

Mark Rutherford School



Health and Safety Policy

Author:	Business Manager
Governor's Committee:	Finance, Property, Health and Safety, Audit, Scrutiny and Risk
Adopted by the Governing Body on:	14th October 2025
Chair of Committee:	N Stout
Headteacher:	K Foster
Policy review date:	October 2026

INTRODUCTION

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Preventing accidents and work-related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System is being created to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.

AIMS

Our school aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

LEGISLATION

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register.

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on managing infections.

ROLES AND RESPONSIBILITIES

The Governing Body

The Governing Body has the responsibility to ensure that:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and students.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually.

The Headteacher

The Headteacher supports the Governing Body by ensuring that:

- This Policy is communicated adequately to all relevant persons.
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- A report to the Governing Body on the health and safety performance of the school is completed at least annually.

The Business Manager is responsible for

- Keeping up to date with Health and Safety training.
- Ensure that Health and Safety Policies are kept up to date.
- Ensure that the Health and Safety Officer has adequate training to carry out the role.
- Ensure that adequate systems are in place to manage Health and Safety. The school has introduced the Smartlog system for this purpose.
- Undertake half termly site walks to inspect all areas of the school.
- Managing the accident and incident system in the school, signing these off on the Smartlog system and following up any RIDDOR reporting if required.
- Reporting up to date Health & Safety matters and information to the Finance, Premises, Health & Safety and audit committee.
- Ensuring that there is sufficient budget for Health & Safety compliance.
- Cover for the Health & Safety Officer in his absence.

The nominated Health and Safety Officer is Mr J Mayes, Site Manager. The Health & Safety Officer is responsible for

- Co-ordinating and managing the risk assessment process for the school.
- Ensuring that the site staff have adequate training to carry out their roles.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Undertaking weekly site walks and checks; ensuring any actions are completed as soon as possible by the site team, escalating to the Business Manager as required.
- Checking that all departments have up to date risk assessments and that they are saved on the Smartlog system.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Ensuring that the machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Advising the Headteacher or Business Manager of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.

- Ensure unsafe conditions are being reported and dealt with to agreed timescales.
- Ensuring that appropriate information on significant risks is given to visitors and contractors.
- Managing the asbestos log.
- The Site Manager ensures contractors are aware of the health and safety procedures in the school e.g., emergency arrangements, asbestos log, etc.

The Site Manager has a duty to check the general conditions of the premises and, in particular, the non-classroom areas, and for ensuring that health and safety hazards are dealt with and/or recorded and shared with the School Business Manager. Where action required is outside his authority or ability, the matter will be reported to the Headteacher for appropriate action. The Site Manager will have access to out-of-hours contact numbers for essential staff.

Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes Deputy Heads, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers/Supervisors, Technicians and Site Manager/Agents/Assistants. They must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the School Health and Safety Officer.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Business Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

Special Obligations of Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work, ensuring that risk assessments for their departments are up to date and reviewed annually.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Head of Department and the Health and Safety Officer.

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the school or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific health and safety training received.
- Report all accidents and near misses in accordance with current procedure.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform the Health and Safety Officer of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform the Headteacher or Business Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Students

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

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

Students and 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 a member of staff.

Contractors

Contractors will agree health and safety practices with the Site Manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

HEALTH AND SAFETY ADVICE AND SYSTEMS

The school purchases a Health & Safety for Education consultancy service by Cousins Safety: [Safety Training designed for Schools - Cousins Safety Limited](#)

The Smartlog system has been introduced in 2024 to ensure that the school has a fully compliant health and safety management system.

AUDIT AND REPORTING

The Site Manager completes a weekly walk around and checklist; any issues will be investigated and actioned as soon as possible by the site team.

The Business Manager will walk around the buildings and site half termly and note down any issues that need to be addressed. Key risks highlighted from the termly walk round will be included in the report to the Governing body on a termly basis.

The Business Manager will ensure that a health and safety risk assessment is undertaken by the Site Manager at least every 2 years and actions followed up by the appropriate staff, as highlighted on the action plan. A full health and safety audit was completed in November 2023 by Cousins Safety.

The FPHASR governors committee meet half termly and receive regular reports on any health and safety issues. The health and safety link governor will visit the site annually to undertake required checks.

ACCIDENT REPORTING, RECORDING & INVESTIGATION

Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with the incident.
- As much detail as possible will be supplied when reporting an accident.
- The form will be passed to the first aid lead immediately who will log the details on the Smartlog system. Once submitted this will send an automatic email to the Business Manager.
- The Business Manager will receive the copy of the form and complete the remaining detail on the accident or incident on the Smartlog system and note any actions required.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

Reporting to the Health and Safety Executive

The Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Business Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
 - Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
 - Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g., from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
- The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health

- An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

FIRST AID / ADMINISTRATION OF MEDICINES

Please refer to separate First Aid Policy for further guidance.

FIRE PROCEDURE

The Headteacher is the “responsible person” as defined in Regulatory Reform (Fire Safety) Order 2005.

The Site Manager organises a fire risk assessment every 2 years and follows up any actions.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The Site Manager is responsible for the Fire Safety Management plan and ensuring there are sufficient fire wardens that are suitably trained.

The fire alarm is tested every Tuesday at 6:00am and is recorded in the Fire Log book.

The Fire Evacuation drill is organised between the Headteacher, Business Manager and Site Manager and is completed once every term.

Staff are required to report defects or missing fire-fighting equipment using the Site Helpdesk. Fire exits, routes and firefighting equipment shall not be obstructed at any time. Signage is placed near Fire exits instructed staff to avoid blocking Fire Exits.

Personal Emergency Evacuation Plans (PEEPS) are completed for staff and pupils with a disability (either permanent or temporary). The Business Manager completes these for staff and the Assistant Heads of Year completes for pupils which is then checked by the Business Manager and filled away. The folder is located in the medical room.

Please refer to the school’s Fire Evacuation Procedure.

LOCKDOWN PROCEDURE

A lockdown procedure will take place when there is an internal or external incident taking place that poses a threat to the safety of staff and students in the school. The Audiebant system is used for the lockdown process.

Lockdown practice will be carried out at least annually.

The Site Manager ensures that there is a weekly test of the lockdown system and that it is recorded on Smartlog.

Incidents may include:

- A disturbance within the community.
- An intruder on school site.
- A local risk, e.g. a fire to a local property or smoke.
- An animal roaming loose.

Please refer to the school's Lockdown Procedure.

COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager (for the Site Team) and Heads of departments (for each department) and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous products are locked away and stored in their original packaging. COSHH data sheets are made available to anyone that uses the products. Any out of date or empty bottles are disposed of as per the instructions on the bottle and in line with local regulations.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

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Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure they have adequate ventilation.
- Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched and locked off when not in use. Ensure the gas supply is isolated in the event of an emergency.
- The Site Facilities Manager is responsible for ensuring gas appliances are serviced annually.

Legionella

- A water risk assessment has been completed on 14th August 2023 by Paul McGrath from Hydraclean. The Senior Site Supervisor (MP) is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book on Smartlog.
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: Weekly flushing of little used outlets and hoses, quarterly descaling of shower heads, temperature checks of sentinel taps and calorifiers, annual checks on temperature mixer valves.
- The Site Agent is responsible for carrying out monthly water temperature inspection tests, regularly flushing of water outlets and recording this information in the water log book and raising any concerns to the Site Manager.

Asbestos

- A copy of the Asbestos Log Book is kept in the Site Managers office and on Smartlog.
- The Site Manager shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the Log Book
- All contractors shall be referred to the asbestos log book before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log book before commencing work.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work .
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- Staff are informed that they should not put-up posters/displays into the walls or ceiling.

CLEANING

Cleaning at the school is operated by a third party, Beebys, and falls under the school's contractor management system. The Site Manager is responsible for overseeing this contract. A copy of their health and safety policy and risk assessments are held in school and a check on their working practices is carried out regularly. All cleaners are DBS checked, with the DBS being checked against photo identification, in line with our safeguarding policy. Cleaners and are required to wear uniform so they can be easily identified.

The Site Team are responsible for the general day to day maintenance of the site, including general housekeeping, cleanliness and tidiness of the site on visual inspection, fire doors, clear escape routes, management of slip, trip and fall hazards, appropriately stored substances hazardous to health, regular checks including fire safety water safety, gas and electricity safety, cleaning and maintenance inspections on a daily/weekly/termly basis.

COSHH data sheets for the cleaners are held in the cleaning cupboard and a copy is also held in the Site Managers office.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment is provided to the Site Team by the Site Manager; jacket, toe protector boots, trousers, gloves and goggles.

Any PPE the cleaning staff require is provided by our cleaning contractor. First aid staff, site staff and cleaning staff should use PPE appropriately, particularly if required to clear up body fluids, or unblock toilets/sinks.

PPE for curriculum delivery (e.g., science/DT) is essential. Pupils should be trained in their safe and appropriate use when relevant and checked by the Technician or Teacher present.

RADIATION SOURCES

The school has registered the following working practice(s) under the Ionising Radiations Regulations 2017:

- Register working with naturally occurring radionuclides which are not processed for their radioactive, fissile or fertile properties.
- Register working with artificial radionuclides and naturally occurring radionuclides which are processed for their radioactive, fissile or fertile properties.

The HSE undertook a routine inspection on 27th March 2023 to assess how well we are managing health and safety in relation to ionising radiations. Any actions from this have been completed to the satisfaction of the HSE.

We currently buyback the following services:

RPO: Tammy O'Rourke 01234 718598 Bedford Borough Council

RPA : Niall Higbee niallhigbee@hotmail.com

Bedford Borough Council undertake an Ionising Radiation Audit every 3 years. The last one was dated 12th July 2024

The HSE completed a spot check Radiation Ionising Survey on 27th March 2023 .

ANNUAL RADON CHECK

The Management of Health and Safety at Work Regulations 1999, regulation 3 states that the guidance on the HSE website should be regularly reviewed and will form part of the annual review and approval of this policy. The guidance is found at

<https://www.hse.gov.uk/radiation/ionising/radon.htm>. The school is currently not in an affected area according to [UKradon - UK maps of radon](#). Whilst the school does not have any rooms below ground (workplaces that are occupied and below ground would require measurements for Radon irrespective of whether you are in an affected area) we should keep a record of our consideration.

The latest review was completed on 10th October 2025.

TEACHING FACILITIES

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then the Business Manager should be advised of the hazard/issue.

The following Head of Departments shall ensure compliance with the following guidance:-

Science - Consortium of Local Education Authorities for the Provision of Science Service (CLEAPPS)

Design and Technology - BS 4163, 2021 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice

Physical Education – Association for Physical education afPE and Safe Practice in Physical Education, School Sport and Physical Activity (PESSA).

LOCAL EXHAUST VENTILATION (LEV)

The Shop Manager/Finance assistant arranges LEV thorough examination (fume cupboard LEV and D&T) and retains copies of LEV testing certificates.

Checks of the LEV will also be conducted by the science technician in accordance with Cleapps guidance PS48.

The D&T technician will also check against G225 Cleapps guidance on local exhaust ventilation in Design and Technology.

Any deficiencies in LEV should be notified to the Site Manager.

The DT technician is responsible for changing the dust bag in the D&T LEV extractor and will wear FFP2 mask or FFP3 mask where there is lots of dust from cutting MDF.

EQUIPMENT

The Site Manager will ensure that testing, inspection and maintenance of equipment as outlined in the maintenance log book and the management guidelines within the Health and Safety Manual are undertaken as required. These are logged on Smartlog.

The Site Manager will ensure that all electrical equipment brought into the school from other sources, e.g., on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines.

Maintenance and Inspection of Equipment

The Site Manager will ensure that testing, inspection and maintenance of equipment following the schools planned preventative maintenance PPM schedule. The PPM Schedule is completed and stored using Smartlog which is available to all staff at any time.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported and the Senior Site Agents will arrange for repair or replacement.

Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.
- Staff should not bring in untested equipment.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Site Manager or in his absence another member of the site team on duty immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Head of PE.
- All PE staff will ensure compliance with the following guidance Physical Education - British Association for Physical Education (AfPE), Safe Practice in Physical Education.
- The PE Equipment will be assessed annually.

Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of 3 hours or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

- The school will pay towards the costs of an eyesight test every 2 years for a user; £25 towards the eye test and £25 towards glasses for those users that require them for VDU use only.
- It is the responsibility of the Shop manager/Finance assistant to ensure DSE assessments are completed for all DSE users annually or following an office move.

LONE WORKING

The school has a separate Lone Working Policy that all school staff should be made aware of and follow.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

The Site Manager will monitor lone working procedures during the school holidays. The school to consider limiting time staff can come into school during the school holidays.

WORKING AT HEIGHT

Before any job involving working at height can take place, staff are requested to completed working at height awareness course on Smartlog.

See [The Work at Height Regulations 2005 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

Ladders

Ladders are checked thoroughly as per PPM schedule, this is documented on attached tags on all ladders owned by the school, any ladders which have been checked and deemed not safe have been removed and disposed of. Visual checks are completed before and after each use and any repairs either carried out or reported.

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The site team retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders

- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Mobile Towers

Training for using the tower scaffold PASMA must be provided. If training has not been provided, working at height will not be undertaken.

Mobile scaffolding may be used where work has to be undertaken at height and where there is space to erect a tower safely. Users (Site Agent) will be trained and competent to erect or dismantle the structure in accordance with the manufacturer's manual / guide.

A Senior Site Agent and the Drama technician are the only people authorised to erect and use the tower scaffold and ensuring in particular:

- Height to base ratio will not exceed manufacturer's recommendations.
- Outriggers will be used or the tower connected to the building/ structure, for stability.
- Towers will only be ascended from the inside, on narrowest side.
- Work only undertaken from fully boarded platforms with guardrails and toe boards.
- Ladder / stepladders will not be used to gain extra height as this can cause the tower to overturn.

Both staff have attended PASMA training recently, with the Senior Site Agent attending IPAF in July 2023.

MANUAL HANDLING

Wherever reasonably practicable, manual handling will be avoided, using mechanical lifting methods instead. A trolley has been provided for staff to use to avoid manual handling injuries.

Manual Handling training will be provided to the site staff and any other staff that may require it. It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

LIFTING EQUIPMENT AND LIFT OPERATIONS

The school has 2 lifts on site, a passenger lift located In Main Block and a Goods lift in B Block

The Site Manager is responsible for ensuring all lifts, hoists, lifting equipment and lifting accessories are maintenance and have undergone a thorough examination (6 monthly if equipment is used for lifting people and annually for other lifting equipment.)

In addition, users will undertake a visual check of equipment prior to use.

In the event of the Lift breaking down or entrapment, a Lift Engineer will be called.

EDUCATIONAL VISITS AND JOURNEYS

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details.
- There will always be at least one first aider on school trips and visits.

All educational visits and journeys are required to be approved by the Headteacher who shall ensure compliance with the Educational Visits and Journeys Policy.

LETTINGS/USE OF PREMISES OUT OF SCHOOL HOURS

This policy applies to lettings although there is also a separate Lettings Policy to refer to which is signed by all external parties prior to a letting being agreed. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with the policy.

First Aid Provision is the responsibility of the client and when we have high volume of people on site ie. (school shows) a first aid box is provided from the lettings dept for their use.

MINIBUS

The school leases and operates two minibuses. Only staff that have passed driver assessment are authorised to drive the minibus.

The Shop Manager/Finance assistant manages the minibus drivers and the use of the minibuses. This will involve:

- Keeping copies of minibus driver's licenses on file (checked annually)
- D1 on Driving License
- MOT Certificate for minibus older than 3 years or
- Proof of regular maintenance if the vehicle is less than 3 years old
- Renewing minibus insurance
- Arranging servicing and repairs
- Checking driver checks are completed before each trip

Mini bus drivers who receive endorsements on their license are expected to provide details to the Shop Manager/Finance assistant.

Minibus drivers should carry out and record checks on the minibus before use and complete minibus checklist.

Any defects should be reported to the Site Team. Mobile phones should not be used whilst driving the school minibus.

SITE SECURITY

The Site Manager and Senior Site Agents are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The following are key holders and will respond to an emergency:

- Site Manager
- IT Technician
- Senior Site Agent x 1
- Senior Site Agent x 2
- Business Manager
- Headteacher

All Site Team members have site mobile phones, these numbers are shared with our Alarm monitoring company (Fire and Intruder alarm) and will be used in the event of an emergency 24 hours a day, 7 days a week.

Maglocks are in operation on all doors and there is an Inventory signing in and out system installed to manage who is on site, this can also be used during the fire evacuation procedure.

The Site team are responsible for managing the timings of the school gate out of school hours to accommodate lettings. During out of hours the main vehicle gate should be kept closed whenever possible to avoid any site security issues and safety of any possible intruders.

CCTV is operational throughout the site for extra security measures.

The schools will follow DFE guidance with regard to The Terrorism (Protection of Premises) Act 2025 otherwise known as Martyn's law and have arrangements in place for lockdown, invacuation, evacuation and communication.

GROUNDS MAINTENANCE

The Grounds Maintenance Contractor signs in with the Site Manager at the start of every visit to site, outlining what jobs they are carrying out.

The Grounds Maintenance contractor operates outside of School hours to avoid disruptions to PE lessons and fixtures. They have access the school grounds when the main gate and site is closed.

The safe working practices will be managed by the Site Manager.

SMOKING

The school operates a No Smoking Policy

No smoking or vaping is permitted on site, including out of school hours and including the 3G pitch.

VIOLENCE AT WORK

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from students, visitors or other staff.

NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant.

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 an antenatal carer and 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 GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

STAFF TRAINING AND DEVELOPMENT

All new employees, teaching and non-teaching, shall be provided with induction training appropriate to their health and safety needs.

In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Headteacher.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974(HASAWA). They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

The school uses Smartlog to provide health and safety training (safety at work, fire awareness etc) to staff. Any additional training not provided by Smartlog is completed and then add to the Smartlog system for auditing purposes.

MONITORING

This policy will be reviewed by the Business Manager and Site Manager annually and as required by changes to education, employment law, health and safety law and good practice.

At every review, the policy will be approved by the Finance, Premises, Health & Safety, Audit, Scrutiny and Risk Committee.