Health and Safety Policy

Prepared by	Statutory Policy?	Date Governor approval given	Date for Review
Lara Collingwood	Yes	9.11.26	1.10.27

Agreed/Ratified by:	Signature	Date
Chair of Governors		6.10.26
Health and Safety Governor		6.10.26
Head teacher		1.10.26

Fort Royal Community Primary School

HEALTH and SAFETY POLICY With ARRANGEMENTS

1. THE STATEMENT

1.1 General Requirements

The Governors of Fort Royal Community Primary School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- provide safe systems of work, plant and equipment;
- provide for the safe use, handling, storage and transport of articles and substances;
- provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- provide a safe place of work with safe means of access and egress for all persons using the premises;
- provide a safe and healthy working environment with adequate welfare arrangements;
- provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.3 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

1.4 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council or such other persons as may be necessary.

1.5 Local Management of Schools and Delegated Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.5a Safeguarding

The Governing Body recognises that safeguarding and promoting the welfare of children is intrinsically linked to effective health and safety management. This policy should be read alongside the school's Safeguarding and Child Protection Policy, Behaviour and Regulation Policy, Educational Visits Policy, Critical Incident Plan and emergency procedures

1.6 Risk Assessment

The Governing Body recognises its responsibility to ensure that suitable and sufficient risk assessments are undertaken and reviewed for all significant foreseeable hazards arising from school activities, equipment, premises and educational visits.

Risk assessments will be carried out in accordance with:

- The Management of Health and Safety at Work Regulations 1999 (as amended);
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- The Manual Handling Operations Regulations 1992 (as amended);
- The Provision and Use of Work Equipment Regulations 1998 (PUWER);
- The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended);
- Any other relevant health and safety legislation applicable to the school's activities.

1.7 Communication of the Policy

This policy will be made available to all employees, governors, contractors and other relevant persons. It will be accessible through the school's electronic systems and available on request.

All staff will be made aware of the policy during induction and whenever significant revisions are made. Staff are expected to familiarise themselves with the contents of the policy and comply with all requirements.

2. THE ORGANISATION

2.1 Employer's Responsibilities

Worcestershire County Council (in Community or Controlled schools)

- has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at FRCPS School (under sections 2 and 3 of the Health and Safety at Work Act 1974).

- has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.

- has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

- ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.

- ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.

- monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.

- advising the WCC Property Client Team of structural defects that could adversely affect the health and safety of staff, pupils and other persons.

- the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.

- ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.

- ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.

- the adoption of safe working practices by staff and pupils, and by contractors on site.

- acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.4 Head Teacher's Responsibilities

The Headteacher is responsible for:

- The implementation of the school safety policy.
- Advising the Governing Body of the need to review the school safety policy.
- The day to day responsibility for health and safety in the school.
- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- Ensuring that staff receives appropriate health and safety training.
- Carrying out the six-monthly safety audit required by the LA.
- Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- **(NB. Any major property problems should be notified to the school's allocated Property Agent and H&S Advisor in the first instance.)**
- Emergency procedures, including evacuation in case of fire or bomb threats.
- Ensuring that adequate provision is made for the administration of First Aid.
- Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.
- Ensure that all accidents, dangerous occurrences and near misses are appropriately investigated and recorded. Incidents that meet the reporting criteria under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be reported through Worcestershire County Council processes within statutory timescales.
- **2.5 School Business Manager Responsibilities**

The School Business Manager plays a key role in supporting the Headteacher and Governing Body to ensure the effective management of health and safety across the school. Responsibilities include:

- Monitoring the school's health and safety compliance arrangements and supporting the implementation of this policy.
- Maintaining the school's compliance database shared with PR Associates and Fort Royal School.
- Ensuring statutory inspections, servicing and maintenance activities are completed within required timescales.
- Monitoring and recording actions arising from compliance inspections and ensuring these are addressed promptly.
- Arranging competent contractors and service providers to undertake inspection, testing and maintenance activities.
- Supporting the investigation and recording of accidents, incidents and near misses.
- Ensuring appropriate health and safety records, certificates and documentation are maintained.
- Reporting significant health and safety matters, compliance issues and trends to the Headteacher and Governing Body.
- Liaising with external advisers, contractors, Worcestershire County Council and other relevant agencies on health and safety matters.
- Supporting the management of emergency planning, business continuity and premises-related health and safety arrangements.

The School Business Manager will work closely with the Site Manager, Headteacher and other school leaders to ensure that the school's premises, equipment and activities are maintained in a safe condition and comply with statutory requirements.

2.6 DHT, AHT's and Phase Leaders are responsible for:

- all matters of health and safety in their department or subject area.
- having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken) for example manual handling and Team Teach.
- ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.

- ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).

- ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.) with the support of others in school as required.

2.7 Other Teaching, Teaching Assistant and Technician Staff are responsible for:

- ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)

- reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or Subject Co-ordinator to the Headteacher (or School Safety Officer).

- co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

2.8 The Sites and Buildings Manager / Caretaker / Cleaner in Charge is responsible for:

- Ensuring that he/she is familiar with and complies with the school safety policy.

- Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.

- Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).

- Ensuring that any staff under his/her direct control (i.e. noncontract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.

- Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).

- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).

- Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).

- Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).

- The safe use and maintenance of all plant and equipment (e.g. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, swimming pool chemicals etc.).

2.9 The First Aider / Appointed Person is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Safety Information on the Children's Portal Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Safety Information on the Children's Portal Information, p. 2.45).

Each first aider is responsible for entering first aid incidents onto the medical portal and informing the SBM and SLT team verbally of those requiring hospital treatment.

2.10 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- Carry out termly inspections of the premises and submit a written report to the headteacher.

- Receive any reports of inspections or accident investigations made by the Health and Safety Executive.

- Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.

- Represent the staff / union membership on school safety committees.

- Receive such training as may be necessary for them to perform their duties.

2.11 Catering / Kitchen Manager (if employed by the school) is responsible for:

- Ensuring that he/she is familiar with and complies with the school safety policy.

- Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.

- Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.

- Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

- **3. THE ARRANGEMENTS**

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

- Arrangements for wet floor cleaning to minimise risks of slips, when cleaning is required the procedure is to use a mop, placing yellow warning signs in the area and removing them once dry. A wet vacuum is available if required for large spillages, ask the site manager for assistance.
- Means of disposing of glass and other sharp objects, there are sharps bins available, large glass breakages will be cleared by the Site team, wrapped securely and placed in the skip.
- Arrangements for snow shifting and icy conditions, please see snow clearance risk assessment.
- Scheduled clearances of leaves take place, advise the site team of areas requiring additional clearance.
- Arrangements for security/location of external waste bins.
- Specialist Fluorescent tubes disposal takes place and computers etc by arrangement.

3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the Senior Leadership Team (SLT) who will ensure a record is made of the information via the Worcestershire County Council accident/incident reporting system.

All minor accidents should be recorded on the WCC safety system. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is made secure and cordoned off until an investigation has been done. The SLT and SBM are responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

3.3 Contractors (Management of) Please also refer to the CDM section in the officer in charge handbook

- The Site manager is the responsible person to manage the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.
- *Contractors are selected, through recommendation from partner company with which the school has SLA and validated recommendation.*
- Arrangements for induction of contractors to exchange information and agree safe working arrangements.
- The site manager will check method statements and risk assessments prior to commencement of work
- Staff should report concerns to the Site Manager, SBM or member of SLT at the earliest.
- The site manager will always ensure adequate segregation of construction workers and pupils, provision for adequate day to day communication between school and contractors
- The site manager will discuss provision of adequate facilities and communications for contractors prior to works commencing.

3. 4 Contractors (Management of Asbestos)

- The Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.

- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors, who are competent (see OIC Handbook) are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy and OIC Handbook for advice, further advice can be sought from your WCC H&S Advisor and Property Agent.

3.5 Contractors and Visitors on Site

Arrival on site

- All visitors will sign in on the Inventry system on arrival, reception staff will monitor and ensure visitors are wearing a Fort Royal lanyard and id badge, everyone must sign out on leaving. They will advise the member of staff to come and collect any visitor.
- Visitors are informed of fire procedures, first aid information is on the rear of their lanyard and asbestos information provided to those deemed to require it by site manager.

3.6 Control of substances hazardous to health (COSHH) –including radiation

- Less hazardous alternative substances are purchased and used wherever possible.
- The site manager maintains the COSHH file in the site office.
- Purchasing Policy – only those who require it and are trained purchase COSHH products, the school avoids purchasing them where possible.
- All COSHH materials got a safety data sheet.
- Risk assessments are carried out for tasks using the most hazardous substances as per the WCC COSHH Policy.
- Those who request COSHH products are responsible for safe storage.
- Please see the end of this document for some examples of COSHH symbols, if in any doubt at all please seek advice from the site manager and do not use the item.
- If staff who are not trained request COSHH materials from the site team they will be trained to recognise them and any requirements.
- The data sheet specifies the provision and instruction on the use of specific Personal Protective Equipment, the Safe storage and transportation of hazardous substances and the emergency procedures for cleaning spillages/escape. Include emergency evacuation procedures or where to find them. Plus, the disposal procedures for waste, unwanted or spilt substances.
- Class staff should not purchase items requiring COSHH documents.

3.7 Defect reporting procedures

The arrangements for reporting defects on a day-to-day basis are set out in this section.

The school uses an online support logbooks for ICT and maintenance to report defects.

All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.

- The logbook enables job completion to be notified to those who raise them.
- A report is produced for governors at regular intervals. The report is discussed at governors' meeting / management committee where recent defects should be identified, and outstanding works discussed.

3.8 Display screen equipment (DSE)

In accordance with the Display Screen Regulations:

- DSE Self assessments for all staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur
- SBM/ICT will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.
- If anybody feels they need a review or have not had one, they should speak to their line manager.

3.9 Electricity at work

- All hardwired equipment is checked every 5 years and arranged by the site manager, hydro is checked annually.
- Portable appliances are tested (PAT) every 12 months including stage lighting by an external company.
- If the premises are let out – the lease agreement advises hirers to not use their own equipment.
- All staff are advised that only new equipment should be brought into school or they should be tested before use.
- The site manager retains the PAT registers.
- All defective items removed or repaired.
- See 3.7 for reporting defects.

3.10 Fire Precautions and Emergency Plans

- The site manager with support of the SBM and in conjunction with others in SLT as required will review the fire risk assessment completed by a contractor, plus the emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground etc.
- Procedures for dealing with the worst foreseeable contingency (see emergency plan/ critical incident and ERICS), the offsite emergency assembly point is St Johns Ambulance car park on the left as you exit the school drive.
- Emergency evacuation drills, including staff with special responsibilities and frequencies of drills take place at least termly assembly points, etc. Notices are displayed in each room of assembly points and routes.
- All staff are responsible for maintaining the fire exits/escape routes.
- The site manager checks and updates the Fire Evacuation Notices.
- The site manager is responsible for regular inspections and maintenance of fire extinguishers, and they are inspected by a competent person every year.
- Online fire training is completed annually, and in person fire marshall training is to be carried out every 3 years, online every other year.
- Any adult identifying a fire is responsible for calling the emergency services and when they have evacuated, they will inform a member of SLT who will be co-ordinating the evacuation. All fire marshalls will be wearing High-vis jackets to be identified by staff and emergency services.
- The office take registers etc.
- Another member of the office team would deputise.
- The site manager is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and records are kept in their office (fire precautions manual).
- External contractors carry out the six-monthly inspections and maintenance of the systems.

- Hirers may be in school outside of the school week or term time, if so they should contact the emergency services for assistance and should make contact with someone from the school who will co-ordinate.

3.11 Lockdown and Invacuation Procedures

- The school maintains lockdown and invacuation procedures as part of its emergency planning arrangements. Staff receive instruction on lockdown and invacuation procedures, and these arrangements are periodically practised and reviewed. The procedure forms part of the school's Critical Incident and Emergency Response arrangements

3.12 First Aid and Medication

First Aid

- First aiders are identified in red on all telephone lists.
- First aiders undertake training and complete refresher training as required.
- SLT member responsible for first-aiders checks when staff require refresher training.
- First aid kits are kept by each first aider and in specified locations such as the staff room, office, buses, pool.
- They are checked and restocked by a nominated first-aider.
- Arrangements are made with SLT for who accompanies children to hospital (if parent or legal guardian is not available), the SLT will support with summoning an ambulance.
- The school has a reasonable number of first aiders and therefore does not require cover arrangements for absence.

Medication

See managing medications and medications in special schools' policy.

3.13 Health and Safety Advice

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement

3.14 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

Employees

- Staff are informed about all of the existing information held on the site through induction, staff handbook, specific risk assessments, manual handling training and health and safety policy.
- they sign to state they have received, read and understood the induction and other aspects of their training.
- The records are kept in and by those in that area.
- The staff handbook is updated as required.
- New information is disseminated via emails and briefings.
- Team briefings are minuted.
- Policies and risk assessments are available for all on the National College service.

Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.
As and where appropriate on an individual pupil basis.

Visitors / contractors
See 3.5

Governors

See 3.5, they are also advised at relevant Governor meetings of any new health and safety information.

Trade unions

The Trade Union health and safety representative attends the health and safety committee meetings.

3.15 Lettings/Shared use of premises/Extended Services

The below contents are contained in the Lettings agreement.

- HT is responsible for discussing and agreeing health and safety arrangements.
- A written lettings agreement will be in place as required, signed by the hirer and the school holds a copy.
- Restrictions on use of equipment.
- Staffing requirements.
- First aid provision
- Fire and emergency arrangements.
- Standard operating procedures.
- HT is responsible for agreeing to and overseeing school fetes and other fund-raising events.
- HT is responsible for checking risk assessments.
- Security arrangements.
- Insurance cover.

3.16 Lifting equipment (including lifts and hoists)

See Manual Handling policy

- The site manager arranges servicing and testing of lifting equipment
- Trained members of staff training the staff to use equipment as required.

3.17 Lone working and Personal Safety

See separate policy

3.18 Maintenance/Inspection of equipment

The school maintains a compliance database to monitor statutory inspections, servicing, maintenance and remedial actions.

The database records key compliance activities including fire safety systems, electrical testing, gas safety, water hygiene, swimming pool plant, asbestos management, playground equipment and other statutory inspections.

The School Business Manager and Site Manager are responsible for monitoring compliance deadlines, ensuring inspections are completed on time and addressing any actions arising.
Where defects are identified, equipment will be risk assessed and, if necessary, removed from use until repairs are completed.

Compliance reports are reviewed regularly by senior leaders, with the Governing Body receiving assurance that statutory compliance requirements are being met.

3.19 Manual handling

See separate policy

3.20 Minibuses

- These are operated in line with the Local Authority Minibus Guidelines, including the license requirements, time limits and training required.
- Those certified by the Local Authority may drive the bus.
- The emergency procedure should the bus break down, is to call the number in the vehicle and call school to advise of an incident and gain support.
- First aid and fire extinguisher are provided on the bus.
- The bus will be serviced / MOT carried out, and required regular checks as required by the site manager.
- Driver pre-visual checks procedures are recorded in line with guidance, and these are retained in the site office.
- The driver completes and undertakes checks on the minibuses when driving.
- Pupil supervision is provided by those on the bus.

3.21 Monitoring Arrangements

List:

- Health and safety inspections are carried out by; WCC Health and Safety school team, Governors, Site Managers, Management Team, Headteachers, Trade Union health and Safety representative etc on a varying basis.

Health and safety inspection are carried out by the Local authority.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher /Site Manager / Business Manager/ School Manager/ Finance Manager

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.22 Noise at Work

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a concern regarding this please advise a member of SLT.

3.23 Off-site and Educational Visits

Fort Royal follows Worcestershire County Council Educational Visits Guidance and EVOLVE procedures.

- The school has a designated Educational Visits Coordinator (EVC).
- All visits are planned using a risk-benefit approach.
- Visit leaders will complete appropriate risk-benefit assessments.
- The EVC will review visits and provide advice where necessary.
- The Headteacher (DSL) is responsible for approving visits.
- Where required, visits will be notified to or approved by the Local Authority.
- Emergency arrangements, supervision ratios, first aid provision and contingency planning will be considered for every visit.
- Appropriate insurance arrangements will be maintained through the Risk Protection Arrangement (RPA).

3.24 Outdoor Play Equipment

- The Equipment is varied and has been supplied and installed by external contractors. The inspection records and equipment specifications are kept by the site team.
- It is formally inspected annually.
- Class staff carry out the daily visual inspections as they are present and report and action any issues identified.
- The playground inspector carries out and records weekly checks and also monthly checks retained in the site office.
- Risk Assessment are carried out for use of equipment as and when they are used and tailored to the child.

3.25 PE equipment, this is planned as part of class activities

3.26 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- Equipment is procured through regular supplier.
- Guidance is provided when issued and by the nurse in certain situations.

3.27 Pond

- The area is always well supervised.
- Unauthorised access be prevented through secure fastenings.
- Risk Assessments carried out in individual situations as required.
- Maintenance is conducted by the site team and external contractors.

3.28 Risk Assessments

- The need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The headteacher is responsible for ensuring risk assessments are undertaken via the responsible persons, such as DHT, AHT, SBM, site manager and others who are trained.
- Arrangements for New and Expectant Mothers - see WCC Policy & Risk Assessment Guidance.
- A relevant person carries out the risk assessments and the risk assessor to sign and date it as well as the responsible person.
- Arrangements for new and expectant Mothers or care plans for those who have health problems will be carried out by a member of SLT.
- Periodic review of risk assessments are carried out as required.
- Kept on file or in personnel folder.
- All risk assessments are shared with the relevant staff they effect.
- Staff sign and date so show they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed

3.29 Smoking and Vaping

- The site is a 'NO SMOKING AND VAPING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

3.30 Sports pitches / playing fields

- These are maintained by external contractors.
- Class staff carry out visual inspections when in an area.
- Animals foul in the bark under the fort, this is removed when identified.

3.31 Staff Consultation / Trade Unions

Refer to general policy statement at beginning of health and safety policy

- Health & safety committee meetings will take place at least once each term.
- Staff raise issues of concern and make suggestions for health and safety improvements in various ways e.g. team briefings, suggestion schemes, trade union involvement, direct to a member of SLT.
- Those required will be responsible for informing and consulting "in good time" with trade union health and safety representatives on:
  - ✓ Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
  - ✓ Appointment of competent persons on site to comply with health and safety requirements
  - ✓ Risks to employee's health and safety and preventative measures
  - ✓ Planning and organising of health and safety training
  - ✓ Introduction of new technology and health and safety consequences
- Health and safety information is displayed on a notice board.
- The health and safety law poster is situated on the health and safety notice board in the staffroom.

3.32 Stress and Staff Wellbeing

The school has a separate wellbeing policy

- The school has a support helpline in place to support staff plus support from SLT. Details publicised in school.
- Anyone experiencing problems should refer to their line manager/phase leader.

- They will provide support on an individual basis.
- The confidential helpline that staff can ring is publicised within the school or details available on request.
- Individual stress risk assessments will be carried out by referral to the Occupation Health Service.
- To obtain health advice, counselling etc. Employees can be supported by the helpline or occupational health referral in some cases.
- Expectant mothers are encouraged to report their pregnancy to line manager as soon as possible to enable the completion of relevant Risk Assessments.
- A room will be made available for nursing mothers as required.
- There are general staff facilities available e.g. staff room, rest rooms etc

The school acknowledges that work-related stress is a health and safety issue and is committed to identifying and reducing workplace stressors through appropriate management, communication, support and risk assessment processes.

Stress risk assessments will be undertaken where concerns are identified and support made available through Occupational Health and employee wellbeing services.

3.33 Swimming lessons (Public Pool)

- Swimming lessons take place off-site.
- Staffing is provided by school according to need.
- Lifesaving equipment is provided by the pool and trained lifeguard present provided by the pool.

3.34 Hydrotherapy pool (School's Own)

The school operates a hydrotherapy pool in accordance with the school's Normal Operating Procedures (NOP) and Emergency Action Plan (EAP).

- Responsibility for pool safety is defined within the NOP and EAP.
- Water quality testing and pool plant operation are undertaken by the Pool Plant Operator.
- A nominated member of staff holds the National Pool Plant Operators Certificate and undertakes refresher training as required.
- The maximum number of swimmers permitted in the pool at any one time is seven.
- The Pool Plant Operator is responsible for the purchase, management and safe storage of pool chemicals.
- Six members of staff across the school hold an appropriate Shallow Pool Rescue qualification and will be present poolside whenever the pool is in use.
- Staff supervising swimming activities hold appropriate rescue qualifications, and a qualified first aider is always immediately contactable.
- The NOP and EAP are available in both the pool area and the site office.
- COSHH assessments and safety data sheets for pool chemicals are maintained in the plant room and site office.
- Water quality tests are undertaken and recorded four times daily when the pool is in use and twice daily when the pool is not in use.
- Emergency procedures, including summoning emergency services, are detailed within the NOP and EAP and are practised and reviewed regularly.
- Appropriate lifesaving equipment is available and maintained poolside.
- Levels of supervision within the pool area and changing facilities are determined through risk assessment and the needs of the pupils attending each session.

- Any external users hiring the pool must comply with the school's NOP, EAP and conditions of hire.
- First aid provision is available whenever the pool is in use.
- The NOP, EAP, staff competencies and rescue arrangements are reviewed annually or following any significant incident.

3.35 Training and Development related to Health and Safety

- A member of school with expertise in the area is responsible for establishing minimum health and safety competencies for certain activities, e.g. use of hazardous substances, manual handling, work at height.
- SLT and manual handling co-ordinator are responsible for new staff inductions and briefings
- The most appropriate lead person is responsible for establishing minimum health and safety competencies for certain roles e.g. premises manager, safety co-ordinator, head of phase with specific responsibility.
- Training records kept by the individual in that area, some of these are manual records and others on centralised database.
- The lead person in that areas is responsible for ensuring staff undertakes refresher training.

3.36 Vehicles on Site/car park arrangements

- The site manager responsible for management of vehicles on site.
- There is signage highlighting restrictions on vehicle movements.
- Where possible deliveries are taken outside of drop-off and collection times for pupils.
- Risk assessment has been carried out for site staff when directing traffic.

3.36b Personal vehicles/driving when working

- Staff to ensure that they adequate and appropriate vehicle insurance when using their personal vehicles for any purpose

3.37 Violence, Agression and School Security

- The school maintains a secure environment through controlled access arrangements, including secured perimeter gates, a monitored reception area with an air-lock entry system and visitor management procedures.
- All staff, visitors and contractors are required to sign in using the school's digital entry system and wear appropriate identification at all times.
- An emergency alarm system is located within the main office to support staff in responding to security incidents or unauthorised access to the premises.
- The school recognises that some pupils may experience periods of dysregulation arising from their special educational needs, disabilities, communication needs, sensory differences, medical conditions or emotional wellbeing. During these periods, pupils may present behaviours that challenge, and the school is committed to managing these situations safely, positively and with dignity.
- Individual risk assessments, Positive Behaviour Support Plans, Team Teach strategies and dynamic risk assessments will be used, where appropriate, to reduce risks to pupils, staff and visitors.
- All incidents involving verbal abuse, threats, aggression, violence or significant incidents of dysregulated behaviour must be reported and recorded in accordance with school procedures.
- Significant incidents will be reviewed by senior leaders to identify trends, evaluate the effectiveness of control measures and determine whether additional support, training or risk management arrangements are required.

- Risk assessments will be completed and regularly reviewed where foreseeable risks to the safety of staff, pupils or visitors have been identified.
- The school operates a Parent and Carer Code of Conduct which sets out expectations for respectful communication and behaviour. Abusive, threatening, intimidating or aggressive behaviour towards staff, pupils, parents, carers or visitors will not be tolerated and may result in appropriate action being taken by the school.
- Staff working with pupils who may present a risk due to dysregulation or behaviours that challenge will receive appropriate training, support and supervision to enable them to carry out their duties safely.
- The school is committed to promoting positive relationships, communication and proactive support strategies to minimise incidents and ensure the safety and wellbeing of everyone within the school community.

3.38 Water Hygiene

Refer to the WCC Legionnaires and Water Hygiene Policy

- The water hygiene logbook is kept in the site office.
- The site manager is responsible for ensuring water hygiene sampling takes place if required or a concern is identified.
- Site arrangements, toilets are manual flushing, automatic flushing system in men's urinals.
- Air conditioning units are serviced every 6 months.

3.39 Work experience pupils and Students

These are agreed and arrangements made with the school, college, university.

3.40 Working at Height

- Fixed and internal ladders and step stools are available.
- Any user should carry out pre-use checks.
- Staff should have completed training to use any ladder or to climb to a higher level, if they have not they should ask for assistance to complete the task or arrange to complete the training.
- Only trained site staff should work at height and use ladders and they will carry out a visual risk assessment. Ensure they use equipment safely and are wearing appropriate clothing / footwear.
- No pupils should work at height.
- Contractors should have their own risk assessment.

The Governing Body, Headteacher and staff of Fort Royal School are committed to providing and maintaining a safe, healthy and inclusive environment for all pupils, employees, visitors and contractors.

Health and safety is a shared responsibility, and all members of the school community are expected to contribute to the promotion of safe working practices, the effective management of risk and the wellbeing of others. Through robust policies, appropriate training, regular monitoring and a culture of continuous improvement, the school seeks to ensure that health and safety considerations remain integral to all aspects of school life.

This policy should be read in conjunction with other relevant school policies and procedures and will be reviewed annually, or sooner where changes in legislation, guidance, school practice or significant incidents make this necessary.