STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Cheadle Village Primary School

Health & Safety Policy

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Please Note – The H&S Policy refers to both Governing Body and Academy Trust. You should ensue that the policy is updated to be specific for the school and delete any reference that is not applicable.

1. Aims and Objectives (Statement of Intent)

1.1 The school's Governing Body and Senior Management Team (SMT) recognise and accept their responsibilities for health and safety under civil and criminal law and under the Services to People's directorate scheme of delegation, for local management of schools.

1.2 As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and pupils is acknowledged.

1.3 In doing so, the school will expect all staff, parents, pupils and visitors to respect and abide by the requirements of this policy.

1.4 In compliance with the Health and Safety at Work etc. Act 1974, the school's Governing Body will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition including managing visitor access.
- Safe access to and egress from the premises is sustained.
- All industrial plant and equipment are safe to use.
- Appropriate safe systems of work exist and are followed.
- Sufficient information, instruction, training and supervision are provided.
- Accidents and work-related illnesses are prevented where possible.
- The school complies with all appropriate statutory requirements.
- All risks are minimised via robust risk assessments and policies.
- Policies are reviewed regularly to ensure effectiveness.
- High targets and objectives are set to develop the school's culture of continuous improvement.
- Adequate welfare facilities are available throughout the school.
- Adequate resources are available to address health and safety issues, so far as is reasonably practicable.
- Establish emergency procedures including fire safety and flooding etc.
- Consultation with employee representatives will be held as, and when appropriate, on all matters affecting the health and/or safety of employees.
- All staff to receive training, instruction, and information.
- The policy must be signed and dated by the Headteacher and a representative of the Governing Body or Academy Trust.

Review

The Headteacher/individual with delegated responsibility for health and safety will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected, to ensure that precautions remain suitable and sufficient, by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

Governors are required to take steps to ensure that they are kept informed of Stockport Metropolitan Borough Council's advice and guidance on health and safety matters.

Health and Safety is a fixed agenda item on the termly meeting of the Resources Governing Board or Academy Trust Committee.

The school must review their Health and Safety Policy annually.

Staff will be consulted via staff briefings, e-mail updates and through a Health and Safety checklist. Once completed the policy is e-mailed to all staff to be read. A hard copy is available on the staffroom notice board. In addition to this, a Health and Safety checklist is given to all staff as part of the induction process. The document details the Health and Safety procedures at Cheadle Village Primary School.

Name:	Name:
Signature:	Signature:
Date:	Date:
Headteacher	Chair of Governors

2. Legal Framework

2.1 The law requires all employees to:

- Take reasonable care of their health and safety and that of others who may be affected by what they do at work
- Co-operate with their employers on health and safety matters
- Do their work assisted by training and instructions
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
- Follow health and safety procedures put in place by their employer.

2.2 Teachers and other staff in schools have a common law duty when in charge of pupils to take the same care of them as they would as a parent.

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974: https://www.legislation.gov.uk/ukpga/1974/37/contents
- The Workplace (Health, Safety and Welfare) Regulations 1992: https://www.legislation.gov.uk/uksi/1992/3004/contents/made
- The Management of Health and Safety at Work Regulations 1999: https://www.legislation.gov.uk/uksi/1999/3242/contents/made
- The Control of Substances Hazardous to Health Regulations 2002: Control of Substances Hazardous to Health (COSHH) - HSE
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013: https://www.legislation.gov.uk/uksi/2013/1471/contents/made
- The Construction (Design and Management) Regulations 2015: https://www.hse.gov.uk/construction/cdm/2015/index.htm
- The Personal Protective Equipment at Work Regulations 1992: https://www.legislation.gov.uk/uksi/1992/2966/contents/made
- The Education (School Premises) Regulations 1999: https://www.legislation.gov.uk/uksi/1999/2/contents/made
- The Ionising Radiation Regulations 2017 (IRR17): https://www.legislation.gov.uk/uksi/2017/1075/contents/made
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law): https://www.legislation.gov.uk/uksi/2019/1218/made

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools': https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals': https://www.gov.uk/government/publications/storing-and-disposing-of-hazardous-chemicals-in-schools

The Health and Safety at Work etc. Act 1974 determines British health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act.

The Management of Health and Safety at Work Regulations 1999 supports the Act. Schools should make sure they are familiar with both documents.

Further Relevant Guidance

Terrorism (Protection of Premises) Act 2025 (known as Martyn's Law)
The school will ensure the requirements of the Terrorism (Protection of Premises) Act 2025 are met and maintain proportionate emergency and security arrangements.

Equality Act 2010
The school recognises its duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations between individuals. Health and safety arrangements will be implemented in a manner that does not unlawfully discriminate against any person and will take account of the needs of pupils, employees and visitors with disabilities or other protected characteristics. The school will make reasonable adjustments where required, including arrangements relating to access and egress, emergency evacuation procedures, Personal Emergency Evacuation Plans (PEEPs), medical needs, educational visits and the use of school facilities. The Governing Body or Trust Board and Headteacher will ensure that health and safety decisions are proportionate, inclusive and support equal access to education and employment.

SEND Code of Practice
Special Educational Needs and Disability (SEND) Code of Practice: 0 to 25 Years

The school will have regard to the SEND Code of Practice when developing and implementing health and safety arrangements. Risk assessments, emergency procedures, educational visits, medical support arrangements and safeguarding measures will consider the individual needs of pupils with Special Educational Needs and Disabilities (SEND). Where necessary, reasonable adjustments and bespoke risk controls will be implemented to ensure pupils can participate safely in all aspects of school life. Staff will be informed of any specific control measures required to support the safety and wellbeing of individual pupils.

Keeping Children Safe in Education (KCSIE)
The school acknowledges that safeguarding and promoting the welfare of children is everyone's responsibility. Health and safety management arrangements will support the principles contained within Keeping Children Safe in Education (KCSIE). Risk assessments, contractor management arrangements, educational

visits, premises security, lockdown procedures, first aid provision, management of medical conditions and arrangements for lone working will be developed with due regard to safeguarding requirements. The school will ensure that health and safety and safeguarding arrangements are closely aligned to provide a safe learning environment for all pupils.

3. Scope

3.1 This policy applies to all employees, governors, volunteers, contractors, visitors and pupils of Cheadle Village Primary School. The policy applies to all activities undertaken on school premises and to school-led activities undertaken off-site.

3.2 It is important to remember that all staff have three basic rights:

- ✓ The right to know about health and safety matters.
- ✓ The right to participate in decisions that could affect their health and safety.
- ✓ The right to refuse work that could affect their health and safety and that of others

4. Who Does What (Roles and Responsibilities)

4.1 This section outlines who is responsible for what and delegates tasks and duties in a hierarchical fashion.

The Cheadle Village Primary School Governing Body

The Governing Body are responsible for health and safety matters at a local level including but not restricted to:

- Ensuring compliance with the school's Health and Safety Policy and all relevant health and safety legislation.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to (the local authority, or other body as necessary), any hazards that the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety that the establishment may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions and takes account of local authority policy and procedures.
- Ensuring that emergency arrangements/procedures are in place and followed.

- Manage risk assessments, co-ordinate safety training, and handle accident/incident/near-miss reporting.
- Ensuring that staff who carry out health and safety roles are appropriately trained with training certificates kept.

Nominated Chair (Governor): Mark Tomlinson

Health and Safety Governor
The Health and Safety Governor shall undertake termly monitoring activities, review incident trends, receive audit reports and provide challenge and assurance to the Governing Body regarding health and safety performance.

Health and Safety Governor: Angela Morrall

The Headteacher: James Malone

Overall responsibility for the day-to-day management of health and safety following the [Local Authority's health and safety policy and procedures] / [governing body's health and safety policy and procedures] rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Co-operating with the employer, governing body or trust board to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the employer, governing body or trust board where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Ensuring significant health and safety risks beyond the school's resources are escalated to the governing body, trust board or local authority as appropriate.
- Ensuring that the premises, plant, and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with relevant policy.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

The task of managing health and safety on the site has been delegated by the Head to: **The School Business Manager, Andrea Howard.**

- Coordinate statutory compliance inspections.
- Maintain health and safety records.
- Manage contractor controls and permits to work.
- Monitor premises defects and repairs.
- Coordinate risk assessment reviews.
- Maintain accident statistics and trend analysis.
- Report health and safety performance to SLT, governors or trust board.

The task of overseeing health and safety on the site has been delegated by the Head to: **The Site Manager, Simon Crone**.

Responsibilities of the Site Supervisor include, but are not limited to the following:

- Undertake routine health and safety inspections.
- Manage site security.
- Monitor contractor activities.
- Maintain premises records.
- Conduct routine monitoring, such as daily, weekly and monthly tests and documented inspections.
- Report defects immediately.
- Support compliance inspections

Responsibilities of all other Teaching Staff/Non-Teaching Staff:

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and regularly reviewed.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
- Take reasonable care for their own and other's health and safety.
- Ensure their classrooms, offices, or work areas are safe.
- Report hazards in a timely manner.

Responsibilities of all other Employees:
Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Always comply with the school's health and safety policy and procedures.
- Report all accidents and incidents in line with the school's reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery for the purpose that it is intended and that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

5. How Risks are Managed (Arrangements)

This section outlines the arrangements the school has for the completion of risk assessments and the practical control measures that are in place to reduce risk to all those present on site at a school at any given time. These measures form part of the Occupational Health, Safety and Welfare Management System (OHSWMS) that is checked on an annual basis, or as and when necessary, by the Local Authority.

Risk assessments consider what measures you need to protect the health and safety of all; staff; pupils; visitors and contractors

Schools will need to think about the risks that may arise during the school day. This could include anything related to the operation of the school premises or delivery of the school curriculum, whether this is on or off site.

Factors included in risk assessments will vary between schools, although some will appear in most schools. The HSE provides guidance on the risk assessment process and Coronavirus: latest information and advice can be found at:

- Health and Safety Executive Guidance Industries Public services Education: https://www.hse.gov.uk/services/education/

For Schools who purchase the H&S SLA *Anything written in the green box below each section is a document that is available on SLA Online.*

5.1 Accident and RIDDOR Reporting Procedure

The school follows the accident/incident reporting procedure, which requires employees to report accidents, violent incidents, dangerous occurrences, and near misses using either the online reporting system (if purchased the H&S SLA) or to their own competent H&S advisor.

School accident reports are monitored for trends on a termly and annual basis and a report is made to the Governors at the next scheduled meeting.

The Headteacher, or their nominee, investigates accidents and takes remedial steps to avoid similar instances recurring.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be investigated by the SMBC Health Safety and Wellbeing Team because this responsibility is delegated to them through the school's H&S SLA. Please call the team on 0161 474 3056 for assistance.

Responsibility for accident/near miss reporting is with: **Andrea Howard.**

SLA Navigation: Accident and RIDDOR Reporting Procedure
➢ **Accident and RIDDOR Reporting - Reporting an accident, incident or near miss in a school: Guidance Note** ➢ **Accident and RIDDOR Reporting-Accident Reporting Guidance for Schools**
Other Resources: Accident and RIDDOR Reporting Procedure
➢ **Incident Reporting in Schools HSE EDIS1**: https://www.hse.gov.uk/pubns/edis1.pdf ➢ **Reporting Accidents in Schools:** https://www.safetyfirstaid.co.uk/reporting-accidents-in-schools/

5.2 Asbestos Management

The school recognises its duties under the Control of Asbestos Regulations 2012 and is committed to preventing exposure to asbestos-containing materials (ACMs) and protecting the health, safety and welfare of pupils, employees, contractors, visitors and others who may be affected by school activities.

The Governing Body or Academy Trust acknowledges that many school buildings constructed or refurbished before the year 2000 may contain asbestos-containing materials. The presence of asbestos does not in itself present a risk provided that materials remain in good condition and are not disturbed. The school will therefore implement robust arrangements to identify, monitor and manage asbestos-containing materials and prevent accidental disturbance.

Asbestos Responsible Person: **Andrea Howard.**

The Asbestos Responsible Person has received Asbestos Awareness Training delivered by Stockport MBC Health & Safety Team & i2Comply (online provider).

The Asbestos Responsible Person will ensure that:

- The asbestos register is maintained, and any changes are recorded and notified to the authority.

- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos-containing materials on site is conducted and is recorded in the asbestos log.

The Asbestos Register is held: **Main school office.**

SLA Navigation: Asbestos Management
➢ **Asbestos-Asbestos Management and Control-Policy for Schools Document**
➢ **Asbestos-H&S Template for Asbestos Management Plan**
➢ **Asbestos-How to Manage Asbestos in your School-One Page Guidance Note**
Other Resources: Asbestos Management
➢ **Asbestos Management in Schools Guidance:** https://www.gov.uk/guidance/asbestos-management-in-schools

5.3 Breakfast Clubs

For schools that run or host breakfast clubs, there is guidance available regarding hygiene and the national school breakfast club programme run by the Government and some helpful FAQ's.

SLA Navigation: Breakfast Clubs
➢ **Breakfast Clubs-Food Hygiene Guidelines-produced by Environmental Health Team**
Other Resources: Breakfast Clubs
➢ **National School Breakfast Club Programme:** National school breakfast club programme - GOV.UK
➢ **FAQ's for Breakfast Clubs:** https://schoolleaders.thekeysupport.com/pupils-and-parents/extended-services/breakfast-clubs-faqs/

5.4 Buildings and Facilities

The Governing Body or Trust Board and Headteacher will ensure that school buildings and facilities are maintained in a safe condition and remain suitable for their intended use.

A planned preventative maintenance programme will be implemented to ensure that defects are identified and addressed promptly. Defects presenting an immediate risk to health and safety will be made safe without delay and reported through the school's defect reporting arrangements.

The school will ensure:

- Suitable arrangements are in place for inspection and maintenance of buildings.
- Safe pedestrian and vehicle segregation is maintained where reasonably practicable.
- Boundary walls, fencing and gates are regularly inspected.
- Roofs, gutters and drainage systems are maintained.
- Safe access routes are provided for all users.
- Accessibility requirements are considered in accordance with the Equality Act 2010.
- Lifts, automatic doors and other accessibility equipment are inspected and maintained.

- Premises security arrangements are reviewed regularly as part of safeguarding arrangements

Strategic estate management is the activity that seeks to make sure the land and buildings in a school estate support the responsible body's overall education goals and objectives over time. It is a whole organisation activity - to be effective it must be fully coordinated and integrated with the organisation's business planning processes.

Good strategic estate management will help your school be:

1. Safe	Poorly maintained schools are likely to be more hazardous.
2. Successful	Ensuring that facilities are designed well for delivering the curriculum and avoiding poor physical environments can be linked with levels of attainment.
3. Financially sustainable	An effectively managed estate will minimise surplus provision, minimise revenue costs, optimise revenue generation, prioritise investment and maintain asset value.
4. Efficient	Repairs, maintenance and works to schools can be planned, minimising emergency works and preventing failures and loss of facilities. Planned works will be less costly than emergency works.
5. Appealing	A well-maintained school will help create a positive impression and attract pupils.

SLA Navigation: Building and Facilities
➢ **Buildings and Facilities-Guidance for Schools Essential Maintenance-ESFA Document** ➢ **Buildings and Facilities-Window Delimiter Safety Notice** ➢ **Buildings and Facilities-Short Guidance Note, The inspection routines for goalposts** ➢ **Buildings and Facilities-Don't Slip Up Poster** ➢ **Buildings and Facilities-Managing mould and damp Short Guidance Note** ➢ **Buildings and Facilities-Managing Exposure to Silica Dust**
Other Resources: Building and Facilities
➢ School planning and prioritising maintenance works to ensure the learning environment is safe, warm and weatherproof. https://www.gov.uk/guidance/good-estate-management-for-schools/maintaining-your-estate

5.5 Child Injury Prevention

The Child Accident Prevention Trust (CAPT) provides an excellent repository of resources, materials and guidance a link to their website appears below.

Child Safety Week is an annual community education campaign run by (CAPT), acting as a catalyst for thousands of safety conversations and activities UK-wide. They help families build confidence and skills in managing the real risks to children's safety. They want all children to have the freedom to grow and learn, safe from serious harm.

Other Resources: Child Injury Prevention
➢ **Child Accident Prevention Trust:** https://capt.org.uk/ ➢ **Keeping children safe in education:** https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 ➢ **Safeguarding in schools:** https://learning.nspcc.org.uk/safeguarding-child-protection-schools

5.6 Competent Person(s)

Schools must appoint a competent person/s to ensure they meet their health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to lead in health and safety and give sensible guidance about managing the health and safety risks at the school. The role will sit alongside the designated safeguarding lead.

This can be someone appointed directly by the school, or the employer can arrange support from outside the school. If the school chooses not to use the Council's health and safety SLA, they must appoint a 'competent person' to provide 'health and safety assistance' **in accordance with Regulation 7 of the Management of Health & Safety at Work Regulations 1999.**

The school gets its competent health and safety advice from: **Stockport Local Authority Health & Safety Team.**

Other Resources: Competent Person(s)
➢ **Advice from the Health and Safety Executive:** https://www.hse.gov.uk/competence/what-is-competence.htm

5.7 Control of Substances Hazardous to Health (COSHH)

All substances which may be considered hazardous to health must have been assessed (except in science – these are covered by CLEAPSS hazards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location where the chemicals are used/stored along with copies being kept in the reception area to show to emergency services, if requested.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemicals onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

SLA Navigation: Control of Substances Hazardous to Health (COSHH)
➢ **Documents - Guidance for Schools Long Guidance Document** ➢ **Documents – CO -SHH Guidance Short Guidance Note**
Other Resources: Control of Substances Hazardous to Health (COSHH)
➢ **Advice for schools from the Health and Safety Executive:** https://www.hse.gov.uk/coshh/ ➢ **A step-by-step guide to COSHH assessment [hsg97]:** https://www.hse.gov.uk/pubns/priced/hsg97.pdf

5.8 Display Screen Equipment (DSE)

The school recognises its duty under the Health and Safety (Display Screen Equipment) Regulations 1992, as amended, to protect the health, safety and welfare of employees who regularly use display screen equipment as a significant part of their work. The school will identify employees who are classed as DSE Users and ensure that suitable arrangements are in place to minimise risks associated with the use of display screen equipment.

A DSE User is generally an employee who habitually uses display screen equipment for a significant part of their normal working day. This may include teaching staff, administrative staff, senior leaders and other employees who regularly undertake computer-based work.

The school will ensure that:

- Workstations are assessed to ensure they are suitable for the user and the work being undertaken.
- Employees who are identified as DSE Users complete a DSE self-assessment and report any concerns regarding their workstation.
- Workstations are reviewed whenever there is a significant change to equipment, work practices, location or individual needs.
- Employees receive appropriate information and guidance on the safe use of display screen equipment.
- Risks associated with prolonged sitting, repetitive movements, poor posture and screen use are reduced as far as is reasonably practicable.
- Appropriate adjustments are made where individual employees have specific health needs, disabilities or medical conditions.
- Workstation Requirements

Employees should ensure that:

- Chairs, desks and screens are adjusted to achieve a comfortable working position.
- Screens are positioned to avoid excessive glare and reflection.
- Frequently used items are easily accessible.
- Trip hazards from cables and ancillary equipment are minimised.
- Defective equipment is reported promptly.

Eye and Eyesight Tests

Employees identified as DSE Users may request an eye and eyesight test where required under the Display Screen Equipment Regulations.

Where corrective appliances are required specifically for DSE work, the school will consider contributions towards the cost in accordance with its own procedures and arrangements. Employees should discuss requirements with their line manager before making any purchase.

Working from Home and Hybrid Working

Where employees work from home or other remote locations on a regular basis, the school will ensure that DSE risks are considered and, where necessary, appropriate assessments are completed.

Employees working remotely are expected to:

- Set up a suitable workstation wherever reasonably practicable.
- Report any concerns regarding equipment or workstation arrangements.
- Follow guidance provided by the school.
- Take responsibility for maintaining safe working practices while undertaking remote work.
- Breaks from Screen Work

Employees should take regular changes of activity and avoid prolonged periods of continuous screen use wherever possible. Changes in activity, movement and regular breaks can help reduce the risk of fatigue, musculoskeletal discomfort and eye strain.

Training and Information

Staff identified as DSE Users will receive appropriate information, instruction and guidance regarding:

- Correct workstation set-up.
- Good posture and ergonomic principles.
- Avoiding musculoskeletal disorders.
- Eye strain prevention.
- Reporting concerns and requesting assessments.
- Responsibility

Overall responsibility for ensuring DSE assessments are completed and reviewed rests with the Headteacher. Day-to-day monitoring may be delegated to line managers, who will ensure that identified issues are addressed and that reasonable adjustments are implemented where required.

SLA Navigation: DSE
➢ **Display Screen Equipment-Stockport Schools DSE Guidance**
Other Resources: DSE
➢ **Guidance on use of equipment while working remotely:** https://www.nasuwt.org.uk/advice/health-safety/using-display-screen-equipment-remote-education.html ➢ **Work With Display Screen Equipment: Guidance on the DSE Regulations:** http://www.hse.gov.uk/pubns/priced/l26.pdf **A step by step guide to DSE – indg36:** https://www.hse.gov.uk/pubns/indg36.PDF ➢ **The Key DSE policies:** https://schoolleaders.thekeysupport.com/policy-expert/health-safety/display-screen-equipment-dse-policies/
Training: DSE
➢ **Workstation DSE Assessment in Education** *https://www.firsthealthandsafety.co.uk/Workstation-DSE-Assessment-Education*

5.9 Electrical Safety (Including PAT)

Arrangements are in place for the testing of fixed wiring and fixed appliances by competent electrical engineers.

What the School Must Do:

- When purchasing equipment, ensure that it is suitable for the intended use and built to a relevant British Standard

- Establish a system for correct wiring and fusing new appliances before use
- Ensure sufficient sockets are available before purchasing extra electrical equipment
- Ensure that no portable electrical equipment is brought onto the premises and used unless it has been inspected by a competent person
- Consider other means of reducing risk e.g., low voltage equipment, RCDs. (circuit breakers)
- Ensure that a system is in place to ensure regular inspection and testing of high-risk portable electrical equipment annually and the fixed installation equipment every 5 years by a competent person. [See SMBC guidance for more details]
- Ensure that a system is in place for reporting faulty electrical equipment
- Ensure systems exist to withdraw all faulty equipment from service until repaired by a competent person
- Monitor arrangements, follow-up action and risk assessment according to results
- Ensure all contractors working with electricity are competent.
- Keep records of maintenance throughout the life of the system/equipment

To reduce the risk, Portable Appliance Testing (PAT) should be standard practice when:

- There is reason to suppose the equipment may be defective, but this cannot be confirmed by visual inspection.
- Any repair, modification or similar work has been done to the equipment.
- An interval has elapsed appropriate to the equipment, the manner and frequency of use and the environment

Those who wish to undertake electrical testing work would normally be expected to have more knowledge and to be able to demonstrate competence through the successful completion of a suitable training course. A member of staff can do this if they have had suitable training. Greater knowledge and experience are needed than for inspection alone, and they need to have the right equipment to do the tests.

They should know how to use the equipment correctly and how to interpret the results. Where testing is done by a contractor invited to a site, safe working arrangements must be discussed and agreed before the work starts. This enables everyone concerned to know who is doing what and who is responsible for what, so that the work can be done safely and without risk to the contractor's employees, the site employees and others who might be affected.

SLA Navigation: Electrical Safety (including PAT)
➢ **Electrical Safety-PAT Guidance** ➢ **Electrical Safety-Seaward Portable Appliance Testing – A Practical Guide** ➢ **Electrical Safety-SMBC Safety Notice on Electric Gates**
Other Resources: Electrical Safety (including PAT)
➢ **Maintaining portable electric equipment in low-risk environments** https://www.hse.gov.uk/pubns/indg236.pdf

5.10 Fire Safety (Including PEEPS)

The school recognises its obligations under the Regulatory Reform (Fire Safety) Order 2005 and will ensure a suitable and sufficient Fire Risk Assessment is maintained.

Where pupils, employees, contractors or visitors may require assistance during an evacuation, a Personal Emergency Evacuation Plan (PEEP) will be developed and reviewed regularly.

The school will ensure:

- Fire evacuation procedures are clearly communicated.
- Fire drills are undertaken termly.
- New starters receive fire safety information during induction.
- Means of escape remain unobstructed.
- Fire doors are not wedged or otherwise compromised.
- Emergency lighting and fire alarm systems are adequately maintained.
- Reasonable adjustments are made for disabled persons and those with additional needs.

The Headteacher, Governors or Trust Board will ensure a school Fire Risk Assessment is completed and reviewed at least annually by the competent person at the school and a full Fire Risk Assessment (FRA) by an external professional is completed every 4 years.

There are no specific periods in law for how often fire risk assessments must be carried out or reviewed. The law simply says that the person responsible for the assessment in your building must review it 'regularly' to make sure it's up to date.

The responsible person must review the fire risk assessment if:

- there's reason to think it's no longer valid (for example, if there has been a fire in the building)
- there have been significant changes since the assessment was done (for example, major building works or more people using the building)

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of a fire evacuation.

All staff are responsible for ensuring evacuation routes and doors are always kept clear.

SLA Navigation: Fire Satefy (including PEEPS)
➢ **Fire Safety on School Sites-Fire Safety Guide and Logbook for Schools** ➢ **Fire Safety on School Sites-Guidance for the Safe Use of Fire Extinguishers** ➢ **Fire Safety on School Sites-Fire Safety in Schools** ➢ **Fire Safety on School Sites-Fire Doors in Schools Guidance** ➢ **Fire Safety on School Sites- Fire Door Inspection Checklist** ➢ **Fire Safety on School Sites-PEEP Template for Pupils** ➢ **Fire Safety on School Sites- Annual Statement to be signed off by Governors** ➢ **Fire Safety on School Sites-Display Work in Schools**
Other Resources: Fire Safety
➢ **Fire Safety including risk assessment in Educational Premises:** https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises
Training: Fire Safety (including PEEPS)
➢ **Fire Safety in Schools Everything a school needs to know about fire safety free on-line learning** https://cpdonline.co.uk/knowledge-base/health-and-safety/fire-safety-in-schools/

5.11 First Aid

There are no hard and fast rules on the exact numbers of first aiders required in any given school. Headteachers must make a judgement based on their circumstances and a suitable and sufficient risk assessment. Governing bodies/Headteachers should consider the likely risks to pupils and visitors, as well as employees,

The HSC provides the required numbers of first-aid personnel as a guide based on employee numbers. As a general guide, they recommend that a lower risk place of work (e.g. shops, offices, libraries), with fifty to one hundred employees, should consider having at least one first aider.

Schools will generally fall into the lower-risk category, but some schools or areas of activity may fall into the medium-risk category. Schools should base their provision on the results of their risk assessment. If there are parts of the school where different levels of risk can be identified, the schools should consider the need to make different levels of provision in different areas/departments. When considering how many first-aid personnel are required, the Governing body/Headteacher should also consider the information contained in the DfE document highlighted in the reference section below.

In 2024 the HSE introduced the following changes to first aid requirements:

1. Amendment of the regulations to emphasize employers' responsibilities for taking account of employees' mental health in their first aid needs assessment.
2. Providing clearer criteria for selecting training providers and changing how training may be delivered.
3. Changes to Part 3 and Part 4 of the Occupational Health and Safety Regulation, relating to occupational first aid effective from November 2024.

For further details see the SMBC Statement of Intent and First Aid Guidance.

Up-to-date lists of all first aiders are displayed in the staff room and in the first aid file in the main school office.
The appointed first aiders are: See attached list.
First aid kits are located in classrooms and the main school office.
Portable kits are made available to staff for off-site trips and visits.

SLA Navigation: First Aid
➢ **First Aid-First Aid Statement of Intent and Long Guidance Note**
➢ **First Aid-New Rules Regarding Paediatric First Aiders Guidance Note**
➢ **First Aid-SMBC Short Guidance on First Aid for Schools**
➢ **First Aid-SMBC Health and Safety Notice – Use of Heat Packs**
Other Resources: First Aid
➢ **Guidance for First Aid in Schools:** https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education

5.12 Health and Safety visits, tours and inspections

The site supervisor regularly carries out a visual tour of the site and installations, identifying and recording defects. We recommend that this kind of safety tour be completed formally monthly as part of best practice.

It is recommended that the school business manager, site manager, and health and safety governor carry out a documented visual tour of the site and facilities termly.

The Headteacher, in collaboration with the Health and Safety Governor, should complete a visual tour of the site and installations **AND** the safety management systems annually and report to the relevant subcommittee and full governing body.

As part of the Health, Safety, and Wellbeing team service level agreement a recorded annual visit and compliance check is completed.

SLA Navigation: Health and Safety Audits and Inspections
➢ **Health and Safety Audits and Inspections-Inspection Checklist for Governors**
➢ **Health and Safety Audits and Inspections-Inspection Checklist for SLT**
➢ **Health and Safety Audits and Inspections-Site Supervisor Checklist Short Guidance Note**
➢ **Health and Safety Audits and Inspections-Compliance Spreadsheet**
➢ **Health and Safety Audits and Inspections-Report template**
Other Resources: Health and Safety Audits and Inspections
➢ **Health and Safety Responsibilities for Schools:** https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

5.13 Health Care Plans

Individual healthcare plans **involve people who might be required to contribute to a child's care while at school**. This could include the Headteacher, the class teacher, the school nurse, care or support staff, other staff members who might need to provide medical or emergency care, parents and their children.

Health care plans are in place for those pupils with complex medical needs e.g., chronic, or ongoing medical conditions.

These plans are reviewed annually by Pam Flinn, Office Manager and the School Nurse.

Other Resources: Health Care Plans
➢ **What is an individual health care plan:** https://www.educare.co.uk/news/what-is-an-individual-health-care-plan

5.14 Infection Control

The school is committed to protecting the health, safety and wellbeing of pupils, employees, visitors, contractors and volunteers by implementing effective infection prevention and control measures. The school recognises that good infection control practices contribute to safeguarding, attendance, wellbeing and the effective delivery of education.

The school will follow relevant and current guidance issued by the Department for Education (DfE), UK Health Security Agency (UKHSA), NHS, Health and Safety Executive (HSE) and Local Public Health Teams where appropriate. Infection prevention arrangements will be proportionate to the risks identified and reflect current public health advice.

The Headteacher is responsible for ensuring that suitable arrangements are in place to manage infection control risks within the school. Day-to-day responsibilities

may be delegated to appropriate members of staff, including first aid leads, welfare staff, site managers and school business managers.

SLA Navigation: Infection Control
➢ **Infection Control-Introduction and infections in childcare setting chapters 1 & 2** ➢ **Infection Control- Guidance on infection control in schools, Public Health Agency** ➢ **Infection Control-Guidelines for the management of scarlet fever HM Gov**
Other Resources: Infection Control
➢ **Infection Control in School Government Advice** https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

5.15 Legionella Prevention

The school has a Legionella Risk Assessment and a Written Scheme of Control which is held in the main school office.

The Headteacher is responsible and will ensure all actions identified within the Legionella Risk Assessment and Written Scheme are completed within the required timescales

The school will maintain arrangements for the management of water hygiene risks in accordance with HSE ACOP L8 and associated guidance.

Consideration will be given to periods of reduced occupancy and school closures.

During holiday periods the school will:

Implement a flushing regime for little-used outlets.
Complete any temperature monitoring identified in the Written Scheme of Control.
Ensure water systems are returned safely to use following closure periods.
Retain monitoring records for audit and inspection purposes.

SLA Navigation: Legionella
➢ **Managing Legionella-SMBC Legionella Management Policy** ➢ **Managing Legionella-Legionella Difference between Risk Assessment and Written Scheme of Works Short Guidance Note** ➢ **Managing Legionella-Legionella Short Guidance Note** ➢ **Managing Legionella-L8 ACOP 2013 Edition 4** ➢ **Managing Legionella- Water checks recording template**
Other Resources: Legionella
➢ **Advice for school with managing legionella:** https://www.waterhygienecentre.com/blog/legionella-schools ➢ **Managing Contractors Guidance from the HSE:** https://www.hse.gov.uk/healthservices/legionella.htm ➢ **Legionnaires' Disease – A Brief Guide for Duty Holders INDG458** https://www.hse.gov.uk/pubns/indg458.pdf

5.16 Lockdown and Invacuation

Those responsible for schools and colleges are advised to consider the threat from various terrorist methodologies. Such methodologies may include Vehicle as a Weapon, Marauding Attacks with either bladed weapons or firearms and improvised explosive devices etc. Planning your emergency response should such an incident occur would likely require a range of emergency responses, including a

consideration of emergency evacuation, “invacuation” (inward evacuation) & lockdown procedures, alongside the use of protected spaces.

Although most people use the term ‘lockdown’ to refer to getting everyone into a safe place and sealing the exits, it is one element of a wider practice known as ‘invacuation’. **Invacuation** is the process of getting everybody inside and safe and securing the building.

In most cases, pupils will be able to stay in their classroom during an invacuation, and the school day can continue as normal, just with everyone staying indoors.

Lockdown goes a step further, in that everyone on the premises – staff, pupils and visitors – is moved away from the potential danger to a place where they cannot be seen from outside the building.

Lockdown is only used in extreme circumstances where there is a serious and current threat to the safety of those in the building and/or facilities.

Invacuation might be required if:

- There is local air pollution due to a nearby fire or chemical release.
- There is a fierce dog or wild animal on the grounds.
- There is an incident or civil disturbance in the area that might affect the school.

Lockdown might be implemented if:

- There is an aggrieved, deranged, or intoxicated person trying to gain access to the school (this could be a parent or a stranger).
- There is an intruder on the site.
- There is an internal threat from a student.

Invacuation or lockdown could be triggered if there is an urgent imminent threat, or as a precaution because of a threat in the vicinity.

Legislation requires schools to take appropriate measures to keep users of school sites safe.

The complexity of the Lockdown plan will depend on the school’s perception of risk: for instance, inner-city schools and faith schools may feel more under threat than a small rural school.

Invacuation

In most schools, an invacuation will take the following shape:

1. A clear signal should be given that pupils, staff, and visitors can identify as an invacuation signal.
2. If pupils are outside, staff should immediately take them to the nearest safe area inside the building.
3. All external doors and windows should be shut and locked as necessary.
4. The register is taken to ensure all children are accounted for.
5. The staff member responsible for taking the register must notify the office if any children are unaccounted for.
6. Everyone should remain where they are until the all-clear is given.

Lockdown Procedures

Each school is responsible for determining its approach to lockdown procedures, including whether and how to involve pupils/students in drills. To assist schools in making informed decisions, please read the document "Protective security and preparedness for the education sector," [See Other Resources below] which provides detailed information on lockdown procedures and offers the following guidance on drills:

Procedures should be developed with consideration to:

- Security threats.
- Intruders on site.
- Violent or aggressive individuals.
- Terrorism related incidents.
- Dangerous animals.
- Environmental incidents.
- Community incidents affecting the school.

Involving Learners in Practice Drills or Exercises

As a general guideline, it is relatively uncommon for security incident exercises or drills, such as lockdown drills, to involve primary school and Early Years learners. Instead, staff in primary schools and Early Years settings may conduct drills at times when younger learners are not present. It is more common for drills to involve secondary school-aged learners and older. This approach works best as part of a broader plan to share security awareness and incident response strategies in an age-appropriate manner. Schools should consider how to best accommodate learners with special needs, those with Personal Emergency Evacuation Plans, and those who have previously experienced trauma that drills or exercises may trigger.

SLA Navigation: Lockdown and Invacuation
➢ **Lockdown/Invacuation-Lockdown Template for Schools, Gov.UK** ➢ **Lockdown/Invacuation-West Yorkshire Safer Schools Forum Invacuation Guidance Note** ➢ **Lockdown Guidance**
Other Resources: Lockdown and Invacuation
➢ **Crowded places guidance:** https://www.gov.uk/government/publications/crowded-places-guidance/evacuation-invacuation-lockdown-protected-spaces ➢ **School Lockdown Procedures NASUWT:** https://www.nasuwt.org.uk/advice/health-safety/school-lockdown-procedures.html ➢ **How to Create a Lockdown Procedure:** https://cie-group.com/how-to-av/videos-and-blogs/how-to-create-a-school-lockdown-procedure ➢ **Protective security and preparedness for education settings:** https://www.gov.uk/government/publications/protective-security-and-preparedness-for-education-settings

5.17 Lone Working

The school recognises that some employees may occasionally work alone or outside normal operating hours. Where lone working cannot be avoided, suitable and sufficient risk assessments will be completed.

Situations that may constitute lone working include:

- Opening or closing the school.
- Holiday working.

- Out-of-hours callouts.
- Home visits.
- Educational visits.
- Working in isolated areas of the premises.
- Lettings and community use activities.

Control measures may include:

- Signing in and out procedures.
- Check-in arrangements.
- Means of communication.
- Emergency response procedures.
- Restrictions on higher risk activities

SLA Navigation: Lone Working
➢ **Lone Working-Lone Working and Personal Safety Policy** ➢ **Lone Working-Lone Working Risk Assessment Template** ➢ **Lone Working-indg73 HSE Protecting Lone Workers**
Other Resources: Lone Working
➢ **Best practice on managing lone working:** https://www.suzylamplugh.org/ ➢ **HSE Guidance:** https://www.hse.gov.uk/lone-working/employer/manage-the-risks-of-working-alone.htm

5.18 Managing Contractors

The school will ensure that all contractors are suitably competent and appropriately managed to reduce risks to staff, pupils and visitors.

Prior to commencing work contractors may be required to provide:

- Risk Assessments.
- Method Statements.
- Insurance documentation.
- Training and competency records.
- DBS information where appropriate.

Contractors will:

- Receive site induction information.
- Sign the asbestos register where applicable.
- Comply with safeguarding arrangements.
- Follow emergency procedures.
- Work within agreed safe systems of work.

Additional controls will be implemented for:

- Roof work.
- Scaffolding.
- Hot works.
- Electrical work.
- Gas work.
- Excavations.
- Work involving asbestos.
- Confined spaces.
- Isolation of services.

The school may implement Permit-to-Work systems where higher-risk activities are undertaken.

The school-based person appointed to liaise and monitor contractors on site is: Andrea Howard, School Business Manager.

SLA Navigation: Managing Contractors
➢ **Managing Contractors-Management of Contractors Policy** ➢ **Managing Contractors-Managing Contractors Short Guidance Note** ➢ **Managing Contractors-Management of Contractors Permit to Work Guidance and Template**
Other Resources: Managing Contractors
➢ **Managing Contractors Guidance from the HSE:** https://www.hse.gov.uk/pubns/priced/hsg159.pdf

5.19 Managing Medical Conditions (Inc. Allergens and Anaphylaxis)

The school is committed to supporting pupils with medical conditions and ensuring that they can access education safely and effectively. The school will make arrangements to support pupils with medical conditions in accordance with statutory guidance, safeguarding requirements and good practice.

The Headteacher will ensure that appropriate arrangements are in place for identifying, assessing and managing risks associated with medical conditions, including severe allergies and anaphylaxis. Relevant staff will be informed of a pupil's medical needs and any control measures required to safeguard their health and wellbeing.

Individual Healthcare Plans

The school will ensure that Individual Healthcare Plans (IHPs) are developed for pupils with significant or long-term medical conditions where appropriate.

Healthcare Plans will:

- Identify the pupil's medical condition.
- Describe signs, symptoms and triggers.
- Detail medication requirements.
- Specify emergency procedures.
- Identify responsible staff.
- Include arrangements for educational visits, sporting activities and off-site learning.
- Be reviewed at least annually, or sooner if medical needs change.

Allergy Management

The school recognises that food allergies and other allergen-related conditions can present a significant risk to health and, in some cases, may result in life-threatening anaphylaxis.

The school will:

- Maintain an up-to-date register of pupils with allergies.
- Ensure staff are aware of pupils with severe allergies.
- Share appropriate information with relevant staff whilst maintaining confidentiality.
- Undertake risk assessments where significant allergy risks are identified.
- Implement reasonable control measures to reduce exposure to allergens.

- Ensure allergy information is available for educational visits, residential activities and school events.
- Consider allergy risks when planning curriculum activities involving food, animals, plants or other potential allergens.
- Work collaboratively with parents, carers, catering providers and external organisations to manage risks effectively.
- Emergency Medication

Where prescribed, emergency medication such as Adrenaline Auto-Injectors (AAIs) will be readily accessible and available at all times while the pupil is on site or participating in school-led activities.

The school will:

- Maintain records of prescribed medication.
- Ensure expiry dates are monitored.
- Ensure suitable storage arrangements are in place.
- Establish procedures for emergency administration.
- Ensure that arrangements remain effective during educational visits and off-site activities.

Staff Training

Relevant staff will receive suitable information, instruction and training regarding:

- Recognition of allergic reactions.
- Recognition of anaphylaxis.
- Administration of Adrenaline Auto-Injectors.
- Emergency response procedures.
- Management of pupils with medical conditions.

Training records will be maintained and refreshed periodically to ensure staff competence.

School Catering and Food Provision

Where the school provides, sells or distributes food, suitable arrangements will be implemented to manage food allergen risks.

This includes:

- Communication of allergen information where appropriate.
- Liaison with catering providers.
- Consideration of allergen risks during school events and fundraising activities.
- Appropriate supervision of pupils with severe allergies.
- Risk assessment of food-related classroom activities.

Benedict's Law

The school recognises the principles underpinning Benedict's Law and the increasing national focus on improving allergy awareness, allergen management and the protection of children at risk of severe allergic reactions.

In support of these principles, the school will:

- Promote a whole-school awareness of allergy risks.
- Maintain appropriate arrangements for identifying and managing pupils with allergies.

- Ensure staff understand their responsibilities in relation to allergy safety.
- Consider allergen risks as part of risk assessments, educational visits and event planning.
- Ensure emergency procedures are established, communicated and tested.
- Review allergy management arrangements regularly to reflect evolving guidance, best practice and any future legislative requirements

Records of administration will be kept by: Pam Flinn, Officer Manager.

SLA Navigation: Managing Medical Conditions (Including Allergens and Anaphylaxis)
➢ Management of Food Allergens Guidance
Other Resources: Managing Medical Conditions (Including Allergens and Anaphylaxis)
➢ **Asthma Uk Website:** https://www.anaphylaxis.org.uk/ ➢ **Supporting pupils with medical conditions at school:** https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

5.20 Manual Handling

The school recognises its duties under the Manual Handling Operations Regulations 1992 (as amended) and is committed to reducing the risk of injury arising from manual handling activities. The school will, so far as is reasonably practicable, avoid hazardous manual handling activities and implement suitable control measures where manual handling cannot be avoided.

Manual handling includes any activity involving the lifting, lowering, carrying, pushing, pulling, holding, supporting, moving or transporting of a load by hand or bodily force. Loads may include equipment, furniture, deliveries, teaching resources, waste materials and, in some circumstances, pupils.

Responsibilities

The Governing Body or Academy Trust and Headteacher will ensure that:

- Suitable and sufficient manual handling risk assessments are completed where significant risks are identified.
- Manual handling activities are avoided where reasonably practicable.
- Appropriate equipment is provided where the use of mechanical aids can reduce risk.
- Employees who undertake significant manual handling activities receive appropriate information, instruction and training.
- Manual handling assessments are reviewed following accidents, incidents, changes in tasks or changes in working practices.

Employees are responsible for:

- Following safe systems of work and training provided by the school.
- Using equipment provided to reduce manual handling risks.
- Reporting defects in equipment.
- Reporting injuries, accidents and near misses.
- Informing their line manager of any health condition that may affect their ability to undertake manual handling activities safely

SLA Navigation: Manual Handling
➢ **Manual Handling, Manual Handling Guidance** ➢ **Manual Handling, SMBC Short Guidance Note Manual Handling** ➢ **Manual Handling, SMBC Short Guidance Note Manual Handling Tips**
Other Resources: Manual Handling
➢ **Health and Safety Executive manual handling information** *https://www.hse.gov.uk/msd/manual-handling/index.htm* ➢ **Manual handling policy example:** https://schoolleaders.thekeysupport.com/policy-expert/health-safety/manual-handling-policies/

5.21 Managing Stress

The school is committed to promoting positive mental health, wellbeing and a healthy working environment for all employees. The Governing Body or Academy Trust recognises that excessive or prolonged workplace stress can have a significant impact on physical health, mental wellbeing, work performance and attendance. The school is therefore committed to identifying and addressing workplace stressors so far as is reasonably practicable and fostering a supportive culture in which individuals feel able to raise concerns.

Stress is defined as the adverse reaction people may experience when they are subjected to excessive pressures or demands. Whilst pressure can often be a positive motivating factor, excessive pressure can lead to stress and adversely affect health and wellbeing.

The Governing Body, Academy Trust and Headteacher will:

- Promote a positive culture that supports the health, safety and wellbeing of employees.
- Identify workplace factors that may contribute to stress.
- Ensure suitable arrangements are in place for monitoring employee wellbeing.
- Consider stress-related risks when undertaking risk assessments.
- Implement reasonable measures to reduce identified workplace stressors.
- Provide support to employees experiencing difficulties where reasonably practicable.
- Monitor trends in sickness absence and workplace wellbeing.
- Ensure managers receive appropriate guidance on recognising and managing workplace stress.

The school is committed to supporting employees who may be experiencing stress, anxiety, depression or other mental health difficulties.

Critical Incidents

Following serious incidents such as violence, aggression, safeguarding incidents, serious accidents, fatalities or other traumatic events, the school will consider what additional support may be required for affected employees and will review risk assessments and support arrangements where necessary.

SLA Navigation: Managing Stress
➢ **Managing Stress-Managing Stress Policy for SMBC Schools** ➢ **Managing Stress-Managing Stress Mental Wellbeing Toolkit** ➢ **Managing Stress-Stress Risk Assessment and Action Plan Templates**

➢ **Managing Stress-Managing Workplace Stress, Further Resources** ➢ **Managing Stress-Stress Risk Assessment Checklist for Headteachers**
Other Resources: Managing Stress
➢ **Health and Safety Executive Stress and Mental Health at Work:** https://www.hse.gov.uk/stress/ ➢ **RoSPA Managing Stress and Violence in the Workplace:** https://www.rospa.com/safety-consultants/work/bespoke/managing-stress

5.22 Off-site Visits

The school recognises that educational visits, sporting activities, residential visits, outdoor learning experiences and other off-site activities provide valuable educational opportunities for pupils. The school is committed to ensuring that all off-site visits are planned, organised and managed to a high standard so that risks are reduced to an acceptable level and the health, safety and welfare of pupils, employees, volunteers and members of the public are protected.

The Governing Body, Academy Trust and Headteacher will ensure that appropriate arrangements are in place for the approval, planning, risk assessment, supervision and monitoring of all off-site visits and activities. All visits will be managed in accordance with relevant health and safety legislation, safeguarding requirements and current educational visit guidance.

Risk assessments will consider:
Medical needs.
Allergies.
SEND requirements.
Supervision arrangements.
Emergency procedures.
Transportation.
Environmental conditions.
Security considerations.

Educational visits will be planned to allow pupils with disabilities or additional needs to participate wherever reasonably practicable.

Please note - For schools who purchase the H&S SLA or Trips & Visits SLA, there is an online notification process and risk assessment submission procedure that is followed.

SLA Navigation: Off-site Visits
➢ **Off-site visits - Trips and Visits Guidance** ➢ **Off-site visits - Transporting Children** ➢ **Off-site visits - Planning a trip or visit** ➢ **Off-site visits-School Trip Risk Assessment** ➢ **Off-site visits-Education Visits Coordinator Training**
Training: Off-site Visits
➢ **EVC Training module**: https://www.evolveadvice.co.uk/evolve-visits

5.23 Personal Protective Equipment

Some working environments present significant risks to employee health and safety (e.g., from falling materials, contact with hazardous substances, contaminated air, extremes of temperature, etc.). In such environments, there is a duty on the employer to provide their workers with personal protective equipment (PPE) to reduce the potential risk of harm when it cannot be reduced or mitigated by any other means ("last resort" principle).

A suitable and sufficient risk assessment must be carried out, prior to providing PPE, to prove that the potential risk cannot be mitigated through other control measures.

PPE includes but is not limited to, high-visibility clothing, protective footwear, safety helmets, eye protection, safety harnesses and even respiratory protective equipment (RPE).

The Key factors of PPE regulation are:

- Suitable provision - where it has been assessed that PPE is required, the provision of PPE must be suitable and appropriate to the work task and its associated risk i.e., the equipment must fit the user properly and be of proportionate size and weight for them to use it. 'The equipment must also be CE marked following the Personal Protective Equipment Regulations 2002.'

- Compatibility and effectiveness - where more than one item of equipment must be worn for any given task, the PPE items must still be effective when worn together. Wearing one item (e.g., protective eyewear) must not cause the other item to be ill-fitting, and be ineffective (e.g., a respirator) and vice versa.

- Maintenance and storage – PPE must be properly cared for, maintained, and stored. Reusable items must be properly cleaned and kept in good condition. If items have disposable parts (e.g., respirator filters) replacement parts must be properly compatible with the original piece of equipment.

- Considerations such as having replacement PPE available (in the event of damage or malfunction) and appointing someone to oversee how and when items are maintained are important too.
  Use and training – The employer must ensure that employees have correct training on the use of PPE, what level of responsibility the employee has towards the maintenance of PPE and that they are properly informed about the risks that the PPE is protecting them from. It is also the responsibility of the employer to ensure that any PPE provided is being used correctly.

- Employee responsibility – The employee must use PPE following instructions and training. Employees also have the responsibility to report any damage, defects, or loss of equipment that they are aware of.

It should be noted that wherever PPE has been identified as being required as part of the control measure provision, then this must be provided at no cost to the employee (this includes replacement of such equipment).

SLA Navigation: PPE
➢ **PPE-Personal Protective Equipment at Work – HSE indg174**

Other Resources: PPE
➢ **The latest guidance regarding PPE from the HSE:** https://www.hse.gov.uk/ppe/index.htm ➢ **Regulation 2016/425 and the Personal Protective Equipment (Enforcement) Regulations 2018:** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1041523/Guide-to-ppe-regulations-2018-version-6.pdf

5.24 Preventing Violence at Work and Personal Safety

The school has a zero-tolerance approach towards violence, aggression, abuse or threatening behaviour directed towards employees, pupils, governors or volunteers.

Violence may include:

- Physical assault.
- Verbal abuse.
- Threatening behaviour.
- Harassment.
- Intimidation.
- Online abuse connected with work activities.

Where incidents occur the school will:

- Investigate incidents promptly.
- Provide support to affected individuals.
- Review risk assessments.
- Consider behavioural restrictions.
- Report incidents to the Police where appropriate.
- Record incidents in accordance with reporting procedures.

Additional risk assessments may be developed for known aggressive parents, carers or visitors.

Please note - The Health and Safety Executive (HSE), defines work-related violence, as:

- Any incident in which a person is abused, threatened, or assaulted in circumstances relating to their work

- This can include verbal abuse or threats as well as physical attacks. The school resources explain what HSE is doing to address the issue of work-related violence and provide access to a wide range of information.

SLA Navigation: Preventing Violence at Work and Personal Safety
➢ **Preventing Violence at Work Guidance** ➢ **Managing Assaults Against Staff in School and Other Educational Establishments** ➢ **Preventing Violence at Work and Personal Safety-Managing Assaults Against Staff in School and Other Educational Establishments-Children & Young People Policy** ➢ **Preventing Violence at Work and Personal Safety-Preventing Violence at Work & Personal Safety Guidance-CSS Guidance Document.**

5.25 Risk Assessments

The school recognises that risk assessment is a fundamental component of effective health and safety management. The school will undertake suitable and sufficient risk assessments to identify foreseeable hazards, evaluate associated

risks and implement appropriate control measures to protect pupils, employees, volunteers, contractors, visitors and others who may be affected by its activities.

The Governing Body, Academy Trust and Headteacher are committed to ensuring that risk assessments are practical, proportionate and regularly reviewed to reflect changes in activities, premises, personnel, legislation and best practice.

Risk Assessment Process

The school will follow a structured approach to risk assessment by:

- Identifying hazards.
- Determining who may be harmed and how.
- Evaluating the likelihood and severity of harm.
- Implementing appropriate control measures.
- Recording significant findings where required.
- Reviewing control measures to ensure they remain effective.

Where risks cannot be eliminated entirely, the school will seek to reduce risks to the lowest level reasonably practicable by adopting the hierarchy of control and implementing preventative and protective measures.

Areas Requiring Risk Assessment

Risk assessments may be required for, but are not limited to:
Curriculum activities.
Premises and site activities.
Lone working.
Work at height.
Manual handling.
Use of hazardous substances.
Use of work equipment.
Contractor activities.
Lettings and community use of the premises.
Playground and sporting activities.
Severe weather.
Medical conditions and allergies.
Safeguarding and security risks

Record Keeping

Risk assessments will be retained in a central location and made available to employees who may be affected by the activity or task being assessed.

Responsibility for maintaining the risk assessment register rests with: Andrea Howard, School Business Manager.

Review of Risk Assessments

Risk assessments will be reviewed:
Annually.
Following significant changes to activities, equipment, buildings or personnel.
Following accidents, incidents or near misses.
Following changes in legislation or guidance.

Where monitoring indicates existing controls may no longer be effective.

The school will use information gathered from inspections, audits, staff feedback, accident investigations and monitoring activities to ensure that risk assessments remain effective and continue to support a safe learning and working environment.

Risk Assessments are held centrally in the Health & Safety folder in the main school office and is available for all staff to view.

These risk assessments are working documents and will be viewed by staff carrying out the activity.

Please note that there is a full range of specific risk assessments available on SLA Online under Risk Assessments.

SLA Navigation: Risk Assessments
➢ **Risk Assessments-Guidance Note – Risk Assessment Guidance** ➢ **Risk Assessments-SMBC Generic Template** ➢ **Risk Assessments-There are 14 School Risk Assessment Templates** ➢ **Risk Assessments-Short Guidance Note** ➢ **Risk Assessments-New and Expectant Mothers Risk Assessment**
Other Resources: Risk Assessments
➢ **Risk Assessment Guidance:** Health and safety basics for your business ➢ **H&S Duties and Responsibilities for Schools:** https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

5.26 Science (Mainly Applicable to Secondary Schools)

CLEAPSS offers employers advice on all aspects of practical science, especially health & safety and equipment provision. It is a consortium of local authorities with a duty to provide education and at the time of writing, all those in England, Wales, Northern Ireland and the offshore islands are subscribers as are the great majority of foundation, voluntary aided and independent schools, academies and post-16 colleges.

Address: The Gardiner Building, Brunel Science Park Kingston Lane Uxbridge UB8 3PQ | Tel: 01895 251496 | Fax: 01895 814372 | E-mail: science@cleapss.org.uk | Website: www.cleapss.org.uk

Other Resources: Science
➢ **Code of Practice for Science in Secondary Schools** https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=264E3950-7EF3-43EF-88C6-1404420A1C7F&type=PageSectionDocuments ➢ **Health and Safety in the School Laboratory and the New Science Teacher:** https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=b9ae2587-de77-4bfb-be44-2f515074446a&type=PageSectionDocuments ➢ **Science – (Mainly in Secondary Schools) Guidance**
Training: Science
➢ **STEM Learning: Health and safety for science departments** https://www.stem.org.uk/cpd/ondemand/448617/health-and-safety-science-departments

5.27 Smoke-Free School

The school is committed to providing a safe and healthy environment for pupils, employees, contractors, visitors, volunteers and members of the wider school community. Smoking, vaping and the use of electronic cigarettes can present risks to health, safety, wellbeing and fire safety. The school therefore operates a Smoke-Free Policy across all premises and activities.

The school promotes healthy lifestyles and seeks to provide an environment that protects individuals from exposure to second-hand smoke and supports positive health and wellbeing outcomes.

Smoke-Free Requirements

Smoking, vaping and the use of electronic cigarettes are prohibited:

- Within all school buildings.
- On all school grounds and outdoor areas.
- In school vehicles.
- During school activities, educational visits and residential visits.
- At entrances, exits and access routes to school premises.
- In areas used by pupils, visitors or members of the public.

This prohibition applies to employees, governors, contractors, agency workers, volunteers, visitors and any other person attending the school site.

SLA Navigation
➢ **Smoke Free Policy-Smoke Free Policy**

5.28 Statutory Compliance Checks

Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Contractor	Air conditioning units	Annually					The best practice is to service annually
Headteacher	Asbestos management - annual management report	Annually					Annual Report to Governors
Contractor	Asbestos management - specific surveys before intrusive works	As required					Only required for project work
Site Supervisor	COSHH risk assessments from data sheets	Regularly					Review if products change
Contractor	Drainage maintenance	Annually					
Contractor	Electrical - 5-year fixed wire testing	5- yearly					All C1's and C2's must be completed
Contractor	Electrical - PAT (higher-risk items only)	Annually					Example policy & further info available from H&S team
Site Supervisor	Electrical - PAT (recorded visual checks of low-risk items)	Bi-annual					This can be done by the Site Supervisor
Competent Contractor	Fire Risk Assessment (FRA)	4 -yearly					
Headteacher	Fire Risk Assessment Review	Annually					
Contractor	Fire call points	Annually					
Site Supervisor	Fire call points	Weekly					
Headteacher	Fire drills	Termly					
Contractor	Fire emergency alarm panel	Annually					
Site Supervisor	Fire emergency alarm panel visual inspections	Weekly					
Site Supervisor	Fire emergency lighting	Monthly					
Contractor	Fire emergency lighting	Bi-annual					
Site Supervisor	Firefighting equipment	Monthly					
Contractor	Firefighting equipment	Annually					

Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Site Supervisor	Fire means of escape	Weekly					Any damaged/blocked doors must be recorded
Contractor	Fume Cupboards (Secondary Schools)	Annually					
Contractor	Gas safety - all gas appliances located on-site	Annually					Regulation (36)(1) of the Gas Safety (Installation and Use) Rags 1998
Contractor	Gas safety - boilers & heating plant comprehensive maintenance	Annually					
Contractor	Gas safety - pressure systems inspection and maintenance.	Annually					Pressure Equipment Regulations 1999 & Pressure Systems Safety Regulations 2000. Please see https://www.hse.gov.uk/pubns/indg261.pdf
Contractor	Gas safety - soundness/tightness	5 yearly					The system is purged to check there are no leaks
Contractor	Gates and barriers	Annually					BS EN 1176
Site Supervisor	Gates and barriers	Weekly					
Contractor	Grounds Maintenance	Termly					
Headteacher	Health and Safety Meeting Minutes	Quarterly					
Contractor	Intruder Alarm	Annually					
Contractor	Kitchen - catering LEV inspection and cleaning	Annually					
Contractor	Kitchen - inspection of kitchen equipment (mixers, and fixed equipment)	Annually					
Contractor	Legionella - up to date risk assessment and written scheme	Annually					Review required if any significant changes to the HWS and layout
Contractor	Legionella anti scald	Monthly					
Site Supervisor	Legionella management quarterly cleaning of shower heads	Quarterly					
Site Supervisor	Legionella management weekly flushing of little used outlets	Weekly					
Site Supervisor	Legionella management weekly outlet temperature checks	Weekly					Temperature must be between 50-60 °C after running for 1 minute

Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Contractor	Lightning Protection	Annually					This takes place every 11 months to cover all of the four seasons.
Contractor	Local Extraction and Ventilation systems (Secondary Schools)	Annually					
Headteacher	Lockdown - test of procedures and policy	Bi-annual					Guidance on SLA online
Contractor	LOLER - Hoists and lifting equipment	Bi-annual					
Contractor	LOLER - Passenger Lift Inspection	Bi-annual					
Contractor	PE Equipment	Annually					
Site Supervisor	Playground equipment	Monthly					
Contractor	Playground equipment	Annually					
Contractor	Playing Fields	Monthly					
Site Supervisor	Playing Fields Visual Inspections	Weekly					
Contractor	Roller shutter's annual maintenance	Annually					
Contractor	SICO Dining Table Maintenance	Annually					
Headteacher	Site Specific Risk assessments - 3 examples	Annually					Best practice to review each year/record any changes
Contractor	Stage lighting and rigging & AV Systems	Annually					
Contractor	Tree inspections	Annually					
Head, SBM, Site Supervisor	Walkarounds	Termly					See SLA online for guidance and documents
H&S Governor	Walkarounds	Bi-annually					See SLA online for guidance and documents

5.29 Severe Weather and Sun Safety

The school recognises that severe weather conditions can present significant risks to the health, safety and wellbeing of pupils, employees, visitors and contractors. The school will implement appropriate arrangements to assess and manage risks arising from adverse weather conditions, including extreme heat, ultraviolet (UV) exposure, severe cold, snow, ice, high winds, flooding, thunderstorms and poor air quality. These arrangements will be proportionate to the level of risk and will be reviewed whenever weather warnings or changing conditions indicate a need for additional controls.

The Headteacher is responsible for ensuring that suitable arrangements are in place to monitor weather conditions and implement appropriate control measures where necessary. This responsibility may be delegated to other members of the leadership team or site management staff.

Extreme Heat and Sun Safety

The school recognises that excessive exposure to ultraviolet radiation (UV) and high temperatures can cause sunburn, dehydration, heat exhaustion and other heat-related illnesses.

Suitable measures will be implemented to protect pupils and employees during periods of hot weather and high UV exposure.

The school will:

- Encourage the use of sun protection measures during periods of high UV exposure.
- Promote the wearing of suitable hats and protective clothing when appropriate.
- Encourage pupils and staff to remain hydrated throughout the day.
- Provide access to drinking water.
- Utilise shaded areas where reasonably practicable.
- Review arrangements for sports days, outdoor learning and educational visits during periods of extreme heat.
- Modify outdoor activities where environmental conditions present an increased risk.

Cold Weather and Winter Safety

During periods of severe cold, snow or ice, the school will assess risks associated with:

- Slips, trips and falls.
- Frozen surfaces.
- Access and egress routes.
- Outdoor activities.
- Travel arrangements.
- Building heating systems.
- Burst pipes and water damage.

Priority pedestrian routes will be identified and treated where reasonably practicable to maintain safe access to school buildings.

Monitoring and Review

The school will review severe weather and sun safety arrangements periodically and following significant weather-related incidents, near misses or changes in guidance. Lessons learned will be incorporated into risk assessments, emergency procedures and educational planning processes to support continual improvement and ensure the ongoing safety of the school community.

SLA Navigation: Severe weather
➢ **Sun Safety, Information for Pre Schools and Nursery's, Sun Safety Guidance** ➢ **Sun Safety, Information for Primary Schools, Sun Safety Guidance** ➢ **Sun Safety, Information for SMBC Pre Schools and Nursery's, Sun Safety Guidance** ➢ **Sun Safety, Information for SMBC Primary Schools, Sun Safety Guidance** ➢ **Sun Safety, Information for Secondary Schools, Sun Safety Guidance** ➢ **Severe hot weather guidance** ➢ **Severe cold weather guidance**
Other Resources: Sun Safety
➢ **Sun Safe Schools:** https://www.sunsafeschools.co.uk/

5.30 Training

The Governing Body, Academy Trust and Headteacher recognise that effective health and safety management depends upon employees having the knowledge, skills, competence and confidence necessary to undertake their duties safely. The school is committed to providing appropriate health and safety information, instruction, training and supervision to all employees to enable them to carry out their roles safely and fulfil their responsibilities under health and safety legislation.

The school will ensure that health and safety training is proportionate to the risks associated with each role and is provided at induction, when duties change, when new equipment or processes are introduced and periodically thereafter as part of ongoing professional development.

Induction Training

All new employees, temporary staff, agency workers, contractors (where appropriate), volunteers and work experience students will receive appropriate induction information relevant to their role.

Induction may include:

- The school's Health and Safety Policy.
- Emergency procedures.
- Fire safety arrangements.
- First aid arrangements.
- Accident and incident reporting procedures.
- Safeguarding responsibilities.
- Site-specific hazards and controls.
- Relevant risk assessments.
- Security and visitor procedures.
- Mandatory Health and Safety Training

The school will ensure that employees receive training appropriate to their duties.

This may include:

- Fire Safety.
- Safeguarding and Child Protection.
- First Aid.
- Manual Handling.
- Display Screen Equipment (DSE).
- Risk Assessment.
- COSHH Awareness.
- Lone Working.
- Work at Height.
- Asbestos Awareness.
- Managing Contractors.
- Educational Visits.
- Allergy and Anaphylaxis Awareness.
- Positive Handling and Behaviour Management.
- Infection Prevention and Control.

Role-Specific Training
Additional training will be provided where employees undertake activities presenting increased levels of risk or requiring specialist knowledge.

Examples include:

- Educational Visit Coordinators.
- Site Managers and Caretakers.
- Design and Technology Staff.
- Science Technicians and Teachers.
- PE Staff.
- Catering Staff.
- Premises Managers.
- Designated Safeguarding Leads.
- First Aiders.
- Staff supporting pupils with medical conditions.
- Employees using specialist equipment.

Competence
The school will ensure that employees are competent for the tasks they are required to undertake.

Competence may be demonstrated through:

- Qualifications.
- Experience.
- Training.
- Professional accreditation.
- Supervised practice.
- Continuous professional development.

Where specialist tasks are undertaken, the school will ensure that employees and contractors possess appropriate competence and that evidence of competency can be produced where required.

5.31 Work at Height

The school recognises its duties under the Work at Height Regulations 2005 and is committed to preventing falls from height and reducing the risks associated with work undertaken above ground level. The school acknowledges that falls from height remain one of the leading causes of serious injury and fatalities in the workplace and will ensure that all work at height activities are properly planned, appropriately supervised and carried out by competent persons.

The school will, so far as is reasonably practicable, avoid work at height where alternative methods of working are available. Where work at height cannot be avoided, suitable and sufficient measures will be implemented to prevent falls and minimise the consequences of an incident.

Risk Assessment and Planning
All work at height activities will be planned and risk assessed before work begins.

Risk assessments will consider:

- The nature of the task.
- The height involved.
- Duration and frequency of work.
- The condition of the work area.
- Weather conditions.
- The competence of those undertaking the work.
- The suitability of access equipment.
- Emergency arrangements in the event of an incident.

Work at height activities should only proceed where risks have been assessed and suitable control measures implemented.

Access Equipment
Only suitable and properly maintained access equipment may be used.

This may include:

- Kick stools.
- Step stools.
- Stepladders.
- Ladders

Employees must never:

- Stand on chairs, tables, desks or other unsuitable furniture.
- Overreach whilst working from ladders or steps.
- Use damaged or defective access equipment.
- Improperly modify access equipment.
- Use equipment for purposes for which it was not designed.

Use of Stepladders and Ladders
Stepladders and ladders should only be used for low-risk, short-duration tasks where it is not reasonably practicable to use safer alternatives.

Prior to use, employees must ensure that:

- The equipment is in good condition.

- The work surface is stable and level.
- The equipment has been positioned correctly.
- The task can be completed safely without overreaching.
- Appropriate footwear is worn.

SLA Navigation: Working at Height
➢ **Working at Height-Working at Height Guidance for Schools** ➢ **Working at Height-Working at Height Short Guidance Note** ➢ **Working at Height-Safety Notice for Schools** ➢ **Working at Height-Working at Height Flow Diagram for Schools** ➢ **Working at Height-Construction Industry Advisory Committee – General Guidance**
Other Resources: Working at Height
➢ **Working at Height Guidance-Working at Height – A Brief Guide (HSE):** http://www.hse.gov.uk/pubns/indg401.pdf ➢ **Safe use of Ladders and Step Ladders – A Brief Guide (this was formerly indg455 from the HSE):** LA455 - The Ladder Association ➢ **The Ladder Association – Code of Practice:** https://ladderassociation.org.uk/code-of-practice/

5.32 Work Equipment

The school is committed to ensuring that all work equipment provided for use by employees, pupils and authorised persons is safe, suitable for purpose and maintained in a condition that does not present risks to health and safety. The school recognises its duties under the Provision and Use of Work Equipment Regulations 1998 (PUWER) and will take all reasonably practicable measures to ensure that equipment is selected, used, maintained and inspected appropriately.

Work equipment includes any machinery, appliance, apparatus, tool, device, classroom equipment, grounds maintenance equipment, cleaning equipment, catering equipment, sports equipment or other item used as part of school activities.

Selection and Procurement of Equipment

Before purchasing or introducing new equipment, **consideration will be given to:**

- Suitability for the intended task.
- Health and safety implications.
- Installation requirements.
- Maintenance and inspection requirements.
- Space and storage requirements.
- Training needs.
- Manufacturer guidance and instructions.
- Any specialist regulatory requirements.

Risk assessments will be completed where appropriate to ensure equipment can be used safely within the school environment

Inspection and Maintenance

The school will implement appropriate arrangements for the inspection, testing and maintenance of work equipment.

This may include:

- Pre-use visual inspections.
- Routine user checks.

- Planned preventative maintenance.
- Statutory inspections.
- Specialist contractor servicing.
- Manufacturer-recommended maintenance schedules.

Equipment requiring formal inspection, testing or certification will not be used unless the necessary checks have been completed and records maintained.

Other Resources: Work Equipment
➢ **PUWER legislation:** https://www.legislation.gov.uk/uksi/1998/2306/contents/made
Training: Work Equipment
➢ **PUWER Training:** https://cpdonline.co.uk/knowledge-base/health-and-safety/what-is-puwer/?nowprocket=1

5.33 Tree Management

The school recognises its duty to manage trees located on school premises to ensure, so far as is reasonably practicable, the health, safety and welfare of pupils, employees, visitors, contractors and members of the public. The school also recognises the environmental, educational and wellbeing benefits that trees provide and is committed to maintaining a balanced approach to tree management which protects both people and the natural environment.

Trees are living organisms and can be affected by weather, disease, age, ground conditions and accidental damage. The school will therefore implement proportionate inspection and maintenance arrangements to identify foreseeable hazards and ensure that risks are reduced to an acceptable level.

Tree Inspections

The school will implement a risk-based approach to tree inspections.

This may include:

- Routine visual inspections undertaken by site management staff.
- More detailed inspections by a suitably qualified arboriculturist or competent tree specialist.
- Additional inspections following severe weather events.
- Inspections following significant changes to site use or development works.

Particular attention will be paid to trees located adjacent to:

- Buildings.
- Playgrounds.
- Footpaths.
- Parking areas.
- Public highways.
- Sports facilities.
- Areas where large numbers of people gather.
- Defects and Hazards

Potential defects that may require investigation include:

- Dead, dying or diseased trees.
- Cracked or split branches.

- Hanging or broken limbs.
- Cavities or significant decay.
- Root damage or instability.
- Evidence of movement or leaning.
- Damage caused by storms, vehicles or construction activities.
- Fungus growth indicating possible structural weakness.

Where defects are identified, the school will assess the level of risk and implement appropriate control measures.

These may include:

- Increased monitoring.
- Pruning works.
- Removal of deadwood.
- Restricting access to affected areas.
- Specialist arboricultural investigation.
- Tree removal where necessary.

Adverse Weather

Following periods of severe weather, including high winds, storms, heavy snow or flooding, the school will consider whether additional inspections are required before affected areas are re-opened for normal use.

Any tree presenting an immediate danger will result in the affected area being isolated until the risk has been removed.

Contractor Management

Where external contractors are engaged to undertake tree inspections or arboricultural works, the school, where reasonably practicable, will appoint contractors accredited under the Arboricultural Association Approved Contractor Scheme. This is the UK's recognised quality assurance accreditation scheme for arboricultural contractors and provides independent assessment of technical competence, health and safety standards, work quality and training.

Where an Arboricultural Association Approved Contractor is not appointed, schools should satisfy themselves that the contractor is competent and can demonstrate relevant qualifications, experience, suitable insurance cover, risk assessment and safe systems of work.

Contractors undertaking tree works must comply with the school's contractor management procedures and site safety requirements.

SLA Navigation: Tree Management
➢ **Management of Trees Guidance for Schools** ➢ **Tree Survey Plan**
Other Resources: Tree Management
➢ **Managing the Risk of Trees on School Grounds** https://www.urbantreemanagement.co.uk/managing-the-risk-of-trees-on-school-grounds ➢ **How to Choose an Approved Arborist** https://www.trees.org.uk/ARB-Approved-Contractor-Directory ➢ **What Is A BS5837 Tree Survey** **https://www.arborescencetreecare.co.uk/what-is-a-bs5837-tree-survey/**

6. Monitoring and Review of the Policy

6.1 This section explains how the school will establish, monitor, and review its measures to meet satisfactory health and safety standards. It will also identify methods going beyond the satisfactory and explain how a school can begin to demonstrate best practices through continuous improvement.

6.2 All schools should regularly monitor and review their health and safety policies to ensure they are reducing risks. As part of this monitoring, schools should investigate incidents to ensure that they take appropriate corrective action, sharing learning and improving as required.

6.3 Generally, schools should regularly (at least annually) consider how they measure their performance. They should set up an effective monitoring system, supported by sensible and realistic performance measures.

6.5 Where there is a major health and safety incident at the school, the Health, Safety and Wellbeing team from SMBC will assess the effectiveness of the school's procedures and its response. They will also, make recommendations for necessary changes to policies and procedures.

7. Links with other policies and procedures

7.1 This health and safety policy has direct links to the following policies which differ greatly from school to school:

1. Asbestos Management Policy
2. CCTV Policy
3. Critical Incident Policy
4. School Security Policy
5. School Uniform Policy
6. Visitor Policy
7. Whole-School Food Policy
8. Lone Working Policy
9. Lockdown Policy

8. Useful contact details

The Corporate Health and Safety team:
Phone: 0161 474 3056
Email: Health and Safety HRSafety&HealthTeam@stockport.gov.uk

9. Document Control

Version	Author	Reviewed by	Reason/changes	Date
2.0	HSW Team	HSW	Review	Nov 2021
3.0	HSW Team	JJB	Review	Nov 2022
4.0	HSW Team	JJB	Adding HSE stats for 2023 and sense-checking Review	Nov 2023
5.0	HSW Team	JJB/DB	Accident reporting – *currently being updated (AM)* Asbestos Management – SLA Navigation Competent Person(s) CoSHH – SLA Navigation DSE – SLA Navigation Fire Safety – SLA Navigation First Aid – SLA Navigation (Policy revised) H&S visits, tours and inspections – SLA Navigation and retitle Legionella – SLA Navigation (Policy revised) Lockdown – Text update Managing Contractors – SLA Navigation Managing Stress – Resources Manual Handling Guidance – SLA Navigation PAT – SLA Navigation Preventing Violence at Work – SLA Navigation Smoke Free – new policy Working at Height – SLA Navigation	Nov 2024
6.0	HSW Team	SP	Breakfast Clubs Management of Food Allergens Science (Mainly Secondary Schools) Health and Safety Audit Inspection Template	Feb 2026
7.0	HSW Team	DB	Updated content to be more school relevant and provide further information. Added new section **5.33** Tree Management.	Aug 2026