Health and Safety Policy

Person responsible	James Evans
Approved by directors	
First written	November 2019

For review	Reviewed	Signature
July 2020	James Evans	James Evans
July 2021	James Evans	James Evans
July 2022		
July 2023		
July 2024		
July 2025		

This policy will apply to both teaching and non-teaching staff working in the Acorn Education Trust and has been agreed with the following recognised unions: NEU, NAHT, NASUWT, ASCLM Unison and GMB.

All policies are renewed annually. If no change then just signed. If an amendment or full change is required, this is recorded.

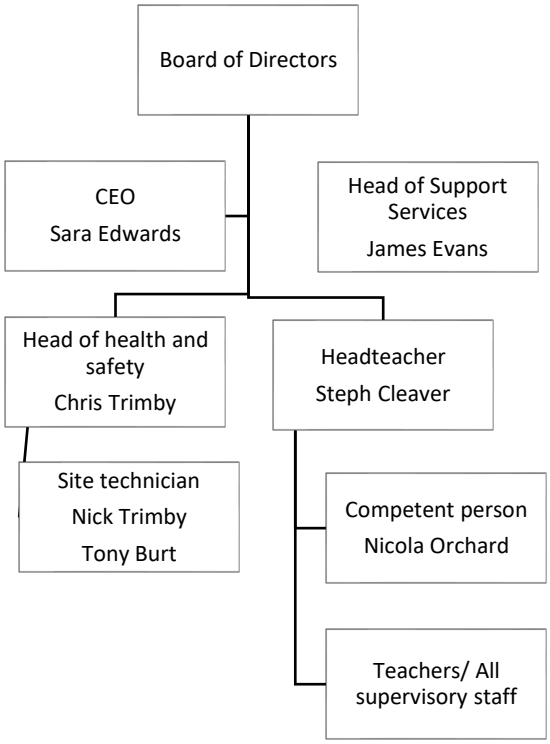
Statement of intent

At Acorn Education Trust, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Annually auditing each school's health and safety procedures.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Organisational Structure



1. Duties of the Board of Directors and Chief Executive Officer

1.1 The **Board of Directors**, in consultation with the **CEO**, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in all schools.
- Ensure there is a detailed and enforceable policy for health and safety in each school, and that the policy is implemented by all.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

1.2 The **Board of Directors** and **CEO** endeavours to provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

2 Duties of the Head of School Services

2.1 The Head of School Services has responsibility for auditing Acorn Education Trust Schools three times a year to ensure health and safety compliance is maintained.

2.2 To set up external compliance systems in areas such as: legionella, fire safety, asbestos management, electrical systems, gas servicing.

2.3 The Head of School Services is to coordinate maintenance support and where required to liaise with trades people to keep schools running safely and efficiently

2.4 To decide and allocate site works from the school condition allowance on all health and safety matters.

2.5 To ensure employees are competent to do their tasks and provide appropriate and adequate training

2 Duties of the Headteacher in each school

2.1 The **Headteacher Stephanie Cleaver** has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.

2.2 The **Headteacher Stephanie Cleaver** will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the heads of the appropriate departments and other members of staff.

2.3 The **Headteacher Stephanie Cleaver** may designate **a competent person Nicola Orchard** to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the **Trust** and the Health and Safety Executive (HSE) where necessary.

2.4 The **Headteacher Stephanie Cleaver / Competent Person Nicola Orchard** is responsible for: weekly fire point testing, ensuring 4 fire drills take place annually (one being in the first full week of school in September), reporting major accidents to the Head of School Services, annual H&S training to all staff and reporting any site health and safety concerns to the site helpdesk.

3 Duties of supervisory staff/curriculum leaders/class teachers

3.1 Supervisory staff will be familiar with the requirements of health and safety legislation.

3.2 In addition to general duties, supervisory staff will be responsible for the implementation and operation of the school's Health and Safety Policy in their department/ classroom, and for areas of responsibility delegated by the **Headteacher/ Stephanie Cleaver.**

3.3 Supervisory staff are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.

3.4 Supervisory staff will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

4 Duties of site technicians

4.1 To report any maintenance concerns in Acorn Education Trust Schools.

4.2 To liaise with trades people to keep schools running safely and efficiently

4.3 Where possible to carry out maintenance in schools on all health and safety matters.

4.4 To undertake appropriate training to ensure they are competent to do their tasks.

4. Duties of all members of staff

4.1 All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the **Board of Directors.**
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated **competent person Nicola Orchard /Headteacher Stephanie Cleaver**
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

5. Obligations of contractors

5.1 When the school is used for purposes not under the direction of the **Headteacher Stephanie Cleaver**, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.

5.2 Contractors working on the school premises are required to identify and control risks arising from their activities.

5.3 Contractors will inform the **Headteacher Stephanie Cleaver** of all potential risks to staff, pupils and visitors.

6. Pupils

6.1 Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

7. Training

7.1 The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school. Training will be provided on an annual basis from a nominated competent person within the school and staff to updated with new policy/ regulations.

7.2 The **Headteacher Stephanie Cleaver** will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom.

7.3 Staff members will be provided with regular training opportunities and have access to support where needed.

7.4 Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of Great Wishford Primary School.

8. First-aid

8.1 Great Wishford Primary School will act in accordance with the **First Aid Procedures** at all times.
The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

The following staff members are trained first-aiders:

Name	Department	Location	Extension no.	Expiry date
Sarah Penny	Year 3 / 4	Hedgehog Class		
Rachael Banham Michele Phillips	Year 5 / 6 Year R, 1 and 2	Fox Class Owl Class		

First-aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible Staff Member
Stationary Cupboard	Sarah Penny

9. Contacting the emergency services

9.1 Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim.

9.2 If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

10. Fire safety

10.1 All staff members fully understand and effectively implement the **Fire Evacuation Plan**.

10.2 The **Headteacher Stephanie Cleaver** is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

10.3 The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.

10.4 The school will test evacuation procedures on a **termly** basis.

10.5 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

10.6 Firefighting equipment will be checked on an **annual** basis by an approved contractor.

10.7 Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the **school office**.

10.8 Emergency lighting will be tested on a **six-monthly** basis, and records will be maintained and held in the **school office**.

11. Accident reporting

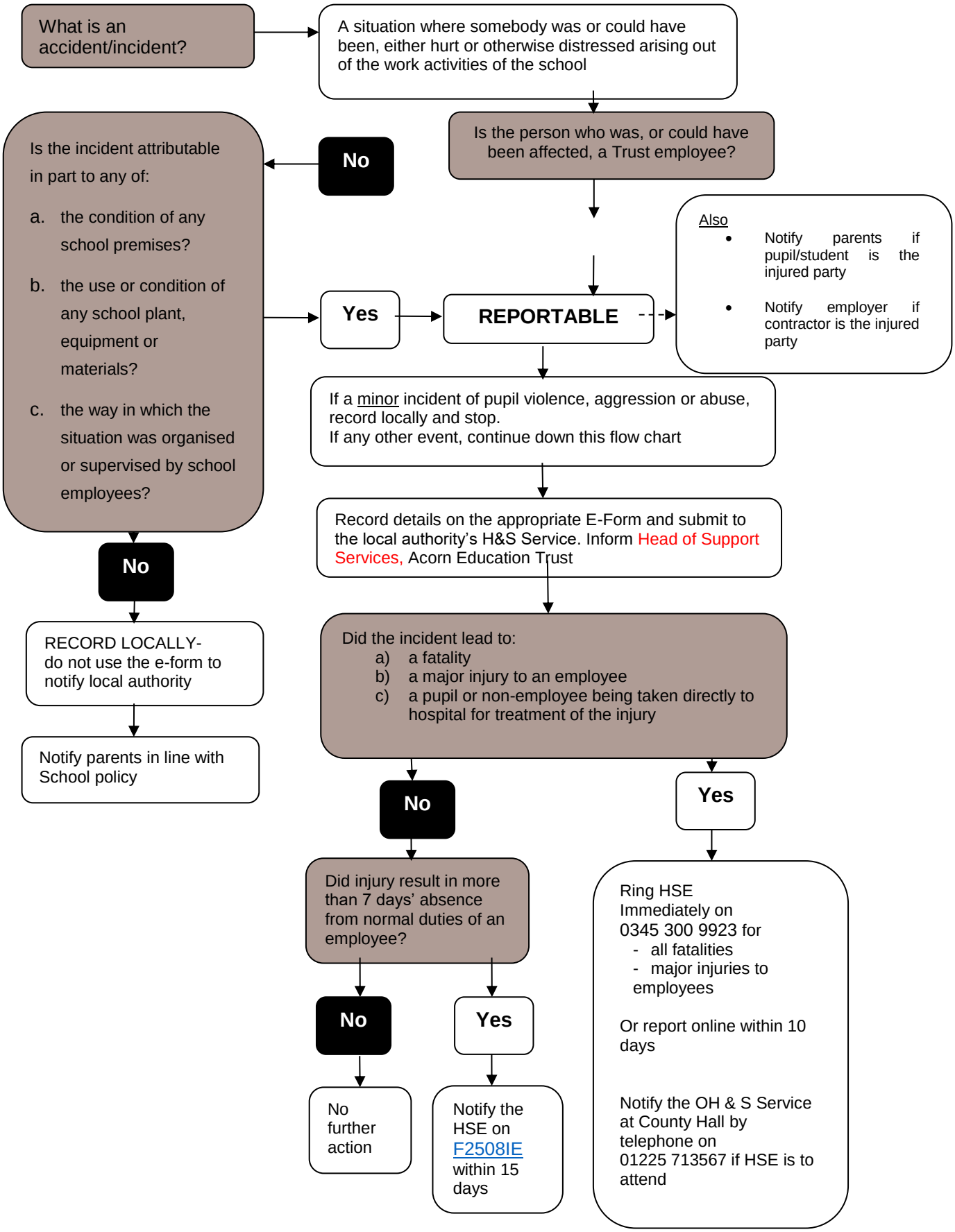
11.1 All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated **competent person Nicola Orchard** using the standard **Accident Report Form.**

11.2 The **competent person Nicola Orchard /Headteacher Stephanie Cleaver** will be responsible for informing the CEO/Head of Support Services if the accident is fatal or a "major injury" as outlined by the HSE.

11.3 More in-depth information concerning reporting accidents and near-misses can be found in the **Accident Reporting Procedure** and **Near-miss Policy**.

11.4 **Significant accidents**

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE and the Head of Support Services, Acorn Education Trust at the earliest opportunity. See flow chart below:


What is an accident/incident?
A situation where somebody was or could have been, either hurt or otherwise distressed arising out of the work activities of the school
Is the person who was, or could have been affected, a Trust employee?
No
Is the incident attributable in part to any of:
a. the condition of any school premises?
b. the use or condition of any school plant, equipment or materials?
c. the way in which the situation was organised or supervised by school employees?
Yes
REPORTABLE
Also
Notify parents if pupil/student is the injured party
Notify employer if contractor is the injured party
If a minor incident of pupil violence, aggression or abuse, record locally and stop.
If any other event, continue down this flow chart
Record details on the appropriate E-Form and submit to the local authority's H&S Service. Inform Head of Support Services, Acorn Education Trust
No
RECORD LOCALLY- do not use the e-form to notify local authority
Notify parents in line with School policy
Did the incident lead to:
a) a fatality
b) a major injury to an employee
c) a pupil or non-employee being taken directly to hospital for treatment of the injury
No
Yes
Did injury result in more than 7 days' absence from normal duties of an employee?
No
Yes
No further action
Notify the HSE on F2508IE within 15 days
Ring HSE Immediately on 0345 300 9923 for
- all fatalities
- major injuries to employees
Or report online within 10 days
Notify the OH & S Service at County Hall by telephone on 01225 713567 if HSE is to attend

11.5 **Reporting procedure**

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the **Headteacher Stephanie Cleaver or competent person Nicola Orchard**, or a person appointed on their behalf, will file a report as soon as is reasonably possible.

The person will complete the relevant report on the HSE website: http://www.hse.gov.uk/riddor/report.htm

The HSE no longer accept written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).

Fatal and specified injuries, as outlined in 13.2, only may be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

11.6 **Reporting hazards**

Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.

In the main, reporting should be conducted electronically to **the site helpdesk or via emai**l as soon as possible, who will then inform the **Headteacher Stephanie Cleaver** as appropriate.

Serious hazards will be reported immediately to the **Headteacher Stephanie Cleaver**.

11.7 **Accident investigation**

All accidents, however small, will be investigated by an appointed party, and the outcomes recorded.

The length of time dedicated to each investigation will vary on the seriousness of the accident.

After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The **Headteacher Stephanine Cleaver /competent person Nicola Orchard** will undertake regular evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

12. Our active monitoring system

12.1 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Regularly examining documents to ensure compliance with standards.
- Regularly inspecting premises and equipment.
- Annual Trust audits, including fire risk assessments and health and safety audits.
- Regular reports and updates to the **Headteacher Stephanie Cleaver /CEO**.
- Health and Safety meetings three times per year.
- Monthly updates from Head of Support Services to CEO.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

13. Bomb threat procedure

13.1 All staff members fully understand and effectively implement the school's **Bomb Threat Policy.**

13.2 In the event of an emergency, the procedures outlined in the **Bomb Threat Policy and Lockdown Procedure** will be followed.

13.3 All staff members are trained in handling bomb threats and have easy access to instructions of the procedure.

13.4 Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

13.5 The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

13.6 Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.

13.7 Staff should note the time of the call and write down exactly what was said by the person calling as this may be useful for the police.

13.8 Where possible, recording devices will be used whilst receiving a bomb threat.

13.9 The staff member receiving the call will contact the **Headteacher** immediately, who will then alert the police and the Trust.

13.10 The **Headteacher** will decide whether or not to evacuate the building.

14. Evacuation

14.1 Great Wishford Primary School will follow the procedure outlined in the **Emergency Alert Drill** in the event of a crisis.

14.2 In the event of a fire, the **Fire Evacuation Plan** will be implemented.

14.3 If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
- Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
- Take all personal items with them, to avoid unnecessary searching.

14.5 Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved to St Giles' Church if dealing with a bomb or suspicious package).

14.6 Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.

14.7 Once the police have arrived, staff will await further instruction from the emergency services.

15. Visitors to the school

15.1 All visitors will sign in to reception.

15.2 Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

15.3 No contractor will carry out work on the school site without the express permission of the **Headteacher Stephanie Cleaver**, other than in an emergency or to make the site safe following theft or vandalism.

15.4 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

15.5 Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

15.6 Visitors and contractors will wear a visitor's badge at all times while on school grounds.

15.7 Cleaning contractors will wear an easily identifiable uniform or badge at all times.

15.8 Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

15.9 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

15.10 Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

16. Personal protective equipment (PPE)

16.1 **Acorn Education Trust** provides employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

16.2 PPE means all equipment worn, or held by, staff or pupils which is designed to protect them from specified hazards.

16.3 All staff and pupils will be provided with protective eyewear in all workshops and Laboratories. Visitors will also be supplied with PPE when appropriate.

16.4 Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to their superior/class teacher.

16.5 The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

16.6 PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

16.7 PPE includes Laboratory and workshop equipment such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment (RPE).

16.8 Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

16.9 Thorough risk assessments are carried out by the **class teacher** to determine the suitable PPE to be used for each hazard, and these are reviewed on a **termly** basis.

16.10 Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

16.11 Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

16.12 Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

17. Maintaining equipment

17.1 When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained **health and safety technician**, will inspect the following equipment for health and safety issues **annually**:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. Lathes and kilns
- All fume cupboards
- It is the responsibility of **the Headteacher Stephanie Cleaver / department leader** to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

17.2 A **health and safety technician** should be consulted as necessary.

18. Hazardous materials

18.1 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

18.2 Hazardous substances will be Labelled with the correct hazard sign and contents label.

18.3 Storage life will be considered by **Headteacher Stephanie Cleaver /department leaders**. All control of substances hazardous to health (COSHH) and ionising radiations regulations will be adhered to.

18.4 Great Wishford Primary School will act in accordance to the school's **COSHH Policy** at all times.

18.5 The **competent person** is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.

18.6 No hazardous substances will be used without the permission of the **Headteacher Stephanie Cleaver**.

18.7 Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

18.8 No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

18.9 Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

18.10 Control measures will be checked and reviewed on a **termly** basis to ensure continued effectiveness, even when they are known to be reliable.

19. Asbestos management/ Legionella Testing/ Gas safety

19.1 In accordance with HSE guidance, an asbestos management survey was undertaken on **23rd November 2012** by **AC&MS Ltd**, which is a United Kingdom Accreditation Service accredited surveying organisation.

19.2 As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

19.3 Further details concerning the management of asbestos can be found in the **Asbestos Management Policy.**

19.4 The school understands its responsibility to assess, prevent and control any risks from harmful bacteria, like legionella, and to implement suitable precautions to ensure the health and safety of our staff, pupils and school community.

19.5 Gas Safety Regulations are enforced to ensure that gas appliances, fittings and flues are safe for use. All boilers will be inspected and serviced at least annually. The school have contracts with external gas providers and work with these providers as required for safe operation of the gas supplies in the school.

20. Medicine and drugs

20.1 The school's **Supporting Pupils with Medical Conditions Policy** will be read, understood and adhered to by all staff.

21. Smoking

21.1 The school is a non-smoking premises and no smoking will be permitted on the grounds.

21.2 The school's **Smoke Free Policy** will be read, understood and adhered to by all staff.

22. Housekeeping and cleanliness

22.1 Contract cleaners will be monitored by the competent person. The standard required will be clear in the service level agreement held with the contracted cleaners.

22.2 Special consideration will be given to hygiene areas.

22.3 Waste collection services will be monitored by the competent person.

22.4 Special consideration will be given to the disposal of Laboratory materials and clinical waste.

22.5 The **Headteacher Stephanie Cleaver** is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. Rooms will be kept at a minimum of **16°** with a constant supply of fresh air.

23. Infection control

23.1 **Acorn Education Trust** actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

23.2 **Acorn Education Trust** employs good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling **food**, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing.
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Washing all Laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

- Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

23.3 **Acorn Education Trust** keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.

23.4 **Acorn Education Trust** encourages parents/carers to have their children immunised.

23.5 All cuts and abrasions should be covered with waterproof dressings.

23.6 Wall-mounted or sink hand sanitiser is available in all toilets and around the school.

23.7 Further information concerning our policies and procedures addressing infection control can be found in our **Infection Control Policy.**

24. Risk assessment

24.1 The **Headteacher Stephanie Cleaver** has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.

24.2 Regular assessments of high risks areas, such as Laboratories, will be undertaken.

24.3 **Annual** risk assessments will be conducted for all other areas of the school.

24.4 Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

24.5 The **Academy Council** will be informed of risk assessments allowing issues to be prioritised and actions to be authorised, along with funds and resources.

24.6 **A designated staff member** will ensure risk assessments are completed by staff leading day trips or residential stays.

25. Slips and trips

25.1 In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the school's **Uniform Policy**)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

26. Security and theft

26.1 Policy and procedures to reduce security risks are addressed in the **Security Plan**.

26.4 Money is not held on-site.

26.5 If necessary, money will be counted in an appropriate location, such as the **school office**, and staff should not be placed at risk of robbery.

26.6 Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

26.7 Thefts may be reported to the police and staff members are expected to assist police with their investigation.

26.8 All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

26.9 Missing or believed stolen equipment will be reported immediately to a senior staff member.

27. Severe weather

27.1 The **Headteacher Stephanie Cleaver**, in liaison with the **SLT**, makes a decision on school closure on the grounds of health and safety.

27.2 If a closure takes place, the **Academy Council Governors** will be promptly informed.

27.3 Great Wishford Primary School will act in accordance with the **Adverse Weather Policy** at all times.

29. School trips and visits

29.1 Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's **Educational Trips and Visits Policy**.

30. Manual handling

30.1 Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder.

30.2 This can be due to repetition of the action, the force and/or posture **involved** in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

30.3 In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the **Manual Handling Policy**.

31. Working at heights

31.1 Policy and procedures concerning employees working at heights are addressed in the **Working at Heights Policy**.

31.2 Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

32. Lone working

32.1 Policy and procedures concerning employees' lone working are addressed in the **Lone Working Policy.**

32.2 Staff members are required to sign statements confirming that they have received, read and understood the relevant policy/policies, prior to being allowed to undertake lone working.

33. Workplace health and safety: stress management

33.1 Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, Lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

34. Workplace health and safety: display equipment

34.1 Display screen assessments will be carried out by the **health and safety officer** for teaching staff and administrative staff who regularly use Laptops or desktops computers.

Appendix 1 - Classroom Checklist

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
Movement around the classroom (slips and trips)	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	For stand-alone classrooms:		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
Work at height (falls)	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?		

Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. Laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
Fire	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace (ventilation and heating)	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.