Health & Safety Policy

September 2026

Version Control

Reviewer / owner	Executive lead (role)	Approving body	Meeting approval date
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This policy is reviewed annually.

The next review is due by September 2027.

Health & Safety Policy

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Statement of Intent

The Principal and Local Governing Committee of Abbey Park School believe that the health and safety of persons within the school is of paramount importance.

The Principal and Local Governing Committee will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This includes pupils, visitors, parents, volunteers and contractors. They will endeavour to ensure that resources, information, instruction, training and supervision are provided, so that staff, pupils, visitors, parents, volunteers and contractors can carry out their work safely.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school and the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

We expect all staff to co-operate fully with this policy. In addition, we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

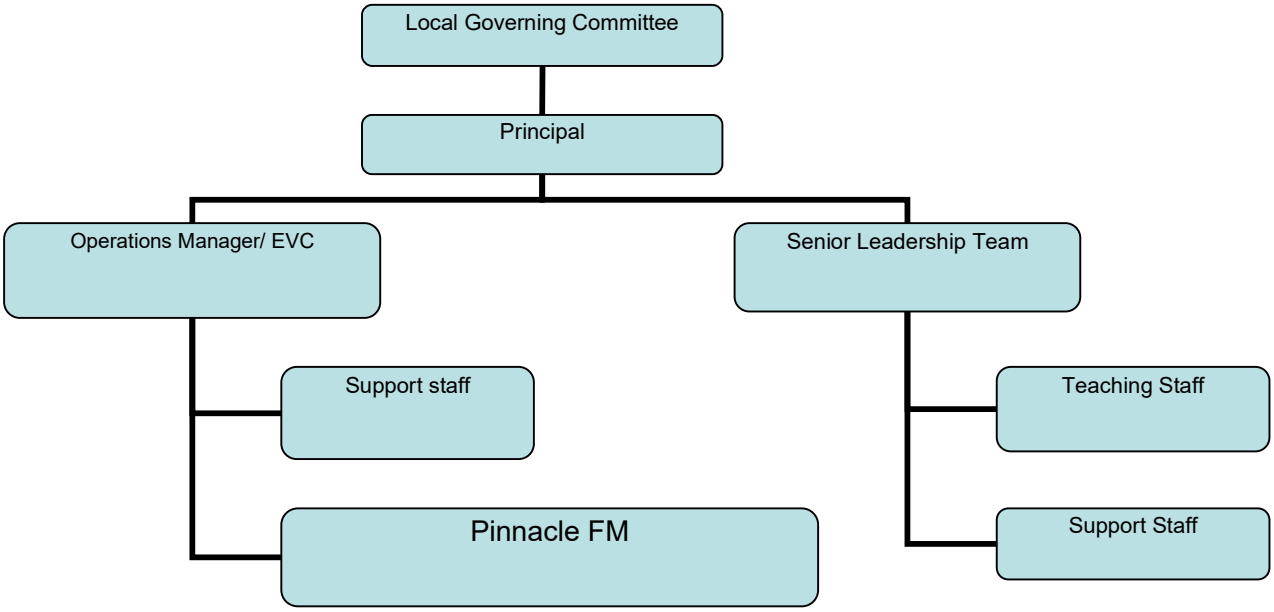
We are committed to:

- Providing a safe and healthy learning and working environment and ensuring that the premises are maintained in a safe condition
- Maintaining safe access to and egress from the premises
- Preventing accidents and work-related ill health
- Compliance with statutory requirements
- Assessing and controlling risks from curriculum and non-curriculum work activities, including offsite visits
- 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 to develop and maintain a positive health and safety culture
- Ensuring that personnel are aware of their responsibilities
- Monitoring and reviewing our systems and prevention measures to ensure they are effective
- Ensuring adequate welfare facilities are available
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Ensuring safe use, handling and storage of substances at work

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed, led by the school's Local Governing Committee and Principal.

Roles and Responsibilities

Overall accountability for health and safety lies with The Park Academies Trust, as employer of the staff at the school. The Principal and the Senior Leadership Team still play an important role in managing health and safety issues, as they enforce the school's Health and Safety Policy on a day-to-day basis.



Local Governing Committee (LGC)
The LGC is committed to meeting the safeguarding requirements set out in the government guidance: Keeping Children Safe in Education and this policy links with our Safeguarding Policy which can be found on our school website.

The LGC will ensure that all reasonable steps have been taken to fulfil the school Health and Safety Policy and to reduce the possibility of accident or injury to staff, pupils or visitors. They will ensure:

- there are competent staff appointed to manage H&S within the school
- adequate resources for health and safety are available
- a link Governor for H&S is appointed
- regular safety monitoring and reviews are undertaken
- a positive health and safety culture is established and maintained
- appropriate emergency plans are in place
- training is available to staff as required

Principal
The Principal retains overall day-to-day responsibility for ensuring the health, safety and welfare of all the employees, pupils, visitors and contractors.

The following duties normally relate to the Principal but any of them may be delegated to suitably competent staff. Overall responsibility remains with the Principal to ensure they are carried out.

The Principal is responsible for:

- taking the lead in the promotion of an effective health and safety culture
- 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 Trust guidelines 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 regularly
- identifying the training needs of employees and ensure that they are 'competent' to carry out their duties
- ensuring that arrangements are in place for defects in the premises, equipment or facilities to be reported and made safe
- ensuring that accidents, work related ill health and violent incidents are reported and investigated
- monitoring the standard of health and safety throughout the school
- ensuring that emergency procedures are in place
- ensuring that staff involved in educational visits are aware of their responsibilities regarding the Trust's Educational Visits Policy and have access to it
- authorising all offsite educational visits
- informing the Local Governing Committee of all non-routine Educational Visits

Staff

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work. All staff will:

- abide by the guidance set out in the H&S policy
- support the implementation of health and safety arrangements
- take reasonable care of themselves and others
- ensure as far as is reasonably practicable that their classroom or work area is safe
- report all issues to the Caretaker, Operations Manager or Principal

All staff have the responsibility to familiarise themselves with the following procedures and bring them to the attention of pupils:

- H&S arrangements
- Emergency Evacuation & Lockdown Procedures
- Accident Procedures

The Caretaker

The Caretaker, will:

- conduct regular safety inspections around the school
- report, as appropriate any health and safety concerns to the Principal or Operations Manager
- be informed of the findings of the annual Health & Safety walk carried out by the SBM and H&S LGC link member and action any remedial works
- be responsible for ensuring all electrical equipment is inspected and safe to use or reported for repair

- be responsible for ensuring that all appropriate tests are carried out according to the schedule (water temperature checks, emergency lighting, Fire Alarm test, etc)
- ensure all signs used meet the statutory requirements

Pupils

All pupils are expected to behave at all times in a manner that places neither themselves nor others needlessly at risk. They are expected to:

- comply with school rules relating to general behaviour
- to take note of and comply with information provided for safety with regards activities undertaken
- in cases of emergency to remain quiet, listen and obey instructions given by staff
- not to misuse anything provided for H&S reasons

Visitors and Regular Volunteers

All visitors to the school or nursery are required to sign at the school reception.

All regular volunteers are required to undergo an enhanced Disclosure and Barring Service check and reference checks before commencing service. Regular volunteers are also informed of the following as part of their induction:

- Safeguarding policy and key contacts
- Evacuation and emergency procedures
- Health and Safety policy and key contacts
- Volunteer code of conduct
- Internet Acceptable Use policy

Regular volunteer and parent helpers are directly accountable to the teacher in charge whilst on or off the school site.

Contractors

Contractors will be given sufficient information to enable them to work safely in the school and are made aware of the school's Health and Safety Policy and emergency procedures, so that they comply with these at all times. They are required to co-operate with the school in all measures taken to ensure the safety of pupils, staff and visitors.

Unless otherwise agreed in writing, the individual in charge of the activities of any independent contractor will have responsibility for safe practices in the areas under their control within the school.

All contractors who work on school premises are required to identify and control any risk arising from their activities and inform the Principal, Operations Manager or Caretaker of any risks that may affect the staff, pupils and visitors.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to protect the safety of staff, pupils and visitors.

Contractors on site are supervised by the Principal, Operations Manager or Caretaker, who are aware of the school's responsibilities regarding contractors. Checks are made for competence and insurance.

Procedures and safe working practices

Accident / Incident Reporting
During playtimes and lunchtimes, injuries should be dealt with in the first instance by the adults on duty. For injuries that require closer attention, children should be sent to the first aider on duty. Persons administering first aid should wear disposable gloves where bodily fluids are involved. An adult witness should be present if tending an intimate part of the body.

During lesson times if no trained member of staff is present, and the injury cannot be dealt with, a first aider on duty will be called to collect the child from lesson.

All head bumps and injuries must be recorded (including a brief description of the incident) on Arbor. Minor first aid matters are not reported to parents. A telephone call depending on the injury should be made if the first aider or teacher feels it is necessary.

If a child has an accident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. If parents cannot be contacted then a member of the Pastoral team will accompany the child and stay with them until the parents arrive.

In the case of non-urgent hospital treatment, where it is felt parents need to be informed, this will be done by the duty first aider and arrangements made for the parents to collect their child.

The Principal 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 Operations Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Any dressings or materials which have been in contact with bodily fluids (e.g., blood, vomit etc.) must be disposed of appropriately: blood and contaminated materials to be bagged in the sanitary bins which are emptied regularly; vomit to be double bagged and deposited in the main waste bin.

Administration of Medication
See Medical Needs in School.

Asbestos Management
There is no asbestos within the school.

Buildings and Premises
The school's premises is maintained by the Pinnacle FM, Caretakers and accredited contractors. All work, repairs and assessments are recorded and these records are kept in accordance with the document retention schedule, provided by the Trust. This will enable planned maintenance, asset protection, audits and provide references for future work.

Key documents held by Pinnacle FM & Caretakers will include:

- Records of compliance, maintenance, inspections and repairs
- Defect reports
- Fire, Asbestos, Legionella records
- Grounds maintenance, including tree surveys / inspection reports
- Insurance documentation

All gas boilers / appliances are inspected annually by a competent person, i.e., Gas Safe registered engineer. Gas supplies are capable of being isolated and 'locked off' when not in use.

The hot and cold-water systems are inspected annually by a service contractor.

Consultation with Employees
Health and safety is a standing item on the Senior Leadership and Local Governing Committee meeting agendas. Employees are encouraged to report any health, safety or welfare concerns to the Principal or to a nominated person.

Contractors
Contractors are all paid workers not employed directly by the school. This will include building maintenance staff, construction personnel, visiting advisors and supply staff.

All contractors entering or working on school premises will do so only with the permission and authorisation of Pinnacle FM or Operations Manager. Any work that might disrupt teaching and learning will be arranged to minimise this as far as possible.

Any 'Hot Works' carried out will require notification and permits detailing the works, lock offs etc. to be signed and dated by Pinnacle FM.

Health and Safety documentation including references, risk assessments, method statements, and safe systems of work appropriate to the working circumstances will be examined when contractors are considered.

Pinnacle FM will have overall responsible for liaising with contractors and ensuring safe working practice are followed. Pinnacle FM will:

- ensure appropriate risk assessments have been completed
- assess documentation provided, i.e., insurance certificates, RAMs etc.
- oversee access arrangements and site security
- ensure the appropriate Safeguarding checks are in place for contractors working unsupervised
- consider the welfare of contractors during all works (access to facilities etc.)

Control of Substances Hazardous to Health (COSHH)
The school will ensure that the risk to staff and pupils from substances hazardous to health is prevented or controlled so far as is reasonably practicable. Risk assessments will be carried out by the school, combining information from the Manufacturer's Safety Data Sheets (MSDS) and its use. No new substances should be generated or brought into school, unless a risk assessment has been carried out and the MSDS is held. Any substances are kept locked in the caretaker's cupboard. The COSHH Records are kept in FM office and are the responsibility of the Caretaker to maintain.

The legislation involved includes:

- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002 (CLAW)
- Control of Substances Hazardous to Health Regulations 2002
- The Dangerous Substances and Explosive Atmospheres Regulations 2002
- Explosives Regulations 2014
- Explosives Regulations 2014 (Amendment) Regulations 2016
- Ionising Radiation Regulations 1999 (IRR99)
- Petroleum (Consolidation) Regulations 2014

Defect reporting
Buildings, services, and plant will be inspected regularly by the Caretaker. All equipment onsite will be maintained in efficient working order to ensure that it is safe to use.

Staff should report any hazards, defects or problems that they notice promptly by emailing Operations Manager or Facilities Manager in the absence of Ops Manager.

Display Screen Equipment (DSE)
The Health and Safety (Display Screen Equipment) Regulations 1992 require that regular users of all types of display screen equipment are risk assessed and steps are taken as needed to protect their health and safety.

All employees can ask for a risk assessment regarding their workplace and the use of DSE if they use DSE for a significant part of the role. The school will arrange assessments as necessary.

Educational Visits (EV)
See EV policy.

Electrical Safety
All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment it is put out of use until it is checked, to ensure safe operation, or the defect is remedied.

Portable appliance testing (PAT), including the personal property of staff on school premises, will be tested on a regular basis by a competent person. An inventory of all electrical equipment testing is kept by the Operations Manager.

An accredited contractor inspects the electrical installation at 5 yearly intervals (Fixed Wire Testing).

Chargers should not be left plugged in when not in use. The laptop and iPad charging trolleys are plugged into timer switches, that they devices are not over charged and on for a limited time.

Emergency Procedures
The specific procedures are as contained in the following documents:
- Fire Evacuation Procedure
- Lockdown Procedure
- School Accident Plan
- Business Continuity Plan

The school accepts that the nature of an emergency means that they may not fit into a previously encountered scenario and staff will need to react using their training and judgement.

Expectant Mothers
When a member of staff has become pregnant the Principal is notified and an appropriate risk assessment is carried out to ensure that the duties performed are safe and appropriate. Reasonable adjustments will be made where risks are identified.

Fire Precautions
The arrangements for general fire safety, as required under the Regulatory Reform (Fire Safety) Order 2005, will be in accordance with the outcome of a Fire Risk Assessment and reviewed annually unless requiring revision due to substantial change, or if legislation changes.

Fire Evacuation Fire Drills are held three times a year. All staff, pupils and visitors must participate in the fire drill and follow the correct procedures.

In the event of an evacuation no member of staff, pupil or visitor should re-enter the building without the permission of the senior member of staff on duty. All staff, on entering any area of the school, should check that everything is in order. If it is not, the room should be vacated and the Principal or Operations Manager informed immediately.

Fire Precautions Pinnacle FM is responsible for:

- the formal maintenance and regular testing of the fire alarm and emergency lighting
- the maintenance and inspection of the firefighting equipment
- the maintenance of exit/escape routes and signage
- supervision of contractors undertaking hot work

All staff must be familiar with the school fire safety, evacuation and lockdown procedures. Training is mandatory for all new starters and refresher training will be delivered to staff at the start of each academic year.

The school will record weekly system tests, practice and unplanned evacuation drills etc. The establishment will hold the Fire Log Book, repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting, etc.

First Aid
Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care, and understanding, in our school.

Our First Aid Policy ensures that appropriate first aid arrangements are in place for our staff, pupils and any visitors to our premises. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment. All staff will be informed of First Aid arrangements as part of their induction. The First Aid policy can be found on the staff shared area in the Policies folder.

The names of First Aiders and others with appropriate skills must be posted on the school's H&S notice board and at strategic locations within the school.

Admin officer is responsible for checking stock and ordering First Aid supplies. They will fill the first aid boxes around school, dispose of any out of date items and ensure that enough stock is maintained. Portable first aid kits are provided for out of school visits. Stock is purchased on a need basis.

Infectious Diseases / Infection Control
The staff will be encouraged to report any concerns regarding infectious diseases. The advice available from the UK Health Security Agency will be followed and can be found at: https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

If a child is suspected of having an infectious disease, i.e., Chicken Pox an inspection of the child's back or chest would be done if the school were concerned about infection to other children. In this case another adult would be present and would not be completed without the child's consent.

If your child has signs of an infection, we will follow Public Health Guidance and they may need to stay off school for a prescribed period of time. The Principal or school office will seek advice from a medical professional, e.g., School Nurse or Public Health England.

Staff do not examine children for head lice. If we suspect a child has headlice we will inform the parents and a letter will be sent out to the whole class advising parents to check their child's head for lice.

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

Adequate recycling and waste bins are available around school, which are emptied daily. External bins are secured away from school buildings to reduce the risk of damage by arson.

Slips, trips and falls are the largest cause of accidents; however, they are easily prevented by:

- keeping corridors and passageways unobstructed
- ensuring shelves in storerooms, classrooms and offices are stacked neatly and not overloaded
- keeping floors clean by ensuring spillages are cleaned up immediately using an appropriate cleaning method
- not obstructing emergency exits
- trailing cables from computers and electrical equipment do not cause tripping hazards
- adequate storage is provided for files and space on top of high cabinets, under the desks and open floor areas are not used for storage

All staff have a responsibility to report worn flooring, holes and cracks that could cause a tripping hazard.

Cleaning of the school is completed on a daily basis during term time by our cleaning staff and a deep clean is completed annually during the summer break.

Grounds Maintenance & Tree Surveys

The Grounds Contractor: Countrywide is responsible for maintaining the grounds. The caretaker takes day to day responsibility for the ground maintenance and the grounds team work to Health and Safety procedures that are set and monitored by Countrywide.

Annual tree surveys are carried out on a regular basis by our ground's contractor and any recommended essential works are completed.

Illness
Children who feel unwell should be assessed by the First Aider. The decision to send an unwell child home should be made by the First Aider or Pastoral year team.

Legionella Management
Water Hygiene / Legionella will be managed in accordance with current guidance and in-house temperature checks and flushing will also be carried out by the Caretaker in accordance with the agreed schedule. Any concerns will be raised with the Pinnacle FM as required and a specialist contractor appointed to complete any remedial works required.

Pinnacle FM will appoint a competent contractor to carry out an annual inspection / audit and will act on any recommendations received.

Lettings
All hirers of the school premises, including the hall, other rooms or grounds are given instructions regarding all relevant procedures operating in the school. All emergency exits must be unlocked, and a telephone must be available for emergency calls. The premises or grounds must be inspected and secured after use.

Pinnacle FM will ensure that all relevant school health and safety information is shared with the hirer. The hirer will be required to provide a copy of their risk assessment, insurance documentation and safeguarding policy (if the letting / club is for pupils / external children).

Lone Working
There are times when staff need to work alone in the evenings, weekends or in holiday periods. To keep safe staff should:

- ensure that they have informed somebody of their whereabouts
- ensure they have access to a telephone
- keep the environment well lit;
- ensure that the building remains secure and that all doors are locked;
- avoid working at height (over 10ft);
- avoid any manual handling that might present a risk;
- avoid any other obviously hazardous activity.
- Additional hours booked with Pinnacle before 7am and past 6pm

Staff should not visit a family home on their own unless this has been agreed in advance with the Principal (see Home Visit Policy). Where possible two members of staff should attend any home visits.

Manual Handling
All lifting and carrying will only be permitted after suitable risk assessment has been undertaken by a competent person and all the precautions and control measures identified are in place.

No member of staff should be required to lift any item that is either too heavy or too awkward to handle safely. Staff should make an assessment of the load and seek assistance where required. When required, the Operations Manager will:

- arrange for assistance to be given if appropriate
- provide appropriate lifting or carrying equipment where available
- find alternatives where either of the options above is not viable

Staff who regular carry out manual handling tasks as part of their role will receive the appropriate training.

Medical Needs in School
The arrangements for supporting pupils and staff with medical conditions are set out in the 'Supporting children with Medical Needs' policy. Where necessary training will be provided to ensure conditions requiring additional support will be met, such as asthma, diabetes, epilepsy, anaphylaxis.

School staff do not administer/supervise medicines, except where it is listed on a care plan. Parents must make arrangements for any medication to be administered during school hours. All children who use inhalers for asthma, should have their inhalers labelled and in their school bags.

Details of children with severe medical conditions are kept in the filing cabinet in G197 medical room – including a copy of their care plan. See the Supporting Pupils with Medical Needs Policy for more information.

PE and Equipment
All PE and associated equipment is subject to regular visual inspections. If defects are noted the designated person will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. An independent service contractor checks the PE and equipment on an annual basis.

Staff will ensure the correct age groups are using the equipment

If equipment is out of bounds to pupils, appropriate barriers / tape will be used to indicate this and staff will be informed.

Personal Protective Equipment (PPE)
Appropriate PPE will be provided to staff in order to carry out their roles if it has been identified in Risk Assessments. Where the need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Pinnacle FM or Operations Manager.

Risk Assessments
Risk assessments are carried out by the school to comply with legislative requirements. The risk assessment process is led by the Operations Manager & Pinnacle FM. The risk assessments look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment are brought to the attention of staff and the assessment reviewed and revised as necessary. The review takes place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

See the Educational Visits Policy for further information on Trip Risk Assessments.

Security Arrangements
Security of the pupils, staff, visitors and buildings is of very high concern. Security fencing surrounds the school grounds and this helps to keep our-of-hours intruders to a minimum. In addition to the fencing, our children are protected by CCTV cameras. The school has fitted locks on all outside doors in order to maintain a secure environment, safe from outside interference. These locks can be opened by staff members for easy egress. All visitors to School should come in via the school main entrance and sign in. Any person seen inside the school

without a visitor badge and is unknown is challenged as to their reason for being there. By limiting access in this way, we hope to reduce the risk to our children and staff.

CCTV cameras are installed around the school. Their recordings may be used as evidence when investigating reports of poor or dangerous behaviour, or of alleged criminal offences e.g., theft or assault.

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

Staff Safety
The Local Governing Committee and Principal will take all reasonable steps to ensure that the staff at the school are able to work in a safe and secure environment, being aware of issues such as work life balance and stress as well as more obvious hazards. They will:

- ensure that staff are aware of Staff Support Services, Occupational Health Service and relevant unions, encouraging staff to make use of these as appropriate
- maintain the building and premises as outlined in the H&S policy
- give staff access to appropriate equipment and training as required
- taking appropriate action against any person who acts in a violent way, or threatens violence, towards a member of staff.

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

Severe Weather Conditions
In the event of severe weather conditions, it is the responsibility of the Principal to decide whether to close the school on grounds of health and safety in consultation with the Trust. In the event of a decision to close, Local Governing Committee will be informed. For more information, please refer to the Business Continuity Plan (BCP).

Smoking & Vaping
The school has an obligation to its staff to provide a safe working environment, without risk to health. It accepts that passive smoking presents a risk to staff and therefore has a no smoking / vaping policy. The smoking ban includes the use of electronic cigarettes and applies to all employees, visitors and pupils whilst on school premises or in school vehicles and to the premises in and out of normal school hours.

This policy also applies to staff and volunteers transporting staff or pupils on school business.

Sun Protection
Parents/carers are encouraged to apply high-factor sun protection cream, lotion or spray as necessary before the pupils come to school. If further applications are needed during the school day, pupils must do this themselves as staff are unable to assist. Pupils are encouraged 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 trees.

Transport and Road Safety
Staff who use their own cars must confirm that their insurance policy covers them for this purpose and the vehicle is fit for purpose (this insurance cover is not provided by the school).

Transport and drivers hired in are only from a reputable source.

The school will take appropriate measures to ensure the safety of pedestrians and vehicles accessing and leaving the school premises. Parents / carers are asked not to bring their vehicles into the school grounds but to park at the front of the school or surrounding area. Parents are regularly reminded to park with consideration to residents.

The school aims to develop a range of learning opportunities in the context of road safety, including curriculum input, road safety weeks and other road safety initiatives such as cycling proficiency.

The school encourages the wearing of high visibility products to help children to be seen by other road users, and the use of cycle helmets.

Training
Health and safety information and / or training will be provided for all staff when they join the school and whenever they are exposed to new risks, changed work activities or on expiry of certification.

H&S refresher training is held annually at the start of the academic year and staff are required to confirm that they have read and understood the H&S policy as part of this training.

Violence
The school believes that violence to staff or pupils is unacceptable. Violence is any incident in which the person is abused, verbally or otherwise, threatened, or assaulted and may also include bullying and sexual or racial harassment. The school will endeavour to prevent violence to staff and pupils occurring, and to support and assist them should violence occur.

All violent or potentially violent incidents should be reported to the Principal or Operations Manager. Where actual injury occurs, this should be specified on the report. It is vital that there is a written record of all such incidents, as the school are required to report them to the Health and Safety Executive.

Vomiting and Diarrhoea
If a child vomits or has diarrhoea in school, they will be sent home. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

Wellbeing
The school's Mental Health and Wellbeing policy can be found on the Staff Shared area in our policies folder and a paper copy is also available the school office 'Policies' folder.

Staff have access to Mental Health and Wellbeing support as part of the Trust's Employee Assistance programme and more information can be found on this on the TPAT Hub:
https://tpatonlineservices.sharepoint.com/sites/TPATHUB/SitePages/TPAT_onthe_Back.aspx

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, window cleaning, putting up stage lighting etc.

Suitable access equipment is provided, e.g., 'kick step' type stools, step ladder etc., but this equipment must only be used by trained staff. Employees are instructed not to use chairs / desks / tables to gain access to items stored at height or to put up displays and must seek assistance from trained staff if working at height is required.

Monitoring and Review of Health and Safety Arrangements

Regular inspections, walk arounds and checks will take place to assist in the management of the school premises.

The caretaker will monitor school grounds and premises daily during term time.

Formal inspections are to be carried out 3 times a year and will involve the link H&S LGC member, Operations Manager & Pinnacle FM.

Summarised reports of findings from inspections will be shared with the appropriate parties:

- LGC members
- H&S Staff / Trade Union Representative
- Caretaker / contractors tasked with any remedial works

All staff will carry out health and safety monitoring on a day-to-day basis and will report any defects to ensure immediate action is carried out when necessary.

Copies of audits and inspections are held by the Operations Manager/ Pinnacle FM.

References & related policies

References

The Health and Safety Executive: www.hse.gov.uk
UK Health Security Agency: https://www.gov.uk/government/organisations/uk-health-security-agency

Related policies

- Accident Plan
- Educational Visits Policy
- Emergency Plan
- Fire Evacuation Plan
- First Aid Policy
- Home Visits Policy
- Lettings Policy
- Lockdown Procedure
- Lone Working Policy
- Positive Handling Policy
- Premises Management Policy
- Safeguarding Policy
- Supporting Children with Medical Needs
- Use of own car
- Wellbeing Policy
- Working at Heights