

# Holgate Primary & Nursery Health and Safety Policy

| Policy administration                              |   |
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| Based on template:                                 | February 2020 / Created by Schools H&S Team |
| Policy writer:                                     | Alex Walker                                 |
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| Date of next review:<br>(at least every two years) | 10/2026                                     |

## Health and Safety Policy Statement

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

**SIGNED:**  ..... **DATE: 30/10/2025** .....  
(Chair of Governors)

**SIGNED:**  ..... **DATE: 30/10/2025** .....  
(Head Teacher)

This policy has been brought to the attention of all employees and is kept readily available for employees on iAm Compliant & on Teams

## Responsibilities

### Duties of the Academy Trust

The ultimate responsibility for health and safety rests with the employer although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Headteachers (detailed below).

The Trust will:

- Establish mandatory health and safety policies/outcomes that schools follow/achieve.
- Monitor schools' compliance with legislation and policies.
- Monitor schools' health and safety performance.
- Provide direction/s as necessary to school management in the interests of health and safety.
- Ensure school management are appropriately trained in health and safety principles.
- Ensure any trust-wide purchasing and contracting procedures and arrangements that are in place consider health and safety compliance and performance.
- Consult with employees on matters affecting their health and safety according to the Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.

## RESPONSIBILITIES OF THE CHIEF EXECUTIVE

The Chief Executive will:

- Ensure Health and safety regularly appears on the agenda for A&F Committee meetings, and features within the Trust Risk Register.
- Designate an Executive Team member with responsibility for Health & Safety.
- For the purpose of maintaining health and safety legal compliance and/or complying with Transform health and safety aims and objectives, accept advice and direct a school to take compulsory action.
- Ensuring that competent health and advice is readily available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999

## RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body is responsible for:

- Leading an effective health and safety culture
- Integration of good health and safety management with business decisions
- Ensuring that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Ensuring that the school have access to competent health and safety advice
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensuring a safe place of work for employees and pupils, including safe means of access and egress
- Ensuring that adequate health and safety resources are available to meet health and safety requirements
- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards
- Ensuring health and safety appears regularly on the agenda of appropriate meetings

- Considering immediate reviews in the light of major shortcomings or events.

## DUTIES OF THE HEAD TEACHER

The Head Teacher is responsible for:

- Demonstrating visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the school
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

Note: In the absence of the Head Teacher these responsibilities fall to their immediate deputy.

## DUTIES OF SENIOR LEADER

The duties of Line Managers include:

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and school policies
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled

## DUTIES OF THE SITE MANAGER

The Site Manager's duties include:

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Ensuring safety inspections are carried out at least termly
- Ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment

- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements

### DUTIES OF THE OFF-SITES VISIT CO-ORDINATOR (OVC)

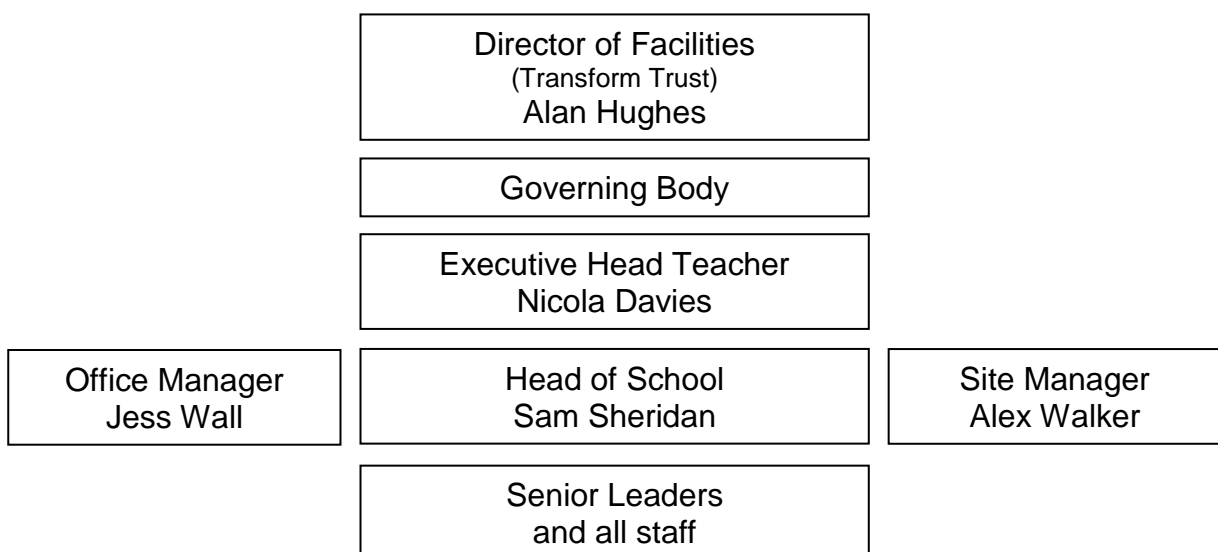
- Follows the NCC Educational Off-Site Visits Policy where their full responsibilities are outlined.

### DUTIES OF ALL EMPLOYEES

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with their Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns, e.g. hazards or defects etc., to their Line Manager
- Ensuring that pupils are aware of the school's emergency procedures.

Flow chart showing Management of Health & Safety Staff Structure



## Arrangements

### Accident Reporting and Investigation

Accidents to employees are recorded and investigated in accordance with NCC policy using the online incident reporting system and on Medical Tracker

Accidents to pupils and other non-employees are recorded as laid down in the Schools Health and Safety guidance and flowchart. To summarise:

1. Minor pupil accidents as a result of play e.g. (tripping over own feet, bumping into other children) are recorded locally on Medical Tracker
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded on Medical Tracker.
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the online incident reporting system and on Medical Tracker.
4. Of those accidents that 2. applies to, if the pupil goes directly to hospital from school for treatment (rather than a precaution) then these must be reported to the Health and Safety Executive (see below).

All accidents are investigated by **The Head of School**

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

### Administration of Medicines

Detailed information about administration of medication is to be found within the **Administration of Medication Policy**.

Staff willing to administer will be supported by an additional member of staff to witness the administration of medication and recording.

All medication will only be administered with written parental consent and medication must be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administration of medication.

### Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into the school

The academy was built post 2000 and therefore no asbestos was used in its construction. Written confirmation of this is available for any contractor.

### Communication

Effective communication between the Head Teacher and employees is undertaken either face to face or through regular staff meetings and the staff notice board.

## Construction work

All construction work is carefully monitored in accordance with specific guidance.

## Consultation with Employees

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.

The Academy will consult with employees or Trust safety representatives in good time:

- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

A School Health and Safety Committee will be established if requested to do so by two or more safety representatives.

## Control of Contractors

As part of the tendering process for any building work, contractors are chosen who can prove their competence in the specific trade.

The Site Manager is responsible for day to day control of contractors, although it is recognised that overall responsibility lies with the Head Teacher.

Contractors are asked to complete and sign an induction before they commence work, and where works require access to the roof, a supplementary Roof Access form will also be completed by the contractor.

## Curriculum

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- "Be Safe!", Association for Science Education.
- "Make it Safe", NAAIDT

## Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the online system provided on the schools' safety manual.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

## Electrical Safety

All portable electrical appliances in school are checked by a 'competent' person annually. Records of PAT testing are held on iAm Compliant.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the school.

## Emergency Procedures

Detailed in the academy's Emergency Plan.

## Finger Guards

The risk of pupil finger trapping in door hinges is managed by control measures detailed in the school's risk assessment. This includes the provision of finger guard devices where deemed necessary.

## Fire Safety

The fire evacuation procedure and plan of the school building noting escape routes and assembly points are displayed on the back of the door in all classrooms.

Fire drills are undertaken termly. Fire training is provided at the start of the school year and at inductions with new starters.

The Site Manager undertakes all on-site testing (e.g. fire alarm, emergency lighting) and records on iAm Compliant.

Also refer to the risk assessment and related documents on iAm Compliant.

## First Aid

First aid facilities are provided at all times employees are at work during normal working hours.

First Aid Kits are available in the following locations:

- All classrooms
- Admin Room
- Playground exit door

The kits are checked and kept topped-up by the **Site Manager**

All first aid treatments are recorded on the Medical Tracker (see Accident Reporting and Investigation).

The following arrangements are in place for the dealing with bodily fluids.

- Medico shavings, dedicated cleaning equipment and PPE are available in the Office W/C for the clean-up of bodily.
- Buckets displaying yellow and black markings are available across the site for the immediate collection of bodily fluids.
- Dedicated upholstery cleaning machine is available for deep cleaning following an incident involving bodily fluids.

- See 'safe working practice document for dealing with bodily fluids

The following Personal Protective equipment is provided to deal with first aid

- Single use gloves (Admin Room and in first aid kits)
- Disposable aprons (Office W/C)

'Head bumps' are recorded on Medical Tracker and reported to the injured child's parent /carer. Information about head injury and concussion is provided to the parent/carer.

A range of staff members across the school hold First Aid qualifications to ensure a sufficiently trained workforce is available when required.

A list of trained individuals is available within the First Aid Needs Assessment document and is displayed in the Admin Room

The qualifications include:

- First aid at work
- Emergency first aid at work
- Paediatric first aid.

All staff complete first aid awareness training annually

## Forest Schools

Risk assessments considering the benefits of each forest school activity are in place and implemented.

Forest Schools are led by an appropriately trained and qualified person (Level 3 Forest School practitioner). Assistants are appropriately trained, either through accredited training (Level 2 Forest School Assistant) or by the Forest School leader themselves.

Clear & appropriate procedures in place for higher risk activities (such as tree climbing, wild food foraging, using tools or fire etc.). These processes are shared with learners so that they understand the protocols. Appropriate adult to learner ratios are in place, based on the risk management process.

## Gas equipment and appliances

All gas boilers / appliances are inspected annually by a 'competent' contractor who is on the Gas Safe Register.

Gas supplies are capable of being isolated and 'locked off' when not in use.

## Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol.

Information / COSHH assessments relating to hazardous substances in school are kept in **the Admin Room** and locally, where chemicals are stored.

Staff routinely using chemicals read and sign COSHH documents

All chemicals are kept securely under lock and key to prevent unauthorised access.

## Health and Safety Advice

Competent advice, guidance, generic risk assessments and training is provided through:

- David Thompson (0115) 876 4608/9.

## Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

Daily cleaning is carried out by members of the wider site team.

## Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

A school specific H&S handbook is provided to all staff, visitors and contractors.

The Health and Safety Executive (HSE) poster “Health and Safety Law- what you need to know” is displayed in the *Admin Room*. The name of the H&S Governor, contact details for the Schools H&S Team are included.

## Inspections

Schools will have an annual walkabout inspection undertaken by the Schools H&S Team; this may include a representative from the Governing Body.

|  |        |
|--|--------|
| Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards: | Aspens |
|--|--------|

The following inspection/servicing contracts are in place:

*Further information relating to contractor can be found on iAm Compliant*

| Type                                  | Frequency   |
|---------------------------------------|-------------|
| Air conditioning & Air Handling Units | 6-Monthly   |
| Automatic doors (electric powered)    | 6-Monthly   |
| Automatic gates (electric powered)    | 6-Monthly   |
| Catering equipment                    | Annual      |
| Electrical installation               | Five Yearly |
| Fume Cupboard/Dust Extraction (LEV)   | 14 months   |
| Gas boilers + pressure sets           | Annual      |
| Gas cookers                           | Annual      |
| Emergency Lighting                    | 6-Monthly   |
| Fire Alarm                            | 6-Monthly   |
| Fire Extinguishers                    | Annual      |
| Hoists / Medical Beds                 | 6-Monthly   |
| Lightning conductors                  | 11-Monthly  |
| Passenger Lifts (including disabled)  | 6-Monthly   |

| Type                           | Frequency             |
|--------------------------------|-----------------------|
| PE and Play equipment          | Annual                |
| Portable Electrical Appliances | Annual                |
| Pressure Vessels               | Annual                |
| Sprinklers                     | In line with guidance |
| Tree Inspections               | 3 yearly              |
| Intruder Alarm                 | 6-Monthly             |
| Stage lighting                 | Annual                |

### Lettings / Use Premises Out of Hours

The school obtain legal and insurance advice regarding any lettings. Contract with conditions of hire has been completed, signed and approved as necessary.

### Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

### Maintenance of plant and equipment

The Site Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

### Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

Leaflets on safe manual handling of inanimate objects is available from the Safety Manual.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided from the Safety Manual.

### Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

### New and expectant mothers

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Head Teacher is made aware by the employee and reviewed as necessary.

### **Off-Site Educational visits**

The Off-Site Visits Co-ordinator (OVC) is Izzy Roe.

The OVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the Local Authority's Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team based at College Street – ☎ 9476202.

Advice as regards swimming activities is provided by the Swimming Co-ordinator based at College Street – ☎ 9476202.

### **Personal Protective Equipment (PPE)**

PPE is issued to employees as required, e.g. to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids. P.P.E. is also provided for students, e.g. in science, design and technology and PE, PPE is replaced as required.

### **Positive Handling / De-escalation**

Those children who may need support for de-escalation have a safety passport in place, this supports staff in knowing children's triggers and effective ways to support de-escalation. All staff across school have completed the Level 1 Legal and Ethical training from the RPI and key staff members have training booked for Autumn 2 on Handling. Staff with health needs or pregnant staff are not expected to engage in positive handling.

### **Playground Safety**

The Site Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the Site Manager or Head Teacher.

Play equipment is inspected annually.

### **Reporting of defects, hazards and near misses**

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury. All staff have access to iAm Compliant, where issues can be reported.

### **Risk Assessments**

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally on Teams and available to read on iAm Compliant.

These are based on the model generic risk assessments available from the Safety Manual.

### **Safety Education**

Arrangements are in place for safety education to be included in the curriculum.

## Safety Representatives

Under legislation school employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Safety Representatives have no legal responsibilities other than those of an employee.

## Security Arrangements

The Site Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding.

The response to alarm activation is covered in the Lone working procedures, and the school employs the services of a security company to respond to out of hours activations.

Key holders are:

- Nicola Davies
- Samantha Sheridan
- Alex Walker
- Mike Latter
- Emily Davies
- Amy Woodhead
- Jessica Wall

## Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Site Manager and Governors.

Employees have been instructed to report any damage / defects to the Site Manager or Head Teacher.

## Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

Cleaning in process / wet floor signs are displayed when required and cones/tape are used to isolate areas that present a slip, trip and fall risk.

## Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

### **Stress, Work Related**

The Head Teacher is responsible for managing work-related stress within the school.

Following stress related absence, a wellness action plan is completed with staff.

### **Sun Protection**

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided on the school playground via tree coverage, sheltered benches and reading shelters.

### **Supervision**

Pupils are supervised during all activities throughout the school day.

It has been determined that during break time the adult supervisors are needed to cover the following areas:

1. *At the playground exit door to supervise toilets*
2. *On the main playground and/or rear terrace.*

### **Training**

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation, referencing the H&S handbook. New employees are adequately supervised, as required.

Site Management staff attend general health and safety training shortly after commencement and on a five yearly refresher basis after this.

### **Vehicles, Use of**

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment has been completed.

Only employees who are currently authorised by the Head Teacher and are permitted to drive any hired minibus'.

Employees are instructed not to use handheld mobile phones whilst driving.

## Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

The Academy has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by Line Manager / Head Teacher.

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or Academy Legal Advisor as required.

## Waste / Litter Management

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. Outdoor bins are positioned around the site and are emptied weekly or when required. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

A 'sharps' pick up box is located in the Admin Room in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste.

## Water Management / Control of Legionella

The school complies with the requirements of the legionella Approved Code of Practice (L8).

The following company have been employed to review the school's legionella risk assessment on a 2 yearly basis:

- **Arc Partnership.**

Second Element carry out statutory testing/monitoring/cleaning

The Site Manager takes responsibility for weekly flushing of infrequently used outlets, as identified in the risk assessment.

## Welfare facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day.

There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Site Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

## Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Training is carried out, where applicable; in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

## Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

## Working at Height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height can not be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager. Employees are instructed not to work at height whilst lone working.

Kick stools and sets of small stepladders have been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for

this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a annual basis by the Site Manager. Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.