

The Willows School Academy Trust



Health and Safety Policy

Reviewed: September 2024

Next Review: September 2025

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Introduction

This Policy Statement relates to The Willows School Academy Trust overall approach and policy to the management of Health and Safety at work.

The School Academy aims to provide a safe and healthy environment for all pupils, employees, visitors and contractors. In order to achieve this aim, it is necessary that the full support and co-operation of all users of the school premises be willingly given. Health and Safety is the responsibility of all individuals and their recognition of this responsibility is crucial.

The School Academy's objectives are to prevent all accidents and work-related injuries and ill health (physical and mental) wherever possible and to establish safe working practices throughout individual schools by managing workplace health and safety risks.

The School Academy recognises its duty to take reasonable steps to ensure that all plant and equipment is maintained in a safe condition and that all premises are, where practical, free of defect that may affect the health and safety of those using them.

The School Academy will engage and consult with employees on day to day health and safety conditions in all its buildings and vehicles.

The School Academy will ensure that it implements robust and effective emergency procedures in all of its schools ensuring:

- evacuation in the case of fire or other significant incident and
- emergency lock down procedures in the event of unwanted intrusion to any site.

It is, therefore, the School Academy's policy to comply with all statutory requirements concerning Health and Safety, both in practice and spirit. However, it is the duty of all employees, pupils and other users of our premises to take all necessary precautions to protect themselves and others from injury, which may arise from their actions. It is the duty of everyone to abstain from any act of which endangers others as it is everyone's duty to report any risk or danger to Trust leaders.

Aims of the Policy

The aims of this policy statement are to set down the broad approach which the School Academy will take towards the management of health and safety in the workplace.

These include:

- Reinforcing the School Academy's commitment to the provision of a safe and healthy environment for all pupils, employees, visitors and contractors.
- Setting down a framework for risk assessment.
- Reminding all pupils, employees, visitors, contractors and other persons acting on behalf of our Trust of their responsibilities in terms of health and safety at work issues;
- Providing advice, information and training relating to all aspects of health and safety to all pupils, employees, visitors and contractors, as necessary.

General Statement

The School Academy is fully committed to meeting its responsibilities under the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and associated protective legislation, both as an Employer and as a Charitable Company limited by guarantee.

The main responsibility for health and safety within the Trust lies with the Board of Trustees.

To comply with its statutory and common law duties, the Trust has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Trust.

All Trust employees agree, as part of their contract of employment, to comply with their individual duties under both the Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, and will co-operate with the Trust to enable it to fulfil its health and safety duties under the Act.

The Trust will comply with its duties towards employees under the Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, so far as is reasonably practicable, in order to:

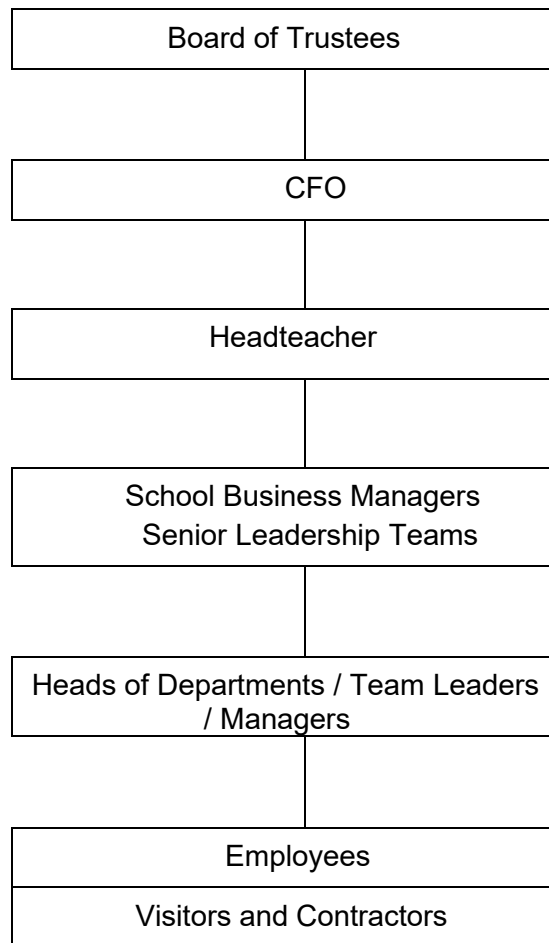
- Provide and maintain plant and systems of work that are safe and without risks to both physical and mental health, a safe place of work and a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventive/protective measures.
- Provide employees with health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

This policy has been prepared in compliance with Section 2(3) of the Health and Safety at Work, etc. Act 1974 and binds all Directors, School Headteachers, Managers and employees, in the interest of employees, contractors and customers. The Trust expect that contractors, customers and visitors respect this Policy, a copy of which can be obtained on request.

Mrs. Bal Grant
Chair on behalf of the Board of Trustees
October 2024

Organisation

The School Academy Health and Safety Management Structure



Responsibilities

Board of Trustees

The Board of Trustees has ultimate responsibility for ensuring that the School Academy fulfils its legal responsibilities, that policy objectives are achieved and that effective systems and mechanisms are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.

The Board of Trustees will also ensure that School Academy and school policies are reviewed as appropriate in order to ensure continuing compliance with current legislation and any changes in the law. To these ends, The Board of Trustees will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

The Board of Trustees will ensure the appointment of one or more health and safety advisors to assist the School Academy in undertaking the measures it needs to take to comply with the requirements and prohibitions imposed upon it by or under the relevant statutory provisions.

The Board of Trustees are responsible for implementing the School Academy's Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

The Board of Trustees will also ensure that all employees under their control are adequately trained and receive the support they need to perform their duties.

Chief Finance Officer

The Chief Finance Officer (CFO) will be responsible for the development and coordination of the health and safety programme. These responsibilities will include:

- To develop and agree with the Board of Trustees, the health and safety programme which will include a programme of health and safety training for employees.
- To ensure that the Health and Safety Policy and other key documents are reviewed and revised as required in consultation with the Board of Trustees.
- To identify health and safety policies, practices and procedures in consultation with the Board of Trustees, and liaise with senior leaders to ensure these are communicated to staff, pupils, visitors and contractors.
- To provide health and safety reports and information to the Board of Trustees as agreed.
- To ensure that all statutory tests, inspections and maintenance of safety systems, installations and equipment at the premises are carried out and that adequate records of such are retained in the School Academy.
- To ensure that suitable and sufficient fire risk assessments are carried out for all premises occupied by, or under the control of, the school, and that those risk assessments are reviewed periodically or when circumstances change.
- To ensure that adequate emergency procedures are developed and maintained (including lock down procedures), and that all persons with designated emergency responsibilities are provided with adequate information, instruction and training.
- To liaise with statutory bodies, enforcing authorities and emergency services as necessary.
- To ensure that adequate first aid arrangements, training and equipment are in place in all schools.
- To ensure that all reportable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- To ensure that adequate guidance, assistance and support is provided to all senior staff, pupils and other employees in matters of health and safety.
- To ensure that for all construction works undertaken on School Academy premises by an external contractor where Construction, Design and Management Regulations apply, appropriate measures are implemented to appoint a Headteacher Designer and Headteacher Contractor to secure compliance.

Health & Safety Competent Advice

The Trust will appoint one or more health and safety advisors to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The health and safety advisors will advise the Board of Trustees, CFO and Headteacher regarding:

- Ensuring the school is aware of statutory obligations and recommended Codes of Practice
- Formulating, developing and maintaining health and safety policies, both for existing activities and new activities.
- How the school can promote a positive health and safety culture and secure the effective implementation of this health and safety policy.
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- Review of performance and audit of the health and safety programme.

Local Governing Bodies

- Monitor the health and safety policy is translated into effective action at all levels within the school.
- Monitor that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are using safe working practices.
- Monitor the effectiveness of the policy and the safety performance of the school.
- Promote a positive culture and an interest in health and safety matters throughout the school.

Headteacher

The Headteacher is responsible for overseeing and monitoring health and safety procedures within the School Academy and ensuring:

- The School Academy and school policies and procedures with regard to Health and Safety Management are implemented and communicated to all necessary personnel.
- Suitable and sufficient risk assessments are carried out for all tasks and activities in school, and those risk assessments are reviewed periodically or when circumstances change.
- Persons are appointed so as to deal with the day to day issues on Health, Safety and Welfare.
- The safety performance of the school is monitored and such steps taken as may be necessary to improve performance.
- Safe methods of working are developed and implemented.
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel.
- All hazardous substances are identified, assessed and appropriate precautions

implemented.

- All new and existing equipment is fit for purpose and that all risks associated with the use of new and existing equipment, activities and processes have been assessed.
- Induction training is provided to all employees upon commencing work for the school.
- All necessary personal protective equipment is provided, maintained and replaced as is necessary.
- All school employees are provided with training, instruction and supervision appropriate to their role and responsibilities.
- Effective channels of communication and consultation with staff and safety representatives are maintained.
- A positive culture is promoted and an interest in health and safety matters throughout the school.
- Inspections are carried out to ensure that workplaces remain, as far as is reasonably practicable, safe and without risks to the safety, health and wellbeing of employees, visitors, clients, contractors and other persons who may be affected by the school's activities
- Adequate first aid arrangements, training and equipment are in place.
- All accidents, incidents, workplace injuries and illnesses (physical and mental) and dangerous occurrences are reported with statutory requirements and school policy and are fully investigated.
- Adequate welfare facilities are provided, maintained, and cleaned.
- To ensure that for all construction works undertaken by an external contractor where Construction, Design and Management Regulations apply, appropriate advice is taken from the CFO or an externally appointed competent person for Health and Safety to secure compliance.
- Visits from the Health and Safety Executive Inspectorate are managed.
- The Fire Risk Assessment is completed and is reviewed annually unless significant changes occur before this time;
- The Asbestos Survey Report is reviewed, and an Asbestos Management Plan is completed and reviewed annually

Senior Leadership Team

The Senior Leadership Team will be responsible for the development and co-ordination of the health and safety programme. These responsibilities will include:

- To develop and agree with the Headteacher, the health and safety programme which will include a programme of health and safety training for employees.
- To ensure that the Health and Safety Policy and other key documents are reviewed and revised as required in consultation with the Headteacher.
- To identify health and safety policies, practices and procedures in consultation with the Headteacher, and communicate such to other members of the Senior Leadership Team, pupils, employees, visitors and contractors.
- To provide health and safety reports and information to the Board of Trustees and Headteacher as agreed.
- To ensure that all statutory tests, inspections and maintenance of safety systems, installations & equipment at the premises are carried out and that adequate records of such are retained.
- To ensure that suitable and sufficient fire risk assessments are carried out for all premises occupied by, or under the control of, the school, and that those risk assessments are reviewed periodically or when circumstances change.
- To ensure that adequate emergency procedures are developed and maintained, and that

all persons with designated emergency responsibilities are provided with adequate information, instruction and training.

- To liaise with statutory bodies, enforcing authorities and emergency services as necessary.
- To ensure that adequate first aid arrangements, training and equipment are in place.
- To ensure that all reportable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.
- To ensure that adequate guidance, assistance and support is provided to Managers, pupils and employees in matters of health and safety.

Team Leaders and Managers

All Team Leaders and Managers will ensure that arrangements for the health and safety of employees and pupils within their area of responsibility, are made known, maintained and reviewed whenever there is a change of operation or location.

Team Leaders and Managers are accountable to the Headteachers for implementing the school's Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

They must also ensure that employees under their control are adequately trained and receive the support they need to perform their duties.

In particular, Team Leaders and Managers are responsible for implementing and monitoring health & safety procedures within their area of responsibility and ensuring that:

- This policy is implemented and communicated to all necessary personnel.
- Suitable and sufficient risk assessments are carried out for all tasks and activities, and that those risk assessments are reviewed periodically or when circumstances change.
- Safe methods of working are developed and implemented.
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel.
- All hazardous substances are identified, assessed and the appropriate precautions implemented.
- All work equipment is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed.
- Induction training is provided to all employees upon commencing work for the school.
- All necessary personal protective equipment is provided, maintained and replaced as necessary.
- All employees within their area of responsibility are provided with training, instruction and supervision appropriate to their role and responsibilities.
- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of employees, visitors, clients, contractors, and other persons who may be affected by the school's activities.
- PPE within their department/responsibility is registered, and frequently monitored to ensure it is in good condition or replaced as required.
- All accidents and work related incidents / injuries (physical and mental) and other dangerous occurrences are recorded and reported to the Headteacher.
- Where appropriate, accidents, incidents & near misses are investigated, and that reasonably practicable arrangements are implemented to prevent reoccurrence.
- Adequate welfare facilities are provided, maintained and cleaned.

- They take reasonable care of their own health and safety and that of the pupils and others who may be affected by their actions;
- They co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- Satisfy themselves that all electrical leads and plugs are safe at the time of use. Any defective equipment must be immediately removed from use and reported to the site manager for repair or replacement;
- They take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in relevant technical papers, specialist publications from bodies such as CLEAPSS, DATA, the Association of Science Education and the Association for Physical Education;
- They report all accidents, dangerous occurrences and potentially dangerous practices and situations as soon as possible to the Business Manager.

Site Manager or equivalent

Site Managers or persons holding the equivalent position are responsible for:

- Promoting a positive culture and an interest in health and safety matters throughout the school.
- Ensuring that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged.
- Arranging for all levels of staff under his immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters.
- Identifying health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of staff, pupils and others.
- Maintaining plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues.
- Ensuring contractors on site produce Health and Safety documentation and issue relevant permits to work for high risk activities.
- Ensuring all electrical equipment is regularly checked and PAT tested annually.
- Liaising with outside bodies on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning.
- Managing asbestos in the building and be familiar with the Asbestos Register and management plan.
- Ensuring in conjunction with the Headteacher will ensure that the school minibus is maintained in a safe condition.
- Making arrangements and establish any necessary procedures to ensure that the school site is kept free from litter and refuse including pest control measures;
- Ensuring that all security measures and procedures, including signage and lighting are in place.
- Reporting all accidents, dangerous occurrences and potentially dangerous practices and situations promptly to the Business Manager.

Employees

All employees are responsible for ensuring that:

- They are aware of this Health and Safety Policy and their responsibilities within it.
- They cooperate with the school in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or

omissions.

- They use any equipment, substance or safety device provided by the school in accordance with any training or instruction provided.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.
- They attend and take note of any health and safety training required including induction training.
- They use any Personal Protective Equipment provided, ensure that such equipment is maintained in a condition fit for that use, and that any defects are reported immediately to management.
- All accidents, work related incidents or injuries (physical and mental) and dangerous occurrences and near misses are immediately reported to their line manager.
- They are fully conversant with all fire, emergency and first aid procedures applicable to the area in which they are working.
- Inform their Curriculum Leader / Team Leader / Manager of any circumstances which they believe represents serious or imminent danger, or represents a shortcoming in the school's health and safety arrangements.

All Staff must be aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Business Manager.

Visitors

Visitors and other users of the premises are required to observe the school's Health and Safety Policy, including the appropriate fire, emergency and first aid procedures, along with any specific instructions from duly authorised representatives of the school.

All visitors to the school's premises are required to sign in on arrival and sign out again on departure, even if only leaving the premises for a short period.

Visitors who observe or become aware of any hazardous conditions or circumstances are requested to advise their host as soon as possible in the interests of the health and safety of employees, visitors and contractors.

In the event of an incident or emergency, all visitors should comply with instructions from their host and/or duly authorised representatives of the school.

Hirers

When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher supported by the responsible manager for lettings will seek to ensure that hirers and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used outside normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside of the school, it will be a condition for all hirers

and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Trustees and that they will not without the prior consent of the Board of Trustees or the person who has been delegated responsibility.

- Introduce equipment for use on the school premises.
- Alter fixed installations.
- Obscure or otherwise hinder fire and safety notices or equipment.
- Take any action that may create hazards for persons using the premises or the employees or pupils of the school.

The Board of Trustees draws the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

Contractors

Contractors are responsible for complying with the relevant statutory duties placed upon them by the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other applicable Regulations.

This responsibility includes Contractors ensuring that all employees and sub-contractors are competent to carry out their work safely, and in accordance with the relevant standards and statutory requirements.

Contractors are also responsible for complying with the school's Contractor Safety Plan and any instructions regarding health and safety from duly authorised representatives of the school.

Contractors are responsible for assessing the risks associated with their work on behalf of the school, and the methods to be used to eliminate those risks or reduce them so far as reasonably practicable.

Contractors should provide adequate information to the school regarding these risks and the methods used to control them.

School Health & Safety Arrangements

Access and egress to the school site

The school is organised in such a way as to ensure that pedestrians and traffic can circulate in a safe manner. Pupils are encouraged to walk or cycle to school and SLT will monitor and review pedestrian and vehicle access and take action when required.

Information is sent to parents/carers and transport providers to inform them of the procedures regularly and whenever necessary to ensure they park safely and only park in the appropriate bays/area and do not obstruct the entrance to school or resident's homes. Parents/Carers and transport providers are responsible for their children until staff arrive outside for supervision and gates open at 8:25am.

All entrances are secured during the school day only allowing access to authorised personnel. All visitors must access the building via reception.

Accidents and reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that employers report:

- all fatal and specified major injuries; (that are work-related or reportable)
- any specified injuries that result in an employee not being able to work for more than 7 days;
- any injury being admitted to hospital for more than 24 hours.

Staff should report all incidents to the Headteacher/School Business Manager

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience.

The school will record all accidents/incidents/near-misses on a 'CARS' (Council's Accident Reporting System) form. Under the requirements of the RIDDOR regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence (as defined in the Regulations), the nominated responsible person at the school will immediately notify Hillingdon Council's Health and Safety Team by the quickest practicable mean. The Health and Safety Team will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using an appropriate accident form.

Reviewing accidents

An analysis of the accident reports and near-misses will be undertaken at regular intervals and considered by both school management and the Local Governing Body with responsibilities for consideration of further action.

School staff must be aware of the following:

- Parents are to be advised of serious incidents by telephone. All calls should be recorded with details of the injury, time and date, this is essential for head injuries.
Children's allergies are on view to staff and supply teachers in the staffroom and Pupil Medical Records on the server.

Arson, bomb threats

Should the school be notified of a bomb alert, then the order to evacuate to a designated point will be given.

If it is a bomb alert staff should open windows, collect personal belongings if safe to do so before leaving the building.

The school's Emergency Procedures will be adhered to in these circumstances.

Asbestos

Staff will be made aware that there is asbestos present in certain areas in the school and where the asbestos register is kept. Staff will be informed that they must not disturb areas where there is known asbestos and understand what to do in the event of an emergency. If there are any doubts or concerns, they must contact the School's Business Manager and/or Site Manager. The School Business Manager and Site staff must be trained in Asbestos Awareness.

The Asbestos Register includes the asbestos management plan located in the front of the file which is kept at reception. It will be given to all contractors that will/or could potentially disturb the fabric of the building. All contractors must sign the asbestos register before being allowed to undertake work on site.

Bad weather contingency plans

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures that have been implemented for gritting the site during icy and snowy conditions. A risk assessment has been completed and is saved on the staff network. Staff and children must adhere to the defined, gritted routes during icy/snowy conditions as some areas may not have been gritted. Staff should be notified of hazard areas and/or they will be cordoned off. SLT should be mindful of advance adverse weather warnings and prepare staff for these situations in advance where possible.

Confidential counselling service

The school acknowledges that the Employee Assistance Programme provides a confidential counselling service for all staff. The Trustees/Local Governing Body commends the use of this service to staff. Staff can find more information about Lifeworks on posters displayed around school.

Contractors

All contractors working on the school premises are to report to reception prior to starting work. All contractors that come onto site to carry out work are notified of the procedures in place for fire safety, emergency evacuation, first aid and reporting an incident via the Visitor Protocol on signing in. For extensive work contractors must be given a site induction by the Site staff or SLT and notified of the procedures in place for fire safety, emergency evacuation, first aid and reporting an incident. The Site staff or SLT will continue to monitor the contractors whilst they work on site.

For extensive building construction work or high risk jobs the contractor must comply with the recommendations and procedures laid down by the Trust/school or their representatives and current health and safety legislation. Close liaison between the Trust/school, the Principal Designer and Principal Contractor must be maintained. This will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

School safety arrangements regarding contractors

The school will assess the health and safety credentials of a contractor and these contractors will be listed on the schools approved list of contractors. This list must be checked before awarding the work:

The following are factors that will be considered as part of the safety vetting procedure:

- Details of current relevant issues, supported by documentation where necessary.
- Sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, safe systems of working, COSHH assessments and permits to work (including hot works), as applicable.
- Confirmation that the contractor agrees to work in accordance with the school's Health and Safety Policy and arrangements, and the health and safety requirements that are laid down in the contract

- Clarification of the responsibility for provisions of first aid and fire fighting equipment.
- Provision of appropriate welfare facilities.
- Details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal.
- Details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection and testing.
- Clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to pupils, employees and others, and possible damage to plant and buildings;.
- Arrangements for suitable working times and segregation of school activities from the contractors work areas.
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

Control of substances hazardous to health (COSHH)

No hazardous substances will be used or generated within the school unless an assessment of the hazards and risk that they present has been made.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the school's Headteacher/Business Manager

- Identify, control and store securely these substances, minimising the risk of exposure to staff and others.
- Ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be substituted for a safer alternative. Where substitution proves to be impossible a COSHH assessment will be completed by staff. Copies of these documents will be available on the network.
- Ensure an inventory of all chemicals is kept up-to-date and located on the network.
- Ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- Ensure staff are informed to read labels and instructions, practice sensible, safe working habits and follow and understand the emergency procedures.
- Ensure equipment is maintained and used as instructed.
- Ensure personal protective equipment/clothing is available and used when required (See Section PPE).

Substances used by Cleaning or Catering contractors will be controlled by their respective departments who must ensure that the COSHH assessments are carried out and staff informed, trained and instructed.

Radioactive substances

The school Science Department will follow CLEAPSS guidance L93 Managing Ionising Radiations and Radioactive Substances when working with and using radioactive substances in school.

Legislation

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found at <http://www.hse.gov.uk/coshh/index.htm>.

The Ionising Radiation Regulations – specify how the school must ensure the safety of their

employees and others.

Display screen equipment (visual display users)

Staff who use computers including laptops must ascertain whether they are classed as users. (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment.

Speak to the Business Manager who will be able to give you a copy of the self-assessment and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to your Business Manager who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc or request a personal work station assessment by a H&S consultant.

Fire Safety

The Fire Risk Assessment can be found on the school network. The Fire Risk Assessment is undertaken by a third party every 5 years. This will be reviewed in-house on an annual basis or sooner if significant changes have taken place before this time. If the risk assessment identifies any significant risk the school will treat them with the appropriate priority and an action plan will be generated to address the highest risks immediately and reasonable time periods applied to implement the control measures for the medium and low risks.

Notices of fire procedures are fixed to visible sites around the school and at every fire call point. Emergency exit doors and routes are kept clear at all times and must not be obstructed at any time.

All fire doors are kept permanently unlocked while the premises are in use. For electronic door entry systems, the doors will automatically open when the Fire Alarm is sounded.

Staff must demonstrate good housekeeping.

The Site Staff checks and records all firefighting and detection equipment weekly to ensure they are in good working order and within the "use by" date as is the statutory requirement. In addition there is an annual check of all firefighting equipment by a 3rd party company.

The fire alarms are tested weekly by the Site Staff and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and associated Fire Risk Assessment for Educational Premises guidance documentation. Records are kept in the logbook found in the school office.

Fire notices

Signs must comply with Health and Safety (Signs and Signal) Regulations 1996, see below:



Fire drills

Fire drills will take place at least every term. A record of all staff present is recorded via Inventory and the fire drill and notes made of any problems which need remedying are kept in the Fire Log Record.

In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered until instructed to do so by the Headteacher.

Hillingdon Fire and Rescue Services will be summoned by the school office staff.

Trained Fire wardens will sweep their designated areas and report to the Business Manager/SLT at assembly points.

All attendance registers will be properly marked for the morning and afternoon sessions. The office staff will take registers with them on evacuating the premises.

A roll call will be taken when everyone has reached the place of safety.

All visitors/contractors report their presence on to Reception and sign in. Reception staff must remind visitors to read the emergency arrangements as they sign in on E-Reception Book.

Special consideration will be given to staff, visitors and pupils with special needs, disabilities etc. An Individual Personal Emergency Evacuation Plan (PEEP) will be completed for staff and/or pupils when required.

Staff or others taking after school clubs must ensure they are familiar with the fire procedures. During school holidays staff must sign in and out and keep a register of pupils in the building.

The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.

All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired.

Fire safety training for staff/pupils

All staff will be given fire safety awareness training which is based on the information detailed in the Fire Risk Assessment for Educational Premises part 1 section 4.4 and part 2 section 7.4 Fire Safety Training;

Staff will be made aware of the findings of the fire risk assessment and have access to the fire safety arrangements;

Staff health and safety training records are saved on the server or within training portals.

Pupils will be made aware of the fire safety procedures so that they are aware of the actions to be taken in the event of a fire.

First Aid

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A FA Needs Assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor's or hospital by a member of staff.

The school seeks to ensure that an appropriate number of staff in line with the First Aid Needs Assessment have received first aid training.

First Aid facilities

The first aid boxes are placed in clearly identified and accessible locations.

Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

Each first aid box or portable First Aid staff bag contains sufficient quantities of suitable first aid material.

Disposable nitrile gloves are provided in the first aid box, properly stored and checked regularly to ensure that they remain in good condition.

The school has a recommended list of required first aid items for general use and trips.

Staff are responsible for ensuring FA supplies are replenished for their personal FA bags as soon as possible after use. The Office staff will replenish FA stocks for the main FA points.

Recording First Aid treatment

Records of all incidents treated will be made in the FA record book or within personal FA cheque books for pupils for events that do not arise out of a fault of the premise/activity etc. All other incidents will be recorded on the CAR's forms or in the Staff Accident book located in the school office. FA cheque books are kept by First Aiders in their personal FA bags. Carbon duplicate slips recording the injury and treatment will be sent home with pupils as information for parents. Cheque books of carbon slips are made available for First Aiders so they can treat in any location on site and on school trips.

Administration of medicines

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer certain medicines e.g. insulin, use of an Epi-Pen etc. This will only be after full consultation with the parents/guardians/carers and the school nurse.

Medicine stored in the school is accompanied by a Healthcare plan or a Medicines Parental Agreement form. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date.

Further information can be found in the Supporting Pupils with Medicals Needs Policy.

Infection control

The school has a detailed 'Safer Behaviour' risk assessment, which is in line with Government

advice on living with COVID. This risk assessment is available to all staff and will continue to be monitored and reviewed following Government and Public Health advice to ensure it reflects on-going changes.

Further information can be found in the risk assessment which is saved on the network.

School follows the DfE guidance for management of infectious diseases in a school setting.

Gas Safety

The school will ensure that all gas installations and equipment are tested, inspected and maintained by competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998 and other relevant legislation and standards.

The school will ensure that only appropriately qualified and competent engineers install, adjust, maintain, repair and service gas installations, and that evidence of such competence is obtained and stored by the school.

Hand Arm Vibration (HAV)

HAV is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools or by holding materials being processed by machines such as pedestal grinders.

The school will:

- Assess risks to the health of employees.
- Adequately control and manage these risks.
- Provide suitable equipment for employees' use.
- Maintain equipment correctly.
- Give employees information and training on health risks and safe use of equipment.

Home Working

The school will assess the risks to employees working from home and take measures to eliminate or reduce those risks.

The school will provide information and training to home workers regarding the hazards associated with working from home.

The school will consider the specific risks to New and Expectant Mothers working from home and implement the appropriate controls.

Housekeeping

The school has adopted policies and practices which lead to a safe working environment. Good housekeeping is practiced at all times and sets a good example to the pupils.

Staff must ensure that all spillages are cleaned up immediately with safe disposal of the waste. If there is a large spillage the Site Manager/Site Supervisor should be contacted. If the area is left unattended staff must put out warning signs.

All rubbish and waste paper bins will be emptied daily so as to minimise the amount of combustible material in the building in the case of a fire.

All storage areas will be kept orderly, safe and provided with easy access.

The school premises will be cleaned to an acceptable standard on a daily basis by the contract cleaning staff.

Hygiene standards are of the highest attainable by all staff including those serving dinners.

All school staff are responsible on a daily basis for reporting Health and Safety issues to the Site staff/Business Manager/SLT.

Legionella

The school undertakes an annual risk assessment, carried out by an appropriate contractor, and maintains details of completed remedial work. In addition, the following measures are implemented:

- Appropriate control measures are in place to control the temperatures.
- Monthly water temperature checks are undertaken and records maintained.
- Outlets that are not used at least once per week are flushed through weekly and records maintained.
- Draining down systems that are not in regular use.

Lone working (working alone)

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This includes employees working in the evenings, weekends or during holiday periods on their own.

Any staff wishing to work outside normal school hours must ensure site staff are aware of their presence on site and be fully aware of the risk assessment in place to minimise the risks to staff.

A copy of the Lone Working Risk Assessment to control these risks is available on network.

Manual handling

The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore, it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided where appropriate.

A specific manual handling risk assessment will be undertaken for the task/activity where manual handling cannot be eliminated and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Staff who have undertaken manual handling training will be familiar with the risk assessment process and are advised to read the completed risk assessments and follow the control measures at all times to ensure that they remain safe.

General manual handling guidance for all staff

To avoid manual handling injuries you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start.
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or

will it require a second person to help.

- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

Minibus use

The mini-bus is operated under Section 19 Permit legislation. All staff driving the minibus must have read the Minibus Guidelines and be on the list of staff authorised to drive the minibus. The Site Manager is responsible for ensuring staff have received the relevant instruction to drive the minibus.

Staff who drive the minibus must carry out and complete a pre-use check form which is kept in the minibus.

The driver is responsible for making sure that pupils have a seat belt and use it at all times. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. **Vehicles without seat belts will not be used.**

The party leader will arrange a central dropping point for all pupils rather than individual home drops.

New and Expectant Mothers

Employees who become pregnant should inform their appropriate manager as soon as possible.

The school will then carry out a risk assessment for the expectant mother taking into account the generic assessment, the expectant mother and her work. The assessment will be reviewed regularly throughout the pregnancy and when the new mother returns to work.

Private vehicles

Teachers, parents and others who drive pupils in their own private vehicles will ensure their passengers' safety by confirming the vehicle is roadworthy and has a current MOT certificate (if the vehicle is over 3 years old), and they have an appropriate current driving license and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to drive pupils in their cars. The Headteacher will request assurances and copies of documents as maybe necessary. This will be encompassed in the risk assessment for trips where necessary. Parents' agreement will be sought for their children to be carried in other parents', staff cars. Parents and staff driving pupils will not be allowed to be alone with a pupil.

Out of hours use of school premises

Consideration will be given to persons using or hiring the premises outside school hours in order to ensure their safety.

A responsible person will be nominated to represent the school to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

There will be control over the number of persons attending functions at the school to ensure it complies with the details in the fire risk assessment.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures. Hirers of the building must comply with the Community Use

Lettings policy and be given written emergency procedures they have to comply with.

School Community events will be subject to a Risk Assessment and a nominated member of staff will be present to manage any incidents and ensure that Health & Safety and Fire/Evacuation procedures are followed and there is adequate first aid provision and safe use of the equipment and facilities.

Parental/adult/volunteer helpers

All parents/adults/volunteers will be checked by the Enhanced Disclosure and Barring Service (DBS) if they offer to help with clubs, transport or any other school activity.

Volunteers must also complete other Safer Recruitment, Safeguarding checks and induction.

Personal protective equipment (PPE)

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated staff member will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

Suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

Portable electrical appliance testing (PAT)

The Business Manager will be responsible for ensuring that all portable electrical equipment is maintained and tested to ensure that it remains in a safe condition. A combined inspection and test will be carried out by a competent person annually to ensure the equipment remains safe to use.

The school will keep a record of all tested electrical equipment used in school. (see also Work Equipment).

No equipment other than newly purchased may be used unless P.A.T. tested. Newly purchased equipment must be visually inspected before first use. This includes personal equipment brought into school by members of staff.

The Business Manager will be responsible for co-ordinating the registration, inspection and testing of equipment.

All staff will be informed/instructed how to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date, etc.

All hard wired electrical equipment will be maintained and tested at least every 5 years unless the

manufacturers' instructions state otherwise. In all cases it will be maintained in accordance with British Standard 7671 so that its performance does not deteriorate to the extent that it puts people at risk.

Risk assessment

The school will assess all risks to health and safety using the risk assessment process to identify any significant risk. Risk Assessments are required under the Management of Health and Safety at Work Regulations and other specific regulations for the workplace, work activities and equipment.

All significant risks will be recorded on the appropriate risk assessment form, the assessment will be reviewed annually unless significant changes occur in the work process, or an accident or near miss incident has revealed a deficiency in the control measures needed. In which case the assessment will be reviewed and amended. All relevant staff will be made fully aware of the risks and additional control measures which may be required. This will be monitored by the Business Manager.

Staff who do not feel confident to undertake a risk assessment will be provided with training to enable them to undertake risk assessments. Risk assessments are available for staff activities, the use of equipment and premise. Risk Assessments are saved on the network.

A new and expectant mother risk assessment will be completed once a member of staff has informed the school.

Equal opportunities

The risk assessment process carried out to comply with health and safety legislation will also provide an opportunity to consider the reasonable adjustments required by the employer under the Equalities Act 2010.

The Act defines a situation in which a disabled person is at a disadvantage that could be overcome through a reasonable adjustment to their work and removes barriers to disabled workers doing their jobs or pupils attending a particular school.

What a reasonable adjustment is will depend on the situation, but might include things like the provision of accessible equipment, a change in hours or even moving the worker or student to a more appropriate job or work area. Identifying what is required will be part of the risk assessment process and will enable the school to demonstrate so far as is reasonably practicable everything reasonable has been done.

Safeguarding and school security

The school recognise that it is very important that the right decisions are made to ensure that family life is supported whenever possible but that, where a child is at risk of significant harm, there is a coordinated and effective response to the situation.

The agencies involved in protecting children can include the Police, Education, Health, Probation, the voluntary sector and other organisations who work with children as well as Children's Social Care who have the lead responsibility.

The school will follow best practice guidance and will actively engage and consult with the Shropshire Safeguarding Children Board which coordinates and monitors how the services and professional staff work together to protect children from abuse or neglect.

School security

The school is fitted with security access doors, and free access is limited to reception.

To ensure that the pupils, staff and school site remain safe, we will ensure:

- There are procedures in place for Collection and Arrival time ensuring that the children are safe and go home with the correct person.
- There is a locking up procedure for school gates at drop off and collection time. After which time access to school is through the main entrance.
- There are Visitor Procedures in place where the School Office greets each visitor, does the appropriate checks at reception before deciding who to let into the building.
- There is a system for signing all visitors in and out and a clear system for identification and visitor's badges.
- These systems include wraparound care, clubs and times before and after the normal school day times and that a duty person is on shift each evening who then locks the school.
- The school is alarmed.

RFA Security are contracted by the school to respond to intruder alarm activations and provide reports to the school following alarm call outs. All staff have responsibilities for ensuring their classroom/office windows are shut and lights and computers are switched off at the end of the day.

Lockdown procedure

The lockdown procedure will be activated in response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils within the school. The full lockdown procedure can be found on the network.

Slips and trips

The school will ensure that floors and walkways are suitable for their purpose, in a good condition and free from obstructions. The school will arrange regular visual inspections of premises and take appropriate remedial action to reduce risks. Staff and pupils should not cause slip or trip hazards, should clear any spillage that they make and should wear suitable footwear while at work.

Supervision of pupils

The school will be open to pupils from 8:50 to 15:00pm on weekdays during term times. Pupils will not be allowed on site outside these times unless an additional school event is taking place outside these hours. Parents are informed of the details of the school arrangements at the beginning of the school year and reminders sent throughout the year when necessary.

Children should be under adult supervision at all times. This means the following will apply:

- No teacher should leave a class unattended unless replaced
- All fit children should go outside at playtime and lunchtime unless an indoor activity has been agreed.
- A SLT member will be available at break and lunchtimes and radios are used to call for assistance.
- Leaders will ensure there is a good level of supervision available at lunchtimes and staff are reminded to 'go where the children are' and call for assistance if certain areas require supervision from another area.
- Children are encouraged to walk quietly and calmly around school, running in school is not allowed

Violence

The Headteacher is responsible for ensuring that all staff:

- are aware of the need to report and record all incidents of verbal and physical abuse. See Accident Reporting.
- are aware of the schools arrangements available to victims of violence at work.
- have meetings with potentially hostile parents in the presence of another member of staff and carefully consider the meeting room arrangements and time of day.
- immediately call SLT if a conflict situation arises. Communication must be ended and the individual moved to a safe area away from children and removed from site.

Staff will be trained to handle aggressive or unacceptable behaviour where it is identified to be required.

Visits and journeys

The school must have a trained Educational Visits Coordinator (EVC) and the EVC must refresh their training every 3 years.

The EVC must be familiar with and follow guidance from the EAOP Outdoor Education Advisors Panel. Risk assessments will be carried out or an existing risk assessment reviewed (to ensure nothing has changed since the last visit) before an educational visit takes place. Educational Trips & Visits Risk Assessments are kept on the network.

The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed and sign off each trip. Residential visits must be undertaken by an accredited provider and high risk activities signed off by the Headteacher. Hillingdon Council, provide advice and guidance to the EVC.

Risk assessments for educational visits

- Teachers will make a pre-visit to the place of their visit, where practicable, to assess the site/activity.
- Teachers will complete a Trip Form which includes relevant risks and be familiar with all Trip Risk Assessments provided by the school or venue.
- Teachers will ensure a 'Trip Leader' and 'Deputy Leader' are assigned for each trip with responsibility on the day.
- Staff will read/be aware of the Schools Educational Visits and Journeys Policy.
- Staff must ensure the ratio of adults to children will comply with national guidelines (OEAP), be appropriate for the specific trip (considering staff, children, location, weather, hazards, establishment, activity) and approved by the EVC.
- The school's consent procedure must be adhered to for all children.
- On a visit which will extend beyond the school day, the teacher should report to SLT regarding delays/incidents and parents will be contacted by staff at the school base.
- First aid provision will be provided suitable for individual trips. Teachers must remind children to wear seatbelts.

- Enhanced DBS checks will be required for parents/ volunteers.

Work at height

School staff required to carry out work at height will receive appropriate training to undertake the task. Appropriate access equipment will be purchased to undertake the tasks.

Ladders/step ladders will comply with the following standards BS 2037, BS 1129 Class 1 or BS EN 131 and that any kick stools provided will be maintained in good condition and meet European standard EN14183-F.

Only staff who have received working at heights training will be permitted to use ladders/step ladders.

There is a ladder/step ladder register which is sited in the school office. It is the responsibility of the Site staff to keep it up to date. Trained staff must undertake a user check before use of the equipment.

Work equipment

Work equipment relates to all things that assist staff to do their job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, woodworking machinery (D&T), lifting equipment, fire extinguishers, etc.

The equipment must be suitable and fit for purpose. Therefore, before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

- Consideration will be given for the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practicable, training provided by the companies that supply the equipment.
- The equipment will be maintained to ensure the equipment remains in good condition by the site/office staff.

Staff will be given information, instruction and/or training before the initial use of the equipment to understand how to use it and what checks are required to use it safely. It is the responsibility of the person using the equipment to ensure that it is in a safe condition before using it and to report any defects to the Site/office staff.

In addition to the Provision and Use of Work Equipment Regulations 1998 (PUWER) most types of lifting equipment and lifting accessories require a thorough examination under the Lifting Business and Lifting Equipment Regulations 1998 (LOLER). The school has passenger lifts and all such equipment and any accessories are maintained and inspected at the required intervals as laid down in LOLER.

Information, instruction and training

The school will ensure that adequate instruction and training is given as part of the induction process, to enable staff to carry out their duties effectively. Refresher training will be given when required and adequate records of training will be maintained.

Wellbeing (stress management)

The Trust and school are committed to combating stress within the workplace and to protecting and improving the health and welfare of our employees. The school have appointed Mental Health Leads to support both staff and pupils.

Policy Monitoring and Review

School Monitoring

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis by the LGB Link Governor in conjunction with the Business Manager.

The Headteacher and the LGB of The Willows School Academy Trust will be responsible for reviewing and amending this policy in conjunction with the annual Health and Safety Self-Monitoring Checklist (SMC) and Fire Risk Assessment.

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

- All accident/incident reports.
- All advisory reports received.
- The annual health and safety self-monitoring checklist and action plan.
- Incident reports i.e. near misses and violence.
- Other information about changes in requirements as they occur.

Aspects of these will be reported on to the Trust Board/Local Governing Body so that any review of policy that may be necessary or contemplated can be informed by them.

Review

Member of Staff Responsible	Headteacher
Relevant Guidance/Advice/Legal Reference	See content of policy
Policy Adopted By	Trust Board
Consultation	Local Governing Boards
Date of Policy	September 2024
Review Period	Annually
Date of Next Review	September 2025

Signed:

M. Shaw
Headteacher

September 2024