



# HEALTH AND SAFETY POLICY

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# New Road Academy Health & Safety Policy

## Section 1 - Policy Statement

It is the policy of the New Road Academy to safeguard the health, safety and welfare of its employees, students, visitors, and all persons likely to be affected by its undertakings. The school accepts the aims and provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations and aims to comply with all other relevant statutory obligations. The successful management of health and safety contributes to the overall performance and objectives of the school.

The School Governors and Headteacher are committed to:

- Developing a positive health and safety culture with the commitment and participation of all employees
- Allocating sufficient resources to ensure effective safety management.
- Assessing the risks to the health and safety of its employees and anyone else who may be affected by its undertakings to eliminate or control all hazards / risks, as far as is reasonably practicable.
- Providing safe plant, equipment, systems of work, information, training and supervision as is necessary to safeguard the health, safety and wellbeing of all employees and those who may be affected by our work activities.
- Establishing arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, so far as is reasonably practicable.
- Providing and maintaining a working environment for employees that is safe, without risks to health, and adequate as regards facilities and arrangements for welfare at work, so far as is reasonably practicable
- Consulting with trade unions and other workforce representatives on health and safety issues to ensure that everyone is informed, involved and engaged in health and safety.
- Providing and promoting positive policies regarding health, safety and welfare concerns at work to include access to occupational health and staff wellbeing support services.
- Bringing this policy statement and relevant safety arrangements to the attention of all employees and, as appropriate, other persons affected by the school's activities.
- Providing a robust audit and review process designed to measure safety performance and compliance with the school's policies, procedures and related safety guidance documents.
- Reviewing & amending this policy statement, organisation, and arrangements as often as necessary

As the Chair of Governors of The Telford Priory School, I along with the Headteacher are committed to the health, safety and well-being of all our employees, students, visitors and contractors.

This policy will be reviewed every twelve months and will be updated as necessary.

**Chair of Governors - Graeme Harkness**

**Date:** .....

**Headteacher – Andrea Bell**

**Date:** .....

## Section 2 - Organisation and Responsibilities

### KEY PERSONNEL WITH HEALTH AND SAFETY RESPONSIBILITIES

#### Health, Safety and Welfare Advice and Training

Internal Health & Safety – DHD	86419
Health and Safety Advisor for Schools – Donna Irish	01952 381817
Resilience Manager – Alan Boyd	01952 381932

#### Fire Control/Emergency Evacuation

Fire Safety Officer (Shropshire Fire & Rescue Service)	01743 260200
Nominated Premise Fire/Emergency Co-ordinator: .....DHD.....	
Deputy Fire/Emergency Co-ordinator: .....CGS.....	
Fire Marshals: DHD, CGS, MBT, CBY, CAN, CET.....	

#### Reporting and Recording of Incidents & Accidents

Persons nominated for overseeing the recording and notification of accidents, near misses, violent incidents, diseases and dangerous occurrences: .....DHD.....

#### First Aid

The school maintains a bank of certificated First Aiders to support students and staff.

#### Educational Visits Co-ordinators (EVC):

DHD and KBN

#### Legionnaires Coordinator:

DHD

#### Portable Electrical Appliance Testing Nominated Co-ordinator:

Site Team / DHD in association with DLM Electricians

#### Control of Substances Hazardous to Health Assessment Co-ordinator (COSHH)

DHD / MBT, VSS for the Science Department, RGN for the DT Department.

#### Board of Governors

The Board of Governors, along with the Senior Leadership Team form the body corporate for the school and have the collective and individual responsibility for planning, resourcing and overseeing the school's activities, the provision of its services and the conduct of its undertaking.

The school Governors have a responsibility to conduct their business and make decisions in conformity with health and safety legislation and the School's own policies. Governors must ensure that the decisions they make take account of health and safety issues and that sufficient resources are allocated for this purpose.

School Governors will therefore:

- Consider health, safety and welfare issues as part of their decision making process.
- Use the advice provided by the Senior Leadership Team to help in their decision making process to ensure the health and safety of all persons likely to be affected by these decisions.
- Formally scrutinise and adopt the School's Health and Safety Policy.
- Appoint a Lead Governor with specific health and safety responsibilities from within the board.

The Board of Governors are responsible for carrying out specific functions both individually and collectively.

*Name of Governor appointed to role is to be confirmed* - is the lead governor responsible for health and safety issues and governance arrangements for health and safety lie with that governor.

The Lead Governor responsible for Health and Safety actively monitors and promotes health, safety and wellbeing across the school raising matters with Senior Management and relevant Committees as necessary.

The governors are not in day-to-day control of health and safety at the school, but they need to satisfy themselves that risks are considered as part of their decision-making process and are sensibly managed.

### **The Chair of Governors**

The Chair of Governors (*post to be appointed to*) has ultimate responsibility for all health and safety issues within the school and will provide effective leadership and direction for the implementation of this Policy. The Chair can also be the Lead Governor for Health and Safety, with the agreement of the Board.

**The Chair of Governors** (aided by the Senior Leadership Team), will as far as reasonably practicable, Ensure:

- The provision of suitable competence and expertise to effectively deliver and implement this policy.
- Adequate provision of suitable staffing levels, working conditions and environments
- Adequate provision and maintenance of suitable equipment and resources
- That School employees are appropriately informed and trained about health, safety and welfare.
- That a robust audit process is in place to measure and review policy compliance and effectiveness
- That a Governor is appointed to lead on health and safety matters
- The Chair of Governors will chair meetings of the School Health and Safety Committee, will oversee the development of the School's Health and Safety Strategy and promote and support the activities of the Senior Leadership Team.

The **Lead Governor for Health & Safety** is responsible for health and safety and governance arrangements and will keep the Chair of Governors briefed on any significant safety matters arising outside of the Committee and elsewhere within the school.

**The Headteacher and the Senior Leadership Team** will provide effective leadership and direction to ensure the policy is implemented and will as far as reasonably practicable, ensure:

- The information contained within this policy is effectively communicated throughout the school.
- That the personnel that they manage, have the necessary competence and resources to fulfil their health and safety responsibilities.
- That arrangements are in place for the on-going assessment of risks within the school that meets the requirements of the School Health and Safety Policy.
- That arrangements are in place for implementing the control measures which follow-on from the risk assessments within the school.
- That staff and others involved in the delivery of the school's services are provided with relevant information and training on the use of equipment, substances and machinery relevant to their role.
- That they and all levels of staff are appropriately represented on the Health and Safety Committee.

## The Headteacher

The Headteacher has overall responsibility for the day-to-day operational management of health and safety within the school. They must have sufficient competence (or assistance from competent colleagues - SBM) to enable them to ensure the trusts standards for health and safety are maintained.

### Headteachers will:

- Be responsible for the day to day, implementation of the Health and Safety Policy and will liaise with the Governors to ensure full compliance with all of its requirements.
- Keep themselves and their employees up to date with all relevant health and safety information and consult with or seek advice, guidance and support from the Trust and/or the T&W H&S Team
- Facilitate the necessary health and safety training for staff, in order for them to undertake their work safely.
- Appoint key personnel to take responsibility for operational health, safety and welfare issues (see page 4)
- Periodically review the policy and make amendments to it whenever necessary.
- Monitor the safety performance and take such steps as may be necessary to improve performance.
- Ensure that all employees have access to a copy of the school's health and safety policy and are aware of their responsibilities.
- Ensure that effective channels of communication and consultation with staff and safety representatives are maintained.
- Ensure that suitable and sufficient risk assessments are carried out in respect of the health and safety of all persons that are affected by the school's activities; and that such risks are controlled by effective and proportionate means. Also, that the assessments are recorded and highlight any employees, students or other individuals identified as being especially at risk.
- Promote a positive culture and an interest in health and safety matters throughout the school.
- Ensure that appropriate staff liaise with subject advisers and health and safety officer/coordinator on health and safety matters.
- Make recommendations for improvement and present an annual report on Health and Safety to the Governing Body.
- Ensure all relevant accidents/incidents are reported via the appropriate channels (Forms held on SharePoint for all staff to access), that they are thoroughly investigated, reported to the relevant enforcing authority, where necessary and that appropriate remedial actions are taken to help prevent a recurrence.
- Be responsible for dealing with visits from the Health and Safety Executive and other enforcing agencies.
- Ensure that competent persons are appointed to test and maintain the utilities, facilities, plant and equipment within their buildings / areas of control, as appropriate (gas, electrical, water systems, etc.)
- Ensure service and maintenance records are maintained for all relevant services, facilities, plant and equipment within their buildings / areas of control.
- Be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed at least annually.
- Ensure that suitable and appropriate fire safety and emergency arrangements are in place in respect of the buildings & premises, students & employees that they manage and / or are responsible for.
- Be responsible for ensuring that there is liaison with key partners that have an interest in the building, on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning, etc.
- Be responsible for ensuring that health and safety repairs and necessary emergency work required to ensure the health and safety of staff, students and others are undertaken.
- Be responsible for ensuring that works plans, schedules and other data are maintained, in respect of the maintenance and building alterations of the school in so far as they affect health and safety.

### The School Health and Safety Co-ordinator (SBM):

- Will encourage a positive approach to accident prevention and the health and safety of staff, students and others on the school premises and affected by school activities.



- Will ensure that they understand current school policies and procedures affecting health, safety and welfare of staff, students and others.
- Will carry out investigations as deemed necessary, periodically inspect the premises and activities in order to determine whether the policies and procedures are being complied with and whether adequate standards of health, safety and welfare are being achieved.
- Will ensure that effective measures are in place to deal with and prevent emergencies, this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc) working with the Site Team
- Will ensure that all staff regularly check the electrical leads and plugs of the equipment they use. A system to report any defects e.g. contacting the site team.
- Cleaners will be responsible for checking electrical items of cleaning equipment, with support from the Site Team.
- Will liaise with and seek advice, guidance and support from external Health and Safety Advisers (e.g. the Council's Health and Safety Adviser, Enforcement Authorities, Health and Safety Executive and Environmental Health Officers, The Fire Prevention Officer, etc.) as and when necessary.
- Will identify health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of staff, students and others.
- Will maintain records of works plans, schedules and other data relating to the maintenance and building alterations in so far as they affect health and safety issues.
- Will liaise with key partners, as required on health and safety matters relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning.
- Will ensure that vehicles belonging to the school are serviced and maintained in a safe condition.

### **Subject Leads**

- Will ensure that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy that apply to the work they do.
- Will arrange for staff under his/her immediate control to receive, adequate and appropriate training and information in health and safety matters to enable them to undertake their job safely, via the SBM.
- Will work to achieve and maintain good standards of health and safety performance within the department.
- Will ensure that staff are conversant with current legislation affecting the health, safety and welfare of staff, students and others.
- Will advise the SBM of all matters requiring attention with regard to health and safety.
- Will promote a positive culture and an interest in health and safety matters throughout the department.

### **Teaching Staff**

- Will take reasonable care of their own health and safety and that of the students and others who may be affected by what they do;
- Will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- Will observe the additional safety precautions needed if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines and specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and AFPE (Association of Physical Education)
- Will promptly report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management\Health and Safety Coordinator etc. as appropriate.

### **Health and Safety Representatives**

Health and safety representatives may be trade union representatives, but not necessarily.

They attend the quarterly 'School Health and Safety Committee', where they represent the views of employees (regardless of whether they are union members or not).

Health and safety representatives will be consulted in good time about health and safety issues.

Amongst their functions they have the right to:

- Carry out regular inspections of the workplace,

- Investigate accidents and incidents, and,
- Examine health and safety documents.

### All Employees of the School

Must at all relevant times, to minimise the risk of injury to themselves, other colleagues, customers or partners of the school:

- Comply with the measures specified in this policy and other relevant risk control measures, procedures and guidance, produced by the school, whilst at work.
- Conduct themselves in an appropriate manner so that they, and/or others are not put at risk by their activities, actions or failings.
- Co-operate with the Headteacher, managers and supervisors, on all matters affecting health, safety and wellbeing at work.
- Make full and proper use, in accordance with the user instructions and the training provided, of any plant, machinery or equipment that is made available to them; and to not misuse such equipment.
- Only use plant, machinery and equipment for which they have been authorised, have been fully instructed as to its safe use and have received suitable training. Where appropriate, employees must ensure that plant, machinery and equipment is suitably guarded during use.
- Attend relevant training courses as requested by management and adhere to the techniques and practices specified within any training provided.
- Wear / use the necessary protective clothing and/or safety equipment (including PPE) as specified for their role / work.
- Report hazards, defects or potential risks affecting the health safety or welfare of themselves or others, which they cannot eliminate or control themselves to their supervisor or manager immediately.
- Report all accidents and incidents (i.e., near miss, violence, abuse, racial and hate related) occurring in their area of work including cases of work-related ill health to their manager/supervisor immediately, following the correct reporting process. Employees may be involved in the investigation and any remedial actions required arising from this process.
- If at any time, employees are involved in any activity that feels unsafe or they feel at risk, they should stop the activity and raise their concerns with their line manager.

### Trainees, Apprentices and Volunteers

The school recognises its responsibilities both as sponsor and managing agent to all its Trainees, Apprentices and Volunteers (and similar groups that may be affected). Such groups will be afforded the same health and safety status and adopt the same duties and responsibilities as that of an “Employee” and are required to be made aware of and adhere to the requirements of the School’s Health and Safety Policy.

### Young persons and work experience students

All Young Persons and Work Experience Students have the same health and safety status and responsibilities as an employee and are required to be made aware of and adhere to the requirements of the School’s Health and Safety Policy. The potential vulnerability of such persons requires that they will be subject to greater levels of supervision than standard employees and may also be subject to additional controls depending upon the findings of the risk assessment process.

**New Road Academy currently does not accept work experience placements for young people under the age of 18. This will be reviewed in the Summer of 2025.**

### Visitors and the Public

Appropriate action must be taken to ensure that visitors are made aware of risks relevant to their visit, at the specific site they are attending. All visitors must be accompanied within areas of the school which are identified as non-public areas. These persons should not be allowed to access areas which may place them or others at significant risk. The school will conduct its undertakings in such a way as to ensure that visitors and members of the public are not endangered by its work activities.

## Disciplinary Procedures

**The Health and Safety at Work etc. Act 1974** states that, *“No person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”*

Disciplinary action may be initiated against any employee who knowingly violates or fails to implement the school’s safety policies, procedures or guidance, or who fails to use any personal protective equipment or other safety devices or equipment, when required, that is specifically provided for their protection.

Breaches of the health and safety policy, procedures and arrangements will be dealt with under the Schools Disciplinary Procedures. It must be understood that such breaches may also expose the individual committing the breach and / or the school to criminal prosecution.

## Section 3: Arrangements for Health and Safety

In order to promote a health and safety culture that aims to produce high standards and continuous improvement, the school has put in place the following health and safety arrangements.

### Governance and the School Health and Safety Committee

The principles of good governance are integrity, openness and accountability.

These principles describe the systems and processes whereby the Chair of Governors, the Lead Governor for Health and Safety and the Headteacher, as Senior Leadership Team, fulfil their collective responsibilities and provide the foundation for securing the health and safety of the school’s students, employees and others affected by its activities.

The Senior Leadership Team will meet for regular updates on health & safety performance, to determine if the school’s health and safety policy, strategy and action plans are being achieved and if necessary, ensure that any outstanding issues are being prioritised and addressed via a risk-based approach.

### Communication, Consultation and Co-operation on Health and Safety

High quality communication is an integral part of effective health, safety and wellbeing management.

The New Road Academy will consult with recognised trade union and other employee representatives on matters affecting health and safety via the safety forums and meetings outlined below.

### School Health and Safety Committee

The School Health and Safety Committee is the principle forum for health and safety matters at the school. The committee oversees health and safety management within the school and is the formal mechanism for consultation with employee representatives (including the trade unions, where applicable) on health and safety matters. It will monitor performance and consider proposals on school health and safety policy and strategy.

### Membership of the School Health and Safety Committee

- The School Health and Safety Committee is made up of the Chair of Governors, the Lead Governor for Health and Safety, the Headteacher, other governors and members of staff and also employee representatives (including those of trade unions) as applicable.
- Members of the committee shall be nominated and appointed annually at the autumn term meeting of the Governing Body.
- The Committee shall be chaired by the Chair of Governors.
- **Neither the Headteacher, any ‘Teacher Governor’, nor anyone else employed at the school shall be appointed as the Chair of the Health and Safety Committee.**
- In the event of a vacancy arising on the Committee, a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation.

- The Governing Body will appoint the Clerk who shall not be the Headteacher.

*The school H&S committee is to be established in conjunction with the Governing Board selecting a lead governor for Health & Safety, with the initial committee meeting due to take place in the Autumn of 2024.*

## **Meetings**

The Committee will meet at least three times a year (once every full term) to fulfil its responsibilities and to meet any prescribed deadlines.

Meetings of the committee shall be called by the Clerk to the Committee and seven days' notice will be given with an explanation of the purpose of the meeting.

The terms of reference for the School Health and Safety Committee are to:

1. Consider, review and approve where appropriate, health and safety policy, strategy, procedures and guidance documents developed by and for the school.
2. Specifically prepare the health and safety policy and recommend it to the governing body. Keep the policy under review and to recommend such amendments to the governing body as may be necessary.
3. To recommend to the governing body procedures for implementing the health and safety policy and then to ensure, by means of periodic checks and reports, that those procedures are followed.
4. Consider changes to (and new) health and safety legislation, the content of recommendations from professional bodies, and the necessity for changes to School policy(s) as a result.
5. Consider reports from enforcement agencies and recommend appropriate action(s) in response.
6. Receive and review specific reports on accidents, incidents, near misses and work-related ill health.
7. Monitor health and safety performance, including accident and incident rates. Review and consider any significant concerns or associated trends and recommend appropriate action(s) in response.
8. Receive health and safety inspection and audit reports, generated by the SBM and/or Lead Governor for Health and Safety and/or others and consider appropriate action to address any shortcomings identified.
9. To recommend to the governing body a school security procedure that addresses the security of students and staff as well as the protection of buildings and property. Review this regularly and make recommendations where appropriate.
10. With the head, draft a documented emergency plan for the school for approval by the governing body.
11. To consider and recommend to the governing body suitable arrangements to ensure safeguarding and the promotion of the health, welfare, and inclusion of students.
12. Consideration of reports and factual information provided by inspectors of the Enforcing Authority.
13. Promote a positive safety culture and play a key role in motivating and engaging with employees and actively monitoring and driving improvements in the health and safety performance of the school.

The terms of reference with specific regards to the maintenance of the school premises are:

1. To monitor the state of repair of the school buildings.
2. Through the Headteacher, to liaise with the school's building surveyor or other adviser over repairs and maintenance work to be undertaken each year.
3. Through the Headteacher, to take any action required to approve & carry out repairs in an emergency.
4. To consider and recommend to the governing body any proposed improvement projects.
5. To recommend to the governing body a lettings policy for the school, to keep this under review, including lettings charges and any proposals or requirements for insurance cover.

## Local Health and Safety Arrangements

### Access and egress from the school site

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and road markings have been put in place to demark designated parking by staff & visitors.

**OLC** – raised footpaths and marked zebra crossings on OLC road area and through the car park. A hedge separates pedestrian traffic from the road alongside the tennis courts.

**Top car park** – Zebra crossing at the entrance to the carpark, and a raised footpath running alongside the drop-off area. There is a pedestrian footpath alongside the 3G, leading onto a joint access road/footpath. This is controlled via a locked chain at the school end of the track.

The red gate is closed at the start and end of the day outside the school entrance to ensure traffic is not moving in the vicinity of students.

### Accident & Incident Reporting and Recording

All accidents, incidents (including near-miss, violence and/or abuse related) which occur on School premises or arising from our activities must be reported, using the correct reporting process. A range of forms (for accident, violent incident, near miss etc.) are available for the use of personnel.

Staff should be aware that in the event of a serious accident/injury the Health and Safety Advisors may need to investigate the incident. Therefore, it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

Where such an incident results in a 'specified injury, incident or occurrence' as described in the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR), the SBM holds the responsibility for reporting such incidents or occurrences to the relevant authorities.

All RIDDOR reportable incidents involving the school's students, employees or others affected by the School's work activities, must be reported to the Health & Safety Executive within a proscribed timescale.

School Managers must notify the Trust, whenever an incident is deemed to be reportable under RIDDOR so they can support the process.

School Managers have a responsibility to carry out a robust investigation following an incident and where appropriate to take reasonable action to prevent reoccurrence.

### Reviewing accidents

An analysis of the accident reports and near-misses will be undertaken at intervals and considered by both school management and the Governors' Committee with Health and Safety Responsibilities, for consideration of further action.

### Staff must be aware of the following:

- Parents are to be advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date must be included, this is essential for head injuries. A medical log is held on student reception, and on students individual BromCom pages.
- Information about children's allergies are readily accessible to staff and supply teachers on BromCom.

### Asbestos

No asbestos is present in the school.

## **Bad Weather Contingency Plans**

School site staff will be responsible for ensuring the site remains in a safe condition and will produce a plan for gritting the site during icy and snowy conditions. Staff must stick to the agreed routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

## **Chemical and Substance Safety**

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE RISKS THAT THEY PRESENT HAS BEEN MADE.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, students and others, the School's COSHH Assessment Co-ordinators (named on page 4) will:

- Identify and control these substances, minimising the risk of exposure to staff and others.
- Ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impracticable then a full COSHH risk assessment will need to be carried out and documented. Paper copies of these documents will be available in the site office, cleaning cupboards (for those substances held within them), and within the Science Prep Rooms (for those substances held within them).
- Ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- Ensure staff know that they are to read labels and instructions, practise sensible, safe working practices and follow and understand the emergency procedures.
- Ensure equipment is used as instructed.
- Ensure personal protective equipment/clothing is available and used when required (see page 18 - PPE) All staff must be aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the School Business Manager, and if not available the Site Team or immediate Line Manager.

## **Computers**

Staff who use computers, including laptops, for a continuous hour or more at any time during their working day must undertake a workstation risk assessment.

Speak to the SBM who will be able to give you a copy of the self-assessment and run through the procedure. If any changes or equipment are required that cannot be resolved directly by the user then report back to the SBM who will see if it is appropriate to order the equipment e.g. screen riser, footrest etc.

## **Confidential Counselling Service**

If you are in need of support, in the first instance please speak to the HR department, we also have access to the Employee Assistance Programme.

## **Contractors**

All contractors working on the school premises are to report to reception prior to starting work. The Site Team will be called by reception where the detail of the work and associated Health and Safety considerations can be discussed and agreed upon.

For extensive work or high-risk jobs, the contractor must comply with the recommendations and procedures issued by the school and trust. Close liaison between the school/trust representative and contractors must be maintained.

The procedure for this type of work will be agreed prior to work commencing and amended during the work activity as necessary especially when there are unforeseen developments.

## **School safety arrangements regarding contractors**

Once a competent contractor has been appointed the school will:

- discuss with the contractor details of current relevant issues and works to be completed, supported by documentation where necessary.
- require the contractor to provide method statements, permits to work etc, as applicable.
- seek confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements that are laid down in the contract.
- clarify the responsibility for provision of first aid and firefighting equipment and the procedures to be followed in the event of emergency.
- obtain details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal.
- obtain details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection.
- agree key points of contact, arrangements for communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk.
- agree arrangements for suitable working times and segregation of school activities from the contractor's work areas.
- seek confirmation that all workers are suitably qualified and competent for the work.

### **Fire Safety and Emergency Evacuation**

The Fire Risk assessment is stored in SmartLog. This is reviewed on an annual basis unless there are significant changes before this. An assessment of the risks of fire is carried out by an external company specialising in Fire Risk Assessments. As a result of the assessment, if any additional precautions are identified as necessary the school will implement these as a matter of priority.

Notices setting out emergency evacuation procedures are displayed at key points around the school and in every classroom.

Emergency exit doors and routes are kept clear at all times and not obstructed at any time. All fire doors are kept unlocked while the premises are in use.

The Site Team checks all firefighting and detection equipment monthly to ensure that is present in the correct locations and has been subject to a service check within the last 12 months. In addition, there is an annual check of all fire extinguishers by Churches.

The fire alarms are tested weekly by the Site Team and emergency lighting monthly. Records are kept in a log on SharePoint.

### **Fire Drills**

Fire drills take place at least termly. Details are recorded and notes made of any problems which need remedying.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The building should NOT then be re-entered until it has been confirmed that it is safe to do so.
- The Fire Service will be summoned by the automated fire system linked to our monitoring company, along with a call made by reception, or in their absence by the Site Team.
- Fire wardens will sweep their designated areas and report to the 'Person in Charge'.
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will be provided their register at the muster site.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to reception and sign into the inventory system and ensure they are familiar with the fire precautions. Reception staff must remind visitors to read the emergency arrangements.
- In the event that anyone by reason of any sort of disability or special need on the premises would be unable to evacuate the building without assistance a Personal Emergency Evacuation Plan will be drawn up, agreed with them and implemented.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.

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

## First Aid & Medical Emergencies

If urgent medical aid is needed an ambulance should be called immediately by dialling 999. Provide details of the exact location and send someone to direct the paramedics to the casualty if necessary.

First aid treatment should be provided to the casualty whilst waiting for the paramedics to arrive.

### First Aid

The school will ensure that first aid can be rendered to staff and students, should they be injured or become ill. An has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

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

### First Aid training

Staff involved with regularly involved with First Aid predominantly hold the full First Aid at Work training course consists of at least 18 hours of learning (not including breaks), over a minimum period of three days.

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all of the subject areas and be able to:

- Administer first aid to a casualty with:
  - Injuries to bones, muscles and joints, including suspected spinal injuries.
  - Chest injuries.
  - Burns and scalds.
  - Eye injuries.
  - Sudden poisoning.
  - Anaphylactic shock.
- Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

This training must be renewed every three years by means of a two day re-qualification course.

Other staff who have involvement with First Aid, or work in areas where an injury is a greater possibility compared to other subject departments hold the Emergency First Aid at Work qualification, which is a one day course – valid for three years.

### First Aid Facilities

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

<ul style="list-style-type: none"> <li>○ Student Reception</li> <li>○ Site Office</li> <li>○ PE Office</li> <li>○ First Aid Room</li> </ul>	<ul style="list-style-type: none"> <li>○ Staffroom</li> <li>○ Design Technology Dept</li> <li>○ Food Technology Dept</li> <li>○ Science Rooms</li> </ul>
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- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. Additional supplies are available from the First Aid room. The Site Team is responsible for ensuring these are replenished as soon as possible after use.
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.



## Recording First Aid Treatment

Records of treatment provided will be made in the medical log and within individual students BromCom accounts. See page 12 for further information on accident/incident reporting.

## Administration of Medicines

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

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a form to confirm this. Wherever possible two members of staff will be present especially when having to administer the medication.

Medicines are kept in the locked cupboard in the First Aid Room or, if required to be refrigerated can be found stored in the fridge located in the First Aid room. Further advice can be found in the Medication in Schools Guidance.

Parents/Carers will need to fill in a consent form asking for medicine to be stored in the school. Parents/Carers must be made aware they will be responsible for making sure the medicine is kept within date.

## Lone Working

Working Alone should be avoided wherever possible. However, it is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks are found within the *Lone Working Risk Assessment*.

Any staff wishing to work on the premises outside normal school hours must have prior agreement from the SBM / Site Team.

Also see page 20 for school security and people responding to callouts.

## Manual Handling

Moving heavy and awkward loads can cause injury. Where staff roles require them to undertake significant manual handling, then training will be provided.

A specific manual handling risk assessment will be undertaken for the task and reviewed regularly; staff must follow the control measure at all times. See the *Manual Handling Risk Assessment for details*.

## General manual handling guidance for all staff

To avoid manual handling injuries all staff should follow established safe manual handling techniques:

- Plan the lift before you start.
- Assess the load – if it is awkward or heavy, find out whether there is a mechanical aid to use e.g. trolley or a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly gripped.
- Lift smoothly and slowly, using your powerful leg muscles and avoid twisting, stretching and over-reaching where practicable.

## Mini-Bus Use

- The minibus is Certificated to Public Service Vehicle (PSV) standards/or operated under Section 19 Permit legislation. It will only be driven by persons who have successfully completed the 'Minibus Driving Assessment Scheme' (MIDAS) arranged by SBM. This driver advice is also applicable to self-drive hire or otherwise "borrowed" vehicles.
- Staff who drive the minibus must carry out the pre-use checks and complete the logbook.
- Teachers, parents and others who drive students in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the students. Volunteers will be carefully vetted by the school before they are permitted to transport students in their cars. The Headteacher will request assurances as necessary. This will be included in the risk assessment for trips where necessary.
- The driver is responsible for making sure that pupil's wear a seat belt at all times and if necessary, use booster seats. Staff hiring a minibus or other vehicle must make sure students wear seat belts at all times.  
**Vehicles without seat belts will not be used.**
- Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', volunteers' cars. Parents, volunteers or other students driving students will not be allowed to be alone with a pupil. The party leader will arrange a central dropping point for all students rather than individual home drops.

## Out of Hours Use of School Premises

Suitable consideration will be given to persons using the premises outside of school hours in order to ensure their safety.

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

There will be control over the number of persons attending functions at the school to ensure that they can all evacuate quickly and safely in the event of an emergency. If necessary, further advice will be sought from the Fire Safety Officer (details are on page 4). Hirers of the building will be given written emergency procedures that they have to comply with and sign to agree to follow those procedures.

No alcohol is allowed for any lettings of the building. See the New Road Academy Lettings Policy for further details.

## Parental/Adult Help

- All parents and adults must be DBS (Disclosure & Barring Service) checked if they offer to help with clubs, transport or any other school activity.
- When using their own car, they must prove that their insurance cover is appropriate to take children on school business and the car is road worthy, taxed and MOT where appropriate.

## Personal Protective Equipment (PPE)

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

PPE will be provided to staff or students where this is a necessary control identified by a risk assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

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

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE. Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, store it correctly and report any faults so that replacements can be provided.

## **Portable Electrical Appliance Testing**

The Headteacher or delegated responsible person (SBM) is responsible for ensuring that all portable electrical equipment is tested regularly by an approved contractor.

A register of all such electrical equipment tested is kept in SharePoint.

No equipment other than that purchased as new may be used unless tested. This includes personal equipment brought into school by members of staff.

The SBM / Site Team will be responsible for co-ordinating the testing of equipment.

All staff will be instructed to visually check electrical equipment for obvious defects before use.

All hard-wired electrical installations are maintained by an external electrical company arranged via the SBM for the school installation to be checked at least every 5 years and more frequently where changes are made to the system.

## **Pregnancy and New Mothers**

Risk assessments must be produced to identify any further precautionary measures that are needed to protect pregnant employees. If you are expecting a baby (or have given birth in the last six months) you will need to let the Headteacher know as soon as possible. Your HR department will review the risk assessments applicable to you to ensure that you are as safe as possible during your pregnancy and will take any additional measures needed to protect you.

## **Risk Assessments**

Risk assessment is the main tool that the school relies upon to identify and control the risks arising from our work that could potentially harm employees, students, parents, contractors, visitors and anyone else affected by the operations of the school.

The School's Senior Leadership Team have the responsibility for ensuring that all significant risks, arising from their activities are properly assessed, to identify:

- Any hazards which have the potential to cause harm.
- Who is likely to be harmed (employees, contractors, public etc.)
- How likely it is that the harm will occur.

From the above the SLT will do all that is reasonably practicable to protect people from harm by looking at the control measures already in place and then asking if the hazard can be removed altogether, or if not how the risk can be controlled e.g. trying a less risky option, organising the work differently to reduce exposure to the hazard and / or by providing PPE.

- Risk assessments will be carried out or reviewed before every educational visit.
- All P.E. activities have been risk assessed in line with the Association for Physical Education (AfPE) Safe Guidance for each PE event.

Management team should always consult employees, and others where appropriate, when completing the risk assessment process. Employees carrying out the work, generally know best as to what the risks are and should play a part in ensuring that the assessments are carried out robustly and that the precautions and preventive measures that we put in place, work effectively in practice. Employees must be made aware of the significant findings of the assessment and the control measures put in place to protect them.

All the significant risks to employees and those affected by the school's undertakings will be recorded and control measures put in place to enable all employees to operate in a safe manner.

Managers are responsible for ensuring that they undertake the risk assessments and review them at least annually or more frequently as required. This will be monitored by the School's Health and Safety Co-ordinator.

Training for school staff on risk assessment is arranged via SmartLog.

## School Security

### Safeguarding

Safeguarding procedures will be monitored and reviewed at least annually by the Safeguarding Team and Safety committee.

- Gates are locked at the same time each day in the morning at 0845 and after school at 1525. After which time access to school is through main reception. After school clubs use the main reception doors.
- The school receptionist monitors those that come to the door at reception before deciding who to let into the building.
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- The main doors have an automated locking mechanism.
- Intruder alarms are installed.
- The following staff have a set of keys to access the school at any time SBM and Site Team. They can also activate the school's electronic security system.
- Blinds or curtains have been installed in all classrooms and corridors for security, the classroom blinds or curtains are closed at the end of each school day.

The Site Team is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured. All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day.

### Responding to call outs

The following are the school's nominated representatives who will respond in the event of an out-of-hours call out, Site Team and SBM.

The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised. *Details of response and safety are contained with the Caretaking Risk Assessment.*

### Lone Worker attendance

If anyone has to attend to a call out on their own, procedures must be in place so that the individual on site keeps in contact with someone on arrival at site, at regular intervals whilst on site, when leaving site and on arriving safely at home. If the lone worker fails to make contact within the agreed time further steps to establish their whereabouts will be needed. Also see page 17 Lone Working.

No employee will enter a building alone unless there is an urgent and important need to do so before assistance arrives. No employee is expected to enter a building where it is believed there is a significant risk.

Following any event, the Caretaking Risk Assessment will be reviewed, and further control measures implemented where appropriate.

### Smoking / Vaping

Everyone's health is important, so smoking/vaping is prohibited during the school day either by staff or students whilst on the school premises.

### Stress

Although pressure is necessary for us to live normal lives, excessive pressure can cause stress which in turn can lead to real physical and mental problems. Training is available on handling personal stress and

employees are encouraged to take their PPA time and take regular exercise. Heads are expected to be able to recognise and manage stress and try to promote a harmonious working environment within their teams. Training is available to help with this – please see the HR department.

If you feel that work is causing you to have too much stress or even that stress caused by other things is affecting you at work, then you need to tell your manager/Headteacher or use the Employee Assistance Programme (*new provider from Sept 2024 – Schools Advisory Service*).

### **Supervision of Students**

The school will be open from 0630 to 1830 on weekdays during term times. Students are on site between 0745 (*tbc for Sept 2024*) and 1600, between these times supervision will be provided. Students will not be allowed on site outside of these times, unless this is for planned extra-curricular activities. Parents are informed of the details of the school terms and opening arrangements at the beginning of the school year and reminders sent throughout the year when necessary. The school website gives details of arrangements for 'Breakfast Club' and 'After School Care' times.

The school operational arrangements will take account of the following:

- Supervision ratios and locations between school opening and lesson start time.
- Supervision ratios and locations at break and lunchtimes
- Supervision ratios and locations between end of lessons and school closing time
- Areas to be used by students outside lesson times.

### **Training in Health and Safety**

Providing relevant health and safety training as is necessary to protect the health and safety of our employees is a key policy commitment of the school. All employees regardless of their status, must be provided with sufficient training, knowledge and skills to enable them to carry out their work safely and with the minimum of risk to themselves and / or anyone else.

One of the core competencies for Headteachers and managers is health and safety and all Headteachers and managers will be assessed on this and encouraged to improve their skills and knowledge.

Relevant members of the Board of Governors, along with the Headteacher and other Managers as appropriate will attend periodic health and safety training sessions. This will help ensure that the School Leadership Team is kept abreast of their safety obligations and how to implement them.

It is particularly important that managers ensure new employees are given an induction, ideally within the first week of their employment or as soon as is reasonably practicable. This induction must include essential health and safety related matters, including their responsibilities as identified in this policy; other basic information such as first aid, fire safety and the reporting of hazards and incidents.

Job specific training should follow which introduces local policies, processes and procedures.

Further specialist training should take place where additional skills are required; this will include refresher training where these skills are not frequently used or where the risks have potential to change.

### **Challenging Behaviour**

The Headteacher is responsible for ensuring that **all** staff:

- Are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse. See page 12 for Accident & Incident Reporting & Recording.
- Know that when they have meetings with potentially hostile parents these must be in the presence of another member of staff.

As appropriate, staff will be trained to manage actual and potential aggression and/or unacceptable behaviour.

## Visits and Journeys

Telford & Wrekin Council's Educational Visits and Journeys Guidance is followed, and the Educational Visits Coordinator (EVC) is listed on page 4 of this policy. The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed.

## Working at Height

Working at height, can be very high risk and persons do not need to be very far off the ground for these risks to be realised. An assessment must be made of the risks from such work, and those risks should be designed out (by avoiding work at height) wherever possible. Relevant staff, particularly site managers/caretakers, whose role may periodically require them to use ladders must have completed ladder safety training if using a ladder cannot be replaced by safer means, as part of the risk assessment process.

Where work at height cannot be avoided the equipment used for such work must be appropriate and suitable for the job and must be regularly inspected and well maintained. **The use of chairs / desks and other equipment (that is not specifically designed for work at height) as a means of gaining access for such work is strictly prohibited within the school.**

## Work Equipment

Work equipment relates to all things that the school relies upon for its effective operation. For example, tables and chairs, heating boilers, lifts, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguishers etc.

All equipment purchased by, or on behalf of the school must be suitable and fit for purpose. Therefore, before any equipment is purchased managers must ensure they understand what is required, consult with all those that will be using the equipment, and take appropriate professional advice where necessary:

- Consideration will be given to the safe installation, storage and positioning of the equipment.
- Training in the safe use of the equipment may be required and should where practical be supplied by the companies providing the equipment.
- The equipment will be maintained to ensure that it remains in good condition by the Site Team / or will be under contract for maintenance and repairs either via a supplier or an alternative competent maintenance provider.

It is the responsibility of the person using the equipment to ensure it is in a safe condition before using it. They may require instruction and/or training before the initial use to know how to undertake the checks.

Where any faults are noted with equipment, this must be taken out of use immediately and brought to the attention of the Site Team or other appropriate manager for action.

The school keeps a record of the inspections and checks that are made to all equipment. The log/record is kept on SharePoint

## Wellbeing of Employees

Many of us spend a great deal of our time at work, therefore our health and wellbeing in the workplace is as important as it is outside of the workplace, after all, how you are feeling does not automatically stop the moment you step foot into work!

## Employee Assistance Programme

Staff will be able to access the Employee Assistance Programme (EAP) providing employees with access to a dedicated online health hub to support their health and wellbeing. The Hub contains a wealth of information and resources including webinars, wellbeing fact sheets, videos, articles, self-help programmes, interactive tools and educational resources to help with life's challenges.

*(new provider from Sept 2024 – Schools Advisory Service)*

## Sources of support, information and guidance on Health and Safety

Wherever possible, School employees are encouraged to try and resolve health and / or safety issues for themselves in the first instance, providing it is safe to do so; **Sort it or report it!**

Where employees are unable to deal with a problem directly, they are encouraged to contact the person responsible for the issue and / or that has the necessary authority to resolve it. Often this will be the employee's Headteacher or line manager and, in any case, should the employee be uncertain of whom to go to, they should always report the matter to their line manager in the first instance.

If the line manager is unable to answer the query or the employee would feel more comfortable talking to someone independently, are advised to speak with their trade union health and safety representative.

### School policies, procedures and guidance documents

Detailed guidance and policies can be found on SmartLog.

Further useful information and advice can be found on the HSE website <https://www.hse.gov.uk> and the web sites of the recognised trade unions.

### Monitoring and Review

This policy will be reviewed at least annually by the schools Senior Leadership Team and updated, modified and/or amended as necessary to ensure the ongoing health and safety and welfare of School employees, students and visitors.

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

1. All risk assessments.
2. All accident and incident reports.
3. All advisory reports received.
4. All termly audit reports (where appropriate).
5. The annual audit report.
6. Progress on health and safety and fire action plans, policy and procedure updates.
7. Other health and safety related matters and events arising throughout the school year.

The Headteacher and the Health and Safety Committee will be responsible for reviewing and amending this policy.