

SLADEFIELD INFANT SCHOOL

Health & Safety Policy

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Reviewed and Approved by Governors on 13th October 2026

Next Review Date: October 2027

Health & Safety Policy

For

Sladefield Infant School

Regulations for health & safety are continuously being refined to make much more clearly what must be done to ensure the safety of the whole school community. For Aided schools the Governing Body is the employer so they have an absolute responsibility for safety, which in turn will be delegated down to the Head Teacher and other school based staff. Birmingham City Council are not the employer, but under SLA's can offer guidance and standards for safety to your school through official circulars/briefs or from Education Safety Services

This General Statement expresses the current relationship between the parties concerned.

Every student has the right to be taught and all members of staff have the right to work in a safe and healthy environment. It is recognised that the duties of the Governing Body are to ensure, so far as is reasonably practicable, that students, staff and others using the school premises are not exposed to risks to their health and safety. A safe and healthy working and learning environment for staff, students and visitors is expected. Only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety.

Signed: Date: 13/10/2026
Chair of Governors

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1. STATEMENT OF GENERAL POLICY

The Governing Body for Sladefield Infant School acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the school premises or carrying out the school's business elsewhere.

This duty also extends to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1.1 On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957 and will, through this Policy, ensure, so far as is reasonably practicable, the Health and Safety of:

a. all persons employed at Sladefield Infant School whilst they are at work;
b. persons other than Sladefield Infant School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Sladefield Infant School whilst they are at work.

1.2 To effectively achieve this, Sladefield Infant School will provide, so far as is reasonably practicable:

a) safe premises, plant and systems of work;
b) safe methods of using, handling, storing and transporting of articles and substances;
c) information, instruction, training and supervision;
d) a safe working environment;
e) safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

1.3 The Governing Body for Sladefield Infant School will adopt best practice safety policies, guidance and advice issued by Birmingham City Council, and advice from Safety Services. Sladefield Infant School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary, this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

1.5 It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of health and safety.

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and, in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

Signed Date 13/10/26
Chair of Governors

2. ORGANISATION AND RESPONSIBILITIES

Governing Body

Governors are responsible for the strategic overview of health and safety, including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

2.1 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a **Safety Improvement Group**. The role of the Group will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- identify and develop practicable arrangements for health & safety
- develop strategies/arrangements to actively monitor their enforcement
- consider/assess any safety issues for new equipment, or in anticipation of organisational change
- ensure effective remedial action has been considered and implemented following any accident investigation (BSM / SBM to complete Accident Investigation record (see Appendix B. Check that recommendations from this and, if submitted to Birmingham Education Support Services Portal, any feedback received has been actioned)
- identify opportunities for further improvement to safety arrangements
- carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- draft a brief status report to the full Governing body each year; alternatively, health & safety updates will be included in the Head Teacher's Report on a termly basis
- bring any matter of concern relating to health and safety, that cannot be resolved through the school's management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 Members of the Group shall include the following:

Susanne Humpage	Governor Representative
Helen Mallard	Business Manager/Safety Co-ordinator
Dave Rollason	Building Services Supervisor
Nicola Connolly	Teaching Representative
Kalpana Ali	Non-Teacher Representative

Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by a full Governing Body at its first Full Governing Body meeting of the academic year. The Group will meet at least each term, and more often at the request of one Group member, the Head Teacher or the Governing Body. The meeting will follow a standard template and an action plan will be produced by the Business Manager/Safety Co-ordinator, and reported as a termly agenda item by the Governor Representative of the

Safety Improvement Group at the Full Governing Body meeting. Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work.

2.3 Supervisory School Staff

Members of staff who manage or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of, or in connection with, their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Sladefield Infant School health and safety management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 Head Teacher

The Governors charge Head Teacher, Rob Meadows, with the day-to-day responsibility of managing and enforcing Sladefield Infant School's Health and Safety Policy. Where necessary, the Head Teacher will initiate, support and assist all staff in the risk assessment process, and take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator (IOSH Trained)

Helen Mallard is appointed as a competent person by the Head Teacher to assist in the day-to-day implementation of the School Safety Plan. As Health and Safety Co-ordinator, her role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. She will also be responsible for convening meetings of the Safety Improvement Group, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Health and Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. The Health and Safety Co-ordinator will be assisted by the Building Services Manager, Dave Rollason, in undertaking these duties. She will endeavour to keep up-to-date with safety regulations and, through the Safety Improvement Group, initiate steps that ensure arrangements for health and safety at Sladefield Infant School conform to both current regulations and best-known practice.

Helen Mallard will liaise with Dave Rollason to ensure that all necessary statutory maintenance checks, monitoring and workplace inspections are completed, and the Log Book is kept up to date. Together, they will undertake an annual Health & Safety Audit and

identify any areas for improvement or concern and report these to the Head Teacher for further action as necessary.

2.6 Senior Leaders

The nature of the school's activities can be diverse from an operational point of view, and essential activities and priorities may vary between key stages and subjects. Leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas, and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified, a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the school's locked cupboard for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Health and Safety Co-ordinator. Leaders will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.7 Classroom Teachers/Office Manager

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or a member of the Safety Improvement Group. Where significant hazards are identified, a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings that will also be recorded and filed in the school's locked cupboard for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their designated SLT member/Head Teacher. Classroom teachers/Office Manager will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.8 Building Services Manager (BSM)

The BSM, Dave Rollason, has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description, or additional tasks as determined by arrangement with the Head Teacher or Health and Safety Co-ordinator. The BSM will be responsible for undertaking/assisting in the risk assessment process in matters relating to his work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with, and are aware of, the Health and Safety Policy and arrangements.

The BSM will liaise with Helen Mallard to ensure that all necessary statutory maintenance checks, monitoring and workplace inspections are completed, and the Log Book is kept up to date.

It is expected that particular work undertaken by the BSM will identify quickly areas that threaten the safety of himself, pupils or other members of staff. The BSM will undertake daily health & safety checks of the site, as well as completing a weekly safety check of the whole site following a standard form. The outcomes of these checks will be reported and discussed with the SBM and/ or Head Teacher on a daily basis.

Any urgent concerns / hazards identified will be raised with the SBM/Head Teacher. Where necessary, a risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings and processes that will be put in place to control the hazard.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Health and Safety Co-ordinator. The BSM will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.9 All Other Staff (Non-Supervisory)

A vital role and responsibility for implementing the Sladefield Infant School Safety Plan is that of the individual member of staff who has a statutory duty to co-operate with the school's managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of, or in connection with, their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require

immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their Line Manager.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Sladefield Infant School's Health and Safety Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required under a Service Level Agreement (SLA), advice and support can be sought from Education Safety Services to advise/assist directly or, where appropriate, identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the policy and/or Education Safety Services via the BESS web site for guidance on specific safety topics.

The arrangements for managing health and safety within Sladefield Infant School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Education Safety Services – Schools - Policies for Safety

Useful information, guidance and policies can be viewed on the school's internal site. Information and guidance can also be found at birminghameducationsupportservices.co.uk Education Safety Services provide support and advice via email on schoolsafety@birmingham.gov.uk

3.2 Staff Induction

All new staff, as well as trainee teachers, are provided with an Induction process led by the Head Teacher. During this Induction, new staff are provided with relevant information and guidance linked to Health & Safety, and are expected to read the school's Health & Safety Policy. A record of the Induction process will be kept. Safety policies are available through the internal school shared network drive.

3.3 Fire Safety

The Head Teacher will ensure a Fire Risk Assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. The Risk Assessment will be reviewed annually, or in the event of change, and significant findings will be processed onto a priority Action Plan of remedial steps needed to be taken. In addition, it will be ensured that arrangements for staff training are undertaken and recorded, and procedures to be followed in the event of a fire emergency are set out - please refer to the school Fire Policy and Fire Evacuation Procedure.

All documentation, including records of fire drills and equipment test, will be retained in a Fire Safety Log in the school's Main Office.

3.4 Safeguarding/Security

The school will undertake a review of security annually. This will be undertaken by the SBM and BSM. The results will be recorded in a Risk Assessment, and any necessary actions will be raised with the Head Teacher and Safety Improvement Group. Findings will be recorded and progressed onto an Action Plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Head Teacher.

3.5 Supporting Pupils at School with Medical Needs

The Governing Body will ensure that a policy is drafted that complies fully with the Statutory Guidance that is required to be implemented from September 2014. This policy will incorporate arrangements requiring that steps are taken to identify any consequential health & safety risk to staff or pupils in the support provided for pupils with medical needs. Where necessary, in consultation with relevant staff, a specific Risk Assessment will be undertaken that will also identify relevant staff training needs. The Safety Improvement Group should discuss this topic and amend it as necessary. Please refer to the Medical Needs Policy.

3.6 Safety Training

Training needs for staff will be identified through the Induction process. Future training needs will be identified through the staff development review process, or in light of changed responsibilities.

Health & Safety Training is completed during the Induction process for staff, students and volunteers. This is detailed and signed when complete on the Induction forms, held with the personal records.

Further training identified through staff development, or annual refresher training, will be arranged during INSET Days, or via training courses.

3.7 Risk Assessment Procedures

The school uses a standard Risk Assessment process and template. Risk assessment is the responsibility of the School's Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that Risk Assessments are undertaken and recorded for significant activities. General Risk Assessments are recorded on a Risk Register, which is held in the school's shared drive along with a copy of the Risk Assessment ('R' Drive, Risk Folder) and reviewed periodically, or where there is a change in circumstances. Personal Risk Assessments are completed by the School Business Manager and held on personal files and shared with appropriate staff.

Risk Assessments are completed for all trips prior to booking. For local trips, risk assessments are completed on the school's proforma and shared with the Head Teacher, Educational Visits Co-ordinator and the relevant staff who are supervising on the trip. For trips that are further away, risk assessment procedures are recorded on The E-Visits Local Authority System, and overseen by Taj Deol, Educational Visits Co-ordinator (EVC). Trips

are approved by the EVC and the Head Teacher. The school complies with DfE guidance on offsite visits and school journeys.

A Dynamic Risk Assessment Team (DRAT), comprising of the Head Teacher, SBM & BSM, meet on a regular basis, and at least weekly, to consider site health & safety issues; all of this team have had relevant training in understanding and applying risk assessments. If necessary, a dynamic risk assessment will be carried out by the DRAT if it is felt that a hazardous work task will need to be carried out by a member of staff.

Specific Risk Assessments are available on the internal system relating to hazardous works that staff would be expected to read prior to completing any hazardous work.

The majority of hazardous tasks are completed by contractors. Contractors would liaise with the SBM/BSM to discuss any potential hazards to the works being undertaken. The SBM/BSM would ensure that contractors can demonstrate that they are suitable to complete hazardous work.

3.8 Premises Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSM sweeping the school and findings will be recorded on a daily 'tick sheet' and a weekly checklist.

Completed checklists will be handed to the SBM. Any issues raised on the Safety Sweep forms will be collated into a 'job list' and distributed to those people who are required to action them.

A termly Health & Safety walk by the Safety Improvement Group will follow a standard form and an Action Plan will be drawn up, which will be reported to the Full Governing Body. Any actions required will be added to the Site Job Log for the SBM & BSM to action.

These arrangements will be closely monitored and checklists inspected annually by the Safety Improvement Group. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body.

3.9 Play Area and Grounds Safety Sweeps

Daily sweeps will be completed by the BSM, and any issues and/or recommendations will be recorded on the standard form. Any urgent issues will be raised immediately with the SBM/ Head Teacher. Other issues will be discussed with SBM in regular meetings and forms retained on file.

3.10 Working at Height

The Head Teacher/Leaders/Managers and teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient Risk Assessment has been carried out and approved/recorded. Please refer to Working at Height Risk Assessment (copy on staff shared drive).

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff, students, volunteers and visitors are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.
While not an exhaustive list, such work at height tasks may include the following:

- storing and/or retrieving materials
- placing and/or removing displays at height
- cleaning windows and light fittings
- maintenance tasks

All staff, students, volunteers and visitors are advised to read our Working at Height Risk Assessment during their Induction to the school. Within the risk assessment, it is made clear that any staff wishing to work at heights higher than a stepladder would be required to complete 'Working at Height' training.

All access equipment will be fully inspected every 3 months by Dave Rollason, BSM, and a record of this retained in the Ladder and Stepladder Register. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the SBM every 12 months.

3.11 External Educational Visits

Taj Deol has been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional Risk Assessments are undertaken where necessary. As part of the planning process for external educational visits, the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and co-operation in control measures. The EVC is supported by the Senior Leadership Team.

3.12 Stress/Well-being

Please refer to the school Stress Policy (held on the shared drive).

The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times**. An individual Stress Risk Assessment will be completed by the SBM/Head Teacher and necessary action to support the staff member taken. The school adopts the Mental Health & Well-Being Policy guidance as recommended by Education Safety Services. Support for staff is provided through the Employee Assistance Programme 08000 856 148.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their Line Manager who will, if necessary, seek external advice.

3.13 First Aid

We have a number of staff in school who have been appointed and trained as first-aiders; an updated list is shared with staff regularly so that all staff are aware of who is trained. The Head Teacher is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The school reinforces the First Aid plan by providing periodic awareness training for all staff. Please refer to the School First Aid Policy for procedure.

3.14 **Accident and Incident Reporting and Investigation**

For accidents involving pupils, please refer to the School First Aid Policy. The procedure to follow when there is an accident, incident or near miss is outlined in the Employee and the Pupil and Members of the Public Accident, Incident and Near Miss Reporting Flow Charts (Appendix A).

3.15 Key Building Duty Holders

The main building duty holder for Sladefield Infant School is the Head Teacher and the following staff are appointed as Support Duty Holders:

Fire	Dave Rollason
Asbestos	Dave Rollason
Legionella	Dave Rollason
Statutory Testing	Dave Rollason

Duty Holders understand their responsibilities and have been fully trained to discharge their duties.

3.16 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on various items of plant and equipment at appropriate frequencies.

This is not an option as failure to comply will contravene Health & Safety legislation and may result in a fine or even imprisonment of the offender.

Further information on statutory testing can be obtained from Education Infrastructure, Tel: 0121 303 8847.

This arrangement will be closely monitored by Dave Rollason, Building Services Manager, to ensure tests results are entered into the Property Log Book. A 'Statutory Compliance & Testing Record' log is kept on the school's internal drive.

3.17 **Asbestos Management**

The Asbestos Management Survey has been consulted and a Management Plan has been developed to determine the likelihood of exposure during normal day-to-day activities or

maintenance. The plan should be reviewed on an annual basis. This includes conducting regular reviews and updating records of all remedial and/or removal works undertaken.

To reinforce this policy, members of staff will be advised during their Induction process the location of asbestos in school, and on an annual basis. Staff should not undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and Management Plan; they should be instructed to sign to say they have read and understand the procedures in place and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary, an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

The school will also:

- ensure regular visual inspections of ACMs are conducted by a competent person(s) and recorded in the Asbestos Management Plan.
- ensure that all ACMs are maintained in a condition so as to prevent the possibility of any harm to health occurring.
- use licensed contractors when carrying out work on ACMs.
- ensure notification to the HSE is completed for all notifiable works.

In order to prevent an unplanned disturbance of asbestos, and before the fabric/surface finish of the building is disturbed, a 'Permit to Work' system will be employed.

The Asbestos Management Arrangement will be reviewed annually by the SBM and BSM.

The Duty Holder responsible for strict enforcement of this arrangement is the Head Teacher and, in his absence, the BSM.

3.18 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols, these will be used in accordance with manufacturer's safety advice and stored away from pupils.

Contractors will ensure all cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002).

NOTE: it is critically important that appropriate staff are formally trained to be aware of and understand the COSHH 2002 risk assessments. Where chemicals other than those listed are used then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

3.19 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.16 above), staff are reminded to regularly carry out a visual inspection of electrical equipment and, should any defects be identified, they **must** stop using the equipment and bring concerns to the immediate attention of a member of the Safety Improvement Group.

3.20 Tools and Equipment

All equipment will be properly stored to ensure no unauthorised or unsupervised use where there is a risk of harm. Only rounded blunt scissors will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, co-operation and ownership in control measures.

3.21 Gas and Central Heating Safety

All installation, maintenance and repair of gas appliances and fittings in school will be carried out by a competent Gas Safe registered engineer.

The annual statutory testing will include all gas pipework, appliances and flues to ensure that they are regularly maintained. All rooms with gas appliances are checked to ensure that they have adequate ventilation.

3.22 Legionella

Following a water Risk Assessment, the school has a Legionella Maintenance Plan in place, this was written by Blue Fish Water Management Ltd. Under the contract, they are responsible for ensuring that the identified operational controls are conducted and recorded in the school's Water Log Book.

A Risk Assessment will be completed every 2 years and/or when significant changes have occurred to the water system and/or building footprint.

The risks from Legionella are mitigated by the following:

- monthly temperature checks
- bi-annual descaling of shower units
- purging water supplies following school holidays.

For further information, please refer to the School Legionella Policy.

3.23 Visitors, Volunteers and Contractors

All visitors and volunteers to the school must sign in and be supervised by a member of the school staff at all times, unless they have followed the correct vetting procedure, and all

necessary safeguarding checks have been completed. Contractors must report to the school Office, who will contact the BSM, who will ensure that they are made aware of the Contractor School Rules. If the contractor is undertaking a larger job, the BSM is to complete the Contractor Management Pack.

3.24 Co-operation Liaison with other site/tenants users

Although on separate sites, the school shares a driveway with Washwood Heath Nursery, meaning that staff and visitors in vehicles to the Nursery may require access to the driveway. Since electronic gates have been installed, staff at the Nursery have been provided with their own 'fob', meaning that they have access to the school driveway. Staff at the Nursery will liaise with Office staff at Sladefield in order to ensure that Office staff at the school are aware of any visitors to the Nursery so that they can let them into the driveway if required.

3.25 Vehicle/Pedestrian Traffic

Wherever possible, and especially at busy times on the school driveway, access to the school site for pedestrians will be via a side gate located on Bamville Road, entering into the EYFS playground, where visitors will be required to walk through the playground areas to reach the Main Office area. A CCTV camera and voice buzzer unit on the electronic gate enable the school Office staff to speak to visitors and buzz in pedestrians by the gate opening.

During quieter periods when the driveway is rarely in use by vehicles, or during periods when the children are in the playground, the car park entrance will be used by pedestrians. Therefore, the possible conflict between people and traffic has been included in the Security Risk Assessment. A CCTV camera and voice buzzer unit on the electronic gate enable the school Office staff to speak to visitors and buzz in pedestrians by the gate partially opening, and fully opening for cars.

3.26 Holiday Shut Down

Deep cleans are undertaken across school holidays.

The majority of work being completed by contractors will be timetabled to be completed during school holidays to minimise any hazardous risk to staff and pupils. For any works being completed during the school day, suitable Risk Assessments will have been completed and relevant staff would be made aware of the works being completed.

3.27 Safety Audit Arrangements

The Safety Improvement Group needs to determine when specific arrangements are audited. For some areas this may be twice a year, others may be every 2/3 years, or even self-audited by the procedures in place i.e. external Educational Visits.

3.28 Policy Review Date

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

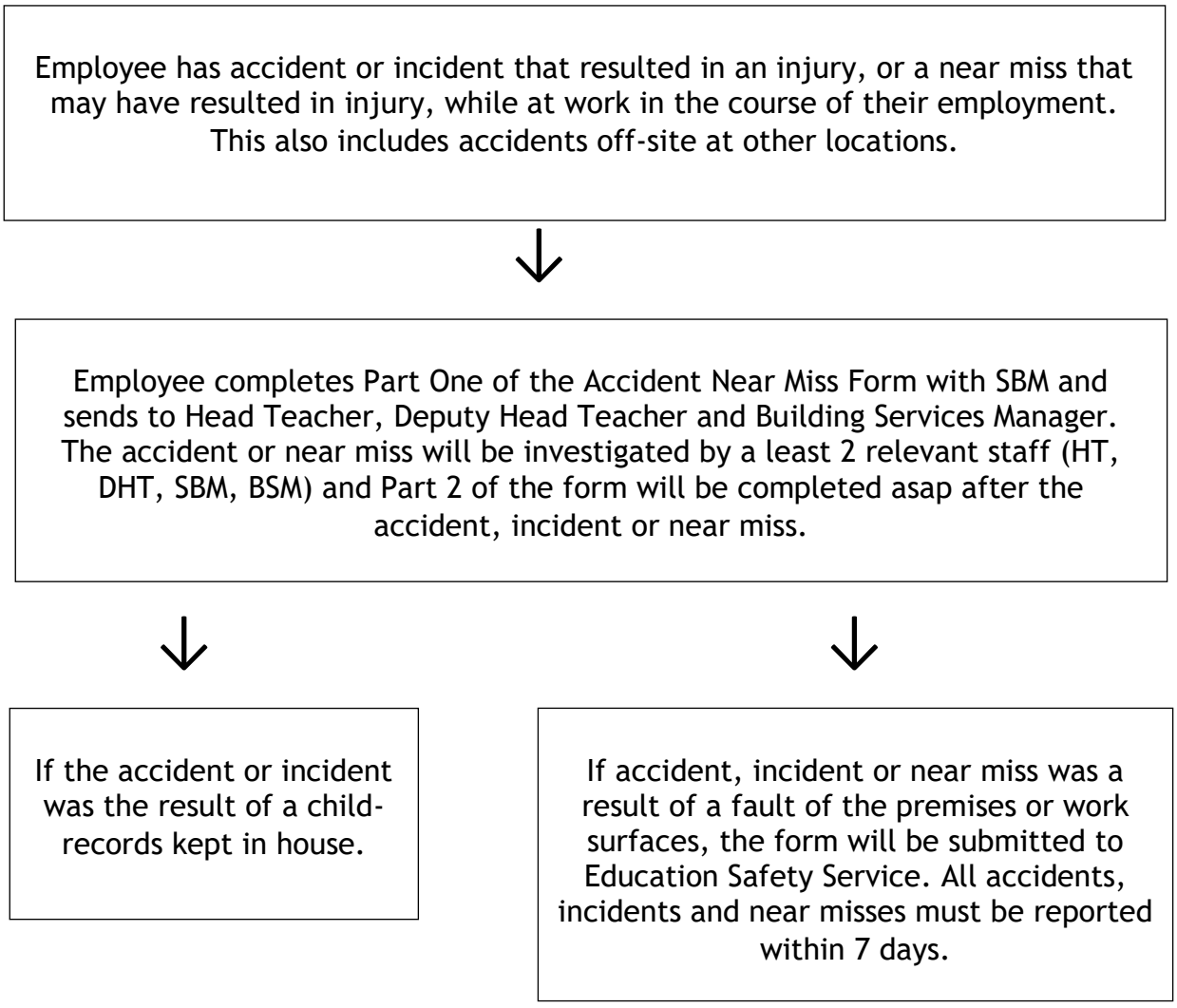
Matrix of delegated H&S responsibilities

Area of responsibility	Line Manager/s responsible to ensure compliance.	Staff responsible for implementing arrangement/task.
3.1 Safety Guidance	Rob Meadows/ Purchase support Safety Services (BCC Support Service)	Helen Mallard / Dave Rollason
3.2 Staff Safety Induction	Rob Meadows / Helen Mallard	During Induction Meetings
3.3 Fire Safety	Rob Meadows / Helen Mallard	Dave Rollason
3.4 Security Assessment	Safety Improvement Group / Rob Meadows	Helen Mallard / Dave Rollason
3.5 Supporting Pupils at School with Medical Needs	Lynette Donohue	Lynette Donohue
3.6 Safety Training	Rob Meadows/ Helen Mallard During Induction/ Annual Inset Days/ online training	Line Managers through Performance Management process
3.7 Risk Assessment Register	Rob Meadows / Helen Mallard	Dave Rollason
3.8 Good House Keeping Safety Sweeps	Helen Mallard / Dave Rollason	Dave Rollason
3.9 Grounds Safety Sweeps	Helen Mallard / Dave Rollason	Dave Rollason
3.10 Working at Height	Helen Mallard / Dave Rollason	Dave Rollason
3.11 External Education Visits	Tajinder Deol	Education Visit leaders will send risk assessment, TD & RM to be signed off prior to visit
3.12 Stress/wellbeing	Nicola Connolly	Nicola Connolly / Hamida Hanif
3.13 First Aid	Rob Meadows / Lynette Donohue	Lynette Donohue – training Rob Meadows / Helen Mallard – equipment checking and purchasing
3.14 Accident Reporting	Rob Meadows	Helen Mallard & Individual staff on request from RM
3.15 Accident Investigation	Rob Meadows (with SAG representatives if necessary)	Helen Mallard, Dave Rollason, SAG
3.16 Key Building Duty Holders	Dave Rollason	Rob Meadows
3.15 Statutory Testing	Dave Rollason / Helen Mallard	Dave Rollason / Helen Mallard
3.17 Asbestos Management	Dave Rollason / Helen Mallard	Dave Rollason / Helen Mallard

3.18 Substances Hazardous to Health	Dave Rollason / Helen Mallard	Dave Rollason / Premier Cleaning Services/ SIPS kitchen
3.19 Electrical Equipment	Dave Rollason / Helen Mallard	Dave Rollason / Helen Mallard
3.20 Tools & Equipment	Dave Rollason / Helen Mallard	Dave Rollason / Helen Mallard
3.21 Visitors & Contractors	Rob Meadows/ Helen Mallard/ Dave Rollason	Helen Mallard/ Dave Rollason / Gurdeep Sami/ Farzana Aslam
3.22 Liaison with Other Site Users	Rob Meadows / Dave Rollason / Helen Mallard/ Gurdeep Sami	Farzana Aslam
3.23 Vehicle Pedestrian Traffic	Rob Meadows	Rob Meadows / Helen Mallard contact BCC with persistent parking / traffic issues
3.24 Holiday Shut Down Arrangements	Dave Rollason	Dave Rollason
3.25 Safety Auditing	Governing Body	Safety Improvement Group
3.26 Safety Policy Review	Governing Body	Safety Improvement Group

APPENDIX A

Employee Accident, Incident and Near Miss Reporting Flow Chart



Pupil and Members of Public Accident, Incident and Near Miss Reporting Flowchart

Pupil or member of public involved in accident, incident or near miss while on school site.

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Injuries require minor first aid treatment

Record first aid treatment details in first aid/ accident book (following the First Aid Policy Guidance)

Pupil or Members of Public taken from School or visit straight to hospital for further treatment either by ambulance or other means.

Staff member completes Part One of the Accident Near Miss Form with SBM and sends to Head Teacher, Deputy Head Teacher and Building Services Manager.

The accident will be investigated by a least 2 relevant staff (HT, DHT, SBM, BSM). Or if a near miss If it was as a result of a fault of the premises or work surfaces.

Part 2 of the form will be completed asap after the accident, incident or near miss and will be submitted to Education Safety Service. All accidents, incidents and near misses must be reported within 7 days.

Appendix B: Accident Investigation Record

Details of the Incident:			
Reported By:		**Date and Time of Incident:**	
Name of Injured Person:		**Names of Witnesses:**	
First Aid Required:	Y / N	**Hospital Required:**	Y / N
Type of Incident:	Near Miss / Accident / RIDDOR		
Brief Details *(e.g. what, where, when, who and action taken)*:			

Investigation Findings:		
Question		**Answer**
1	Where did the incident happen?	
2	Who was injured/suffered ill health, and who else was involved?	
3	What happened?	
4	What activity was taking place at the time of the incident?	
5	Was anything unusual about the circumstances at the time of the incident?	
6	Were adequate procedures in place and were they followed?	
7	What is the nature of the ill health / injury?	
8	Was the hazard / risk known?	
9	Did the arrangement and organisation of the work contribute, if yes how?	
10	Was maintenance or cleaning adequate? If not, why not?	
11	Were people involved trained / experienced?	
12	Did the workplace layout contribute, if so how?	
Question		**Answer**
13	Did the nature or shape of materials contribute, if yes how?	

14	Did difficulties using equipment contribute, if yes how?	
15	Was safety equipment/PPE satisfactory, if no why?	
16	Did other conditions contribute, if yes how?	
17	What are the Immediate, Underlying and Root Causes of the incident?	
18	Do similar risks exist elsewhere? Or, have similar incidents happened before?	
19	Do any risk assessments and related procedures require review and updating? If so which?	
Recommendations:		
20a	What additional control measures are required / recommended for this incident?	
20b	By when?	
20c	By Who?	

Records Reviewed and Retained as Evidence:		
Additional Information	**Type**	**Included Y / N**
Appendix 1	Accident Report	
Appendix 2	Investigation Report	
Appendix 3	Witness Statements	
Appendix 4	Photographs / Diagrams	
Appendix 5	Training Records	
Appendix 6	Risk Assessments (before)	
Appendix 7	Risk Assessments (After)	
Appendix 8	Other Relevant Records	

Completed By:		**Date:**	