

Heathfield Knoll School

Health and Safety Policy

This policy is supported and complemented by the following policies:

All Policies are available to view on the Staff Share Drive – Staff Handbook and Policies

CCTV	Manual Handling (and Paediatric)
Critical Incident Plan	Online Safety
Educational Visits (EYFS)	Positive Handling
Educational Visits (non EYFS)	Risk Assessment
Fire safety, Evacuation & Invacuation	Safeguarding
First aid	Staff Code of Conduct
Food Safety	Substance Misuse
Induction of new staff	Supervision
Kitchen H&S (Catering)	Vehicles
Lone Working	Whistleblowing

Key personnel:

Headteacher

Lawrence Collins

Health & Safety Advisor

Julie Onions

Appointed First Aider

Teresa Stooksbury

This document is reviewed at least annually by J.Onions, Office Manager or as events change or legislation requires. This is then approved by the Governing Board.

The Governors have the skills to support and advise the school in its decision making.

Reviewed August 2026

Next review due: August 2027

Contents

1. THE STATEMENT	4
1.1 General Requirements	4
2. THE ORGANISATION	4
2.1 Employer's Responsibilities	4
2.2 Headteacher's Responsibilities	5
2.3 Curriculum/Subject Leaders' Responsibilities	5
2.4 Teaching, Support and Technical Staff	6
2.5 Operations and Project Managers	6
2.6 First Aiders	6
2.7 Safety Representatives	7
2.8 Catering Manager	7
3. THE ARRANGEMENTS	7
3.1 Access and Egress, Housekeeping, Cleaning and Waste Disposal	7
3.2 Accident Reporting, Recording and Investigation	8
3.3 Building Maintenance and Alterations	8
3.4 Children and Young People at Work	9
3.5 Control of Contractors	9
3.6 Control of Substances Hazardous to Health (COSHH), including Radiation	10
3.7 Defect Reporting Procedures	11
3.9 Display Screen Equipment (DSE)	11
3.10 Electricity at Work	11
3.11 Fire Precautions and Emergency Plans	12
3.12 Martyn's Law (Terrorism Protection of Premises Act 2025)	12
3.13 First Aid and Medication	13
3.14 Food Safety	14
3.15 Health and Safety Advice	14
3.16 Information Dissemination	14
3.17 Lone Working and Personal Safety	15
3.18 Maintenance and Inspection of Equipment	15
3.19 Manual Handling	15
3.20 Minibuses	15
3.21 Monitoring Arrangements	16
3.22 Noise at Work	16
3.23 Offsite and Educational Visits	16
3.24 PE Equipment	17
3.25 Personal Protective Equipment (PPE)	17
3.26 Pond	17
3.27 Pressure Systems	17
3.28 Risk Assessments	17



3.29 Safe Hot Water and Hot Surfaces	18
3.30 Safety Signs	18
3.31 School Security	18
3.32 Slips, Trips and Falls	19
3.33 Smoking	19
3.34 Sports Pitches / Playing Fields / Outdoor Learning Spaces	19
3.35 Staff Consultation	20
3.36 Stress and Staff Wellbeing	20
3.37 Training and Development Related to Health and Safety	21
3.38 Vehicles on Site / Car Park Arrangements	21
3.39 Vibration	21
3.40 Violence to Staff	22
3.41 Water Hygiene	22
3.42 Work Experience Students	22
3.43 Working at Height	23
3.44 Workplace Environment	23
3.45 Trees	24
4. Files Available in the Main Office	24
5. Amendments to the policy	25

1. THE STATEMENT

1.1 General Requirements

KSI Education recognises its responsibility under the **Health and Safety at Work etc. Act (1974)**, so far as is reasonably practicable, to:

- Provide safe systems of work, plant and equipment.
- Ensure the safe use, handling, storage and transport of articles and substances.
- Provide appropriate information, instruction, training and supervision for staff and students to work safely.
- Maintain a safe place of work with safe means of access and exit for all persons using the premises.
- Ensure a safe and healthy working environment with adequate welfare facilities.
- Safeguard the health and safety of persons not employed by the school but who may be affected by its activities.
- Encourage staff to take reasonable care for their own health and safety and cooperate with school management in fulfilling statutory duties.
- Require staff to report, through appropriate channels, any problem, defect or hazard likely to cause unsafe or unhealthy conditions for themselves or others.

2. THE ORGANISATION

2.1 Employer's Responsibilities

KSI Education is responsible for:

- All aspects of health and safety of employees, students and others at Heathfield Knoll School (under Sections 2 and 3 of the Health and Safety at Work Act 1974).
- Implementing, monitoring, reviewing and revising the school's safety policy.
- Monitoring building maintenance needs and implementing repairs.
- Monitoring structural defects that may affect the safety of staff, students and others.
- Ensuring the safe condition, storage and maintenance of equipment and vehicles, and their safe use during school operations.
- Maintaining premises, access and exit routes, plant and substances so they are safe and without risk.
- Appointing competent contractors for building or plant maintenance.
- Appointing a competent Planning Supervisor for works under the **Construction (Design and Management) Regulations 2007**.
- Reserving sufficient funds for health and safety responsibilities, particularly maintenance of premises and equipment.
- Displaying and enforcing safety rules regarding premises and equipment.

- Promoting safe working practices by staff, students and contractors.
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2.2 Headteacher's Responsibilities

The Headteacher is responsible for:

- Implementing the school safety policy.
 - Advising Governors on the need to review the policy.
 - Day-to-day management of health and safety.
 - Ensuring risk assessments are undertaken in line with the **Management of Health and Safety at Work Regulations 2006** and other relevant legislation (COSHH 2002, Manual Handling 1992, PUWER 1998, Display Screen Equipment 2002).
 - Ensuring staff receive appropriate health and safety training.
 - Conducting an annual safety audit.
 - Ensuring defects or problems affecting health and safety are addressed.
 - Notifying the HSE of serious accidents, injuries, diseases or dangerous occurrences (RIDDOR).
 - Emergency procedures, including evacuation in case of fire or bomb threats.
 - Adequate provision of First Aid.
 - Communicating legislative updates or new requirements promptly to relevant staff.
 - Consulting with safety representatives on matters affecting staff health, safety and welfare, facilitating inspections and training.
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2.3 Curriculum/Subject Leaders' Responsibilities

Curriculum and subject leaders are responsible for:

- All health and safety matters in their area.
 - Reporting problems or defects to the Headteacher or Health and Safety Advisor.
 - Maintaining working knowledge of relevant regulations and codes of practice.
 - Producing and updating departmental risk assessments.
 - Ensuring staff receive appropriate training on health and safety in specialist areas.
 - Ensuring necessary personal protective equipment (PPE) is available and maintained.
 - Assessing risks specific to their subject (e.g. equipment, hazardous substances).
 - Ensuring relevant safety signage is displayed (e.g. eye protection, isolator locations).
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2.4 Teaching, Support and Technical Staff

All staff are responsible for:

- Complying with the school and departmental safety policy.

- Reporting defects or problems via their subject leader to the Headteacher or Health and Safety Advisor.
- Cooperating with the employer to comply with the **Health and Safety at Work etc. Act 1974**.

2.5 Operations and Project Managers

Operations and Project Managers are responsible for:

- Complying with the school safety policy.
- Communicating safety procedures to cleaning/grounds staff and contractors.
- Training staff under their supervision in safe equipment and material use.
- Ensuring equipment and materials include safety information (e.g. COSHH data sheets).
- Establishing safe procedures for hazardous tasks (working at height, machinery, chemical use, maintenance).
- Warning users of potential hazards during caretaking/cleaning operations (e.g. wet floors, icy paths).
- Informing the Headteacher/Health and Safety Advisor of contractor arrivals.
- Informing contractors of hazards on site and ensuring safe working arrangements.
- Safe use and maintenance of plant and equipment (e.g. boilers).

2.6 First Aiders

The nominated First Aider is responsible for:

- Recording accidents/incidents requiring first aid.
- Maintaining first aid boxes and supplies (including defibrillator and evacuation chair).

2.7 Safety Representatives

Safety representatives have the right to:

- Carry out termly inspections and submit written reports to the Headteacher.
- Receive HSE inspection or accident investigation reports.
- Represent staff in discussions with the Headteacher on health, safety and welfare.
- Sit on safety committees.
- Receive necessary training to perform their role.

2.8 Catering Manager

The Catering Manager is responsible for:

- Complying with the school safety policy.
- Ensuring kitchen staff are trained and informed to work safely.
- Complying with the **Food Safety Act 1990** and associated Regulations.
- Ensuring compliance with allergens legislation, including **Natasha's Law (2021)**.
- Reporting safety problems or defects in the kitchen to the Headteacher/Health and Safety Advisor.

(See separate Kitchen H&S document and Food Safety Policy – all staff share.)

3. THE ARRANGEMENTS

3.1 Access and Egress, Housekeeping, Cleaning and Waste Disposal

Heathfield Knoll School ensures that appropriate measures are in place to maintain safe standards of health and safety.

- The maintenance team and cleaners ensure the premises are kept clean and bins are emptied regularly.
- Cleaners display wet floor signs clearly during floor cleaning.
- Spills are reported to Reception; the maintenance team is responsible for clearing them to minimise slips, trips and falls.
- The maintenance team is responsible for:
 - Disposal of glass and sharp objects in designated containers.
 - Clearing snow and ice.
 - Removing leaves from pathways using machinery or brushes.
- Waste bins are stored in the courtyard behind the main house kitchen.
- Lighting tubes are stored in bespoke containers for collection. Waste Electrical and Electronic Equipment (WEEE) regulations are observed.

3.2 Accident Reporting, Recording and Investigation

- All serious accidents must be reported to the Health and Safety Advisor, who will ensure that details are recorded via **RIDDOR**.
- Minor accidents are logged in the school's accident book/safeguard system. Parents/carers are informed where appropriate.
- For serious accidents, senior management must be informed immediately, and action taken to secure the area. The Headteacher/Health and Safety Advisor will investigate.
- If members of the public are involved, names, addresses and witness statements must be collected.
- Accident reports are retained:
 - **3 years** for staff accidents.
 - Until the pupil reaches **age 25** for student accidents.

3.3 Building Maintenance and Alterations

- Maintenance work and alterations are scheduled in advance to minimise risks.
- Hazardous areas are secured using physical barriers, locks and signage.
- If fire escape routes or protection systems are affected, temporary arrangements and instructions are implemented to ensure safe use.
- Where walls, floors or ceilings are breached, fire compartmentation is reinstated using appropriate materials.
- The school complies with **Construction (Design and Management) Regulations 2015 (CDM 2015)**, led by the Health and Safety Advisor. Projects exceeding CDM thresholds (30+ working days with 20+ workers, or 500+ person-days) are notified to the authorities.
- High-risk activities (e.g. hot works, roof works) require **permits to work**.
- Plant and service areas are kept clean, clear of combustibles, and accessible for controls and switches.
- A **planned preventative maintenance programme** covers all inspections, servicing and repairs. Records are maintained.
- Risk assessments and safe systems of work are in place for in-house maintenance.
- In-house staff are regarded as contractors under CDM 2015; compliance applies where additional contractors are used.

For all construction work, the school ensures:

- Competent management and supervision.
- Workers are briefed and trained.
- No work begins without a construction phase plan.
- Welfare facilities are available.
- Adequate time and resources are provided.
- Design/specification work is carried out by competent persons.
- Construction work is segregated from normal activities where necessary (by timing or physical separation).

3.4 Children and Young People at Work

- When pupils or young people undertake work experience or employment, the school complies with legislation regarding hours, night work, and rest breaks.
- A specific **risk assessment** is completed, considering immaturity, inexperience and lack of risk awareness. Additional instruction and supervision are provided as required.
- Prohibited tasks for young workers include:
 - Work with hazardous substances.
 - Use of dangerous machinery.
 - Construction work.
 - Work involving hazardous exposure to noise or vibration.
- Local byelaws and national legislation are followed for children's employment.
- Risk assessment findings are shared with parents/carers prior to placement.

3.5 Control of Contractors

The **Health and Safety Advisor** is the appointed responsible person for contractor management. Responsibilities include:

- Selecting contractors based on best value, competence, qualifications and insurance.
- Coordinating contractor inductions, including site regulations, contractor register and asbestos register (held at Reception).
- Checking method statements and risk assessments.
- Acting as first point of contact for contractor concerns.
- Ensuring segregation of contractors and pupils (by restricting access or authorising supervised work).
- Facilitating day-to-day communication with contractors through pre-contract meetings.
- Providing adequate welfare facilities.

Asbestos Management

- The Asbestos Register is shown to all contractors before work begins; they must sign to confirm.
- No intrusive work (e.g. shelving installation) is permitted without confirmation that asbestos is absent.
- Only licensed contractors may work with asbestos.

Contractors and Visitors on Site

- All contractors must sign in/out at Reception and wear a visitor ID badge at all times.

3.6 Control of Substances Hazardous to Health (COSHH), including Radiation

- Less hazardous alternatives are used wherever possible.
- The Health and Safety Advisor maintains the COSHH file (main office).
- **Total Containment Solutions** conducts annual inspections of fume cupboards and related equipment.
- Budget holders purchasing COSHH products must follow the purchasing policy (main office).
- All COSHH substances must have Safety Data Sheets.
- Risk assessments are carried out for tasks involving hazardous substances in line with COSHH 2002.
- Departments are responsible for safe storage of COSHH materials.
- Staff are trained to identify and safely use COSHH products during induction and departmental meetings.
- Decanted substances must be correctly labelled.
- PPE requirements are explained at induction and refreshed regularly.
- Hazardous substances must be stored and transported safely.

- Emergency procedures for spillages (including evacuation) are kept in the main office.
- Disposal of waste or unwanted substances is overseen by the Health and Safety Advisor.

3.7 Defect Reporting Procedures

- Staff report defects via email to the Health and Safety Advisor, who logs them for the maintenance team.
- Defective items are removed from use immediately; if removal is not possible, an "Out of Use" label is attached.
- The Health and Safety Advisor monitors resolution of defects.

Disabled and Temporarily Disabled Staff

- The workplace is adapted to meet the needs of disabled employees, ensuring their health, safety and welfare.
- Temporary disabilities (e.g. broken limbs) are managed through adjustments where practicable; otherwise, staff may be excluded if risks cannot be controlled.
- Fit notes are respected; staff may only return to work if conditions outlined are met, supported by occupational health if required.
- Each disabled employee receives an **individual risk assessment** and a **Personal Emergency Evacuation Plan (PEEP)**.
- Risk assessments and PEEPs are reviewed following changes in health condition.

3.9 Display Screen Equipment (DSE)

- All DSE "Users" receive training at induction, with refresher training every 3 years.
- Staff complete DSE self-assessments at least every 3 years, or sooner if equipment/location changes.
- Staff may request an eye test at the school's expense.
- The Operations Manager resolves issues relating to DSE use.
- DSE equipment is cleaned at least termly under the Operations Manager's supervision.

3.10 Electricity at Work

- Fixed electrical installations are inspected every **5 years**.
- The Health and Safety Advisor arranges and records inspections.
- Portable Appliance Testing (PAT), including microwave leakage testing, is carried out annually.
- PAT registers are kept in the main office.
- Staff must not bring personal electrical equipment onto site unless checked by maintenance staff.

- Defective equipment must be removed from use and reported immediately to the Health and Safety Advisor.

3.11 Fire Precautions and Emergency Plans

- The Health and Safety Advisor conducts and reviews the fire risk assessment and emergency plans (including fire, bomb threats, floods, intruders, and unusual incidents).
- Procedures for worst-case scenarios are reviewed with the SLT.
- **Evacuation drills** are carried out termly. Assembly points:
 - Hard play area beside the main house.
 - In front of the sports hall.
 - Beside the former nursery bungalow.
- Only trained staff may use evacuation chairs; batteries are checked weekly.
- Fire exits, escape routes and evacuation notices are inspected by maintenance staff.
- Fire extinguishers are inspected annually by contractors.
- Fire alarms are tested weekly; emergency lighting monthly. Records are kept in the fire precautions manual (main office).
- Contractors carry out six-monthly inspections of systems under the Health and Safety Advisor's supervision.
- Emergency services, local authority and hirers are liaised with as appropriate.
- Reception staff check registers during evacuation.
- New staff receive fire and H&S induction on their first day.

3.12 Martyn's Law (Terrorism Protection of Premises Act 2025)

Heathfield Knoll School recognises its responsibility to protect pupils, staff, visitors, and contractors from a range of risks, including the threat of terrorism. In accordance with the principles of Martyn's Law (Protect Duty), the school will take proportionate steps to assess and mitigate the risks associated with terrorist incidents and other hostile acts.

The School will:

- Undertake and regularly review risk assessments relating to security and potential terrorist threats.
- Implement proportionate security measures appropriate to the nature, size, and use of the premises.
- Ensure relevant staff receive appropriate awareness training regarding counter-terrorism, suspicious behaviour, and emergency response procedures.
- Maintain and regularly test emergency plans, including lockdown, evacuation, invacuation, and communication procedures.
- Work collaboratively with local authorities, emergency services, and relevant agencies to support safeguarding and security arrangements.
- Promote a culture of vigilance, encouraging staff, pupils, and visitors to report concerns regarding suspicious activity or behaviour.
- Review security arrangements following incidents, exercises, changes to the threat level, or significant changes to the School environment.

3.13 First Aid and Medication

First Aid

- First aider details are displayed throughout the school.
- All listed first aiders are fully qualified.
- The Appointed First Aider (AFA) ensures refresher training is completed on time.
- First aid kits are stocked monthly.
- The AFA summons ambulances and accompanies pupils if parents are unavailable.
- Succession planning ensures first aid cover at all times.

Medication

- Medication is administered by the AFA, or other trained staff.
- Training covers EpiPen and inhaler use.
- All medication is locked in cabinets in the wellbeing room.
- Consent forms must be signed by parents/carers.
- Special medical needs are recorded and authorised by parents/carers.
- All administration of medication is logged.

Defibrillator

- Located in Main Reception near the staff room.
- Battery and pads checked weekly.
- Registered with the ambulance service.

Martyn's Law (Terrorism Protection Act 2025)

- The school has created a critical incident "grab bag" located in the Reception area.

3.14 Food Safety

- Separate Food Safety and Kitchen H&S policies are available on the staff share.
- Chilled/ready-to-eat foods are purchased only from reputable supermarkets and consumed shortly after purchase.
- Handling is kept to a minimum; where required, only trained staff prepare food.
- The school complies with the **Food Hygiene (England) Regulations 2013**.
- Heathfield Knoll School is a **nut-free environment**.
- **Natasha's Law (2021)** requirements are followed.

3.15 Health and Safety Advice

- The school has appointed competent advisors from **Hettle Andrews**.

- The Appointed First Aider reports diseases, injuries and dangerous occurrences to RIDDOR/HSE.
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3.16 Information Dissemination

Employees

- Staff are provided with health and safety information via the staff handbook, induction, and risk assessments.
- Staff sign to confirm receipt and understanding.
- Documents are kept in the main office and published on Schoolbase.
- Updates are issued via briefings, email, or Schoolbase.

Students

- Health and safety information is communicated through lessons and assemblies.

Visitors/Contractors

- Informed verbally and via documents held at Reception (including the Asbestos Register).

Governors

- Receive information via Health and Safety meetings.
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3.17 Lone Working and Personal Safety

- Staff must refer to the Lone Working Policy.
 - Relevant staff receive lone working training.
 - Awareness of personal safety is included in induction.
 - Lone working arrangements are monitored by the Headteacher/Health and Safety Advisor.
 - Risk assessments are shared with staff.
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3.18 Maintenance and Inspection of Equipment

- Equipment requiring periodic checks is logged in the main office, with frequency and type of inspection.
- Where required, inspections are carried out by specialist contractors (e.g. fume cupboards, extraction systems, fire safety systems).

3.19 Manual Handling

- Loads are reduced where possible to minimise risk.
- Individual risk assessments are carried out where required.
- Equipment is provided to assist lifting; team lifting is arranged when necessary.
- Safety footwear and gloves are provided.
- Training is given in safe techniques.
- New/expectant mothers, young workers and staff with health issues are generally prohibited from manual handling.

3.20 Minibuses

- Minibus guidelines are in the main office.
- Drivers must hold a clean licence and comply with **PSV375 rules**.
- In case of breakdown or accident, emergency procedures in the critical incident plan must be followed.
- Each bus carries first aid provision and a fire extinguisher.
- Minibuses are serviced regularly and MOT tested annually.
- Drivers must carry out pre-use visual checks and record them.

3.21 Monitoring Arrangements

- Inspections are carried out by **Hettie Andrews**, a Governor, and the Health and Safety Advisor.
- Staff, parents and pupils can report H&S concerns (via email, teacher or Advisor).
- Reports are investigated and documented.
- Governors receive termly/annual reports on inspections, accidents, defects and complaints.
- Governors and the Headteacher provide access to HSE and LA inspectors.

3.22 Noise at Work

- Compliance with **Control of Noise at Work Regulations 2005** is ensured.
- Noise levels are monitored where exposure may exceed 80dB.
- Controls are implemented; hearing protection is provided if noise exceeds 85dB.
- Hearing protection zones are designated as needed.

3.23 Offsite and Educational Visits

- Educational Visits Coordinator (EVC): **Chris Rawles**.
- Visits are authorised by the Headteacher after all arrangements and checks are complete.
- Pre-visits may be required.
- Visit Leaders complete risk assessments and retain parental consent, emergency arrangements and first aid plans.
- Insurance cover of at least £5M is required.

3.24 PE Equipment

- Pre-use visual checks are carried out and recorded by PE staff.
- **afPE guidance (2012)** is followed.

3.25 Personal Protective Equipment (PPE)

- PPE is provided free of charge where identified through risk assessment.
- Selection is made in consultation between staff and line managers.

3.26 Pond

- Warning signs are displayed.
- Whole-school pond risk assessment is carried out by the Health and Safety Advisor; subject leaders complete specific activity-based assessments.
- Maintenance is the responsibility of the maintenance team.

3.27 Pressure Systems

- The school's gas and water systems fall under the **Pressure Systems Safety Regulations 2000**.
- A written scheme of examination is maintained by the Health and Safety Advisor; testing is carried out by Hydrotech.
- Responsible Person: **Simeon Bennett** (trained and authorised).

- Systems must not be modified without competent evaluation.
 - Safe operating limits are displayed.
 - Emergency procedures are in place.
 - Inspection and maintenance records are retained.
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3.28 Risk Assessments

- Required under **Management of Health and Safety at Work Regulations 1999**.
 - The Health and Safety Advisor ensures completion.
 - Risk assessments must be signed and dated.
 - Special assessments are conducted for new/expectant mothers or those with health needs.
 - Risk assessments are reviewed annually (minimum).
 - Copies are stored in the staff share under "Risk Assessments".
 - Staff must read and understand relevant assessments
 - All off-site visits require risk assessment.
 - Staff receive risk assessment training during termly INSET.
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3.29 Safe Hot Water and Hot Surfaces

- Hot water accessible to vulnerable persons is thermostatically controlled.
 - Unregulated taps are labelled clearly ("Warning: Very Hot Water").
 - Radiators and pipes are designed or enclosed to keep surfaces below **43°C**.
 - Hydro Tec carries out routine testing; records are kept.
 - Staff are trained in emergency first aid for burns.
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3.30 Safety Signs

- Staff receive training on signage at induction.
 - Safety signs are displayed for fire exits, extinguishers, first aid points and chemical storage.
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3.31 School Security

- Weekly site security walks are conducted by the Headteacher and Health and Safety Advisor.

- Intruder alarms are installed in key buildings.
 - CCTV is installed across the school (see policy).
 - Inventory system is used for staff/visitor sign-in.
 - Staff wear ID lanyards.
 - Visitors wear blue (DBS checked) or red (must be accompanied) lanyards.
 - Registers are taken twice daily.
 - Risk assessments for all areas are updated regularly.
 - Fire escape routes and emergency lighting are checked frequently.
 - Invacuation drills take place termly.
 - Floodlights are used during dark evenings.
 - Facilities staff must not undertake high-risk tasks until a second member of staff is on site (e.g. work at height, ground machinery, electrical work).
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3.32 Slips, Trips and Falls

- Premises are reviewed weekly; findings are recorded and acted upon.
 - Staff are trained to maintain safe housekeeping and report hazards.
 - Adequate storage areas are managed by responsible staff.
 - Steps/stairs are fitted with handrails; external edges are painted where required.
 - Hard flooring meets HSE slip resistance standards.
 - Floors are cleaned weekly; spills are cleared promptly.
 - Wet floor signs are used where necessary, though floors are dried wherever practicable.
 - Daily waste removal prevents trip hazards.
 - Staff are encouraged to wear sensible footwear.
 - Lighting (normal and emergency) is checked monthly.
 - Ice, snow and leaves are cleared promptly.
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3.33 Smoking

- The site is **No Smoking**.
 - Signage is displayed at all main entrances.
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3.34 Sports Pitches / Playing Fields / Outdoor Learning Spaces

- Outdoor staff create and update risk assessments.
- Maintenance team carry out daily visual inspections.
- Outdoor staff report issues immediately and complete monthly checks of equipment.

3.35 Staff Consultation

Refer to the general policy statement at the beginning of the Health and Safety Policy.

- Health and Safety Committee meetings are held half-termly.
- Staff may raise concerns or suggest improvements during departmental briefings.
- The Health and Safety Advisor is responsible for informing and consulting, in good time, with health and safety representatives on:
 - The introduction of any measures (work equipment, processes or organisation) that may affect employee health and safety.
 - The appointment of competent persons on site.
 - Risks to employee health and safety and preventative measures.
 - The planning and organisation of health and safety training.
 - The introduction of new technology and its potential health and safety consequences.

The Health and Safety Law poster is displayed in the staff room and in other key areas throughout the school.

3.36 Stress and Staff Wellbeing

- Staff experiencing difficulties should speak with the Headteacher or the Head of Wellbeing.
 - The Head of Wellbeing is a member of the Senior Leadership Team.
 - Individual risk assessments will be carried out for staff experiencing mental health concerns. Counselling support may be offered in-house or via an external provider.
 - Expectant mothers are encouraged to notify the school as soon as possible so that a revised risk assessment can be completed.
 - General staff facilities are available, including a staff room and restrooms.
 - There is a Stress Policy - and a [school stress risk assessment](#)
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3.37 Training and Development Related to Health and Safety

- The Health and Safety Advisor establishes minimum competencies for specific activities (e.g. hazardous substances, manual handling, working at height).
- The Head of Wellbeing, as part of the SLT, oversees new staff inductions and briefings.
- Minimum competencies are also established for key roles (e.g. Health and Safety Advisor, Heads of Department).
- Training records are held in the main office.

- The Health and Safety Advisor ensures refresher training is undertaken as required.
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3.38 Vehicles on Site / Car Park Arrangements

The Caretaker and Health and Safety Advisor are responsible for vehicle management, including:

- Restrictions on vehicle movement at certain times.
- Segregation of large vehicles from pedestrian areas.
- Restrictions on reversing vehicles.
- Special arrangements for deliveries.

These arrangements are detailed in the appropriate risk assessment.

3.39 Vibration

- A specialist assessment identified that some staff using tools (e.g. chainsaws, strimmers, sanders, drills) are exposed above the Exposure Action Value (EAV) set by the **Control of Vibration at Work Regulations 2005**.
 - Control measures introduced include:
 - Reduced-vibration tools.
 - Limiting exposure time.
 - Improving task efficiency.
 - Using jigs/suspension systems (e.g. strimmer harnesses).
 - Improved ergonomics.
 - Regular equipment maintenance.
 - Additional PPE to protect against weather.
 - Vibration risk assessments are reviewed annually or when equipment/work patterns change.
 - Staff receive training on:
 - Health effects of vibration and symptom recognition.
 - Sources of vibration and control measures.
 - Risk factors and minimisation.
 - Health surveillance arrangements.
 - Risk assessments are held in the main office.
 - Confidential health records are maintained by Occupational Health Advisors and made available to relevant employees.
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3.40 Violence to Staff

- All incidents of verbal or physical violence must be reported to the Headteacher or logged on Schoolbase.
 - Risk assessments must be carried out for hazardous circumstances.
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3.41 Water Hygiene

- **Hydro Tech** conducts quarterly inspections.
 - The school follows HSE guidance: *The Control of Legionella Bacteria in Water Systems*.
 - The maintenance team is responsible for:
 - Keeping the water hygiene log book (main office).
 - Carrying out sampling.
 - Operating site arrangements such as automatic flushing systems.
 - Maintaining air conditioning units, humidifiers, etc.
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3.42 Work Experience Students

- Staff must refer to the Work Experience Coordinator.
 - Additional guidance is available in leaflet **INDG364** (HSE), held by the Health and Safety Advisor.
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3.43 Working at Height

- Equipment is stored securely and is accessible only to trained staff.
 - Annual inspections are carried out by the maintenance team.
 - Pre-use checks are recorded.
 - The Health and Safety Advisor ensures risk assessments are completed and shared with staff.
 - Specialist training is required for certain equipment (e.g. ladders, tower scaffolds).
 - Staff must wear appropriate clothing and footwear.
 - Contractors must provide evidence of training before working at height.
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3.44 Workplace Environment

The school prioritises staff comfort and ensures reasonable measures are in place for thermal comfort, ventilation and lighting.

Provision includes:

- Central heating system.
- Additional heating appliances where necessary.
- Windows that can be opened safely.
- Adjustable blinds.
- Portable fans if required.
- Task-appropriate lighting.
- Emergency lighting to illuminate escape routes and high-risk areas.
- All comfort-related equipment is maintained and checked regularly by competent engineers.
- Thermometers are displayed in representative areas to monitor indoor temperature.
- Outdoor staff (maintenance team) are provided with:
 - Warm, weatherproof clothing in winter.
 - Sun protection in summer.
 - Additional rest breaks during extreme weather.
 - Access to hot and cold drinks at all times.

3.45 Trees

- An annual tree safety audit is conducted by **Arbtech**.
- Site staff carry out daily visual checks of trees, and wooded teaching spaces are checked before use.
- Issues are reported to external arborists; unsafe areas are closed until remedial work is complete.

Wind precautions (Beaufort Scale):

- Force 4: Enhanced checks carried out by staff; spaces reviewed for safety.
- Force 6 or above: All activities under trees are suspended.
- Force 9 or above: All walking under trees is prohibited.

4. Files Available in the Main Office

- COSHH Data
- Electricity and Gas
- Water / Legionella
- Asbestos
- Display Screen Equipment – Worksheets
- Fire Safety



- Deep Clean
- Driver Questionnaires
- Tree Audit

5. Amendments to the policy

Oct 21	Addition of Natasha's law 3.13	T. Stooksbury
Feb 22	Addition Evac Chair and Signing in system 2.6 / 3.30	T. Stooksbury
Aug 22	Changes staffing	J. Onions
Mar 23	Tree policy integrated	T. Stooksbury
June 23	CEO changed / Invacuation drills mentioned	T. Stooksbury
Aug 23	No changes	J. Onions
Mar 24	Changes Local Advisory Board to Governors	T. Stooksbury
July 24	Reviewed no significant changes	J. Onions
Oct 24	New Company name	T. Stooksbury
Jan 25	Addition Defib and Grab Bag - Martyn's Law	T. Stooksbury
July 25	Reviewed with minor changes	J. Onions
Aug 25	Added school stress RA	J. Onions
Feb 26	Engage - changed to Schoolbase MIS	T. Stooksbury
Jun 26	Updates in red - Martyn's Law	T. Stooksbury
Aug 26	Reviewed no further changes	J Onions