

Belong. Aspire. Achieve.



Health & Safety Policy

2025 – 2026

Reviewer:	Business Manager
Review date:	December 2025
Approved:	
Next review:	December 2026

1.0 Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, employers and all council departments in order to pursue our Health and Safety Policy aims.

We aim to:

- Provide and maintain a safe and healthy working environment, ensuring the welfare of all persons.
- Maintain control of health and safety risks arising from our activities.
- Comply with statutory requirements as a minimum standard of safety.
- Consult with all staff on matters affecting their health, safety and welfare.
- Provide and maintain safe systems, equipment and machinery.
- Ensure safe handling, storage and use of substances.
- Provide appropriate information, instruction and supervision for everyone.
- Ensure staff are suitably trained and competent to do their work safely.
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health.
- Assess risks, record significant findings and monitor safety arrangements.
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and Governors will be instrumental in its implementation.

2.0 Organisation

2.1 Employer Responsibility

The overall responsibility for health and safety at Eggar's School is held by the Trust Board (FTB) who will:

- Monitor both compliance with, as well as the effectiveness of this policy
- Provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy
- Identify a lead Governor for health and safety who will actively monitor and promote health and safety across the Trust by raising matters with senior leaders as necessary
- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health and safety of staff, students and others affected by the organisation.

The duties of the Board of Governors include the duty to monitor and regularly review the Health & Safety Policy for the school community.

2.2 Responsible Manager

The Head Teacher is the Responsible Manager for the premises, who will act to:

- Develop a safety culture throughout the School.
- Consult staff and provide information, training and instruction so that staff can perform their various tasks safely and effectively.
- Assess and control risk on the premises as part of everyday management.
- Ensure all new staff are given the appropriate Health and Safety Induction
- Ensure a safe and healthy environment and provide suitable welfare facilities.
- Make operational decisions regarding health and safety.
- Ensure periodic safety tours and inspections are carried out.
- Ensure significant hazards are assessed and risks are managed to prevent harm.
- Ensure staff are aware of their health and safety responsibilities.
- Ensure staff are aware of relevant and up-to-date information with respect to health and safety. Information is delivered at Staff Briefings and can be found on the School Common Drive, the Health and Safety Notice Board in the Staffroom, and relevant information is emailed to staff during the year.
- Periodically update the TB as appropriate
- Produce, monitor and periodically review all local safety policies and procedures.

2.3 Governors

The Governors have a responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of the school. Each Governor has a clear role in supporting and holding the school to account.

Governors are responsible for overseeing the management of the school and will:

- Monitor compliance of policies
- Termly monitor and review local health and safety arrangements and report back to the Head Teacher and board of Governors.
- Work alongside the Governors to provide guidance and support
- Provide oversight and be accountable to parents, the local community and the local authority
- Ensure that health and safety has a high profile
- Consult and advise staff regarding health and safety requirements & arrangements
- Use professional business/industry experience to support, inform and constructively challenge decisions
- Promote the objectives of the Trust
- Attend relevant training sessions and Trust events

- Assign a lead Health & Safety Governor who will actively monitor and promote health and safety across the school by raising matters with the Head Teacher as necessary. Attend site termly and review health & safety management. They will complete the Governing Body Health & Safety Management Review Monitoring Form, summarising their findings and sending it to the Governor Clerk for upload to Governor Hub. This report will also be emailed to the School Business Manager and Head Teacher for actioning.

2.4 Designated Safeguarding Lead (DSL)

The designated Safeguarding Lead is a person appointed to take lead responsibility for child protection issues in school. They are supported by the School Leader. Arrangements regarding child protection are set out in the Child Protection Policy and Safeguarding policies.

2.5 All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school health and safety arrangements
- Read the Health and Safety Policy and take note of amendments when notified.
- Ensure all training that is assigned to them is completed and carried out as required.
- Read, understand and follow the controls of all risk assessments that may be associated with their role.
- Ensuring their own work area remains safe at all times and make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
- Where any new process or operation are introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented.
- To ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to Health and Safety, and they will appropriately monitor those new staff.
- Supporting the school/premises/organisation health and safety arrangements
- Reporting premises H&S concerns and faults to the Site Team's by using the defect reporting procedure on the school Hub.
- Reporting IT H&S concerns or defaults to the School Network Manager, via email.
- Will wear appropriate footwear that enables them to safely move quickly if necessary and also does not pose a risk to themselves or children. Therefore, no stiletto heels will be worn if staff are working with children and no flip flops or similar style shoes are permitted due to risk to the wearer and the children's safety. The school also recommends the staff do not wear open toe sandals, if they do, they do this at their own risk.
- Keeping the premises tidy and not obstructing fire exits or routes.
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Reporting safety concerns to the Head Teacher, School Business Manager, Site Manager or other appropriate person
- Reporting any incident that has led or could have led to damage or injury.
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others.

- Undertaking periodic health and safety training as required.

Eggar's School will ensure that legislation from the Health & Safety at Work etc Act 1974 will be adhered to.

2.6 Onsite Health & Safety Officer

The School Business Manager and Site Manager are responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. They are to work within the parameters of any provided training and in accordance with risk assessments (RA) and the on-site safe working practices.

The on-site School Business Manager and Site Manager will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager Head Teacher, Business Manager and RW Safety Solutions as required.

The School Business Manager will manage and co-ordinate Health & Safety matters, systems and procedures. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They will work within her level of competence and seek appropriate guidance and direction from the Head Teacher and the school's Health & Safety consultant, as required.

The School Business Manager will support the staff with regards to Health & Safety at work. They are expected to promote safety culture throughout the school and carry out Health & Safety duties appropriate to their role in accordance with current guidance and legislative requirements.

The School Business Manager will support the Governors and the Head Teacher to fulfil their statutory responsibilities for keeping all personnel on site safe by:

- Working closely with the Trust Health and Safety consultant to provide advice and guidance to staff and Governors
- Coordinating the administration and implementation of Health and Safety policies and procedures
- Facilitating training requirements and maintain records across the Trust

The School Business Manager is responsible for undertaking and monitoring a wide range of typical health and safety related duties within the school. These include but are not limited to:

- Maintaining, reviewing and improving the Trust Health and Safety Management operations.
- Facilitating, assessing, reviewing, monitoring and maintaining good records for:
 - Fire and emergency procedures
 - Provision of Health and Safety information to staff, students, contractors and visitors
 - Identification of hazards and risk management
 - Management of the Health and Safety training plans across the School, including identifying and facilitating appropriate courses
 - Welfare arrangements including First Aid provision
 - All aspects of building and site safety arrangements (liaising with the Site Manager)

- Risk assessment management and co-ordination of the schools' risk assessment records
- Management of First Aid provision across the Trust including ensuring training is up to date and recorded and equipment is checked.
- Review relevant policies and procedures to ensure appropriate and timely approvals
- Incident and accident reporting and investigation
- Near miss reporting
- Effectively overseeing the management of the computerised diary and recording and reporting systems, to ensure Health and Safety practices and performance are, and are seen to be, effective and efficient.
- Liaising with senior and nominated staff in the implementation and deployment of Health and Safety procedures.
- Managing and carrying out regular scheduled and ad hoc inspections of school premises to monitor the effectiveness of hazard identification and risk management.
- Scheduling and preparing Health and Safety reports as required.
- Overseeing the Site Manager's half termly reports to Governors.
- Keeping up to date with any changes that may impact health and safety within the Trust and disseminating information at the appropriate level to Governors and staff.
- Acting as the main point of contact for all matters relating to Health and Safety within the Trust.
- Liaising as appropriate with the Health and Safety Governor.
- Working as directed by the school's Health and Safety Consultant, providing advice and guidance to the Chair of the Trust, the Head Teacher and senior leaders in the event of an incident.
- Ensuring the school displays correct Health and Safety information for staff, students, contractors and visitors.

2.7 Assistant Site Manager and Site Assistant

The Assistant Site Manager and Site Assistant will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They will work within their level of competence and seek appropriate guidance and direction from the Site Manager, School Business Manager and Head Teacher.

The Assistant Site Manager and Site Assistant are responsible for undertaking health and safety related duties (checks) on behalf of, and under the direction of the Site Manager.

These are detailed below:

- Local management of legionella
- Local management of COSSH
- Local management of fire fighter equipment, emergency lighting and fire doors
- Local management of steps and ladders
- Local management of contractors
- Local management of site security in partnership with the school office
- Local management of site safety
- Local management of flammable liquids
- Carry out routine inspections and complete checklists on a regular systematic basis
- Co-ordinate the resolutions to the defects listed via the defect reporting procedure
- Understand work at height principles. Manage hazards and control measures as per working at height risk assessments

2.8 Health & Safety Committee

The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Head Teacher. The safety committee is to periodically meet to monitor and discuss on-site health and safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The safety committee consists of 3 members of staff and they meet once a term. The date of each Committee meeting will be displayed on the Health and Safety board in the staff room to allow other staff to attend if they wish. Meetings can comprise of all 3 members together or one-to-one consultations, where necessary. Minutes of full team meetings are circulated to members of the Leadership Team (LT) and are made available to H&S Link Governors on request.

2.9 Fire Safety Manager

The Fire Safety manager is the competent person for fire safety on the premises and acts on behalf of the Head Teacher. They have attended an appropriate fire safety training course (Risk Assessor) and will refresh this training every three years. The Fire Safety Manager is responsible for the oversight of the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual. The Fire Safety Manager at Eggar's is the Site Manager.

The day-to-day fire safety duties are carried out by the Assistant Site Manager and Site Assistant. Under the direction of the Fire Safety Manager (Site Manager), they will ensure that the weekly checks are carried out on the fire safety equipment and any concerns are dealt with promptly. The Assistant Site Manager and Site Assistant have also attended the appropriate fire safety training course.

The Fire Safety Manager will ensure that the fire safety manual contents are reviewed, and actions taken are monitored. They will arrange for the external fire risk assessment to be carried out every three years or as soon as reasonably possible where there is a change in fire safety risk, room use or refurbishment/construction which may affect fire safety.

The Fire Safety Manager (Site Manager) is to work within their level of competence and seek appropriate guidance and direction from the Head Teacher, Business Manager, and RW Safety Solutions as required.

2.10 Staff Health & Safety Representatives

The premises health and safety representatives will represent the staff regarding their health and safety at work. They are expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and training.

2.11 Heads of Department

Heads of Department are responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the Head Teacher. They will ensure that staff are

provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. They are to ensure that all new members of staff/ student teachers under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

Heads of Departments in higher risk curriculum areas such as Science, Design & Technology (including Food), Drama, Music and Art are responsible for reviewing their department's risk assessments on an annual basis and ensuring all staff within their department have read and understood them and completed the necessary e-form to evidence this has been actioned.

2.12 All Teachers & Cover Supervisors

The responsibility of applying local safety procedures on a day-to-day basis, in their respective areas, rests with the teachers and cover supervisor/s. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed, and any precautions deemed necessary are implemented. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk and use the Site Team e-form to report any works needed.

Teachers and Cover Supervisors will ensure that Staff are provided with adequate safety information, and they will manage all integral and specific risks relating to teaching and learning. Their responsibilities include:

- regular checking of equipment to ensure it is safe
- taking prompt remedial action of any Health & Safety issues in their classroom and, where necessary, to control risk and report any issues to the Site Manager.
- Ensuring safe use of equipment by adults and children
- Reminding children of safe behaviour in class and around the school
- Be vigilant when on playground and lunch duty and proactively support students to behave in a safe manner, especially when playing outside
- Following the schools Trip Policy when planning and risk assessing any internal or external trip
- Following their department's risk assessment for all hazardous activities within the curriculum, such as using soil, tools, contact with pets, and any other activities that could cause an injury.
- Ensure compliance with overall school policies and procedures
- Raise reactive breakdowns and Health & Safety issues using the defect reporting system and completing near miss reports
- New staff attend the new staff induction meeting to be briefed on Health & Safety processes within the workplace.
- Liaise with the responsible manager if any new process or operation is introduced in the area of their responsibility, so associated risks can be assessed and any necessary precautions can be implemented. All risk assessments are to be completed using - Master Risk Assessment (found in Common Drive / Health and Safety / Risk Assessments)
- Record any concerns re Health and Safety using the defect report system.
- Ensure volunteers in their work area are aware of safeguarding and evacuation routes.

- Turn off all electrical equipment when they leave their workspace / classroom at the end of their day i.e. when they are leaving the site and sign out of school using the inventory system on Reception
- Keep classrooms, stock cupboard, PE stores and corridors clear, tidy and safe.
- Ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff.
- Make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

2.13 Legionella Competent Persons

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Head Teacher to provide the necessary competence to enable Legionella to be managed safely. They have attended training and will refresh this training at intervals not exceeding three years and all training records are retained. The Site Team are the staff members who check their recorded data to ensure water temperature is within tolerance levels.

The Legionella Competent Person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8) and the Legionella Written Scheme. The periodic checks are recorded on an iPad as the Site Assistant moves around the school. The data feeds into a spreadsheet, which is used for Management Checks.

The Legionella Competent Person will advise the responsible manager of any condition or situation relating to Legionella which may affect the safety of any premise's users. They are to work within their level of competence and seek appropriate guidance and direction from the Business Manager, Head Teacher and RW Safety Solutions as required.

The Legionella Risk Assessment is reviewed every 3 years (or sooner if there is a change in water systems or Legionella safety risk or refurbishment / construction which may affect Legionella management risk), by an external specialist. It is a live document, which is kept updated and reviewed by the Legionella Competent Person.

2.14 Asbestos Competent Person

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Head Teacher to provide the necessary competence to enable asbestos to be managed safely, in accordance with the Asbestos Management Plan. The Assistant Site Manager deputises in the Site Manager's absence. They have attended training and will refresh at intervals not exceeding three years. All training records are retained.

The School Business Manager will ensure that all staff have a reasonable awareness of asbestos management and dangers. She is to ensure that the Site Team are competent in the use of the asbestos register and that asbestos is managed in accordance with school requirements. This is overseen by the School's contracted Facilities Services Provider, Corrigenda.

The Site Manager will advise the responsible manager of any condition or situation relating to asbestos which may affect the safety of any premise's users. They are to work within their level of

competence and seek appropriate guidance and direction from the Business Manager, Head Teacher and RW Safety Solutions as required.

Management of Asbestos is presented to all staff as part of an Annual Health & Safety training session, presented by R W Safety Solutions. Asbestos also forms part of the new staff induction and regular reminders are issued as part of the H&S newsletters.

2.15 Accident Investigator

The on-site trained accident investigators will lead on all accident investigations in accordance with school procedures. They will attend appropriate training/refresher training. They are to work within their level of competence and seek appropriate guidance and direction from the Head Teacher and/or RW Safety Solutions.

2.16 First Aid & Medical Lead

The School Business Manager, supported by the on-site Welfare Officer, both with sufficient First Aid and Supporting Students with Medical Conditions training and the HR Officer, will manage and coordinate the medical needs of the school. This includes:

- Completing the first aid & medical needs assessment and review annually, or sooner when required
- Ensuring staff are adequately trained to minimum requirements as outlined in the first aid & medical needs assessment
- Undertaking termly first aid equipment checks
- Meeting requirements as outlined in the First Aid and Medicines Administration policies
- Ensuring resources are available
- Ensuring specific requirements for medical conditions are met and relevant staff are informed and kept up to date

Individual Health Care Plans are managed by the SENCo with support from the School Business Manager, Welfare Officer, Head Teacher and individual students' teachers and parents/careers.

Local Healthcare Plans are managed by the School Business Manager, the Welfare Officer and individual students' parents.

The Welfare Officer is responsible for assessing, writing and managing PEEPs.

Looking After Best Interests Risk Assessments are completed by the HR Officer.

2.17 Health & Safety Assistance & Advice

RW Safety Solutions is the competent source of safety guidance for the School as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the School, then advice from RW Safety Solutions must be sought.

2.18 SENCo

The SENCo will fulfil Health and Safety Administration duties and her responsibilities are as follows:

- Consult with teachers, parents and medical personnel attending to the child
- Work with the Head Teacher, Teachers, School Business Manager and Welfare Officer to prepare and review risk assessments specific to the child in question.
- Evidence discussions and meetings between staff, parents and medical personnel involved.
- Ensure resource of provision for disabled pupils forms part of a whole school commitment to narrowing the attainment gap between pupils with SEND and those without.
- Organise short and long-term interventions to deliver learning programmes and interventions developed on an individual needs basis. In addition, some home-school interventions may be appropriate.

2.19 Educational Visits Coordinator

- The Education Visits Coordinator works with their colleagues to help them access and manage risks regarding off-site activities. He supports and oversees planning so that well-considered and prepared arrangements are made when managing off site activities.
- He works alongside the Head Teacher and in accordance with the Evolve/Outdoor Education Service's procedures and guidance.
- The Head Teacher will support / make decisions in the absence of the EVC.
- The EVC will have the nationally recognised Educational Visits Coordinator training every 5 years.

2.20 Forest School Leaders (FSL)

The FSL's will be adequately qualified to Forest School Level 3 training, they will be required to have 16 hour Outdoor First aid and Paediatric First Aid and any LSA's will have training in Forest School Fire Safety carried out by an external provider. The FSL's will also have training in Understanding Risk Assessments.

Their responsibilities are as follows:

- Ensure appropriate welfare requirements are in place for the group (clothing/shelter, hand washing, drink & food, toilets)
- Communicate with all relevant staff, parents, management, pupils and the local community if necessary
- Develop policies and procedures relevant to the way they run the Forest School. Review these annually but earlier if required due to changes in research and government guidelines.
- Promote and provide Forest School experiences which adhere to the principles of the Forest School ethos, policies and procedures
- Have an awareness of school setting and school policies. Possibly negotiate some issues with management if there are discrepancies between these and theirs for Forest School
- Implement risk management systems and undertake regular review of risk assessments in appropriate intervals
- Ensure appropriate ratios are maintained at their Forest School
- Provide clear guidance and induction processes for LSA's supporting their Forest School programme, to ensure a consistent approach
- Create a management plan for the environmental impact on the site and maintenance of the area
- Ensure that equipment, tools and outdoor clothing are fit for purpose, appropriately stored and implement maintenance schedules

2.21 Senior Mental Health & Wellbeing Lead (SMHL)

The SMHL is the designated person to lead school mental health and wellbeing to ensure procedures are in practice and act as a point of contact for staff and pupils. It is their responsibility to oversee, plan, evaluate and implement the school mental health & wellbeing strategy.

They will undertake the Designated Mental Health Leader Course to adequately guide and support them in their role and give them the knowledge and expertise to support staff and pupils.

They will promote the schools Stress Management Policy and the Mental Health & Wellbeing Policy and work with the School Leader and Trust to regularly review and update the policies where appropriate. The trained SMHL for September 2024 onward is the Head of Year 11.

2.22 Cleaning

The cleaning is outsourced to a cleaning contractor. They are responsible for the safe working procedures and management of the cleaning equipment and hazardous substances.

Any required equipment and cleaning supplies are organised and managed by the cleaning contractor. They provide their own COSHH register and its available at their locations. They adhere to the same management control processes for hazardous products as those of the school.

Risk Assessments are created by the Cleaning Contractor. All Risk Assessments and associated control measures are monitored by the Site Team.

The cleaning contractors must adhere to the schools safeguarding and health & safety policies and procedures. The insurance requirement is £10m.

The cleaning contractors must sign in/out at main reception in the Cleaners signing in / out book and wear their company's ID badge and uniform when on school grounds.

2.23 Ground Maintenance Contractors

Except for grass cutting and line-marking of the main sports fields (which is outsourced to contractors), all Grounds Maintenance is performed in-house, by the Site Team. Contractors must adhere to the school's Safeguarding and Health & Safety policies and Blue Card procedures. They will be vetted by the school annually and their performance monitored throughout the year. They must meet minimum insurance requirements of £5m. Risk Assessments are created by the Grounds Maintenance Contractor/s and are monitored by the Site Team. Contractors are responsible for supplying and maintaining their own equipment.

2.24 Extra-Curricular Third-Party Providers

Third-Party Providers for extra academic activities or cultural activities, before and after school clubs and activities outside of school grounds.

Risk Assessments for Extra-Curricular Third-Party Providers will be created by the provider. All Risk Assessments and associated control measures are then to be approved by the Head Teacher or her delegated member of Staff prior to implementation.

They will be vetted by the school annually, using the Safeguarding and Health & Safety for Third Parties form, and their performance monitored throughout the year. They must comply with the necessary safeguarding and health & safety requirements/policies and procedures. Companies must:

- Have their own safeguarding policy (where they engage five employees or more)
- Have up-to-date Safer Recruitment training.
- Carry out all the necessary pre-employment checks for every member of staff including Enhanced DBS (Disclosure and Barring Service) check as well as a CBL (Children's Barred List) check if applicable to the role.
- Have all relevant qualifications applicable to the service they are providing.
- Read and understand the school Safeguarding policy.
- Public Liability Insurance.
- Employers Liability Insurance for those who are not self-employed.
- Relevant first aid qualification suitable to the activity.
- Read and understand the school Health and Safety policy.

3.0 Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Eggar's School and are to be used alongside other current school procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

3.1 Signing in and out at Reception

Students who are late to school must sign in at Reception and sign out if they leave the school before the end of the day e.g. a medical appointment. This is recorded on the reception signing in software.

Staff who arrive late to work, or leave school for any reason during the day, sign in & out at Reception in the Staff Signing In & Out Book. This book is also used for any staff members who attend on a day they don't normally work and for any staff members who attend on an ad hoc basis, such as Supply Teachers and Exam Invigilators. The Cover Manager provides the Reception Team with a daily list of all Teachers who are absent from school on any given day. Support Staff leave a message on the Absence Line if they are unable to attend school on their normal working day. Primary School teachers attending for Primary Liaison, provide a list of names of the students they will be responsible for in school, during the visit.

Members of the public are directed to Reception for controlled entry to the school. H&S information Visitor or Contractor leaflets are distributed to them on signing in and out. Hirers are provided with a Community User leaflet if attending during the school day and are issued with this, in advance, if they are attending out-of-hours.

3.2 Accident/Incident Reporting & Investigation

Any accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the Accident Report Book held in Reception (or the Site Office outside of the school day) as follows:

Accidents to students are securely recorded in the accident book using the green pad; accidents to employees, contractors or visitors are securely recorded on the (GDPR compliant) blue pad. Less minor pupil accidents are recorded in a spread sheet. All records are held by the Welfare Officer in Reception. Regular accident reporting is submitted to the TB via the Site Manager.

In accordance with RW Safety Solutions reporting injuries general guidance, the more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with RW Safety Solutions and reported using the HSE's online RIDDOR (F2508) reporting system. This also applies to dangerous occurrences and diseases.

All significant accidents and incidents are to be immediately reported to the Responsible Manager by the School Business Manager. The trained accident investigator will always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident to be able to implement appropriate measures to prevent recurrence. Accident investigation outcomes will be shared with appropriate staff via email/staff briefings.

The Responsible Manager will ensure that the TB and senior management are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by termly reports to the TB for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premise's hirers and community third party users must report all accidents and incidents related to unsafe premises or equipment to the school in accordance with their hire contract. The H&S Committee will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

3.3 Automated External Defibrillators (AED)

The school has three defibrillators: one (internal) in Reception, one (external) Sports Hall, one in the first aid room (internal). The DfE Guidance for Schools 2023 document is followed for installation, registration, staff training and maintenance.

3.4 Administration of Medicines

Arrangements regarding medicines are set out in the Administration of Medicines Policy
T:\Common\Staff Handbook\Policies and Statutory Documents\Medicines Administration 2024-2025.pdf

The administration of medicines is the overall responsibility of the parents. The Head Teacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

The school holds asthma inhalers and epi-pens for emergency use. These will only be used for those students who are already prescribed asthma inhalers and epi-pens. They will only be used in an

emergency, with pre-existing, written parental consent, and at all times the school will seek to use the student's prescribed inhaler/epi-pen if possible.

3.5 Storage of Medicines

Medicines that require refrigeration are locked in a bespoke fridge. Other medications are stored in a locked drawer.

Controlled drugs which are handed in at Reception are stored in a locked cashbox, within a locked cupboard.

3.6 Student Retaining Controlled Drugs in School

It is legal for student in school to hold their own controlled drugs, providing they are competent to do so, in accordance with DfE (Department for Education) statutory guidance, students will therefore be permitted to hold/carry their own controlled drugs providing all the following three criteria are met:

- A health professional directs or advises that this is required
- The parents advise that the student is competent to hold/carry such controlled drugs
- The school considers that the student is competent to hold/carry such controlled drugs

Where it is determined that these criteria are met, the school will locally implement robust monitoring practices to include random spot checks as required based on local circumstances at the time.

3.7 Asbestos Management

Due to the age of some of the school buildings, asbestos is present in some areas. All Asbestos Containing Materials (ACM's) within the school premises are deemed safe as they are undisturbed or encapsulated.

Asbestos management on site is controlled by the asbestos competent person. The Site Team, Business Manager, H&S Administrator and Network Manager attend Asbestos Awareness training, every three years.

The asbestos register is located at Reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information requires recording in the asbestos register. For any project or refurbishment works in areas containing asbestos, the asbestos is safely removed by an accredited contractor as part of the project and the Asbestos Register updated accordingly.

Under no circumstances are Contractors or Staff to drill or affix anything to the fabric of the building that may disturb materials without first checking the Asbestos Register and / or obtaining approval from the Asbestos Competent Person.

New staff are advised about Asbestos during their Induction and annually with refresher training from RW Safety Solutions or in the form of the schools H&S Training Booklet. Periodic email reminders will be sent out to All Staff as per the H&S e-diary.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the asbestos competent person who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building will be immediately stopped from working and immediately reported to the asbestos competent person.

For any project or refurbishment works in areas containing asbestos, the asbestos is safely removed by an accredited contractor as part of the project and the Asbestos Register updated accordingly.

Asbestos Awareness will form part of the Annual Health & Safety Presentation to all Staff.

3.8 Child Protection

Arrangements regarding child protection are set out in the Child Protection Policy
T:\Common\!Staff Handbook\Policies and Statutory Documents\Child Protection incl allegations 2024.pdf

All visitors will sign in using the electronic signing in system at Reception. They will then be asked to show their Photo Identification (ID) and provided with the Health & Safety for Visitors information leaflet, which they are then asked to read and advise if any questions, before they are admitted into the school. We will look to implement the Health and Safety confirmation onto the visitor signing in and out software.

3.9 Community Users/Lettings

The Business Manager and Lettings Assistant will ensure that:

- Third parties and other extended service users operate under hire agreements.
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

When hirers sign the hiring agreement, they also sign to confirm that they have been made aware of the schools:

- Fire safety procedures and use of call points
- Asbestos register
- Safeguarding policy
- Risk Assessments ESITE-RA040a Community Hirers and/ or ESITE-RA040b Community Hirers Self Let (which include the methods of alerting the school to any serious accidents, unsafe premises or near miss incidents).
- Requirement for the hirer's risk assessments associated with their activities when onsite, including moving and handling, to be received and reviewed by the school
- Emergency telephone numbers of the Site staff on duty.
- Methods of reporting accidents, unsafe premises or near misses.

The Site Manager will ensure that:

The Assistant Site Manager and Site Assistant are managed on behalf of, and under direction of, the Head Teacher. The Site Manager will assist the School Business Manager in managing and coordinating Health and Safety matters relevant to his responsibilities. He will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He will work within his level of competence and seek appropriate guidance and direction from the Head Teacher, School Business Manager and/or RW Safety Solutions as required. Staff are supported with regards to Health & Safety at work. He is expected to promote a safety culture throughout the school and carry out Health & Safety duties appropriate to his role in accordance with current guidance and legislative requirements.

All planned preventative reactive maintenance matters are managed within the school on behalf of, and under direction of, the Head Teacher.

He undertakes a wide range of typical health and safety related duties (checks) on behalf of, and under the direction of the responsible manager.

These include but are not limited to:

- Local management of legionella
- Local management of COSHH
- Local management of fire fighter equipment, emergency lighting and fire doors
- Local management of steps and ladders
- Local management of contractors in partnership with the school office
- Local management of site security in partnership with the Headteacher and school office
- Local management of site safety
- Local management of flammable liquids
- Local management of risk assessments and safe implementation of control measures
- Co-ordinate the resolutions to the defects listed via the defect reporting procedure.
- Work at height management
- Means of general access and egress are safe for use by all users.
- All provided equipment is safe for use.
- Fire escape routes and transit areas are safe and clear of hazards.
- The Risk assessments ESITE-RA040a Community Hirers and/ or ESITE-RA040b Community Hirers Self Let are being following and this may extend to the lettees own risk assessments if appropriate.
- Hirers/users are formally made aware of fire safety procedures and use of call points during their first visit for hiring purposes.

A Health & Safety Guidance leaflet for Community Users and RA is shared with all Lettees at the initial booking stage and following any updates. Equipment for use is determined in the RA and an induction is performed on its usage. Hirers are required to have their own RAs for specific activities such as sport, and a copy of any hirer's RA is held in Reception. Any hirer who wishes to use the School kitchen must have a current Level 2 Hygiene Certificate and follow the relevant Risk Assessments.

Induction for usage of the Fitness Suite is undertaken by the Curriculum Leader for PE (the Fitness Suite is not let to the general community). All other induction of Eggar's equipment is undertaken by the Site Manager.

The H&S Policy is located on the School website and the school lettings software and lettees are referred to this in addition to the Lettings Policy T&Cs and the Lettings Risk Assessments – ESITE-RA040a Community Hirers and/ or ESITE-RA040b Community Hirers Self Letting.

3.10 Personal Emergency Evacuation Plan Manager

The School Business Manager is the Personal Emergency Evacuation Plan Manager. They will work with the school's Welfare Officer as follows:

- Assess if any student needs a PEEP
- Complete PEEPS, with support from class teacher, parents and other relevant agencies.
- Complete PEEPS for visitors, contractors and supply teachers
- Review the effectiveness of the PEEP during and after any evacuation (including drills)
- Review PEEPs on an annual basis, or earlier if the needs of the evacuee change

3.11 Contractors on Site

Many contractors who come on site are engaged via the School's contracted Facilities Services Provider, Corrighenda and have been subject to prior vetting for competence levels.

Where contractors, including Small Contractors, are engaged directly then appropriate safe selection procedures are used to ascertain competence prior to engaging their services; this includes a need for the contractor to demonstrate evidence of competence and insurance to the Site Manager. All contractors will require adequate RAs and competency evidence to be sighted to demonstrate their safe working practices for specific work being undertaken plus evidence of liability insurance.

During time term all contractors must report to Reception where they will be asked to show photo ID, read the H&S Guidance Procedures (includes fire safety procedures) for contractors and sign the visitors' book. Contractors on their first visit and periodically thereafter, will be issued with the School's Blue Card instructions, reception to confirm this on entry, which needs to be signed and filed with H&S. If appropriate contractors will be given the asbestos register for signing. Signing in indicates that they have read and understood the information. Larger projects such as CIF bids – the contractors will be issued with a local project specific induction brief that includes all relevant details of fire safety procedures & local safety arrangements from their own management. The schools Site Manager will provide details to assist with this as requested from the contractor. Smaller site work with local solo trade contractors will have an agreed a scope of work and risk assessment between the school and the contractor.

Contractor performance monitoring is carried out by the Site Team throughout the works and any issues raised with the Head Teacher.

No Hot Works are carried out on site without the School's RA being carried out and approval granted by the Site Manager. Hot work to be carried out only by those people trained in use of equipment, hazards & precautions to prevent fires.

Contractors may not carry out any work during the time that children are present in school without the direct permission of key staff such as the Site Manager or a member of his team, or the School Business Manager.

Contractors working outside of the time that students are present can carry out their duties with permission from the Site Manager or a member of this team, or the School Business Manager. If there is any risk to staff or students the contractor will cordon off the necessary work area. The decision of this precaution is ultimately the school's decision, and if this is not possible the work will not be completed.

Contractor work on site during holiday periods must be pre-arranged via the Site Manager. On arrival on site contractors must sign in, in the Caretakers' book, and if relevant sign the asbestos register located at Reception. The H&S leaflet for contractors and Blue Card instruction will be always located next to the Caretakers book on the signing in desk, during the holidays.

Compartmental works are not carried out by any contractor unless prior discussions and approval of works by all parties. Fire Risk Assessor will be brought in to inspect any areas where work is undertaken in these areas.

No tools will be left unattended by any member of staff or contractor.

3.12 Curriculum Activities

All safety management and RAs, including COSHH, for curriculum-based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art and Drama as issued by CLEAPSS, Ray West (H&S Consultant) and HCC Outdoor Ed, PE & Sport Service, as appropriate. Heads of Department and the appropriate subject teachers/ technicians will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance. Higher level risk classrooms have appropriately trained staff to undertake higher level RAs. This training is monitored by the H&S Admin Assistant and is offered subject to availability. Such training is subject to TB checks annually.

3.13 Dogs on School Grounds

No dogs are allowed on school grounds without prior approval from the Head Teacher and a risk assessment in place.

Only assistance dogs and dogs being used for educational purposes are generally allowed onto the school premises and only at the discretion of the Head Teacher.

3.14 Defect Reporting

Any defects found must be reported via the Site Team e-form on the School's Hub.

The Assistant Site Manager and Site Assistant check the generated tickets daily and repair defects or report to the Site Manager or relevant contractor, where repair is outside their remit. The Site Manager will periodically review all tickets and assign priority levels, where necessary. The record of

the defect and date of resolution is stored on the online system. Management checks are periodically undertaken to review the process and outcomes of the system and to garner ticket trends.

3.15 Display Screen Equipment

All users must complete periodic workstation assessments and any issues will be actioned as necessary by the H&S Committee. Workstation assessments are to be routinely reviewed at intervals not exceeding three years. Following initial set up at induction, new staff are asked to complete an assessment within their first month if any changes become necessary to their workstation. Staff whose opticians confirm that spectacles are necessary for DSE work are entitled a free eye test and £50 towards the cost of spectacles every 2 years. An up-to-date workstation assessment form must be completed in order for claims to be paid. Consideration may be given to reducing this timeframe where a specific eye problem exists. All staff are considered DSE users. Laminated pictorials are displayed in areas of the school where Hot Desking takes place, such as the Staff Room. Annual Whole School Staff Foundation / Refresher H&S Training, which includes the safe use of DSEs, is delivered by Ray West.

3.16 Drones

Drones are not currently used by members of the public on site. In exceptional circumstances, they may be used providing this is with prior permission from the Head Teacher and must be used in accordance with a relevant risk assessment. The use of drones for roof inspections or the retrieval of e.g. balls from roofs is being explored.

3.17 Electrical Equipment

The Site Manager/Head Teacher will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment.
- All electrical equipment will be inspected / tested under the following regime:

Fixed Appliances	Every third year
IT & Double Insulated Equipment	Every second year
All earthed equipment and other portable items	Annually

- Periodic Electrical Installation Inspection & Testing (Fixed Wire) testing will be carried out every 5 years
- Electrical equipment is not to be used if found to be defective in any way.
- Defective electrical equipment is to be reported and immediately taken out of use until repaired.
- All portable electrical equipment and fixed wiring will be inspected/tested at appropriate intervals by a suitably qualified company.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the Site Team and it has been PAT tested by them first, with a label affixed to evidence this.
- Ad hoc PAT testing is undertaken by a competent person/s. New equipment purchased by the School will be first tested on the annual whole school PAT testing cycle.

- PAT testing will be carried out biannually on computer equipment and annually on all other electrical equipment.

Electrical equipment process requirements are included in the Induction Programme for new staff and annually with refresher training from RW Safety Solutions or in the form of the schools H&S Training Booklet. Periodic email reminders will be sent out to All Staff as per the H&S e-diary. Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the Site Team and attended to as soon as possible. Staff can do this via the appropriate e-form, email or verbally.

3.18 Emergency Procedures

General emergency evacuation for non-fire related emergencies will be carried out under the same the same procedures as a fire evacuation. With the exception that the muster point will initially be the play courts if accessible, followed by the rear field and then Treloar's College (as per the Business Continuity plan).. Instruction will be provided at the time depending on the circumstances.

The School/premises has a fire emergency evacuation plan for fire related emergencies (including non-fire) and a Lock Down procedures plan.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEPs) are completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. This includes students and staff. All staff are emailed by the Welfare Officer to alert them that a new student PEEP is in place. The Welfare Officer holds the PEEPs on file in Reception.

For vulnerable staff or students (i.e.. returning to work/ school following illness/injury.), a PEEP may be incorporated into a Looking After Best Interests Risk Assessment or Vulnerable Persons or Safeguarding RA.

3.19 Fire Safety

- Arrangements regarding fire safety are set out in the School Fire Safety Manual in T:\Common\Health & Safety\Fire Manual. They are annually reviewed by the H&S Governors. The Fire Safety Risk Assessor is the competent person responsible for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. The Fire Risk Assessment is carried out by a competent fire risk assessor initially and tri-annually thereafter. Also, as soon as reasonably possible where there is a possible change in fire safety risk, room use or refurbishment/construction which may affect fire safety. The document is reviewed internally on an annual basis by the school fire safety manager/competent person and H&S Governor, who will ensure that evidence of reviews are retained for inspection purposes. Full details of the Fire Safety Management Plan are located at T:\Common\Health & Safety\Fire Manual\Fire Safety Management Plan (Policy)\Fire Safety Management Plan 2025-26.doc

The Head Teacher will ensure through the Fire Safety Manager that:

- All Staff will receive an annual refresher Fire Safety training presentation.

- All staff are to complete fire safety training at intervals not exceeding three years.
- A selection of staff will complete a fire extinguisher awareness training course at intervals not exceeding three years.
- Fire safety procedures are readily available for all staff to read.
- Fire safety information is provided to all staff at induction and periodically thereafter.
- Evacuation routes and assembly points are clearly identified.
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- Staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with that marked flammable.
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with the premises Fire Safety Manual.
- All Higher Risk Departments have at least one member of staff trained in the use of fire extinguishers.
- The Fire RA is reviewed regularly by the Fire Safety Coordinator as new hazards, controls or required amendments are identified. This RA is a live document that is annotated/updated regularly by the Site Manager and H&S Administrator.
- All staff receive training as Fire Marshals, and this is drilled during evacuation practice on a termly basis. Full details are located T:\Common\Health & Safety\Fire Manual\Fire Marshal Plan
- The School operates a 'No Smoking' policy. This includes vaping equipment, liquid vapes, e-cigarettes and any alternative smoking materials.
- All non-essential electrical equipment that is not designed to be left on unattended will be switched off, and where practical at the wall. This is particularly important at times when the School will be unoccupied for long periods of time, ie, weekends and holiday periods, etc
- The necessary checks for Fire Doors, Fire Fighting Equipment and Emergency Lighting are carried out locally by the Site Team and by external contractor when appropriate.

3.18 First Aid

Arrangements regarding first aid provision – including bumped heads management - are set out in the First Aid Policy (T:\Common\Staff Handbook\Policies and Statutory Documents). The names and locations of the first aid trained staff on site are listed in the First Aid Policy and held at Reception and on the SRNB. First Aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training. Students who have suffered a bump to the head are attended to by a qualified 3-day First Aider and the incident reported to parents in a phone call. First Aid boxes are checked each term by the Welfare Officer.

First aid provision requirements will be assessed using the First Aid & Medical Needs assessment form to identify, formalise and record what level of first aid provision is needed. This form along with the training matrix will be reviewed annually by the H&S Administrator and the School Business Manager.

The Welfare Officer is delegated the role of ensuring First Aid Boxes are checked every term, the recording of checks and replenishing as appropriate. This checklist will be periodically reviewed by the School Business Manager.

The Welfare Officer is a qualified first aider and will support school staff in following the First Aid Policy and the Supporting Pupils with Medical Conditions & Administration of Medicines Policy.

3.19 Footwear

It is the responsibility of all employees to wear footwear suitable for the duties undertaken. Footwear should be of a 'sensible' nature and worn appropriately, particularly in areas involving direct delivery of services to students, staff, parents and other members of the school community. 'Sensible' includes no excessively high heels, bare feet, slippers, flip-flops, or other backless shoes/sandals which could impede safe lifting and handling or cause a hazard when walking around the school site (especially up and down stairs).

3.20 H&S Diary

This bring up diary hosted on Outlook is managed by the H&S Administrator with reminders of all H&S checks, staff H&S e-mail reminders, risk assessment reviews, training renewals and emergency drill scheduling carried out within the school are setup in this diary with an alert system that ensures all items due are flagged up to the responsible person and the H&S Administrator who will dismiss each item when there is evidence of it having been carried out. This now works in conjunction with an online system, EveryCompliance, which includes but is not limited to:

- Statutory Insurance Inspections
- Regular in-house Health & Safety Checks
- Premises Policy Reviews
- Site Inspections
- Risk Assessment Review Schedule
- COSHH Assessment Review Schedule
- DSE Workstation Assessment Review Schedule
- Legionella Review Schedule
- PAT testing
- Ladders, Steps Review Schedule
- Fire Safety Review Schedule
- Health & Safety Policy & Procedure Review Schedule
- Management review of Safety Checks
- Trend Analysis of Near Misses and Accidents
- Asbestos management

3.21 General Equipment

All general equipment requiring statutory inspection and/or testing on site (including boilers, local exhaust ventilation, PE equipment, climbing apparatus) will be serviced by appropriate competent contractors or via the school's contracted Facilities Services Provider, Corrigenda.

Zurich engineers also inspect LEV (Local Exhaust Ventilation) equipment including Fume Cupboards.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out. Staff can do this via the appropriate e-form, email or verbally. This e-form is also to be used for reporting general H&S matters which need urgent Site team attention such as maintenance, repair or removal from use.

3.22 Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be always adhered to:

- All corridors and passageways are kept free from obstruction.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded.
- Floors are kept clean and dry, and free from slip and trip hazards.
- Emergency exits and fire doors are not obstructed in any way.
- Supplies are stored safely in their correct locations.
- Rubbish and litter are cleaned and removed at the end of each working day.
- Poor housekeeping or hygiene conditions should be reported immediately via e-mail, verbally or via the near miss and or site eForms on the Eggar's hub.

3.23 Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor or the CLEAPSS Hazards consulted.

COSHH Risk Assessments are stored online within the Eggar's School network & CLEAPSS safety data sheets are accessible from the CLEAPSS website (<https://www.cleapss.org.uk/>). They may also be printed out and stored in relevant departments if needed, but it is not required as long as they are accessible electronically.

The Site team also have keys to all departmental COSHH cupboards.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH & CLEAPSS assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH & CLEAPSS assessments. If applicable (i.e. Science) the number of people who have access to hazardous substances, listed in the Secure Your Chemicals document from the Home Office, are restricted.

All hazardous substances are to be stored in secure and signed storage when not in use - located in the Site store, Science prep room, chemical store in S5, store cupboard in S6 and Art T1 and in the Refectory store. These storage areas are to always remain locked and, for emergency usage, are quickly identifiable on a site map which is located with the Site Team office and in the Fire Manual folders.

Items such as dishwasher tablets and alcohol gel are managed locally by departments / The Site Team.

Management checks on COSHH are detailed in the school's diary system and Department Heads are responsible for ensuring their COSHH records are up to date. Governors carry out an annual inspection as part of their Pillar Check procedures.

The Site Team and Cleaners will ensure the cleaning cupboards are always locked when not in use. The Cleaners provide their own COSHH register, a copy of which is held in school.

3.24 Safety of Students at Break and Lunchtimes

All teaching staff in school do a minimum of two 15-minute duties per week; normally one at break and one at lunchtime. This ensures full coverage of the site at these times. A daily email comes out from the Duty Cover Manager advising staff of their duty point, as these can change subject to teacher absence from school and time of year e.g. field is open in summer months. Teachers monitor queues in the Refectory and at external kiosks to ensure safe and organised line-ups. LT walk around the site, both internally and externally, to oversee the supervisory provision and provide support. Access to the Astro-Turf Pitch is monitored, to ensure no student takes food or drink onto the pitch. Trained Prefects are also on duty at pre-determined points around the school. Inside provision is provided in wet weather and details of which spaces are utilised and the staff on duty are included in the daily emails, when inclement weather is expected. The field is not used in bad weather.

3.25 Healthcare for Students with Medical Conditions

To support students with medical conditions, a significant number of staff are trained in Asthma, Anaphylaxis, Diabetes and Epilepsy. This training takes place tri-annually. Instruction from Parents, or a medically trained professional, is obtained via the Welfare Officer or Reception Team, for other medical conditions, as and when needed.

Training is sufficient to ensure staff are competent and have confidence in their ability to support students with medical conditions and to fulfil the requirements set out in Individual Healthcare Plans (which are updated by the School Nurse) and the Local healthcare plans (which are updated by the School Welfare Officer in conjunction with Parents). Staff will understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

If there is a child on a school trip with a medical condition then there will be someone on the trip who is trained, or has instruction, to meet that child's medical need (this may be a parent in lieu of a member of staff, where necessary). The Head Teacher will be able to make a sound judgement on what level of knowledge and training is required to support individual children.

At least one trained First Aider will accompany students on school off-site trips or activities. The exception to this being local trips i.e., those which do not require transport and are of a non-hazardous nature. Upon Head Teacher approval for these local visits, we may rely on the support of the medical facilities / support of the venue with prior confirmation from the venue this support is available. If needed staff are instructed to call 999, in the event of a medical emergency. Risk Assessments are carried out for all off-site trips, including local. Staff leading Outdoor Activities, such as DofE, Geography Field Trips and Residential Trips abroad will hold either the First Aid at Work 3-day course or the ITC Outdoor First Aid.

The school use HCC Evolve to support with education out of school. This is overseen by the Education Visits Coordinator. The school is a member of the Risk Protection Arrangement (RPA) which is the Government's alternative to insurance, through which the costs of risks that materialise will be covered from Government funds.

3.26 Hot Drinks

Hot drinks pose a potentially serious risk to students. Our priority is to ensure that no student is at risk of injury from a hot drink spill. Below is some guidance on taking care around the school:

Staff

A hot water boiler is provided in the Staff Kitchenette by Reception. Staff should make all drinks in a Kitchen or staff room. Under no circumstances should a kettle be used in a classroom.

- Hot drinks consumed on the school site should be in a cup with a screw top lid.
- Hot drinks must not be left unattended in any spaces accessible to students.
- New staff are advised of this during their Induction and all staff annually with refresher training from RW Safety Solutions or in the form of the school's H&S Training Booklet.

Students

Hot Chocolate is sometimes given to students throughout the year as a treat for good behaviour. The following guidelines must be followed:

- Hot Chocolate must be prepared in the staff kitchen away from students
- The staff member present will inform the student that the drink is hot and to drink with caution
- Hot chocolate must be transported in a cup with a screw top lid to prevent any risk of spillage.
- Staff should be aware of slip and trip hazards and wear appropriate footwear when transporting drinks.
- Settings where drinks are provided to students as part of the setting's normal operation will need to carry out a risk assessment detailing control measures to prevent scalding accidents relevant to the setting and the age of the students involved.

Parents and Events

At some events involving parents, those leading the event may wish to serve hot drinks.

- When planning an activity, a Risk Assessment must be undertaken to ensure that there is no risk of anyone being injured by hot drinks.
- During these events, cups with a push-top lid are acceptable.
- Students should not be allowed to carry hot drinks to staff and or parents in any circumstances.

The Risk Assessment for Hot Drinks can be found in the Risk Assessment folder, titled EGEN-RA039_Staff Kitchen by Reception.

3.27 Hot Work Permits

All contractors are required to have these when carrying out Hot Works at the School. The Site Manager checks these are in place and that they include all necessary and important information before allowing the work to be carried out.

3.28 Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be reported immediately via e-mail, verbally or via the near miss and or site eForms on the Eggar's hub.

Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers, or Technicians as nominated by the Head of Department.

Routine documented inspections of the premises (internal and external) are carried out every half term, by the Site Manager and School Business Manager H&S Administrator in accordance with the premise's inspection schedule. Inspection findings are recorded locally, and records retained with near misses and site requests entered via the eforms as needed. Findings form part of the Site

Manager's H&S report to CS&E (normally termly). Engineering inspections for plant, ventilation in D&T and fume cupboard in science are carried out annually by Zurich.

The H&S Team carry out termly Management Checks, consisting of one Higher Risk Department check per half term (covering Science, D&T, Music, Art, PE & Drama) and one Site Team Department check per term.

Additionally, the H&S Governors carry out annual checks of each of the 5 H&S 'Pillar' areas and report back to the TB on their findings. Pillar check dates are detailed in the H&S diary. The check dates are subject to Governor's availability, with best practice being one per half term (Site Interior and Exterior can be split over two checks). A spreadsheet is operated which shows when the visits are due (and overdue), when the resultant reports have been received by the school and when they have been reviewed by the Trust's Curriculum & Standards Committee (CSE) and the TB.

The 5 Pillar checks, which are conducted following a bespoke template provided by the school's H&S Consultant are:

- Pillar 1 - 1st Aid & Accident Reporting
- Pillar 2 – Fire Safety
- Pillar 3 – Site: Interior & Exterior
- Pillar 4 – Provision of Information & Staff Training
- Pillar 5 – Risk Assessment & COSHH

Defects identified during these routine documented inspections are to be immediately added to Site eform for action. Any jobs called in to Corrigenda are recorded in the defect spreadsheet. Any identified high-level risks or safety management concerns are to be actioned at Site Manager and/or LT and/or H&S Committee level, as a matter of priority. All concerns and actions are reported firstly to the CSE Governor Committee (CSE) and then to the TB. Governors monitor actions as detailed in their Minutes, prioritising high-level concerns. Pillar Checks are also discussed at H&S Team meetings, so the full team, are aware of the contents and can action as relevant.

The school's periodic statutory inspections and maintenance of the premises safety management systems, such as Fire, Heating, Ventilation, Electrics etc. will be carried out by Corrigenda. Records kept on the Corrigenda database, via their Portal.

3.29 Tree and Branches Risk and Management

The school recognises that trees within the school grounds should be subject to appropriate management. The school uses a specialist tree company Sequoia Tree Services (Arboriculturalist), as their Competent Person to ensure tree safety on site. A survey is completed every two years or as soon as reasonably possible, where there is a change in risk which may affect safety. Any necessary action resulting from the survey will be taken to ensure risks are reduced to as low as reasonably practicable. Any damage to any tree, should be immediately reported to the Head Teacher, and site manager who will immediately act to cordon off the area and seek appropriate advice.

In addition to this, the Site Team regularly make visual, dynamic risk assessments to all trees on site, and trees are checked during the half-termly H&S Site Walks and Governor Exterior Site Inspections. A zoned map of the trees on site, showing Zones 1 & 2, informs a risk assessment EGEN-RA105, which details the frequency of formal inspection of these trees. Zone 1 being the

higher-risk area where personnel congregate. All records of remedial work carried out on trees, by Sequoia, are held in the Site Office.

We also have a separate tree management plan, which is saved to electronically T:\Caretakers\Trees

3.30 Kitchens

The main kitchen area in the Refectory is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management are held by Eggar's School and the School's Head of Catering. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices (including any lettees). The Site Team have access for checking of H&S requirements, including COSHH. Lettees will gain access to the main kitchen area only where a strict risk assessment is in place and they must comply with all controls. This will be overseen by the Head of Catering or the Site Team in her absence. The Head of Catering holds a Level 3 Food Hygiene certificate and the Assistant Caterers hold Level 2. The school holds a Level 5 Food Hygiene rating, as determined by the Food Standards Agency.

Safe working procedures and authorised access for other kitchen areas, canteens and food preparation areas are:

- Food Technology departmental-specific procedures
- A RA has been completed for the small kitchen area by Reception (EGEN-RA039) and the kitchen area in the Staff Room (EGEN-RA019) and all local departmental refreshment points (EGEN-RA073).

The school has a specialist practical classroom to enable the students to prepare food and cook food with the assistance of a competent adult. All staff and volunteers working with the students preparing or cooking food will adhere to the relevant risk assessment and must be adequately trained in Level 2 Food Hygiene and Safety for Catering which is refreshed 3 yearly.

3.30.1 Legionella Management

Legionella management on site is controlled by Legionella competent person who will manage and with the Site Team staff members will undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are retained for auditing purposes. We comply with fully with our Legionella Written Scheme.

The Legionella risk assessment is reviewed as follows:

- Internally carried out periodically by the Site Manager and annually by the H&S Governor who will ensure that evidence of reviews are retained for inspection purposes.
- Externally carried out by a competent Legionella risk assessor initially and every three years thereafter
- Externally carried out by a competent Legionella risk assessor as soon as reasonably possible where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management.

3.31 Lone Working

All lone working is to be approved by the Site Manager and is to be carried out in accordance with the premises lone working RA and Site Security and Lone Working Policy and Procedures. The lone working RAs for personnel who may undertake lone working on this site can be found T:\Common\Health & Safety\Risk Assessments. Staff receive instruction on lone working either during induction or via annual refresher training from RW Safety Solutions or the Eggars Schools H&S Training Booklet. Lone Working information is also located on the Staffroom Noticeboard (SRNB).

It is prohibited for staff to work at height or use hazardous machinery or substances when lone working.

Lone workers are advised to call 999 in the event of an emergency.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager/caretaker duties
- Site cleaning duties
- Working in a single-occupancy office

3.32 Minibuses

The Site Manager is responsible for the operation and maintenance of the School's minibuses in accordance with school procedures. All minibus drivers must have completed MiDAS training prior to being permitted to transport students in the School minibuses. Drivers must have a DI on their driving licence to be entitled to drive the 17-seater minibus. A DI is not required for driving the Minibus Lite.

3.33 Handling

All staff must attend the annual moving & handling awareness training which is part of the annual health & safety refresher course. This is complemented either during induction or the Eggars Schools H&S Training Booklet. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment unless they have attended specific moving and handling training and/or have been provided with mechanical aids to work safely. Any students supporting a member of staff with light moving & handling, must have received instruction on how to do so safely and be closely supervised, always.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. Key staff i.e. Site Team, Technology, ICT, Music/Drama & Science Technicians - are expected to undertake regular physical work which would typically include significant moving and handling, therefore they must attend higher level moving and handling training specific to their work requirements, at periods not exceeding three years. These staff must follow the controls for the school's ESITE-001 Moving and Handling RA (located on the Common Drive), or any specific departmental Moving and Handling RAs.

Any equipment used to move or handle equipment is serviced regularly in accordance with the manufacturers guidelines.

3.34 New and Expectant Mothers

The School Business Manager or HR Officer will carry out risk assessments wherever any employee notifies the school that they are pregnant. These risk assessments will be reviewed regularly and in appropriate intervals in accordance with the New & Expectant Mother's needs and on their return to work.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and/or GP at any stage of exposure. Shingles is caused by the same virus as Chickenpox, so anyone who has not had Chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with Measles or German Measles (Rubella), she should inform her antenatal carer and/or GP immediately to ensure investigation.
- Slapped Cheek Disease (Parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer and/or GP as this must be investigated promptly.

3.35 Near Miss Reporting

Any member of staff who experiences a Near Miss must report this to a member of the H&S Committee via the Near Miss form on the Eggar's Hub. This information is held on a Google Form and presented on a spreadsheet which is regularly monitored by the Site Team and School Business Manager. The Site Manager inspects the report and will carry out any necessary actions/repairs. A pivot table is produced from the reports, which is provided to Governors via the Site Manager regular Site Reports. This enables trends and patterns to be carefully monitored

All near misses are to be reported, including those that occur offsite whilst staff are engaged in school related activities, with or without students.

Near miss statistics are reported into the TB, via CSE meetings for awareness and trend analysis to enable the TB to provide appropriate H&S guidance, in order that repetitive causal factors may be identified to prevent reoccurrences.

3.36 Site Walks

Site Walks take place on a half-termly basis, as per the H&S diary. They are carried out by two members of the H&S Team and the findings recorded on the Site Walk template. The walks incorporate both internal and external areas of the school. Findings are then transferred to the relevant database e.g. Site Team e-form or Near Miss and / or communicated to the relevant member/s of staff for action. The reports are discussed at H&S Team meetings and outcomes detailed on the form.

3.37 Offsite Activities

Arrangements regarding off-site activities are managed in accordance with the HCC Evolve/Outdoor Education Service's procedures and guidance. The Education Visits Coordinator (EVC) works with their colleagues to help them assess and manage risks.

All off site activities (other than routine or immediately local) will be registered, managed, recorded and approved using the Evolve system. All relevant teachers, the EVC and School Trips Admin Assistant will have an account with the online Evolve system.

Local trips may still be recorded using the Evolve system, these will then be approved by the EVC.

Routine sporting fixtures are managed via the SOCS system.

3.38 Physical Intervention

Arrangements regarding physical intervention are incorporated in the Child Protection Policy

3.39 Provision of Information

The H&S Committee will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems include:

- Annual Health & Safety Training to all Staff (signed acceptance sheet required)
- New Staff Induction (signed acceptance sheet required)
- Regular training
- Health & Safety noticeboard in the Staff Room
- School Website
- Use of email
- H&S Team meetings and minutes
- Regular Health & Safety Newsletters
- Weekly Staff Briefings
- COSHH assessments stored at the location of the hazardous substance
- Common drive (for Risk Assessments T:\Common\Health & Safety\Risk Assessments
- Fire Evacuation arrangements T:\Common\Health & Safety\Fire Manual

Local health and safety advice is also available from the H&S Committee. RW Safety Solutions can provide both general and specialist advice.

The Health and Safety Law poster is displayed on the Staff Room Notice Board together with a copy of the First Aiders photo list, In the event of a Fire Poster and information on where to find the Health & Safety Policy & associated policies; key Risk Assessments e.g. Lone Working.

Visitors, contractors and community users arriving on the school premises are provided with a H&S guidance sheet on check-in with reception.

In addition to this for Contractors there is a Blue Card signing in sheet, which is a Contractors on Site Safeguarding Practices document that contractors are provided and expected to follow.

3.40 Risk Assessment (RA)

General RA management will be co-ordinated by the H&S Committee and must be undertaken for all areas where a significant risk is identified, or a possibility of such risk exists. Although staff are expected to assess and act to mitigate hazards where the hazard is particularly significant, the trained risk assessors will oversee the correct completion of RAs. RAs will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

- Statutory Risk Assessments will be created by the School Business Manager, Site Manager and H&S Team members
- Subject risk assessments will be created by the School Subject Leaders or Technicians
- Risk Assessments for Educational Visits, Trips and Off-Site Activities will be created by the activity leader and reviewed / approved by the Educational Visit Coordinator.
- Risk Assessments for extra-curricular / before and after school clubs and activities will be created by the relevant member of staff leading the activity / provider and reviewed / approved by the school trained risk assessor.

All RAs and associated control measures are to be approved by the most appropriate departmental Responsible Manager or their delegated member of staff prior to implementation. Completed RAs are stored in T:\Common\HEALTH & SAFETY\Risk Assessments (and/or in hard copy in departments) and will be reviewed periodically in accordance with each RA's review date as listed for review in the premises bring-up diary system and as recorded in the Academy Risk Assessments Master List.xlsx.

In addition to general and departmental RAs, confidential Looking after Best Interest, Vulnerable Persons or Safeguarding RAs are also completed where necessary for staff returning to work following absence through illness/injury or needing to be at school and managing illness/injury.

3.41 Security

Arrangements regarding security are based on the premises security RA and are set out in the on-site security policy & procedures. T:\Common\StaffHandbook\Policies and Statutory Documents\Security and Lone Working Policy

3.42 Smoking

Smoking is not permitted on the premises except in the case of public outdoor events. This includes Vapes and e-cigarettes. Any smoking on site will be separately risk assessed.

3.43 Stress & Wellbeing

Eggar's School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. The School subscribes to the HCC Employee Support Line and Occupational Health (OHU). The School Improvement Plan includes 'Wellbeing for Staff'. This is led by an Associate Leader Assistant Head Teacher who has sourced providers of support for staff such as Anna Freud and the Youth Support Trust (YST). A Wellbeing for Educators programme and BUPA Wellbeing training have been delivered to staff. A member of staff has been appointed as Mental Health Lead in school and Wellbeing is a standard item in line management meetings. Further information is obtainable through the HR Officer, who, in conjunction with the School Business Manager will provide details of how to access wellbeing support and make necessary referrals to OHU. The HR Officer holds regular Looking After Best

Interests (LABI) meetings with staff who feel they need wellbeing support and those staff returning to work after an extended period of absence.

3.44 Traffic Management

Arrangements regarding on-site traffic safety are based on the premises Traffic on Site RA021 in T:\Common\Health & Safety\Risk Assessments.

Drivers on site should:

- Comply with the School's Traffic on Site RA
- Drive carefully.
- Be vigilant for children crossing.
- It is not permissible for students to ride bicycles or scooters within school grounds.

3.45 Training

The Head Teacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work.

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist and an Eggar's School's H&S Training Booklet which needs to be read and an eform signed to confirm they have read the booklet (ad hoc staff, such as Invigilators sign a hard copy proforma).

Areas covered include Health & Safety Policy and Procedures; Security Arrangements and Crime Prevention; PAT Testing; Fire; First Aid; Working at Height, Moving & Handling, Lone Working, Asbestos and additional training requirements identified for their role. Staff who are commencing employment at the beginning of an Academic Year, attend school in second half of the Summer Term for a full day's induction, to include H&S (which is delivered by the Site Manager).

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy (as outlined above)
- Appropriate local training regarding RAs and safe working practices – this includes foundation/refresher training, display screen equipment, fire, near miss, step stools/ladders, moving and handling.
- Updated training and information following any significant health and safety change.
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals.

Training records are held by the Personnel Officer who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff. Reminders are entered into the H&S diary.

Online top-up training (IHASCO or Every) is provided for staff where necessary e.g. Moving & Handling.

All staff will attend an annual Health & Safety Foundation / Refresher training session, presented by the Schools appointed external Health & Safety Consultant. This presentation will include:

- Accident & Incident Reporting
- Asbestos Awareness (including Asbestos Register)
- Basic Hygiene
- Defect Reporting
- DSE Safety
- Electrical Safety & PAT
- Fire Safety
- Hazardous Substance & COSHH
- Hot Drinks Safety
- Housekeeping
- Moving & Handling
- Near Misses
- Needles & Needlestick Injuries
- Risk Assessment Requirement
- Safe Practices
- Safe Premises
- Sharps & Weapon Safety
- Slips & Trips
- Work at Height

3.46 Violent & Aggressive Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Eggar's School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Violent incident reporting is totally confidential. Records are held at Reception, by the School's Welfare Officer and are recorded on the same proformas the School uses for the recording of staff accidents (secure and GDPR compliant blue pad).

The course of action will be at the discretion of the Head Teacher.

Where violent and aggressive incidents to staff are student-related, the key rules are outlined in the Behaviour Policy.

3.47 Visitors

All visitors must always report to the main reception where they will be asked to show identification and will be provided with the key health and safety (including contractor code of conduct if applicable) and fire safety information, to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be required to sign in and be issued with a visitor badge, which should be always worn. Prior to signing in they are required to read the H&S leaflet for visitors and Child Protection statement.

3.48 Work at Height

Work at height is always to be undertaken in accordance with the School's work at height procedures. There are two risk assessments one for staff using step stools (up to 3 steps) and one for staff trained in the operation of tall steps and leaning ladders. Both identify general requirements and safe working practices for the different types of equipment. Specific or higher risk tasks will be carried out in accordance with a specific RA for that task or by outside contractors (who will carry their own RAs).

The competent persons for work at height on the premises who have attended training are authorised to:

- Use steps, stepladders and leaning ladders (Site Team, Network Manager and D&T Technician) in accordance with their training.
- Provide step stool (up to 3 steps) instructional briefs to staff in accordance with policy.
- Carry out monthly inspections of all on site ladders and stepladders.
- Remove access equipment from use if defective or considered inappropriate for use.

The competent persons for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding and mobile towers.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a RA.
- Access equipment selected for work at height must be as per the RA.
- Any staff working at height must be appropriately trained to use the access equipment.
- Staff are not to improvise or use alternative access methods of their own choice.
- Use of any furniture, including tables and chairs, is forbidden for any work at height.
- Staff may only use step stools (up to 3 steps) if they have received instruction either during induction or via annual refresher training from RW Safety Solutions or the Eggars Schools H&S Training Booklet.
- Staff in offices, where trained, may use the Elephant Steps provided. Use of these in classrooms is not permitted.
- Staff may only use stepladders (greater than 3 steps) and leaning ladders if they have personally attended appropriate training at intervals not exceeding three years.
- Any safety concerns about a work at height task must be raised prior to work starting.
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to or borrowed from third parties or contractors.
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.
- PASMA trained personnel.

3.49 Work Experience

Work experience risk assessments and work place visits are undertaken by competent persons as per the Work Experience Policy stored here: T:\Common\!Staff Handbook\Policies and Statutory Documents

4.0 Associated Policies and Procedures

- a. Medicines Administration Policy
- b. Child Protection Policy (including the Physical Intervention Policy)
- c. Fire Evacuation Plan
- d. Fire Manual Folders
- e. First Aid Policy
- f. Site Security Policy including Lone Working Procedures
- g. Contractors On Site - Safeguarding Practices
- h. Work Experience Policy
- i. Supporting Students with Medical Conditions

5.0 Health & Safety - Roles and Responsibilities

Head Teacher/Responsible Manager/Duty Holder	S Holman
School Business Manager/ H&S Officer	S Figg
Health and safety Administrator	H Wellington
Site Manager/ Cleaning (YBC)/ Maintenance SLA (Corrigenda)/ Asbestos Competent Person/ Legionella Competent/ Minibus Manager	D Webb
Deputy Asbestos Competent Person	R Heighes
COSHH Assessors	D Webb, R Heighes, L Stanley, L Ivory-Bray, Abi Marsh, Hannah Wellington, Harriet Pattinson, Chloe Dix- Beer, Jo Painell, Neil Waite,
Fire Safety Manager	D Webb
Welfare Officer/PEEP Manager/Medical Lead	S Kunesch
Accident Investigators	S Figg, H Wellington
H&S Committee/Representatives	S Figg, H Wellington, D Webb
PAT Testing Competent Persons	R Heighes, D Webb
Risk Assessors	J Clarke, N Waite, M Farris, D Webb, C Michael, L Stanley, L Ivory-Bray, S Figg, Abi Marsh, S Mather, H Pattinson, H Wellington, S Whittington
Competent Persons for Working at Height	R Heighes, D Reseigh, D Webb
PASMA-trained staff	R Heighes, D Webb, S Capit
Competent Persons for Work Experience (WEX)	L Tomkinson
Education Visits Coordinator (EVC)	C Legg
HR Officer	C Neill
H&S Governors	M Young
SENCo	C Vickers
Education Visits Risk Assessor	C Legg
Head of Catering- external	Innovate
After-school Clubs / Eggar's Experience	The member of staff leading the activity, and approved by a school trained risk assessor.