UNIVERSITY OF WINCHESTER ACADEMY TRUST

HEALTH & SAFETY POLICY 2025-26

Droxford Junior School

Approved by	Trust Board
Approved on	
Next Review Date	
Responsible person	CEO
Committee Responsible	A&R
Regularity of Review	Annual

1	**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, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims. Our aims are 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	**ORGANISATION** **Employer Responsibility** The overall responsibility for health and safety at the school is held by The University of Winchester Academy Trust Board 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 Trustee 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 Trustees include the duty to monitor and regularly review the Health & Safety Policy for the school.

3	**The CEO** The Chief Executive Officer (CEO) holds overall responsibility for the effective management and implementation of the Health and Safety Policy across all schools within the Trust and is accountable to the Trust Board. The CEO is responsible for: • Ensuring that sufficient and appropriate resources are allocated to meet all statutory health and safety requirements across the Trust. • Embedding health and safety considerations into all strategic and operational decisions. • Promoting a positive health and safety culture where all staff understand and share responsibility for maintaining safe working and learning environments. • Through operational oversight, the CEO ensures that effective systems are in place for monitoring compliance and performance, with regular reporting and reviews
4	**Responsible Manager (School Leader)** The responsible manager for the premises is the School Leader who will act to: • Develop a safety culture throughout the school/premises/organisation • Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively • Ensure all new staff are given the appropriate Health and Safety Induction • Assess and control risk on the premises as part of everyday management • 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 can be found on the school computer network – Staff Health and Safety, the school Health and Safety notice board in the staffroom and relevant information is emailed to staff during the year. • Periodically update governing bodies/partnerships as appropriate • Produce, monitor and periodically review all local safety policies and procedures
5	**Local Academy Committee** The school 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 School Leader and board of Trustees. • Work alongside the Trustees to provide guidance and support • Provide oversight and be accountable to parents, Trustees, 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 School Leader as necessary. Attend site termly and review health & safety management. They will complete the Governing Body Health & Safety Management Review Monitoring Form during the site walk with the THSC and SSM and then upload it to Governor Hub along with a summary of findings. This feedback will also be emailed to the THSC, SSM and School Leader for actioning.
6	**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.
7	**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: • Read the Health and Safety Policy and make note of amendments when notified. • Ensure all training that is assigned to them is completed and carried out as required. • Look at all risk assessments within their school or 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. • 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 School Leader or Senior Site Manager. • Supporting the school/premises/organisation health and safety arrangements • Ensuring their own work area remains safe at all times • 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 School Leader /School Administrator and recording using the defect reporting procedure. • 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 • 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. UWinAT will ensure that legislation from the Health & Safety at Work etc Act 1974 will be adhered to.

8	**Trust Senior Site Manager (SSM)** The Trust Senior Site Manager (SSM) holds an operational and leadership role in managing health, safety, and estates compliance across all schools within the Trust. Working under the direction of the School Leader and in partnership with the Trust Health and Safety Coordinator (THSC), the SSM oversees caretaking staff and leads on all facilities-related health and safety matters. The role is designed to meet the expectations of the DfE Estate Management Competency Framework at Level 3- Manager, which includes planning, managing, monitoring, and reviewing estate-related activities, and ensuring compliance with statutory and best practice guidance. The SSM is responsible for embedding and promoting a proactive safety culture across the school estate. This includes managing compliance with legal and regulatory requirements such as legionella control, COSHH, fire safety, asbestos management, site security, and contractor oversight. The SSM ensures that appropriate risk assessments and control measures are in place, reviewed, and actioned. In the absence of a Site Manager, the SSM ensures continuity of health and safety through the completion of essential site checks and maintenance tasks, working within defined safe systems of work. Aligned with DfE Estate Management Competency Framework Level 3 competencies, the SSM provides leadership in the implementation of planned preventative maintenance, reactive maintenance, and estates strategy delivery. They update and maintain the electronic Health & Safety Management Diary, coordinate responses to reported defects, and ensure routine testing and statutory inspections are scheduled and completed. The SSM leads the site team, ensuring all staff are trained, supervised, and supported in their duties, and that all works are completed safely, on time, and within budget. The SSM contributes to strategic estate planning by evaluating site conditions, supporting works and managing projects through collaboration with contractors and consultants. The SSM oversees utility management and the quality assurance of cleaning, waste removal and maintenance contracts. By combining strategic oversight with operational management of the Site Manager, the SSM ensures that the school estate is legally compliant, fit for purpose, and safe. In accordance with the DfE framework, the SSM regularly monitors and evaluates site-based health and safety performance and provides reports to the Local Academy Committee (LAC) and the Trust Audit and Risk Committee. The SSM will liaise with RW Safety Solutions and other professional bodies as necessary, ensuring all activities remain within the boundaries of training and competence.
9	**Trust Health & Safety Coordinator (THSC)** The Trust Health & Safety Coordinator (THSC) is responsible for the strategic coordination and operational oversight of health and safety across all schools within the Trust. The THSC works under the direction of the School Leader, in partnership with the SSM and in collaboration with the Health & Safety Consultant Ray West, operating within the parameters of their training, competence, and current legislation to ensure a consistent and effective approach to compliance and safe working practices. The THSC acts as the main point of contact for health and safety matters within the Trust and supports decision making in line with current legislation and best practice. The THSC promotes and supports a positive health and safety culture, ensuring compliance with statutory duties and facilitating safe working environments for all pupils, staff, visitors, and contractors.

	The THSC facilitates the identification, organisation, and tracking of health and safety training requirements across the Trust. The THSC ensures accurate records are maintained and reviewed to evidence compliance. The THSC oversees the management and coordination of all health and safety risk assessments, ensuring they are regularly reviewed and that control measures are effectively implemented. This includes fire risk assessments, legionella risk assessments, site safety checks, first aid provision, welfare arrangements, and general premises risk management. The THSC ensures robust systems are in place for reporting and investigating incidents, accidents, and near misses. The THSC ensures compliance with RIDDOR reporting requirements and provides appropriate follow-up support and recommendations to improve safety performance. The THSC carries out regular scheduled and ad hoc inspections of school premises to monitor hazard identification, risk control, and overall compliance. The THSC maintains a centralised health and safety management diary and reporting system to track inspections, actions, and follow-ups. The THSC liaises regularly with School Leaders and the lead Health & Safety Governor, reporting termly on health and safety performance. The THSC reports for relevant Local Academy Committee (LAC) and Trust Audit & Risk Committee meetings. The THSC supports the CEO and CFOO in the review and approval of Trust health and safety policies and contributes to the ongoing development of the Trust's health and safety strategy. They ensure relevant information is distributed across the Trust and that all schools meet regulatory and policy standards.
10	**Site Manager** The Site Manager is responsible for undertaking health and safety related duties on behalf of, and under the direction of the SSM and School Leader to assist with maintaining a safe, clean, and secure environment for pupils, staff, and visitors. Their responsibilities support the implementation of the school's Health & Safety Policy and align with the Department for Education's Estate Management Competency Framework at Level 1 – Awareness. This level indicates an understanding of basic legal, safety, and compliance requirements, and the ability to recognise when to escalate issues to more senior staff. The Site Manager works closely with other staff, maintains accurate records of checks and maintenance tasks, and cooperates with external inspectors or service providers. They are expected to undertake regular training appropriate to their responsibilities, covering topics such as fire safety, work at height, manual handling, legionella management and must stay informed of changes to school policy or legal requirements. In their day-to-day duties, the Site Manager is expected to follow all school health and safety procedures and contribute to fostering a positive safety culture across the school. They carry out routine inspections, safety checks and complete checklists on a regular systematic basis as instructed by the SSM and THSC. These are detailed below: • Local management of legionella • Local management of fire fighter equipment, emergency lighting and fire doors • Local management of steps and ladders with understanding of work at height principles. Management of hazards and control measures as per working at height risk assessments • Local management of asbestos, in line with the schools Asbestos Management Plan as deputy nominated responsible person.

	• Visual inspections of the premises, trees, play areas and equipment • Local management of trolley and manual handling equipment All findings are logged and any hazards or defects are reported via the defect reporting procedure and to the SSM and School Leader as appropriate. The Site Manager is responsible for the safe opening and locking of the premises each day, monitoring access points, and supporting emergency drills such as fire evacuations and lockdowns. In addition, the Site Manager is responsible for using tools and equipment safely, wearing personal protective equipment (PPE) where necessary, and storing materials, especially cleaning chemicals, securely in line with COSHH regulations and the schools risk assessments. Where safe to do so, the Site Manager carries out minor repairs and general maintenance, such as replacing bulbs, fixing fixtures, and basic decorating tasks. Larger or more complex issues are discussed with the SSM and appropriately resourced. Where the skills allow these will be carried out at school level. Waste disposal is also managed by the Site Manager, who ensures the correct separation and removal of general, recyclable, and hazardous waste, while keeping external areas tidy and free of trip or slip hazards.
11	**All Teachers & Supervisors** Teaching staff are responsible for the day-to-day local management of Health & Safety within their own classrooms, acting on behalf of the School Leader, with support and guidance from the SSM and THSC. They will ensure that Staff are provided with adequate safety information, and they will manage all integral and specific risks relating to teaching and learning. They will ensure that all activities are periodically risk assessed, half termly inspections are carried out, and necessary controls are implemented. Their responsibilities include: • Weekly checking of equipment to ensure it is safe • Complete quarterly inspections using the classroom check sheet of their areas of responsibility, taking prompt remedial action where necessary to control risk and report any issues to the THSC. • Ensure 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 children behave in a safe manner, especially when playing outside • To follow the schools Trip Policy when planning and risk assessing any internal or external trip, found on the school shared drive. • Carryout 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 and are briefed on Health & Safety processes within the workplace All internal risk assessments are to be completed using the Master Template (found in Health and Safety / Risk Assessments) 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 Health and Safety / Risk Assessments**)**

	• Record any concerns re Health and Safety using the defect report system. • Ensure volunteers in your 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. • Keep classrooms, stock cupboard, PE stores and corridors clear, tidy and safe. 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 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. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
12	**Fire Safety Co-ordinators** The Fire Safety Coordinators are the THSC and SSM acting as competent persons for the fire safety on the premises on behalf of the School Leader. They will attend Fire Risk Assessor Training and are responsible for the local management and upkeep of the Fire Safety Manual. The Site Manager will carry out termly fire alarm tests under the direction of the SSM and School Leader and will complete a check sheet to be reported accordingly. Any concerns will be actioned. Evidence of this processes is retained. The day-to-day fire safety duties are carried out by the 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 Fire Safety Coordinators will ensure that the fire safety manual contents are reviewed, and actions taken are monitored. They will carry out the annual internal fire risk assessment on behalf of the School Leader and arrange for the external fire risk assessment to be carried out every three years or 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 THSC and SSM will ensure that any recommendations from the report are actioned, with support from the Site Manager as required. The School Leader, THSC, SSM and Site Manager will complete a course in Fire Safety for Education providers. The Fire Safety Co-ordinator are to work within their level of competence and seek appropriate guidance and direction from the RW Safety Solutions as required and from external fire risk assessor.
13	**Personal Emergency Evacuation Plan Manager** The School Leader is the Personal Emergency Evacuation Plan Manager, their responsibilities are as follows: • Assess if any of our children need a PEEP • Complete PEEPS, with support from class teacher, parents and other relevant agencies. • Ensure parents have signed and are in agreement of the PEEP • Complete PEEPS for visitors, contractors and supply teachers, with support from the Admin Officer • Review the effectiveness of the PEEP during and after any evacuation (including drills) – add notes to the PEEPS and sign to show they have been reviewed. Review PEEPs on an annual basis, or earlier if the needs of the evacuee change.

14	**Legionella Competent Person** The Site Manager and SSM with support from the THSC are the nominated competent persons for Legionella on the premises and act on behalf of the School Leader to provide the necessary competence to enable Legionella to be managed safely. They attend training at intervals not exceeding three years and all training records are to be retained. They will work within their level of competence and seek appropriate guidance and direction from the School Leader and/or RW Safety Solutions as required. The Site Manager with support from the SSM will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the HSE guidance Legionella ACOP (L8), the schools Legionella Written Scheme and Risk Assessments. They will advise the School Leader of any condition or situation relating to Legionella which may affect the safety of any premises users. The THSC, with support from the SSM will ensure that the Legionella risk assessment is reviewed internally on an annual basis and externally carried out by a competent Legionella risk assessor initially and every three years thereafter/ or 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/risk. The THSC and SSM will ensure that any recommendations from the report are actioned, with support from the Site Manager as required. All staff will have the Legionella Written Scheme and Risk Assessments made available to them.
15	**Asbestos Competent Team (ACT)** The SSM and THSC are nominated responsible to deliver asbestos controls as outlined in the Asbestos Management Plan on behalf of the School Leader who is the asbestos responsible manager. The Site Manager is the deputy nominated responsible person and acts on behalf of the School Leader to provide the necessary competence to enable asbestos to be managed safely in accordance with the Asbestos Management Plan. The ACT will ensure that all staff have a reasonable awareness of asbestos management and dangers. They will ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the School Leader of any condition or situation relating to asbestos which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the School Leader and/or RW Safety Solutions as required. They will attend training at intervals not exceeding three years and all training records are to be retained. Management of Asbestos is presented to all staff as part of the Annual Health & Safety training session, presented by the schools appointed external Health & Safety Consultant. Asbestos also forms part of the New Staff Induction and regular reminders issued as part of the H&S bulletins.
16	**Accident Investigators** The responsible Accident Investigators are the School Leader, Admin staff and THSC. The on-site trained accident investigators will lead on all accident investigations in accordance with departmental and corporate 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 School Leader, THSC and/or RW Safety Solutions.

	The THSC will support and monitor the on-site accident investigations. They will collate information, report trends and action requirements on behalf of, and under direction of the School Leader. This information will be reported to the Local Academy Committee and Trust Board. The THSC will attend appropriate training/refresher training. They are to work within their level of competence and seek appropriate direction and guidance from the School Leader and/or RW Safety Solutions.
17	**First Aid & Medical Lead** Under the direction of the School Leader and on-site First Aid & Medical Leader with sufficient first aid training, supported by the THSC and HR Assistant trained in Supporting Pupils with Medical Conditions (General Management) will manage and coordinate the medical needs of the school. This includes: • Complete the first aid & medical needs assessment and review annually, or sooner when required • Ensure staff are adequately trained to minimum requirements as outlined in the first aid & medical needs assessment • Delegating the first aid equipment checks to a designated member of staff and reviewing the check sheets termly. • Responsible for meeting requirements as outlined in the First Aid Policy and Administration of Medicines Policy • Ensure resources are available • Ensure specific requirements for medical conditions are met and relevant staff are informed and kept up to date Individual Health Care Plans (IHCPs) and Educational Health Care Plans (EHCPs) are managed by the SENDCo with support from the First Aid & Medical Lead, School Leader and individual pupils' teacher and parents/careers.
18	**Health & Safety Assistance & Advice** RW Safety Solutions is the competent source of safety guidance for the school/organisation 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/organisation, then advice from RW Safety Solutions must be sought.
19	**SENDCo** The SENCo staff members will fulfil Health and Safety Admin duties and their responsibilities are as follows: • Consult with teachers, parents and medical personnel attending to the child • Work with the School Leader and relevant staff 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 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.
20	**Educational Visits Coordinator** The Education Visits Coordinator works with their colleagues to help them access and manage risks regarding off-site activities. The must support and oversee planning so that well-considered and prepared arrangements are made when managing off site activities.

	They work alongside the School Leader and in accordance with the Evolve/Outdoor Education Service's procedures and guidance. The School Leader will step forward in the absence of the EVC. The EVC will have the nationally recognised Educational Visits Coordinator training every 5 years.
21	**Outdoor School** Outdoor School Staff (OSS) will ensure that all necessary first aid training is completed to support the safe delivery of all planned outdoor activities. OSS will have appropriate training for the specific activities they lead, as well as training in understanding and applying risk assessments. Their core responsibilities include: • Ensuring the group's welfare needs are met, including appropriate clothing and shelter, access to hand washing facilities, food and drink, and toilet provisions • Maintaining clear communication with relevant staff, parents, management, pupils, and, where appropriate, the local community • Implementing effective risk management systems, reviewing risk assessments at appropriate intervals and sharing with relevant staff • Ensuring that appropriate staff to pupil ratios are maintained during all outdoor school activities • Providing clear guidance and induction processes for supporting staff to promote a consistent and safe approach • Developing a management plan to minimise environmental impact and ensure ongoing site maintenance • Ensuring that all equipment, tools, and outdoor clothing are fit for purpose, properly stored, and maintained according to established schedules Arrangements for Outdoor School procedures are set out in the Outdoor School Policy and various risk assessments. All staff involved will adhere to the Outdoor School Risk Assessments that can be found on the shared drive and UWINAT SharePoint.
22	**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 Mental Health & Wellbeing Policy and work with the School Leader and Trust to regularly review and update the polices where appropriate.
23	**Cleaning Staff** The cleaning staff are outsourced to a cleaning contractor. They are responsible for the safe working procedures for 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. These contractors will adhere to the same management control processes for hazardous products as those of the school. Risk Assessments will be created by the Cleaning Contractor. All Risk Assessments and associated control measures are then to be approved by the SSM prior to implementation. The cleaning contractors must adhere to the schools safeguarding and health & safety policies and procedures. They will be vetted by the THSC annually and their performance monitored throughout the year. They must meet the Trusts minimum insurance requirements. The cleaning contractors must sign in/out at main reception on the Inventory System and will be issued with lanyards that must be worn when on school grounds.
24	**Kitchens** Authorised access and safe working procedures for local management of the main kitchen where catering is provided are organised and managed by the school appointed Catering Contractor. These areas are only to be used by authorised Staff in accordance with the identified safe working procedures. Any persons not normally authorised but wishing to enter these areas must gain approval from a competent person prior to entry and must strictly adhere to the catering contractors safe working practices. The Kitchen Contractor will consult with the school with regards to maintenance of kitchen appliances and equipment and are responsible for organising the regular cleaning and deep clean in accordance with their agreed contract. The Catering Contractors must adhere to the schools safeguarding and health & safety policies and procedures. They are responsible for providing risk assessments which will be vetted by the THSC prior to the start of the contract and then on an annual basis. Their performance monitored throughout the year. They must meet the Trust's minimum insurance requirements. The Catering Contractors must sign in/out at main reception on the Inventory System and will be issued with lanyards that must be worn when on school grounds, the only exception is when they are in the kitchen. The Site Manager and SSM will be required to enter the contractor managed kitchen to carry out regular health & safety checks and site inspections. Safe working procedures and authorised access for other kitchen areas/food preparation areas are under the local health and hygiene guidance. The school has a specialist kitchen and practical room to enable the children to prepare food and cook food with the assistance of a competent adult. Staff working with the children preparing or cooking food will adhere to the relevant risk assessment and relevant staff will be trained in Level 2 Food Hygiene and Safety for Catering which is refreshed 3 yearly. Staff are required to follow the control measures outlined in the Staff Kitchen Risk Assessment at all times.
25	**Ground Maintenance Contractor** The ground maintenance is outsourced, contractors must adhere to the schools safeguarding and health & safety policies and procedures. They will be vetted by the THSC annually and their performance monitored throughout the year. They must meet the Trusts minimum insurance requirements. Risk Assessments will be created by the Grounds Maintenance Contractor. All Risk Assessments and associated control measures are then to be approved by the SSM prior to implementation. The Grounds Maintenance Contractor is responsible for supplying and maintaining their own equipment. They must supply the Trust with the appropriate maintenance records for the equipment proposed for

	use during the work. These records may include recent test records, inspection certificates or a record of completed maintenance such as an equipment logbook.
26	**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 School Leader or their delegated member of Staff prior to implementation. They will be vetted by the school annually using the Lettings Policy and Forms and their performance monitored throughout the year and must comply with the necessary safeguarding and health & safety requirements/policies and procedures. Companies must: • Have their own safeguarding policy. • 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.
27	**Lettings** The Board of Trustees has overall responsibility for the security and management of its Academy premises. However, it is the responsibility of each school to ensure that this policy and the procedures are implemented. The administration of the hire procedure is the responsibility of the administrative staff in each school. Lettings must complete the form within the Lettings Policy, provide enhanced DBS checks on all persons and to review safeguarding policies and procedures and to impose any additional requirements they consider appropriate in connection with the hiring. Lettings must comply with the school's health & safety policies and procedures. Refer to Lettings Policy for further information, terms & conditions.
28	**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 the school and are to be used alongside other current school/premises 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.

28.1 **Health and Safety Management System**

The Health and Safety Management Diary is updated on a regular basis by the THSC and SSM. This ensures procedures are carried out at the correct intervals and can be reviewed by the Trust. The Health and Safety management diary includes:

- Planned Preventative Maintenance for all school and plant equipment
- Statutory Insurance Inspections
- Premises Services Schedule
- Regular in-house Health & Safety Checks
- Premises Policy Reviews
- Site Inspections
- Risk Assessment Review Schedule
- COSHH Assessment Review Schedule
- DSE Workstation Assessment Review Schedule
- Classroom Check Sheet Review Schedule
- Legionella Review Schedule
- PAT testing
- Ladders, Steps & Trollies Review Schedule
- Fire Safety Review Schedule
- Health & Safety Policy & Procedure Review Schedule
- Safety Check Sheets Review Schedule
- Incident Rate Monitoring and Trend Analysis Review Schedule
- Asbestos management
- Proactive Input Rate Analysis Review Schedule
- Annual staff feedback review schedule

The school also uses iAM Compliant (Identity and Access Management (IAM) system) that brings together health and safety compliance, staff training, sustainability, asset tracking, and statutory reporting. It helps us manage and schedule statutory tasks, track compliance actions, maintain full audit trails, and stay up to date with legislation. iAM Compliant provides instant visibility and reporting across individual schools and the wider Trust, giving a centralised view of compliance and estate performance. The system supports efficient management of estates, risks, and assets, and enables informed, data driven decisions at both operational and leadership level.

During the transition to the new iAm Complaint system, both the existing Health & Safety Management Diary and this new platform will be used in conjunction to ensure continuity and accuracy of records. This dual approach allows staff to become familiar with the new system while maintaining reliable processes through the current one. Once the new system is fully embedded and any necessary adjustments have been made, the legacy system will be phased out.

This Health and Safety management system includes:

- **Task and Compliance Management**
  - Schedule, assign, and track statutory tasks
  - Maintain full audit trails with evidence collection
  - Receive built-in guidance on task responsibilities and legislative updates
- **Reactive and Planned Maintenance**
  - Log reactive jobs on-the-go during site audits

	○ Attach costs for budgeting and trend analysis ○ Link maintenance to assets, request quotes, and manage contractor workflows • **Asset and Estate Management** ○ Track fixed and non-fixed assets across their lifecycle ○ Use QR codes for mobile asset access and record-keeping ○ Manage building condition surveys and capital project planning • **Utility and Environmental Monitoring** ○ Track energy, water, and gas usage to identify spikes and promote sustainability ○ Compare budget vs. actuals across maintenance and capital expenditure • **Contractor and Compliance Oversight** ○ Maintain records of contracts, contractors, and associated costs ○ Automate reminders for compliance ○ Provide contractors with controlled portal access for secure task completion • **Policy, Risk, and Safety Management** ○ Distribute and track policies, procedures, and risk assessments with version control ○ Manage strategic and health & safety risks through dynamic risk registers ○ Enable user accountability by tracking read, review, and sign-off actions • **Help Desk and Incident Reporting** ○ Support staff through a structured issue/ticketing system ○ Link tickets to assets and categorise them by department and priority ○ Record incidents, near misses, and RIDDOR events in the digital accident book • **Audits, Forms, and Evidence Gathering** ○ Access a library of audit templates, surveys, and compliance checklists ○ Assign, circulate, and monitor completion of forms and associated actions • **Reporting and Insights** ○ Generate customisable dashboards and reports ○ Access real-time and historical performance data to guide decision-making ○ Segment insights by compliance, estates, assets, and risk categories • **Training and eLearning** ○ Distribute training content through eLearning modules to promote staff development and compliance understanding in conjunction with The National College.
29	**Accidents** **Accidents involving adults** Any Major (needing hospital or external treatment) or minor accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the Accident Report Book held in the school office and followed up with an accident investigation. These accident reporting forms will be removed from the pad and kept separately in back school office cupboard and added to the centrally held Record for accidents and Near Misses. A copy of the accident form will be given to the member of staff / next of kin or medical personnel attending to the adult. The THSC will record all accidents/Incidents on the Incident Rate Monitoring and Trend Analysis spreadsheet. This document will be used to report to the Local Academy Committee and Trust Board. If any Major accident, incident or injury to members of staff should occur then these events will be reported to the School Leader, senior leaders and the Schools Health & Safety Consultant. The Health and Safety Executive will be notified using a RIDDOR reporting from. Information on the type of reportable injuries, Diseases and Dangerous Occurrences is supplied by the HSE https://www.hse.gov.uk/riddor/reportable-incidents.htm

If the school believes it needs to submit a RIDDOR report then they will ALWAYS consult the school leaders and the Schools Health and Safety consultant.

Accident records involving staff, should be retained for a period of five years from the date of the incident or record.

Accidents involving children

The following has been written with reference to the incident reporting in schools (accidents, diseases and dangerous occurrences) information supplied by the HSE

All major accidents or incidents that involve children are to be immediately reported to the School Leader. Major accidents or incidents of pupils are recorded in the Accident Report Book and followed up with an accident investigation. This Accident Report Book is located in the school office.

The THSC is responsible for recording all accidents and incidents in a central monitoring system. This data will be used to identify trends and inform an annual health and safety report for the Local Academy Committee and Trust Board.

Examples of a major accident / incident are; a bump on the head that causes suspected concussion or dizziness, a head injury that results in a lump on the head, serious burn, suspected breaks of bones, deep (non-surface) cuts and grazes that do not stop bleeding after 5 mins, or are approximately longer than 2 cm or cover more a 5cm square.

These accident reporting forms will be removed from the pad and kept separately in a folder in the office cupboard and added to the centrally held Record for accidents and Near Misses managed by the Admin Officer. A copy of the accident form will be given to the parent or medical personnel attending to the child.

Minor accidents or incidents involving children such as bumped head, cuts, serious grazes and injuries that needed some medical treatments are recorded in a folder located in the medical room. A first aid log is filled out and sent home to the parents on Arbor to inform them of the accident. Any serious injury is communicated to parents/carers directly. If the child has bumped their head, then they will also be given a wrist band that reads 'I have bumped my head today' this is to make all staff and parents aware to keep them under careful observation.

Arrangements regarding First Aid are set out in the First Aid Policy and arrangements for administration of medicines are in the Supporting Pupils for Medical Conditions Policy.

Accident and Incident Reporting and Near Misses will form part of the Annual Health & Safety Training to all Staff.

Accident records and administration of medicines forms related to a pupil's medical needs should be retained for three years after the pupil reaches the age of 18.

30	**Violent Incidents** Violent Incidences will be uploaded to the online behaviour and safeguarding system 'CPOMS'. The numbers of these and patterns will be shared with Governors. Any physical injury to a staff member will also be recorded on an accident report form.

	The course of action will be at the discretion of the School Leader. Key rules are outlined in the Positive Behaviour Policy and Suspensions and Exclusions Policy.
31	**Incident Reporting, Investigation** Near misses will also be recorded on a Near Miss Form and handed to the Admin Office. Near miss forms are located in first aid folders in the staff room and at the school office. Near Miss Reports will be reviewed and follow up action recorded. The THSC will record all near misses on the Incident Rate Monitoring and Trend Analysis spreadsheet. This document will be used to report to the Local Academy Committee and Trust Board A formal review will be carried out by the THSC every year which investigates a year's worth of accidents, near misses and violent incidences and findings will be shared with the School Leader. The THSC will collate information from adults and children and look for trends. The Incident Rate Monitoring and Trend Analysis spreadsheet includes total number of near misses, accidents with leave, RIDDOR reported accidents involving staff/children, any reportable death, injury, occupational disease, or dangerous occurrence, visitor accidents, areas of the school, child/adult, injury type, body part, times in the day that result in a high level of accidents. 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 reoccurrence. This analysis report and actions will be reported to the School Leader. Premises hirers and community/extended service/third party users must record all accidents and near misses using the above procedure and this information will be added to the school records. The School Leader and a member of the admin team are trained accident investigators and will always conduct a documented investigation into incidents, accidents, or injuries.
32	**Administration of Medicines** These arrangements are outlined in the Supporting Pupils with Medical Conditions Policy. The First Aid & Medical Lead will ensure procedures for supporting children with medical conditions and the administering of medicines are being followed.
33	**Asbestos Management** Asbestos Management on site is controlled by the Asbestos Competent Persons outlined in the asbestos management plan. The Senior Site Manager, School Leader, THSC and the Site Manager will attend an Asbestos Awareness course every year. 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.

	To identify the asbestos containing materials within the school buildings, an Asbestos Survey is conducted that provides an Asbestos Register and full details on the items found. The Asbestos Register is available to all staff in OneDrive and in the Asbestos Manual located at Reception. A subsequent reinspection is repeated yearly or as soon as reasonably possible where there is a possible change in risk or room use or refurbishment/construction which may affect safety. ACMs identified in the survey are visually inspected by the Site Manager on a termly basis to ensure that no damage or deterioration has occurred. Any issues identified are immediately reported to the SSM or THSC and the Asbestos Emergency Procedure must be adhered to. The Asbestos Emergency Procedure is in the Asbestos Management Plan. The Asbestos Management Plan is reviewed annually by the THSC. The Asbestos Register is located in Reception and is to be shown to all Contractors who may need to carry out work on site. Contractors must review the Asbestos Register for the area in which they intend to work and sign the Asbestos Register as evidence of sighting prior to being permitted to commence any work on site. If asbestos content is suspected to be present or unknown, works will not be permitted and a detailed Asbestos Survey of the area of works will be undertaken by the appropriate competent Asbestos Management Contractor. Any asbestos identified will then be safely removed or encapsulated by the competent Asbestos Management Contractor before any works can be permitted. Any changes to the premises structure that may affect the Asbestos Register information will require recording in the Asbestos Register. 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. Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the School Leader and / or 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 should be immediately stopped from working and immediately reported to the School Leader and / or 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.
34	**Child Protection** Arrangements regarding child protection are set out in the Child Protection Policy and Safeguarding policies. All visitors will sign in using the electronic signing in system and agree to the safeguarding and health and safety information displayed on the system to be accepted as a visitor. All staff will adhere to the school's Security and Missing Child Risk Assessment

35	**Community Users/Lettings/Extended Services** The School Leader 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
36	**Contractors on Site** Contractors must adhere to the schools safeguarding and health & safety policies and procedures. All service and maintenance records must be provided to the Trust as evidence of their works. Where contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. Contractors must complete a rigorous vetting process carried out by the THSC before they can be added to the approved contractor register. They must complete an annual questionnaire and provide supporting documents. A safe selection assessment is then carried out by the THSC and supporting documents are inspected. These documents include Health & Safety Policy, Insurances, Risk Assessment's, Method Statements, COSHH assessments, Employee/Company Licenses and Qualifications, DBS checks, Equipment & Maintenance Records and Environmental checks. This process ensures that all contractors are competent, suitably qualified, and compliant to safely undertake their work, including tasks that require access to high-risk areas such as working at height (WAH), electrical systems, and plant rooms. All contractors will require adequate risk assessments / method statements to be sighted to demonstrate their safe working practices for specific work being undertaken. A RAMS review form is completed by the Trust/School competent person before works commence. Contractor performance is monitored as necessary throughout the duration of the works, with any concerns or issues promptly reported to the Trust. Any hot work permits are to be issued for all temporary hot work on site including gas and electric welding, soldering, brazing, hot cutting and use of naked flames, blowtorches, grinding wheels and cutting discs. Hot work to be carried out only by those people trained in use of equipment, hazards & precautions to prevent fires. Permits are issued by the THSC or SSM on a day-to-day basis. While the THSC or SSM are authorised to issue permits where necessary, it is typically the contractor's that generates their own Permits to Work, as they usually have established systems in place to do so. These permits must be reviewed, overseen, and formally agreed by the THSC or SSM before any work begins. The THSC and SSM will attend Permit to Work training every 3 years. All Contractors must report to Reception, where they will be asked sign in using the electronic signing in system and agree to the safeguarding and health and safety information displayed on the system to be accepted as a visitor. All contractors must review and sign the Asbestos Register. All Contractors will be provided with a Contractor Induction Brief via the electronic signing in system which includes the Fire Safety procedures and local safety arrangements, prior to them commencing work.

	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 School Leader, SSM, Site Manager or THSC. Contractors working outside of the time that children are present they can carry out their duties with permission of the Site Manager or School Leader. If there is any risk to the staff or children 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. All school staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises. Any member of staff can instruct a contractor to stop working on site if they feel their other staff or children's safety is at risk. No tools will be left unattended by any member of staff or contractor.
37	**Curriculum Activities** All safety management and risk assessments for curriculum-based activities will be carried out under the control of the School Leader and teaching staff with support from the THSC. The leadership team and teachers 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. The schools use an Extra-Curricular Third-Party Provider for swimming.
38	**Dogs on School Grounds** No dogs are allowed on school grounds without prior approval from the School Leader 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 School Leader. It is the responsibility of the School Leader to ensure appropriate insurance is in place for the dogs used in school as this type of cover falls outside of the Risk Protection Arrangement criteria.
39	**Defect Reporting** Any defects found must be reported via the defect reporting system. Defect management across the school is currently supported using the defect reporting book, the Site Manager will review this book daily, prioritise concerns and action. The Defect Reporting Book will remain in place during our transition to the iAMComplaint software system. iAM Complaint will provide a structured way of logging, tracking, and resolving defects. Staff will be supported with training and guidance on how to use the issue/ticketing system. When a defect is reported through iAMComplaint, an automatic email notification is sent directly to the Site Manager for prompt action. Site Managers will use an internet enabled device to log, monitor, and manage reported defects. Each defect and the corresponding action taken are recorded within the system, maintaining a complete audit trail with supporting evidence. The SSM oversees the status of all reported tickets, periodically reviewing entries, identifying trends, and ensuring appropriate follow-up actions are taken. During termly health & safety meetings, the

	School Leader, SSM, and THSC will review the defect book alongside reports generated from the iAMComplaint system to ensure ongoing compliance, accountability, and proactive site management.
40	**Display Screen Equipment** All users, those using a display screen for continuous periods of an hour or more per day must complete workstation assessments and any issues will be actioned as necessary by their Line Manager. Workstation assessments are to be routinely reviewed at intervals not exceeding two years. DSE will form part of the annual Health & Safety Training to all staff.
41	**Electrical Safety** The School Leader will ensure through the Site Manager and SSM that: • Only authorised and competent persons are permitted to install or repair equipment • Equipment testing / inspection can only be carried out by a competent person / contractor • Equipment is not to be used if found to be defective in any way • Defective equipment is to be reported via the defect reporting procedure and immediately taken out of use until repaired or replaced. • Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the School Leader and it has been PAT tested prior to use • New equipment brought by the school is covered under the first-year warranty and will be picked up in the next annual PAT testing session, which will be within the first year. However, new equipment not purchased by the school must be PAT tested even if under the first-year warranty. • 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 • All new school purchased electrical equipment will be PAT tested in line with the schools PAT testing regime • Periodic Electrical Installation Inspection & Testing (Fixed Wire) testing will be carried out every 5 years by a Trust approved Contractor. • Where 13-amp sockets are in use, only one plug per socket is permitted • Plug adapters are not to be used on site. • All coiled extension leads must only be used temporally and must be fully extended when in use. • Standard extension leads are only to be used as a temporary measure as far as is reasonably practicable and are PAT tested annually

	• Where extension leads are in use, to avoid overloading, these should be used to power an agreed set of electrical equipment that requires a permanent connection to a power supply and is within the acceptable power usage capability of the extension lead • Where extension leads are in use, only 1 extension lead permitted per single or double socket. • Where extension leads are in use, these are not to be overloaded. • It is not permitted to join extension leads together. • The appropriate number of electrical sockets will be installed as required during project works, such as classroom re-arrangements and refurbishment • Appropriate cable management will be implemented as part of any project works Any defective or suspected defective equipment, systems of work, fittings, etc, must be reported via the defect reporting procedure and attended to as soon as possible. The schools a trained PAT Tester and training is provided and refreshed every three years. Training and refresher training is arranged by the school admin lead and copy certificates are held on the UWINAT SharePoint and shared drive. The school also uses an external PAT tester that is vetted by the Trust. PAT Testing equipment is calibrated annually with certificates being held on the UWINAT SharePoint and shared drive. Electrical Safety will form part of the Annual Health & Safety Training to all Staff.
42	**Emergency Procedures** General emergency evacuation procedures for non-fire related emergencies are to be carried out in accordance with the Emergency Management Plan. This includes a lockdown procedure which is to be used if there is an external threat to safety and adults and children need to be kept within the building. Fire related emergency evacuation procedures are to be carried out in accordance with the fire evacuation plan and tested termly by the Site Manager, SSM and School Leader. The evaluation of these drills will be reported to the School Leader and will form part of the report issued to the Local Academy Committee and Trust Board. The school has a detailed plan if the staff and children need to evacuate to a location away from the school. This is outlined in the fire evacuation plan and is rehearsed as and when deemed practicable. Evacuation routes and fire action notices are displayed next to fire alarm call points and next to all final fire exits. These routes detail nearest exit, the necessary route and the assembly points and fire extinguishers. All staff will receive a brief and/or a copy of the fire related emergency evacuation plans and desktop alerting system at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed, and amendments are introduced. These documents are available on the staff SharePoint. The Emergency Management Plan will be issued to relevant staff and kept at reception for easy access in case of an emergency. Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. The school uses the NetSupport Notify desktop alerting system, a mass notification tool that is employed during emergency and lockdown procedures to send clear and concise messages to all connected staff computers. Admin staff have pre-approved “emergency response” alerts, agreed by the School Leader, ready to be sent in an emergency. These alerts provide concise instructions on the

	actions staff must take. The communication system's effectiveness is reviewed through practice drills, during which staff confirm they have received the alert. The alert remains visible on the screen for a set period and can only be closed by the user manually. Any staff member can trigger the alert using a keyboard shortcut, but only designated staff have administrative access to create or edit alerts.
43	**Fire Safety** Arrangements regarding fire safety are set out in the school/premises Fire Safety Policy and Management Plan, which underpins all fire safety management process and informs the School Emergency Evacuation Plan. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. At this school it is the THSC and the SSM. The School Leader will ensure through the Fire Safety Co-ordinator 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 online annually. • Fire safety procedures are readily available for all staff to read • Fire safety information is provided to all staff at induction and periodically thereafter • Fire safety notices are posted in the key areas of the building close to the fire points • 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 • All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable • Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual • The fire risk assessment is reviewed as follows: o Internally carried out **annually** by the school fire safety manager/competent person and H&S Governor who will ensure that evidence of reviews are retained for inspection purposes. o Externally carried out by a competent fire risk assessor **initially and every three years thereafter** o Externally carried out by a competent fire risk assessor **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 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 and by external contractor when appropriate. These records can be found in the Fire Safety Manual, on the Shared Drive and the UWINAT SharePoint.
44	**First Aid** Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and clearly signposted in the first aid room, and on the Health & Safety Notice Board.

	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. 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 in their building, premises or for the team. This form along with the training matrix will be reviewed periodically by the School Leader, the First Aid & Medical Lead and monitored by the THSC. The First Aid & Medical Lead will delegate the role of ensuring First Aid Boxes are checked every term, recording of checks and replenishing as appropriate. This checklist will be periodically reviewed by the First Aid & Medical Lead and random checks of the First Aid Boxes will be done termly. The First Aid & Medical Lead will be a qualified first aider and will support school staff in following the First Aid Policy and the Supporting Pupils with Medical Conditions. Every year group has a minimum of one qualified first aider and they are the first point of contact for medical assistance or for daily medicines to be administered.
45	**General Equipment** All general equipment requiring statutory inspection and/or testing on site (eg. boilers, hoists, lifting equipment, fire extinguishers, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent Core Contractors or as locally arranged on regular intervals recorded in the Health & Safety Management Diary and on the iAMComplaint portal. Records of inspections/testing will be kept. 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. Where appropriate, defective equipment or building fabric issues are to be reported to the SSM and Site Manager.
46	**Good Housekeeping** Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times: • 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 are immediately reported • Site Manager will ensure the bin store is locked at the end of the day, during the weekends and during the holidays. Any excess rubbish created during the day is placed by the Site Manager's cupboard or put directly in the external bin, in the bin store.
47	**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, and the product has been approved for safe use on site by the Responsible Manager/School Leader. The premises COSHH assessor acting on behalf of the School Leader is the THSC and SSM. The THSC & SSM undertaking COSHH assessments will undertake necessary COSHH assessor training every three years. The Site Manager who is not writing the risk assessments but will be undertaking the technical check/monitoring should also be competent and will take yearly online training. All COSHH assessments are stored at the location of the hazardous substance for ease of access and on the shared drive and UWINAT SharePoint. 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 assessment completed for that hazardous substance. A COSHH assessment index is made available to all staff so they are aware of items approved for use in accordance with the assessment. Staff must never attempt to use a harmful substance, including cleaning products, unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment. All hazardous substances are to be stored in the secure and signed storage when not in use which is in the cleaner's cupboards and the Site Managers office for this premises. These locations are to remain locked at all times. COSHH assessments will be kept assessable in these locations and on the shared drive and UWINAT SharePoint. Dishwasher tablets and washing up liquid is stored locally within the kitchen and refurbishment facilities. COSHH assessments will be assessable in these locations and on the shared drive and UWINAT SharePoint. The Site Manager and the Cleaners will ensure the cleaning cupboards are always locked when not in use, at all times. Third party contractors storing hazardous products on site are Catering and Cleaning. They provide their own COSHH register and its available at their locations. These contractors will adhere to the same management control processes for hazardous products as those of the school. The SSM will inspect storage locations every term to make sure items are appropriate and risk assessments are available. Flammable Liquids are stored in Flammable liquid store in the SHED in the playground and managed by the Site Manager in accordance with the Flammable Liquids Risk Assessment. Cleaning products will only be purchased through the school ordering system and authorised by the School Leader. Hazardous Substances and COSHH will form part of the staff induction and the Annual Health & Safety training to all staff.
48	**Hot Drinks** Arrangements for the safe management of Hot Drinks are set out in the staff induction and the Annual Health & Safety training to all Staff. Hot drinks beyond the staff rooms require a lid with the cup. Staff are not permitted to carry an open cup or mug containing a hot drink. Staff are encouraged to report

	incidents where this is seen. No hot drinks are permitted in classrooms or playgrounds unless they have screwed on lids.
49	**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 immediately reported using the defect reporting procedure. All teaching staff will complete the HSE classroom checklist each term, issued by the THSC and forwarded to the Site Manager for action and record keeping. Inspection and monitoring reports will be recorded on iAMComplaint software. This web-based tool Is used to manage the school's health & safety and estates management. Routine, documented inspections of the premises will be carried out on a weekly, monthly, or termly basis in accordance with the inspection schedule set within the iAMComplaint system. All inspection findings are to be formally recorded, and any identified defects will be logged within the platform. Issues will be automatically flagged as maintenance issues: overdue tasks, compliance issues and remedial work, these will be regularly reviewed by the SSM through the estates management dashboard. Reports will be shared, as appropriate, at LAC and Trust board meetings. The iAMComplaint premises compliance dashboard will be reviewed periodically by the THSC. Any concerns or issues identified during these reviews will be escalated and discussed with the appropriate members of management to ensure timely resolution and continued compliance with safety standards. The school will transition to using the compliance management software, iAM Compliant, once it is fully set up. In the meantime, existing premises inspection spreadsheets will continue to be used to support the process. The School Leader will meet termly with the SSM and THSC and complete a Health & Safety Management Review Form. The THSC with support from the SSM will complete an Annual Fire Safety Management Review Form and an Annual Health & Safety Monitoring Checklist. This documented inspection and audit will be reviewed by the School Leader and form part of the Health & Safety Report that is uploaded to Governor Hub and if necessary, discussed at the LAC. The Health and Safety Governor will make termly visits to review safety management and complete a Health & Safety Management Review Form. Findings will be reported to the SSM, THSC and School Leader, with outcomes included in the Health & Safety Report uploaded to Governor Hub and, if needed, discussed at the termly LAC.
50	**Legionella Management** Legionella management on site is controlled by the Legionella Competent Persons, in accordance with the Risk Assessment and Written Scheme, who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes. These checks are managed and reviewed monthly by the SSM. The THSC and School Leader will review these checks quarterly.

	The Legionella risk assessment is reviewed as follows: • Internally carried out annually by the Trust Legionella competent person and 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/risk.
51	**Lone Working** The lone working arrangements for staff who may undertake lone working on this site are set out in the Security & Lone Working Policy. All lone working is to be approved by the School Leader and is to be carried out in accordance with the various Lone Working Risk Assessments and Security Risk Assessments which are issued to those members of staff that work on their own and available to all on the shared drive and UWINAT SharePoint. Staff are not permitted to work at height, use hazardous substances or dangerous equipment when working alone unless prior approval is given by the School Leader. When lone working is undertaken it must only take place with the School Leader approval and in accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place. Lone working may include: • Late working • Home or site visits • Weekend working • Site Manager duties • Site cleaning duties • Working in a single occupancy office
52	**Moving and Handling** All staff must attend the annual moving & handling awareness training which is part of the annual health & safety refresher course. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely. 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. These are issued to relevant staff and made available to all on the shared drive and UWINAT SharePoint. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements at periods not exceeding three years.

	Midday supervisors are also expected to carryout regular moving and handling and details of how to do this are detailed in the Tables and Chairs moving and handling risk assessment. Staff are also shown safety videos how to handle the tables and demonstrations given by the Site Manager. All staff will be given access and asked to read the HSE guidance concerning Moving and Handling- 'Manual Handling at Work A Brief Guide' can be found on the shared drive and UWINAT SharePoint and must adhere to the recommendations. Risk Assessments will be created for specific moving and handling activities and given to staff if they are expected to carry out these activities.
53	**New and Expectant Mothers** The School Leader will ensure that risk assessments are completed whenever an employee notifies the school that they are pregnant. These assessments will be carried out with input from HR and overseen by the THSC to ensure compliance and appropriate support. They will be reviewed regularly and at appropriate intervals, in line with the needs of the new or expectant mother and upon 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.
54	**Off-site Activities** Arrangements regarding off-site activities are managed in accordance with the Evolve/Outdoor Education Service's procedures and guidance. The Education Visits Coordinator works with their colleagues to help them access and manage risks. All off site activities, other than routine or local trips, will be registered, managed, recorded and approved using the Evolve system. All relevant Teachers, the EVC and School Leader will have an account with the online Evolve system. Adventurous activities or residential trips will also be approved by Hampshire Outdoors through Evolve. Local trips will still be recorded using the Evolve system, these will then be approved by the EVC and School Leader. Routine sporting fixtures are not managed using the Evolve system, but the principles of risk assessment, parental consent and communication remain consistent with the Evolve process.
55	**Physical Intervention**

	Arrangements regarding physical intervention are set out in the Physical Intervention Policy, this can be found on the shared drive, UWINAT SharePoint and school website.
56	**Portable Power Tools** Staff must not use portable power tools unless they are competent to do so, with relevant experience and understanding of safe operation, in line with risk assessments.
57	**Provision of Information** The School Leader and THSC will ensure that Health & Safety information systems are established so that all Staff are periodically provided with information regarding Health & Safety on the premises. These systems are: • Annual Health & Safety Training to all Staff (signed acceptance sheet required) • New Staff Induction (signed acceptance sheet required) • Health & Safety Induction and Refresher Training (Certificate required) • Regular training • The National College development platform • Health & Safety noticeboard • Key Information section on the School website • Health & Safety section on the School shared drive and UWINAT SharePoint • Use of email • Committee meetings • Monthly Health & Safety Newsletter • Weekly Staff Briefing • Paper copies of documents in school office • COSHH assessments stored at the location of the hazardous substance Local Health & Safety advice is available from the THSC, SSM and the Schools appointed Health & Safety Consultant can provide both general and specialist advice. The Health & Safety Law Poster is displayed on the Health & Safety Noticeboard.
58	**Risk Assessment** General Risk Assessment management will be co-ordinated by the School Leader, THSC and SSM and must be undertaken for all areas where hazards are identified or perceived. Although staff are expected to assess and act to mitigate hazards where the hazard is potentially significant, a trained Risk Assessor shall oversee the assessment. Risk Assessments 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 Leader, Site Manager, THSC and SSM • Subject risk assessments will be created by the School Subject Leaders or Outdoor School Staff • 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 provider and reviewed / approved by the school trained risk assessor.

	All Risk Assessments and associated control measures are then to be approved by the School Leader or their delegated member of Staff prior to implementation. Completed Risk Assessments are listed in the Risk Assessment Register and will be reviewed periodically in accordance with each Risk Assessment's review date as listed for in the premises bring-up diary system. Risk Assessments will be issued to relevant staff and made available on the Staff Intranet and Shared Drive. The THSC, SSM, School Leader and Site Manager will complete a risk assessor course carried out by the Health & Safety Consultant 3 yearly. Other relevant staff such as Outdoor School Leads will complete a yearly course in Understanding Risk Assessments.
59	**Security** Arrangements for security are set out in the Security and Lone Working Policy. Staff will adhere to the Premises Security and Missing Child Risk Assessment which include emergency unlock routines and can be found on the shared drive and UWINAT SharePoint.
60	**Mental Health & Wellbeing** Information and arrangements are set out in the Mental Health & Wellbeing Policy and the Stress Management Policy. The school strives to support all staff members on maintaining a healthy work / life balance. It is recognised that mental health and wellbeing is not solely an isolated or individual issue, but one that may have both work as well as personal causes, and pressure arising from work can have as much impact on an employee's mental health & wellbeing as personal issues. It is also recognised that, even when in the same situation, different people may experience different levels of stress and react in different ways. Therefore, the level and type of support required by individuals may differ significantly and the school offers a variety of mechanisms to support in identifying and controlling stress. The Lead Wellbeing Manager and School Governors arrange activities and events to encourage healthy working relationships and reduce workplace stress. There is a well-being notice board displayed in the school staff room that is regularly updated with tips and advice for managing stress. The primary means of identifying and controlling stress is through the use and on-going development of open and effective communication with all members of staff throughout the school. We take the view that positive mental health and wellbeing are paramount to a happy and productive working and learning environment and acknowledge the part we all have to play in promoting this. An open-door policy is in place where staff are encouraged to discuss any concerns or stress symptoms. Line Management and staff meetings, both departmentally and school wide are held regularly, along with Staff Surveys, where all staff are encouraged to provide feedback, both positive and negative. To aid in supporting our staff, the school provides an employee's support line, the number is displayed in the staffroom and sent out on email to all staff annually. Employee Assistance Programme for Hampshire Telephone- 08000280199. A counselling service is also available on School Leader referral free of charge to all staff. Training and action plans can be provided for all staff and children.

	To support the comfort, safety and wellbeing of all staff at their workstations, DSE Workstation Assessments are carried out by relevant members of staff at intervals not exceeding 2 years. Any issues identified are reviewed and actioned by the Line Manager and School Leader support where appropriate. New and Expectant Mothers are regularly assessed throughout their pregnancy and for 6 months following the birth or until they have stopped breastfeeding to ensure their continued comfort, safety and wellbeing in the workplace. Should a member of staff be unwell, and away from work for any length of time, they are encouraged to keep lines of communication open with their Line Manager. Should a member of staff be feeling unwell, they are asked to telephone the School Leader as soon as possible before they are due to start work. A return-to-work meeting with the School Leader and Sickness Absence Form is provided for the staff member to complete following a certified leave of sickness. **Supporting pupils** As part of the school's commitment to promoting positive mental health and wellbeing for all pupils, the school offers support to all pupils by: • Raising whole school awareness of mental health and wellbeing during assemblies, PSHE and through the curriculum • Having open discussions about mental health and wellbeing as well as providing safe opportunities for pupils to share their thoughts/concerns using worry boxes, circle time etc • Providing pupils with opportunities to provide feedback on any elements of school life that impacts negatively on mental health and wellbeing • Offering support for parents and pupils with the school's Family Wellbeing Lead • Offering internal interventions
61	**Traffic Management** Arrangements regarding on-site traffic safety are based on the Premises Traffic Risk Assessment. Arrangement for where staff may use their own vehicle for business use are outlined in the Driving at Work Risk Assessment. Where it is necessary for us to ask if staff/parents/careers drive pupils to events off-site (e.g. sport, music, etc) in order to ensure the safety of our pupils an agreement to drive form must be completed and supporting documentation provided. This will be checked annually and added to the Single Central Record. If staff are driving at work and the reason for a journey is work-related (excluding commuting to and from the workplace) then a Driving at Work From must be completed and staff must have business car insurance. This form is renewed annually and added to the Single Central Record. A random spot check of forms is done, staff selected in the spot check must provide evidence of business insurance, a valid driving licence and current MOT.
62	**Training** 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 will include online Child

protection and Health and Safety training. The signed New Staff Health and Safety Induction Checklist are kept in staff's individual personnel files.

The THSC will support the School Leader in ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. If possible, this induction will be in form of a few separate Induction Sessions. The induction process will be managed by School Leader.

A Training Needs Analysis will be carried out from which a comprehensive Health & Safety Training Matrix will be developed and maintained to ensure Health & Safety training is effectively managed for all Staff who require it.

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

- Induction training regarding all the requirements of this Health & Safety policy
- Annual Health & Safety training to all Staff
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant Health & Safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals, if relevant to their role

Health & Safety training records are held by the THSC who is responsible for co-ordinating all Health & Safety training requirements, maintaining the Health & Safety Training Matrix and managing the planning of Health & Safety refresher training for all Staff as required, with assistance from the THSC.

All Health & Safety training is supported by a Certificate of Training or a signed Training Acceptance Sheet.

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

63	**Trees & Branches Risk and Management** The school recognizes that trees within the school grounds should be subject to appropriate management.

	Tree Surveys are undertaken by a competent person (Arboriculturist) 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. For the on-going care, inspection, and maintenance of the trees the Site Manager will conduct a termly visual inspection. Any issues found will be immediately reported to the SSM for necessary action to be taken by a competent contractor. Any damage to any tree, should be immediately reported to the School Leader and SSM who will immediately act to cordon off the area and seek appropriate advice. A risk assessment will be completed and reviewed annually/ or as soon as reasonably possible where there is a possible change in risk which may affect safety.
64	**Visitors** All visitors must initially report to the school office where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident. Visitors to the premises will be provided with health and safety information via the electronic signing in system. Visitors will be expected to sign in and out upon entrance and exit and will be issued with a Visitor lanyard to wear visibly during their time on site. DBS-checked individuals will receive a green lanyard, while non-DBS-checked individuals will receive a red lanyard Each visitor lanyard includes an information slip outlining key site regulations. This includes basic Health & Safety requirements under the Health & Safety at Work Act, emergency evacuation procedures, the school's strict no-smoking policy (including alternative smoking materials), and specific responsibilities for contractors regarding safeguarding and health & safety. Visitors are advised to report any incidents or concerns to their host or the school office promptly. Where possible, prior to a visitor's arrival, a member of the admin team will ask if a Personal Emergency Evacuation Plan (PEEP) is required. This is also prompted as a question on the electronic sign-in system.
65	**Work at Height** Work at height is always to be undertaken in accordance with this policy and work at height risk assessments. The schools general work at height will be undertaken in accordance with the specific risk assessments for work at height activities which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task. All higher risk staff attend the Ladders and Steps Safety Training presented by the external appointed Health & Safety Consultant 3 yearly. The SSM, THSC and Site Manager is the Competent Persons for Work at Height on the premises who have attended training with the Health & Safety Consultant commensurate with their specific work tasks and they are authorised to: • Use steps, stepladders and leaning ladders in accordance with their training • Carry out termly inspections of all on-site ladders, 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, mobile towers and mobile elevated work platforms.

A documented check of all Work at Height Equipment is carried out termly by the Site Manager and reviewed termly by the SSM to ensure the continued safety and suitability of the equipment. Any equipment that is found to be defective is removed from use and disposed of. Defective equipment is replaced if required.

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

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- 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. No other equipment except the schools step stools, step ladders or a ladder must be used
- Staff may only use step stools and step ladders if they have received training commensurate to their role and specific work tasks − The Annual Health & Safety training is appropriate for Teaching staff using work at height equipment to occasionally access shelves and update noticeboard displays
- The SSM and Site Manager may only use leaning ladders if they have 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 those provided by the School 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
- No member of staff will be allowed on the school roof.
- No member of staff is allowed to work at height while lone working

RELATED POLICIES

- Asbestos Management Plan
- Emergency Management Plan
- Fire Evacuation Plan (with Fire Marshal Routines)
- Fire Safety Policy & Management Plan
- First Aid Policy
- Outdoor School Policy and various Outdoor School Procedures
- H&S Training Plan & Record
- Legionella Written Scheme
- Lone Working Policy
- Lockdown Policy
- Mental Health & Wellbeing Policy
- Physical Intervention Policy
- Positive Behaviour Policy
- Child Protection Policy
- Resuscitation Action Plan & AED Procedure
- Safeguarding Policy
- Security and Lone Working Policy
- Supporting Pupils with Medical Conditions Policy
- Suspensions and Exclusions Policy
- Traffic Management Plan and Risk Assessment
- Educational Visits Policy
- UWinAT Business Continuity Plan
- UWinAT Lettings Policy & Form

Appendix

UNIVERSITY OF WINCHESTER ACADEMY TRUST (UWINAT) CONTACTS			
ROLE	**NAME**	**POSITION**	**CONTACT DETAILS**
UWINAT Central Team Senior Leader Lettings lead	Jill McCall	UWINAT Chief Operating & Finance Officer	07917 421133 cfo@uwinat.co.uk
UWINAT Central Team Senior Leader	Nicola Wells	Chief Executive Officer	07464346668 ceo@ uwinat.co.uk
UWINAT Central Team	Tracey Parrott	UWINAT Finance & HR Manager	01794 512028 t.parrott@uwinat.co.uk
UWINAT Central Team	Shereen Higgins	UWINAT HR Assistant	01794 512028 s.higgins@halterworth.uwinat.co.uk
UWINAT Central Team	Jean Joshua	Finance Manager	01794 512028 j.joshua@halterworth.uwinat.co.uk
UWINAT Central Team Qualified Risk Assessors Qualified COSHH Assessors Accident Investigator Asbestos Competent Persons Legionella Competent Persons Fire Safety Coordinator	Paul Wybraniec	UWINAT Senior Site Manager	07917977244 p.wybraniec@halterworth.uwinat.co.uk
UWINAT Central Team Qualified Risk Assessors Qualified COSHH Assessors Accident Investigator Asbestos Competent Persons Fire Safety Coordinator H&S Training Manager Legionella Competent Persons Supporting Pupils with Medical Conditions	Jenny Oliver	UWINAT Health & Safety Coordinator	07944695427 j.oliver@uwinat.co.uk
UWINAT Central Team Senior Admin Officer Lettings Administrator	Sue Gray	UWINAT Administration Lead	01794 512028 S.Gray@halterworth.UWINAT.co.uk

UWINAT Trustee- Health & Safety Lead	David Mason	Trustee	
Health & Safety Assistance & Advice	Ray West	H&S Consultant	07843 262855 rwsafetysolutions@gmail.com
Public Health England	/	/	www.gov.uk/government/organisations/public-health-england
Health and Safety Executive (HSE)	/	/	www.hse.gov.uk

SCHOOL NAME: DROXFORD JUNIOR SCHOOL			
SCHOOL CONTACTS			
ROLE	**NAME**	**POSITION**	**CONTACT DETAILS**
Health & Safety Lead Governor Safety Committee	Bonike Bracewell	Governor	b.bracewell@droxford.hants.sch.uk
Responsible Manager Designated Safeguarding Lead PEEPs Manager Qualified Risk Assessors Accident Investigator Asbestos Competent Persons Fire Safety Coordinator Lettings Lead Safety Committee	Matthew Dampier	Head Teacher	Matthew.dampier@droxford.hants.sch.uk 01489 877537
Admin Team	Sam Paine Lorna Conder Josie Cleeve		adminoffice@droxford.hants.sch.uk s.paine@droxford.hans.sch.uk (finance)
First Aid & Medical Lead Accident Investigator Qualified Risk Assessor PEEPS Manager	Josie Cleeve Sydony Madgwick (maternity leave)		adminoffice@droxford.hants.sch.uk
SENCo	Pippa Burrell		p.burrell@droxford.hants.sch.uk
Site Manager Asbestos Competent Persons Legionella Competent person Risk Assessor	Gary Parkin		g.parkin@droxford.hants.sch.uk
Mental Health & Wellbeing Lead	Matthew Dampier Pippa Burrell		p.burrell@droxford.hants.sch.uk
Educational Visits Co-Ordinator (EVC)	Matthew Dampier Jenny Smith		j.smith@droxford.hants.sch.uk
Outdoor School Leaders	TBC		

External Fire Risk Assessor	DGI Fire Risks Ltd	External Fire Risk Assessor	DGI Fire Risks Ltd 07467 025691 info@dgifra.co.uk
External Legionella Risk Assessor	Keith Donovan	External Legionella Risk Assessor	Keith Donovan Tel: 02381 450 010 Mob: 07837 601517 info@liquatic.co.uk
Repairs & Maintenance	Corrigenda	Term Contractor	Corrigenda (Term Contractor) 01489 557667
Fire Equipment Inspectors	Corrigenda	Term Contractor	Corrigenda (Term Contractor) 01489 557667
Play Equipment Inspectors	Universal		01621 868700
Catering Contractor	Aspens	Caterers	Fiona White Operations Manager fiona.white@aspens-services.com 07483450293
Cleaning Contractor	1st Klas Cleaning Services Kerry Smith		Office : 01489 78022 Email: kerry@1stklas.co.uk Website: www.1stklascleaning.co.uk
Grounds Maintenance Contractor	General Farming & Contracting (GFC Ltd)		Nigel Blackman 07811 232889 Nigel Blackman & Rosie Blackman rookesburyparkfarm@yahoo.com [07715 934596]
Extra-Curricular Activities	ExtraActive Duncan Banham		clubs@droxford.hants.sch.uk
Breakfast Club	Active8minds		claire@active8minds.co.uk 01243 696580 0777207087

UNIVERSITY OF
WINCHESTER
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