violence and Aggression

- a) Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the schools community, and all visitors can be confident that they are operating within a safe environment.
- b) Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff.
- c) Government guidance from the Department for Education, the HSE and Unions are taken into account when risk assessments are completed.
- d) Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault.
- e) Individual student risk assessments or Care Plans will be completed when necessary.
- f) Regular reviews to monitor the effectiveness of the control measures are completed.
- g) The design of the schools premises will take into consideration the risks of violence, aggression and harassment.
- h) Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities.

- i) Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation Reporting Procedure.
- j) If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.
- k) To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

4.29 New and Expectant Mothers

Staff that is a new or expectant mother should notify their line manager as soon as practicable.

- a) The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.
- b) The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.
- c) The school should consider these risks when completing the risk assessment:
 - Working with hazardous substances
 - Stressful environments
 - Movement around the site (including stairs and distances between classrooms etc.)
 - Doing duties that involve physical effort which might be too arduous;
 - Standing for long periods
 - Inherent risks in certain departments, e.g. PE, Science
 - Manual Handling
 - Working in a confined working space
 - Using an unsuitable workstation
 - Infectious diseases
 - The provision of appropriate sanitary and rest facilities.

4.30 Supervision of Students

The school opening times for students are: 08:40 – 15:25 on weekdays during termtime.

Between these times supervision will be provided. Students will not be allowed on site outside of these times unless for specific activities such as residential or extended services. During this time:

- a) Staff will actively promote sensible, safe behaviour to students.
- b) Dangerous or risky behaviour displayed by students will be addressed and dealt with in the school rules
- c) Students will only be allowed into or stay in classrooms under adult supervision.
- d) Appropriate supervision of cloakrooms and toilet access will be in place at busy times.
- e) Students who need to leave the school during the school day for any authorised reason must sign out through the school office.
- f) Students arriving at school during the day for any reason must enter by reception and then see the staff in the school office.

4.31 Vehicle and Traffic Management

The school takes all reasonable steps to manage vehicle movements safely and reduce risks to pupils, staff, parents, and visitors. To minimise risks associated with traffic and vehicle movements, the following measures are in place:

- a) Designated parking areas are provided for staff and visitors.
- b) Drop-off and pick-up points for pupils are clearly marked and supervised where necessary.
- c) Emergency vehicle access routes are kept clear at all times.
- d) Safe, well-marked pedestrian routes are provided from entry points to school buildings.
- e) Vehicle access during peak pupil arrival and departure times is restricted to essential use only.
- f) Speed limits are in place on school grounds, and clear signage is displayed.
- g) Staff on duty oversee pupil movement at arrival and departure times.
- h) Regular risk assessments are carried out to identify and address hazards related to traffic management.
- i) All staff, parents, visitors, and contractors must comply with these rules to keep the site safe.

4.32 Water Hygiene Management (control of Legionnaire' disease)

- a) The operations team will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the specialist external contractors.
- b) The Operations team in conduction with our specialist contractor will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.
- c) Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective.
- d) The Operations Team in conduction with the site team will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

Our appointed specialist external contractors are – **Reef Water Solutions**

5. Conclusions

This Health and Safety Policy reflects the Trust and the school's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

This Policy is supported by other associated policies and procedures that explain how the school and the Trust manages specific issues:

- a) Trusts Accident & Incident Reporting Procedure –*being drafted for Spring 26*
- b) Trusts Asbestos Management Procedure
- c) Trips and Visits Policy
- d) Fire Safety Management Policy
- e) Supporting Students with Medical Conditions Policy
- f) Inclusion and Special Educational Needs (SEN) Policy
- g) Weekend and Holiday School Use Procedure
- h) Lone Working Policy
- i) Health & Positive Wellbeing Policy
- j) Control of Infections Procedure – *being drafted for Spring 26*

Further Guidance and Resources

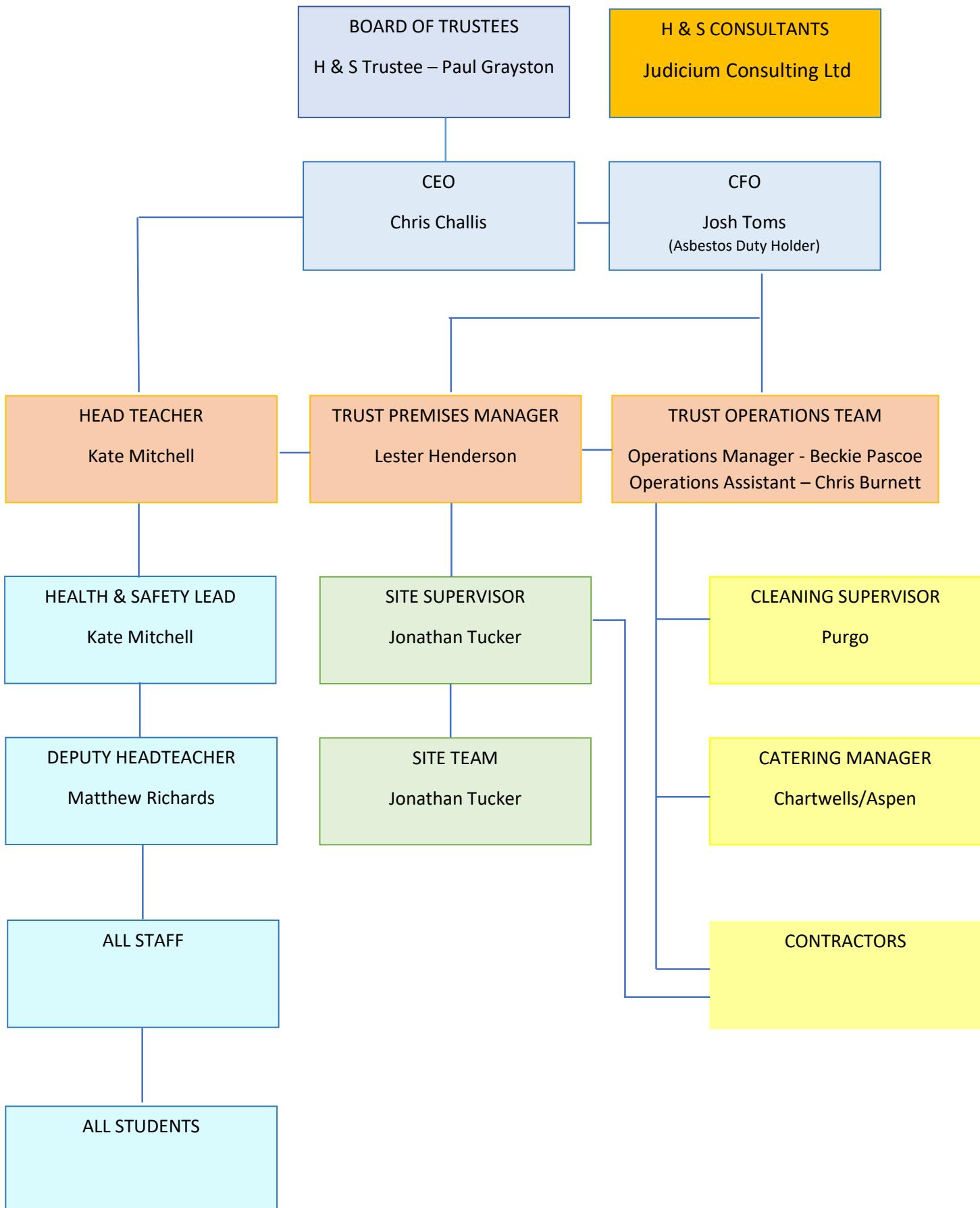
Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples.

- HSE
<https://www.hse.gov.uk/>
- HSE - Sensible health and safety management in schools
<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>
- Department for Education - Health and safety: responsibilities and duties for schools
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- National Education Union (NEU) – Health and Safety Advice
<https://neu.org.uk/health-and-safety-advice>

Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges
<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf>

Appendix 1 Organisational Chart



Appendix 2 – First Aiders

Staff member	Qualification	Due to renew by date
Emily Preston	Qualsafe Level 3 award Emergency First Aid at Work (RFQ)	May 2026
Paul Steward	Qualsafe Level 3 award Emergency First Aid at Work (RFQ)	March 2028
Frances Grant	Qualsafe Level 3 award in Paediatric first aid (RQF)	May 2026
Emily Rushe	Qualsafe Level 3 award in Paediatric first aid (RQF)	Jan 2026
Jasmine King	Qualsafe Level 3 award in Paediatric first aid (RQF)	Oct 2026
Tracy Hooper	Mental Health First Aider	March 2026