



# Health & Safety Policy

**Date of last review:** January 2024

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## Incorporating the Local Health and Safety Arrangements for:


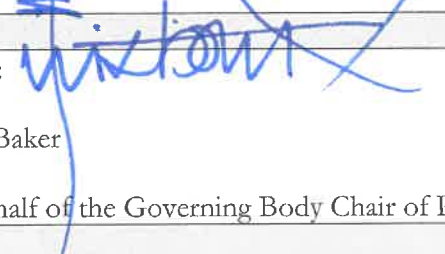
- **Parbold Douglas CE Academy**
- **Church Academy**
- **08/501**
- **Lancaster Lane, Parbold. WN8 7HS**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation.

As a Church Academy, Governors are the employer. The Head teacher is responsible for the use of the premises. The Head teacher is responsible for the day-to-day implementation and management of Health, Safety and welfare within the school. The Head teacher and Governors should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and healthy working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review by our Health and Safety provider;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document'.

Signed: 	Signed: 
John Coxhead	Julian Baker On behalf of the Governing Body Chair of Premises
Headteacher's name: John Coxhead	Chair of Governors name: Mr Grant Carruthers
Date: 18/01/2024	Proposed Review date: January 2025

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	John Coxhead - Headteacher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	Jo Mercer - School Business Manager
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:	Premises - Simon Jerath - Site Supervisor Fire Safety - John Coxhead – Headteacher Education visits - John Coxhead (Headteacher) and Rebecca Beaumont (Teacher / EVC)
The Health & Safety objectives * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:	John Coxhead - Headteacher and Jo Mercer - School Business Manager
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>5. The Conditions of Employment of Teachers provide that teachers’ professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.</li> </ol>	

\* Termly – Health & Safety Walkabouts identify non-urgent for consideration and these are dealt with as soon as possible.

Any urgent matters are dealt with immediately by the Headteacher, School Business Manager or Site Supervisor and non- urgent matters logged in H7S log on office shelf.



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**Health and Safety Risks Arising from Work Activities**

I/we will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by:	John Coxhead –Headteacher, Jo Mercer - School Business manager and all staff as appropriate
Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	
The significant findings of risk assessments will be reported to:	John Coxhead - Headteacher and all staff as appropriate
Action required to remove/control risks will be approved by:	John Coxhead - Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	John Coxhead - Headteacher and all staff as appropriate
Checking that implemented actions have removed/reduced the risks is the responsibility of:	John Coxhead - Headteacher and all staff as appropriate
Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	John Coxhead Headteacher, Jo Mercer – School Business Manager, Simon Jerath – Site Supervisor, and the Premises Committee



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### School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Academies and the School Teachers Pay and Conditions Document.

The school will, upon request, make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

<b>Occupational Health &amp; Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school)</b> Information and Guidance is available on the website.	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	√	School first aid log books in all key stage areas and the staffroom Accident book on H/S shelf in office-now reports to be completed on line
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	See above- Bodily fluids kit in cleaning cupboard
Catering	√	Kitchen staff and logs –report daily to Mellors Manager initially then to John Coxhead – Headteacher.
Cleaning/caretaking	√	Verbal reports daily from Simon Jerath – Site Supervisor to John Coxhead outside and inside areas to be checked daily
Control of contractors	√	See Risk Assessment File To be shown and sign-Asbestos register All contractors working during school hours to be supervised by school staff
Disability access – H&S implications	√	Risk assessed for individuals as appropriate
Display Screen Equipment and eye tests	√	Risk assessments to be completed by Jo Mercer
Driving at Work		Individual risk assessment for sports events/inter school events. Work car



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		insurance needed by individual staff involved.
Electrical Safety	√	Info regarding PAT and other electrical testing in TPM folder –H/S shelf in office
Emergency Procedures other than Fire e.g. flood, services failure	√	Emergency procedures folder on walls
Extended school and community use		N/A
Falling Objects/Safe storage	√	Risk Management file-manual handling and use of ladders
Fire Safety	√	Fire-log-H/S shelf in office Argus intruder alarm and Stuart Fire Security and Swift-for Fire equipment
First Aid	√	Risk assessment file Lavinia Arnold responsible for replenishing supplies-stored in store cupboard
Gas safety	√	TPM folder –H/S shelf in office
Hot surfaces, scalds and burns	√	First Aid Logs /Accident reports
Induction	√	Senior staff give information to all new starters
Information communication	√	HT and all staff- Letters home file Use of text for head bumps/ Newsletters emailed and pasted on school website – Fridays weekly
Lettings to non-school groups		Letting forms, DBS and Insurance from 3 <sup>rd</sup> parties using building.
Management and other Health and Safety responsibilities	√	H/S shelf in office-risk assessment file
Manual Handling	√	Risk assessment file
Minibuses		N/A
Mobile phones – use of	√	See Child Protection policy and Staff Code of Conduct Pupil phones stored by class teachers during school time and not used on school premises. Adult mobile phones carried during school trips but not used during lesson times. Emergency contact made via the office
Needles and needle stick injuries		N/A
Performance Monitoring		
Personal safety including lone working and violence and aggression	√	Risk assessment file
Play Equipment installations inspections	√	External Gym equipment inspected annually via DBE SLA.
Playgrounds and external areas	√	Daily checks by Simon Jerath – issues reported
Ponds and Water features	√	N/A
Premises Management	√	TPM folder- H/S shelf in office
Pupil moving and handling (Special needs)	√	Individual risk assessment as required



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		Team Teach Training completed by relevant staff SENCO support
Pregnant employees and nursing mothers	√	Risk assessments in place when necessary
Reporting of H&S concerns/faults	√	To Simon Jerath/John Coxhead –daily Urgent problems dealt with immediately Non urgent issues place on H/S walkabout
Risk Assessment and hazard identification	√	All staff and reported to John Coxhead as soon as possible
Safety Committee	√	Risk management committee minutes and health and safety walkabout
Safety Representatives	√	John Coxhead, Headteacher, Jo Mercer School Business Manager and Simon Jerath Site Supervisor on site. Julian Baker Governors.
Shared use of buildings		Noahs Ark use of portacabin. John Coxhead induct leaders. Simon Jerath to monitor gate opening/locking.
Slips and trips	√	Risk assessment file
Stress	√	School Advisory Service –advice and support to all staff as part of our policy 01623 643555
Substances – COSHH	√	Data safety sheets-file
Swimming pools		N/A
Temporary and supply staff	√	Generally use our own staff for cover but need to be risk assessed if employing external staff Staff handbook and supply handbook shared with relevant information
Training	√	See Personnel files
Transporting and storing chemicals	√	Cleaning chemicals stored in locked store accessed by Simon Jerath Site Supervisor, Carol Mawdsley Cleaner and John Coxhead Headteacher
Vehicle and pedestrian traffic	√	Pedestrian areas are not accessible to vehicles during the school day but needs supervision at beginning and end of the school day. Staff only car park.
Visitor and volunteers safety	√	All visitors log in and out Volunteers work under the supervision of a member of staff linked to their role.
Waste storage and disposal	√	Simon Jerath to monitor the disposal of any waste
Water hygiene (Legionella, lead etc.)	√	Simon Jerath – Site Supervisor to undertaken and monitor with TPM periodic testing, file in office
Work equipment and machinery	√	Photocopying room not accessible to children



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Working at height – ladders, access equipment etc.	√	Risk assessment file and handbook. Platform ladders stored in KS1 toilet area, KS2 office area and Site Supervisor cupboard. Staff need to be accompanied and work within safe limits when dealing with displays
Workplace Inspection	√	H/S walkabout. Daily reporting

### Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	Chris Lawson (Assistand Headteacher), Kate Jonker (Assistant Headteacher) and Lavinia Arnold (School Administrator)
Consultation with employees is provided via:	Staffroom whiteboard and daily/weekly briefings (as needed) Staff Meeting (weekly) Welfare and Support Staff (termly) Monthly newsletter SLT meetings (regular 'Health & Safety' updates)

### Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

### Safe Plant and Equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.



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Responsible person(s) for identifying all equipment/plant needing maintenance:	John Coxhead –Headteacher, Jo Mercer – School Business Manager and all staff as appropriate, Simon Jerath – Site Supervisor
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	John Coxhead –Headteacher, Jo Mercer – School Business Manager and all staff as appropriate
Responsible person(s) for ensuring that all identified maintenance is carried out:	John Coxhead -Headteacher and all staff as appropriate
Any problems found with equipment should be reported to:	John Coxhead - Headteacher
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	John Coxhead- Headteacher

### Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	Location(s) Main entrance.
Health and safety advice is available from:	LCC H&S team 01772 538877 Health.safety@lancashire.gov.uk
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by:	John Coxhead - Teaching Staff/Trainees  Jo Mercer (School Business Manager) or Chris Lawson / Kate Jonker (Assistant Headteachers) - Support Staff/Work experience and volunteers

\* It is a legal requirement to display the Health & Safety Law Poster in a prominent position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.

### Competency for Tasks and Training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangements for training here including arrangements for record keeping.



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Induction training will be provided for all employees by:	John Coxhead, Headteacher or relevant member of SLT
Job specific training will be provided by:	John Coxhead (Headteacher), senior leaders, curriculum lead and subject leaders.
Jobs requiring specific health & safety training are:	List the training and method of provision  Verbal information whilst on tour of the school Staff Handbook
Training records are kept at/by:	Personnel files
Training will be identified, arranged and monitored by:	All staff, in consultation with John Coxhead, Headteacher

**Accidents, First Aid and Work-related Ill Health**

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	Office Infant corridor Junior corridor
The first aider(s) and appointed person(s) is/are:	See updated lists displayed around school
All accidents and cases of work-related ill health are to be reported to:	John Coxhead – Headteacher or Jo Mercer, School Business Manager
*Health surveillance is required for employees doing the following jobs within the school:	Risk assessments completed for any pregnant employees and duties modified to take account of their changing capabilities
Health surveillance will be arranged by:	John Coxhead, Headteacher and a referral to OHP



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Health surveillance/records will be kept by/at:	John Coxhead, Headteacher on personnel files
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### Performance Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

To check our working conditions and ensure our safe working practices are being followed, we will:  Conduct workplace inspections. These are carried out by:	Simon Jerath, Site Supervisor 1 <sup>st</sup> thing every workday. Daily by all staff Half Termly by Jo Mercer, School Business Manager. Termly by Governors Premises Committee.
Review all risk assessments regularly (3 yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes.	John Coxhead, Headteacher Jo Mercer, School Business Manager Governors Premises Committee
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	John Coxhead – Headteacher  Premises Committee
Responsible person(s) for investigating work-related causes of sickness absences:	John Coxhead - Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	John Coxhead – Headteacher Premises Committee
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	John Coxhead – Headteacher

### Emergency Procedures - Fire and Evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	John Coxhead, Headteacher Jo Mercer, School Business Manager Simon Jerath, Site Supervisor
Escape routes are checked by/every:	Simon Jerath, Site Supervisor - daily
Fire extinguishers are maintained and checked by/every:	Stuart Fire Security / Swift- annual check
Alarms are tested by/every:	Simon Jerath- weekly



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	Swift Fire – quarterly
The emergency evacuation procedure is tested by/every:	John Coxhead –at least termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	John Coxhead, Headteacher Jo Mercer, School Business Manager



**Table of Occupational Health & Safety Topics/Activities that apply**

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	Applicable (✓)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	✓	School first aid log books in all classrooms and the staffroom Accident book on H/S shelf in office-now reports to be completed on line
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	See above- Bodily fluids kit in staffroom cupboard
Catering	✓	Kitchen staff and logs --report daily to Mellors Catering Manager, to John Coxhead after where necessary
Cleaning/caretaking	✓	Verbal reports daily from Simon Jerath to John Coxhead-outside and inside areas to be checked daily
Control of contractors	✓	See Risk Assessment File To be shown and sign-Asbestos register All contractors working during school hours to be supervised by school staff
Disability access (health & safety implications)	✓	Risk assessed for individuals as appropriate
Display Screen Equipment	✓	Risk assessments to be completed by Jo Mercer, School Business Manager
Driving at Work		Risk assessment for sports events/inter school events. Staff work car insurance needed.
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	Info regarding PAT and other electrical testing in TPM folder –H/S shelf in office
Emergency Procedures other than Fire e.g. flood, services failure	✓	Emergency procedures held by John Coxhead, Headteacher, Jo Mercer, School Business Manager and Chair of Governors wall
Extended school and community use		Letting forms, DBS and Insurance from 3 <sup>rd</sup> parties using building.
Falling Objects/Safe storage	✓	Risk Management file-manual handling and use of ladders
Fire Safety	✓	Fire-log-H/S shelf in office



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Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	Applicable (✓)	Details of where information about the school's arrangements can be found
First Aid	✓	Stuart Fire Safety/Swift-equipment and alarm Risk assessment file Lavinia Arnold responsible for replenishing supplies-stored in office and KS1/KS1 corridors
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	TPM folder – in office
Hot surfaces, scalds and burns	✓	First Aid Logs / Accident reports
Health & Safety Induction (checklist available on web site)	✓	Senior staff give information to all new starters in induction pack
Lettings to non-school groups	✓	Jo Mercer to collate lettings policy doc and insurance.
Manual Handling	N/A	N/A
Minibuses	✓	N/A
Mobile phones (the use of)	✓	Staff Handbook
Needles and needle stick injuries	N/A	N/A
Personal safety including lone working and violence and aggression	✓	See Child Protection policy, staff code of conduct and Guidance to safer Working Practises Pupil phones stored by class teachers during school time and not used on school premises Adult mobile phones carried during school trips but not used during lesson times. Emergency contact made via the office Online Safety Policy
Play Equipment installations inspections		Simon Jerath to inspect weekly and SLA inspection annually.
Playgrounds and external areas		Simon Jerath to inspect weekly and SLA inspection annually
Ponds and Water features		N/A
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)		N/A
Pupil moving and handling (special needs)	✓	Daily checks by Simon Jerath –issues reported



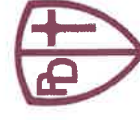
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Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	Applicable (✓)	Details of where information about the school's arrangements can be found
Pregnant employees and nursing mothers	✓	Daily premises checks by Simon Jerath-issues reported to John Coxhead. Risk Assessment done by John Coxhead for pregnant employee. TPM folder- in office
Reporting of health & safety concerns/faults	✓	Individual risk assessment as required (Nursery/Noahs Ark)
Shared use of buildings	✓	Risk assessed by Site Supervisor or SLT, managed in accordance with guidelines
Sharps e.g. broken glass either in school building or external grounds	✓	To John Coxhead, Jo Mercer and Simon Jerath –daily Urgent problems dealt with immediately Non urgent issues place on H/S walkabout
Slips and trips	✓	All staff and reported to John Coxhead as soon as possible Wellbeing support via Wellbeing Committee and private support via (SAS) Schools Advisors Service staff insurance
Stress	✓	Premises committee minutes and health and safety walkabout
Substances – COSHH	✓	John Coxhead, Headteacher EVC risk assessments
Swimming pools	✓	N/A
Vehicle and pedestrian traffic	✓	Visitors and volunteers
Visitor and volunteers safety	✓	Simon Jerath, Site Supervisor
Waste storage and disposal	✓	Jo Mercer, Annual SLA Waste Disposal
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Data safety sheets-file Simon Jerath and TPM file in Office
Work equipment and machinery	✓	N/A
Working at height – ladders, access equipment etc.	✓	Handbook - risk assessment and information. Risk assessed if employing external staff



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Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	Applicable (✓)	Details of where information about the school's arrangements can be found
Workplace Inspection	✓	See Personnel file if job relevant
Chemical storage	✓	Cleaning chemicals stored in locked store accessed by Simon Jerath, Site Supervisor and Cleaning staff
Parking	✓	Site is not accessible to vehicles during the school day but needs supervision at beginning and end of the school day
Visitors	✓	All visitors log in and out. Volunteers work under the jurisdiction of the member of staff who's class they are supporting. Trainees are the responsibility of the class teacher.
Waste	✓	Simon Jerath monitors waste disposal. West Lancs District Council SLA for waste collection
Individual Work Station	✓	IWS complete assessment see personnel files
Photocopy room access	✓	Photocopying room not accessible to children
Ladder use	✓	Risk assessment file and staff handbook - ladders stored in KS1 toilet area, KS2 office and site Supervisors room. Staff need to be accompanied and work within safe limits when dealing with displays



**Table of Non-Occupational Health & Safety Topics/Activities that apply**

Curriculum and other non-occupational activities (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	Applicable (✓)	Details of where information about the school's arrangements can be found
Administration of medication	✓	Care plans and medicine are stored in the office Other medicines can be administered by a responsible adult who needs to sign the medicine book (red book in office).
*Educational Visits	✓	EVC Lead – Rebecca Beaumont, Evolve website and policy document
Food safety and hygiene	✓	Reception children prepare their own snacks and are supervised to wash hands and manage snack times.
Outdoor activities	✓	Activities on the field need to be supervised by two members of staff (one carrying a walkie talkie)
PE Equipment	✓	All PE equipment is checked before use by staff and any problems reported immediately to Jade Cooney, Subject Coordinator and Jo Mercer, School Business Manager. Gymnastics SLA service the equipment annually and make any necessary repairs
Pupil handling and restraint		Appropriate staff are Team Teach Trained, RFI forms are completed and handed to the Headteacher
Grounds maintenance activities	✓	All grounds maintenance is covered by a separate contract carried out by James Forshaw Grounds Maintenance Service Level Agreement and his insurance.
Pupil movement and flow	✓	All staff supervise the movement of children in the corridors. Children are encouraged to walk on the left hand side to avoid collisions.
School transport		N/A
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		N/A
Smoking		No smoking site



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Special needs of pupils health & safety issues		√	SEN children may need additional supervision when moving around school and when taking part in practical activities – one page profiles, SEN Inclusion Files, SENCO filing cabinet Same as PE
Stage and drama activities		√	All pupils are supervised by all adults in school in the classroom/corridors and in the outside areas
Supervision of pupils		√	Safeguarding Policy and Online Safety Policy. Curriculum coverage and overviews highlight key areas.
Technology rooms and equipment		√	Children are not encouraged to wear jewellery except for watches/stud earrings. These must be removed for PE/swimming
Wearing of jewellery		√	Work experience students are given safety briefings before starting their placements by the class teacher.
Work experience		√	

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.



