Holmer Green First School and Pre-School Health and Safety Policy

Where appropriate, this policy should be read in conjunction with Buckinghamshire Council Health and Safety Policy.

PART 1: GOVERNING BODY STATEMENT OF INTENT

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a school. We are committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet our responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations1999, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order 2005. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.

We will achieve this by:

- Taking reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings;
- Promoting a sensible and proportionate approach to health and safety, making use of competent health and safety advice when required;
- Working in close partnership with the Headteacher and senior management team to support sensible health and safety management and to challenge as appropriate;
- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance;
- Ensuring staff receive adequate information, instruction and training to enable them to carry out their responsibilities competently;
- Ensuring that health and safety management is an integral part of decision making and organisational processes;
- Providing a safe and healthy working environment for our staff, pupils and others working in the school;
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives;

- Complying with statutory requirements and where possible best practice;
- Investigating and learning the lessons from accidents, incidents, near misses and work-related ill health incidents;
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives;
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards.

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

Name of Headteacher: Mrs Gillian Jones

Signature: …….

Date:

Name of Chair of Governors: TBC

Signature: …….

Date:

Reviewed: January 2026

PART 2: RESPONSIBILITIES AND ORGANISATION

2.1 INTRODUCTION

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

2.2 THE GOVERNING BODY

The Governing Body recognises its responsibilities for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the school and will endeavour to ensure that the local authority's policy is implemented with regard to its responsibility. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils;
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities;
- A lead governor for health and safety is nominated;
- People have sufficient experience, knowledge and training to perform the tasks required of them;
- Clear procedures are created which assess the risk from hazards and produce safe systems of work;
- Health and safety performance are monitored and targets for improvement are set
- Ensuring that the site and premises is maintained in a safe condition and that sufficient funding is allocated;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- The school's health and safety policy is reviewed regularly (at least once annually) and implementing new arrangements where necessary;

2.3 THE HEADTEACHER

Leadership of health and safety is about managing risk sensibly – not trying to eliminate it altogether. The Headteacher will provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

The Headteacher is responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will:

- Ensure that the school is following Buckinghamshire Council's Health and Safety Policy and has effective arrangements for managing the real health and safety risks at the school.

- Be fully committed to the Governing Body's Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.
- Act as the "Responsible Person" under the Fire Safety Order within the School.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site;
- Nominate themselves or a senior manager as the Health and Safety Co-ordinator;
- Undertake all relevant training appropriate to their role and ensure staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees;
- Attend Swimming Pool Awareness for Headteachers training if the school has its own swimming pool;
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health and safety risks to staff and any other people who may be affected by the school's activities;
- Ensure that risk assessments are undertaken in relation to directly managed staff, for example, job-based risk assessments, stress risk assessments, return to work risk assessments, personal emergency evacuation plans;
- Ensure safe systems of work and procedures are developed and are implemented;
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people;
- Ensure that they seek timely assistance and advice where expert help is required from Health and Safety Consultancy team;
- Ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations;
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported to Council and the HSE (where appropriate) and investigated and the findings acted upon without delay;
- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them;
- Ensure information that may assist safety representatives in their role is provided to them;
- Participate and make recommendations to the Governing Body in relation to external independent audits carried out by the Council or other bodies

- Report to the Governing Body any health and safety issues which cannot be resolved;
- Ensure the requirements of the Occupier's Liability Acts 1957/1984 are complied with to reduce risk to lawful and unlawful visitors;
- Monitor and review health and safety performance through:
    - termly health and safety inspections of work areas/practices;
    - setting health and safety targets and objectives through appraisals and other supervisory reviews;
    - reviewing incidents and accidents;
    - monitoring commissioned and contracted work for compliance;
    - ensuring that the management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act;
    - ensuring audit action plans are implemented;
    - reporting to the Governing Body at least annually on the school's health and safety performance

2.4 LEAD GOVERNOR FOR HEALTH AND SAFETY

The Lead Governor has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety;
- To scrutinise and review health and safety performance;
- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their health and safety responsibilities;
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented;
- To arrange a termly inspection of the school by either themselves or another Governor and to provide a report to the Governing Body.

2.5 RESPONSIBILITIES OF THE SENIOR LEADERSHIP TEAM (SLT)

The SLT will support the Headteacher with the overall management of health and safety in the school. This will include:

- Providing leadership by ensuring health and safety is considered as part of every decision;
- Considering the health and safety impact of any new initiatives;
- Informing the Headteacher of any health and safety issues that affect the school;
- Agreeing strategic health and safety initiatives;
- Monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing the annual health and safety report.

2.6 HEALTH AND SAFETY COORDINATOR (HEADTEACHER OR A SENIOR MEMBER OF STAFF (SLT))

In some schools the Business Manager, Business Director or Bursar takes the lead for health and safety on site. They often provide the focal point for the school's health and safety management arrangements. Their school wide roles may include:

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- advising contractors of site-specific risks and overseeing their activities on site;
- ensuring staff and visitors are aware of the on-site procedures and the precautions to follow;
- accident and incident reporting;
- implementation, monitoring and review of training procedures;
- preparation of reports and returns for the school leadership team

The Health and Safety Coordinator has the following responsibilities to:

- Attend appropriate health and safety training courses including IOSH Managing Safely, Asbestos and Legionella Awareness and Managing Fire Safety Training to enable them to discharge their duties effectively;
- Ensure that a fire risk assessment is completed by a competent contractor for the school and that it is implemented and reviewed at least annually;
- Promote health and safety matters throughout the school and assisting the Headteacher in the implementation of the Council's and School's Health and Safety Procedures;
- Ensure the Fire Log, Asbestos Log and Legionella Log are kept up to date;
- Ensure that the Health and Safety Notice Board is kept up to date;
- Ensure the correct accident, incident and near miss reporting procedures are followed and that, where appropriate, accidents are investigated;
- Arrange termly health and safety inspections and ensuring follow up action is completed, and records kept available for audits;
- Ensure appropriate procedures for school visits is followed;
- Participate in any Health and Safety Audits arranged by the Council;
- Provide health and safety induction training for all staff;
- Provide basic fire awareness training for all staff at least every six months. Refer to training notes section 3.3 Health and Safety Policies and Procedures.
- Keep an up to date record of staff health and safety training;

- Ensure that all statutory inspections are completed, and records kept;
- Make provision for the inspection and maintenance of work equipment;
- Ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept;
- Monitor contractors on site and ensuring they consult the Asbestos Log before starting work.
- Coordinate and manage the annual risk assessment process for the school;
- Coordinate performance monitoring processes;
- Manage records of all health and safety activities including management of building fabric and building services in liaison with the Council and other contractors;
- Advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.

2.7 TEACHING AND SUPPORT STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy/Assistant Headteachers, Finance Manager and Site Manager.

They have the following responsibilities to:

- Apply the school's Health and Safety Policy and the relevant health and safety Codes of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Carry out regular health and safety risk assessments of the activities for which they are responsible;
- Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews;
- Ensure that all staff they manage are familiar with the relevant health and safety Codes of Practice, for their area of work;
- Resolve health, safety and welfare issues that staff refer to them, or refer to the Headteacher any matters for which they cannot achieve a satisfactory solution within the resources available;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety;

- Investigate any accidents that occur within their area of responsibility.

2.8 HEADS OF SUBJECT DEPARTMENTS HAVE THE FOLLOWING SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES:

Heads of Departments and/or Curriculum Leaders have expertise in their topic areas and are often in the best position to advise or lead on the arrangements for assessing and managing risk in their department.

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the school hierarchy.
- Report all accidents, defects and dangerous occurrences to the Headteacher and/or Health and Safety Coordinator.

2.9 CLASS TEACHERS

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies;
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice;
- Give clear oral and written instructions and warnings to pupils when necessary;
- Follow safe working procedures;
- Require the use of protective clothing and guards where necessary;
- Make recommendations to their Headteacher or manager regarding equipment and improvements to plant, tools, equipment or machinery;
- Integrate all relevant aspects of safety into the teaching process;
- Report all accidents, defects and dangerous occurrences to their manager.

2.10 SAFETY REPRESENTATIVES

Safety representatives do not have responsibilities under this policy; however, they do have

functions as laid down in the Safety Representatives and Safety Committees Regulations 1977.

The Governing Body believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

2.11 STAFF

All of the school workforce plays an important part in sensible health and safety management in schools. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces and helps develop sensible rather than over cautious approaches.

When developing learning opportunities, staff should focus on controlling the real risks, not eliminating all risks. Health and safety is about doing things safely, not finding reasons not to do them.

In particular staff must:

- comply with the school's health and safety policy and procedures at all times;
- take reasonable care for the health and safety of themselves and others when undertaking their work, for example;
    - check classrooms/work areas are safe;
    - check equipment is safe before use;
    - ensure safe working procedures are followed;
- co-operate with managers in complying with relevant health and safety safe systems of work and procedures;
- use all work equipment and substances in accordance with instruction, training and information received;
- wear, use, store, maintain and replace personal protective equipment as appropriate;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- take part in and contribute to health and safety inspections, risk assessments etc. as appropriate;
- report
    - accidents, incidents of violence and aggression and near misses;
    - ill health caused by work activities;
    - defective equipment or premises, hazardous situations and other health and safety concerns;

- report immediately to their Headteacher/Line Manager any serious or immediate danger.

2.12 PUPILS

Pupils, allowing for their age and aptitude, are expected to:

- take personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety

PART 3: PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

LEAD GOVERNOR FOR HEALTH AND SAFETY

The lead governor with responsibility for scrutiny of health and safety performance is Mr John Hobson.

ASBESTOS MANAGEMENT

The asbestos register and asbestos management plan is kept above the Site Manager's desk.

The Site Manager is responsible for

- making arrangements for dealing with asbestos in compliance with the Council's policy;
- ensuring that contractors who may be working in areas where asbestos has been identified consult and sign the register;
- ensuring that any changes to the register are notified to Building Services, Property Consultancy;
- informing Property Consultancy immediately on 01296 383238 if any asbestos containing materials are damaged releasing asbestos fibres or may have been released.

For further guidance refer to section 4.2 health and safety policies and procedures

3.1 AUDIT, REVIEW, PERFORMANCE MEASUREMENT AND ACTION PLAN

The Headteacher is responsible for reviewing the School's Health and Safety Policy and ensuring all staff signed a list to acknowledge that they have read and understood the policy.

The Headteacher is responsible for ensuring the implementation of recommendations of any health and safety audit reports carried out by the Council.

3.2 CATERING

The Headteacher is responsible for registering the food premises with the local Environmental Health Officer, District Council.

The lunchtime server, all wrap around care staff and the Headteacher are responsible for:

- monitoring the preparation of food and the nutritional standards of meals;
- the maintenance of satisfactory hygiene standards;
- ensuring that temperature of the refrigerator and freezer are monitored and logged;
- ensuring an adequate schedule of deep cleaning is undertaken.

3.3 CONSULTATION WITH EMPLOYEES

Any employee appointed as a safety representative by their Association or trade union will be offered suitable facilities to undertake their work.

Union-appointed safety representatives are

Professional Association	Employee Name	Job Title
None		

Consultation with employees not represented by a union is provided through the Headteacher or the Governing Body.

For further guidance refer to section 1.2 health and safety policies and procedures

3.4 CONTRACTORS - SELECTION AND MANAGEMENT

Contractors are selected and managed following guidance and documentation in section 9.4 health and safety policies and procedures

3.5 EDUCATIONAL VISITS

The Deputy Head is responsible for ensuring that educational visits, including residential visits and any school-led adventure activities, will be risk assessed and organised following guidance produced by the Council's Education Visits Co-ordinator.

3.6 ENFORCING AUTHORITY VISITS

The Headteacher is responsible for implementing any recommendations following a visit by the Enforcing Authorities and reporting matters requiring authorisation/action to the Governing Body or LA.

3.7 FIRE AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for

- ensuring fire risk assessment is undertaken by a competent contractor and any arising actions carried out;
- developing local fire safety procedures to ensure
    - personal emergency evacuation plans (PEEPS) are carried out for people with disabilities, i.e. staff, pupils, visitors;
    - fire evacuation drills are carried out at least termly;
    - a roll call is taken at the Assembly Point;
    - that no-one attempts to re-enter the building until the all clear is given by the emergency services;
    - firefighting and fire detection equipment is serviced and maintained annually;
    - regular reminders to staff on fire safety.

The Site Manager is responsible for

- maintaining the Fire Log;
- checking daily that evacuation routes remain clear and that final exit doors are openable;
- checking firefighting equipment annually remains in a useable condition, e.g. fire extinguishers, fire blankets;
- testing the alarms every week from different call points and recording the tests in the Fire Log;
- testing the emergency lighting at appropriate intervals

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	**Location(s)**
Fire Evacuation Procedure	Evacuation procedure in every room
Bomb Alert	Evacuation procedure in every room
Gas Leak	Evacuation procedure in every room
Electrical Fault	Evacuation procedure in every room
Water	Evacuation procedure in every room

Storm or Flood Damage	Evacuation procedure in every room
Lockdowns	Evacuation procedure in every room

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the Senior Leadership Team is informed immediately and that where appropriate the emergency services are summoned. A member of the Senior Leadership Team will liaise with the emergency services when they arrive and take advice from them.

Note: The priorities are as follows:

- *to ensure the safety of all, their removal from danger, their care and the application of first aid and medical treatment where appropriate;*
- *to call the emergency services when appropriate;*
- *to safeguard the premises and equipment, if this is possible without putting persons at risk.*

3.8 FIRST AID

First aid boxes and first aid record books are kept at: The Den, Hall PE cupboard, wrap around care, Pre-School, Reception department. Key Stage One classes share a first aid bag in each year group to deal with injuries sustained in the outside areas.
Travelling first aid boxes are kept in the Den.
The Named first aider is responsible for making a termly check of the contents of all first aid boxes.

The nearest medical centre/NHS GP is Hazlemere Surgery, 2A Roberts Ride, Hazlemere, HP15 7AD (01494 711954).
The nearest hospital with accident and emergency facilities is High Wycombe (Urgent Treatment Centre) Stoke Mandeville (full A&E)

The following employees are qualified to provide first aid:

St John's Ambulance - First Aid at Work

Name	Expiry Date	Job Title
Darren Jones	Oct 2028	Site Manager/First Aider
Eliza Hill	Nov 2028	HLTA/First Aider

Full Paediatric and Emergency First Aid at Work

Name	Expiry Date	Job Title
Pam Toovey	Sept 2026	Early Years Educator
Jayne Richardson	Sept 2026	Deputy Head
Gillian Jones	Sept 2026	Head Teacher
Chelsey Ridgley	Sept 2026	LSA
Dipika Ventin	Sept 2026	Teacher
Tallulah Pearce	Sept 2026	Teacher
Nicole Bainbridge	Sept 2026	Teacher
Eliza Hill	Sept 2026	HLTA/First Aider
Lynda Cawley	Sept 2026	HLTA
Rebecca Oxlade	Sept 2026	TA
Sally Bull	Sept 2026	TA
Alison Brades	Sept 2026	TA
Siobhan Pearce	Sept 2026	TA
Darren Jones	Sept 2026	Site Manager/First Aider
Katy Tanner	Aug 2028	MDS
Jackie Trattner	Sept 2029	Teacher
Hannah Morland	Sept 2029	Early Years Educator
Maria Garcia Serrano	Sept 2029	MDS
Jo Drew	Sept 2029	LSA
Katie Sandom	Sept 2029	TA

Emergency Paediatric and Emergency First Aid at Work

Name	Expiry Date	Job Title
Scarlett Allum	Sept 2026	Teacher
Lisa Briel	Sept 2026	Teacher
Graham Bayliss	Sept 2026	MDS
Shafeen Yasin	Sept 2026	LSA
Nicky Kelleher	Sept 2026	Finance Manager
Linda Belsham	Sept 2026	School Administrator
Teeyah Arefin	Sept 2026	LSA

Full Paediatric First Aid

Name	Expiry Date	Job Title
Laura Cartwright	Feb 2028	Early Years Educator
Hayley Elford	Sept 2029	Teacher
Kirsten Lawes	Sept 2029	MDS
Natasha Lugli	Sept 2029	Early Years Educator
Vicki Martin	Sept 2029	School Administrator
Lauren Pomeroy	Sept 2029	Teacher
Vlad George	Sept 2029	Wrap Around Care

Paediatric Manual Handling

Name	Issue Date	Job Title
Jackie Trattner	Sept 2025	Teacher
Darren Jones	Sept 2025	Site Manager/First Aider
Laura Cartwright	Sept 2025	Early Years Educator
Lauren Pomeroy	Sept 2025	Teacher
Anna Marciniuk	Sept 2025	LSA
Lyndsey Jerham	Sept 2025	Early Years Educator
Jo Drew	Sept 2025	LSA
Hannah Morland	Sept 2025	Early Years Educator
Natasha Lugli	Sept 2025	Early Years Educator

Senior Mental Health Lead Training

Name	Date awarded	Job Title
Jackie Trattner	Mar 2022	Teacher

Youth Mental Health First Aid

Name	Date awarded	Job Title
Jayne Richardson	May 2019	Deputy Head
Nicky Kelleher	May 2019	Finance Manager
Siobhan Pearce	May 2019	TA
Scarlett Allum	Mar 2021	Teacher
Sally Bull	Jun 2022	TA
Gillian Jones	Jan 2023	Head Teacher
Tallulah Pearce	Jan 2023	Teacher
Darren Jones	Apr 2024	Site Manager/First Aider
Hannah Morland	Jan 2025	Early Years Educator
Teeyah Arefin	Nov 2025	LSA

Administrators of Medicine

Name	Date awarded	Job Title
Darren Jones	Jul 2023	Site Manager/First Aider
Alison Brades	Dec 2023	TA
Sally Bull	Dec 2023	TA
Eliza Hill	Dec 2023	HLTA/First Aider
Hannah Morland	Mar 2025	Early Years Educator
Megan Bond	Nov 2025	Wrap Around Care

For further guidance refer to section 3.2 health and safety policies and procedures

3.9 HEALTH AND WELL-BEING

The Headteacher is responsible for monitoring absence owing to stress related illness and promoting wellbeing

For further guidance refer to section 8.4 health and safety policies and procedures

3.9.1 OCCUPATIONAL HEALTH

Access to occupational health services is through Optima Health via HR.

3.9.2 EMPLOYEES ASSISTANCE PROGRAMME

Employees Assistance is provided by Optima Health and is a completely independent and confidential personal support service, which is available 365 days 24 hours; Freephone number 01327 810 797 or email team4@optimahealth.co.uk

4. INCIDENT REPORTING AND INVESTIGATION

The Named First Aiders are responsible for reporting accidents, incidents and near misses, as soon after the event, as possible using the Assessnet on-line recording system.

The Headteacher is responsible for contacting the Health and Safety Team immediately to report a serious incident (accident, incident (physical assault, threat, verbal abuse) or near miss). Where appropriate/practicable a Health and Safety Adviser will visit the school the same day to provide support and investigate the incident. Telephone 01296 674412 or email healthandsafety@buckinghamshire.gov.uk

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be recorded on Medical Tracker using the laptop in the den. Children in Pre-School will have their accident recorded on the First Aid Record of Treatment form.

The Headteacher will investigate all incidents and act on findings to prevent a reoccurrence or similar accident/incident. Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

For further guidance refer to section 3.1 health and safety policies and procedures

4.1 INSPECTIONS

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by Member of Governors Premises, Health and Safety Committee with the Headteacher and/or Site Manager.

Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff.

Formal health and safety inspections will be carried out termly with the Health and Safety Governor.

For further guidance and information refer to section 2.5 and 2.5a health and safety policies and procedures

5. INFORMATION, INSTRUCTION AND TRAINING

5.1 INFORMATION AND ADVICE

A Health and Safety Law Poster is displayed in the Staff Room.

Health and safety advice available from the Health and Safety Team
Telephone: 01296 674412 E-mail: handstraining@buckinghamshire.gov.uk

5.2 HEALTH AND SAFETY TRAINING:

5.2.1 INDUCTION

Health and safety induction training will be provided for all new employees by the Headteacher and for work experience placement students by the Deputy Head which covers the following guidance and documentation that is available from https://schoolsweb.buckinghamshire.gov.uk/health-and-safety/health-safety-policies/

BCC Health and Safety Policy	*School Health and Safety Policy*
Codes of Safe Practice and Guidance	*Education Visits Policy Document*
Premises Asbestos Log	*Premises Legionella Log*
Job Based Risk Assessment and other appropriate assessments	*Fire and other Emergency Arrangements*
Accident Reporting Arrangements	*First Aid Arrangements*
Safe Use of Work Equipment	*Procedures for Hazardous Substances*
Good Housekeeping, Waste Disposal and Cleaning Arrangements	*Hazard Reporting and Maintenance Procedures*

Special Hazards/Responsibilities Associated with their Work Activity	*Special Needs of Young Employees (e.g. Work Experience Placements)*
Safe Practice in School Swimming	

5.2.2 TRAINING RECORDS AND TRAINING NEEDS IDENTIFICATION

The Headteacher and Finance Officer are responsible for identifying training and refresher training needs and keeping health and safety training records. Staff and governors named below have received or will receive health and safety training in the following areas:

Asbestos Awareness	*IOSH Working Safely*	*Personal Safety of Employees*
COSHH Awareness	*Legionella*	*PAT Testing*
Emergency First Aid at Work	*Load Risk Assessor for Moving and Handling*	*Working at Height*
Fire Safety Training	*Manual Handling (Loads)*	*Safe Playground Inspection*
First Aid at Work	*IOSH Managing Safely/Refresher*	*Supporting Pupils with Medical Conditions*
Food Safety in Catering	*Paediatric Moving and Handling with/without hoists*	*Norfolk Step Up and Step On training*
Governor's Role in Health and Safety	*Paediatric First Aid (for schools with children below 5)*	*Visual Tree training*

5.2.3 STRATEGIC HEALTH AND SAFETY MANAGEMENT AND PREMISES MANAGEMENT TRAINING

SPECIFIC COURSE FOR GOVERNORS

- The Governor Role for Health and Safety (provided by Governor Services)

COURSES FOR SENIOR LEADERSHIP TEAM

- Asbestos Awareness (Headteachers/Health and Safety Coordinators): Headteacher, Site Manager
- Fire safety training (for Headteachers/Health and Safety Coordinators): Headteacher

- IOSH Managing Safely/Managing Safely Refresher 3 day/1 day course (for Headteachers/Health and Safety Coordinators): Headteacher and Site Manager
- Legionella Training (Headteachers/Health and Safety Coordinators): Headteacher and Site Manager
- Managing the Personal Safety of Staff : Headteacher

5.2.4 CURRICULIUM SUBJECT SPECIFIC HEALTH AND SAFETY TRAINING

PRIMARY FOOD TECHNOLOGY AND OCCASIONAL CATERING EVENT

- CIEH Level 2 Award in Food Safety: Catering staff/Wrap around staff/Pre-School staff

5.2.5 OCCUPATIONAL RISKS

- Emergency First Aid at Work: all staff every three years
- Fire Warden Training: Fire Wardens – at least 4 members of staff
- First Aid at Work: Named first aiders - 2 staff members
- Load Risk Assessor for Moving and Handling of Pupils with Disabilities: LSA when necessary due to child/staff with physical disabilities
- Paediatric First Aid: Pre-School, Reception Staff, Lunchtime staff, Wrap around care staff
- Paediatric Moving and Handling training with/without hoists - LSA when necessary due to child/staff with physical disabilities
- Personal Safety: Headteacher and Office Staff
- Supporting Pupils with Medical Conditions (includes Managing Medicines): at least 5 staff members, including the 2 named First Aiders and Wrap around staff.

5.2.6 CARETAKING / SITE MANAGEMENT

- Asbestos Awareness : Headteacher, Site Manager
- COSHH Health and Safety Workshop: Headteacher, Site Manager
- IOSH Working Safely course – a 1 day basic health and safety course : Site Manager
- 3 day IOSH: Headteacher
- Legionella: Headteacher and Site Manager
- Manual Handling : Site Manager
- Personal Safety: Headteacher, Site Manager and Office Staff
- Safe Playground Inspection : Site Manager
- Visual Tree Assessment : Site Manager
- Working at Height: Site Manager

6. LEGIONELLA

The Headteacher is the Premises Responsible Person for the management of Legionella.

The Site Manager is the Nominated Legionella Controller who has been trained to be responsible for checking and recording water temperatures and flushing appropriate outlets as part of the Legionella programme.

For further guidance refer to section 4.4 health and safety policies and procedures

7.LETTINGS

The School Administrator is responsible for co-ordinating lettings of the premises and for giving health and safety including emergency information to hirers.

8. NOISE

Any employee concerned about the noise levels at work should report the matter to the Headteacher who will arrange for remedial action or for an assessment to be made by the Health and Safety Team or a specialist contractor.

For further guidance refer to section 9.3 health and safety policies and procedures

9. OUTDOOR PLAY EQUIPMENT

The Headteacher is responsible for ensuring outdoor play equipment and safety surfaces is

- regularly inspected by person who has attended Safe Playground Inspection course;
- inspected and maintained annually by a competent contractor;
- repaired or taken out of use, as required.

The Site Manager is responsible for inspecting the equipment and safety surfacing weekly.

All staff are responsible for ensuring outdoor play equipment is adequately supervised when in use.

For further guidance refer to section 10.7 health and safety policies

10. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Suitable Personal Protective Equipment (PPE) goggles, gloves, hearing protection etc will be provided free of charge, where identified as necessary by a risk assessment.

All employees are responsible for informing the Finance Officer, when they become aware of a need to repair or replace PPE, which they use.

The Finance Officer is responsible for making arrangements for laundering soiled PPE, e.g. overall, lab coats, aprons, etc.

For further guidance refer to section 11.1 health and safety policies

10.1. RESPIRATORY PROTECTIVE EQUIPMENT

Not applicable.

For further guidance refer to section 11.1 health and safety policies

11. PORTABLE ELECTRICAL APPLIANCES

The Site Manager is responsible for ensuring that portable electrical appliance testing is carried out at the frequencies in section 10.3 health and safety policies and procedures and that all staff are informed. Staff should not bring electrical equipment onto the school site unless they have authorisation and the appliances have been portable appliance tested.

12. RISK ASSESSMENT

12.1 GENERAL RISK ASSESSMENT

General risk assessment will be coordinated by the Headteacher following guidance and documentation in section 2.1 health and safety policies and procedures.

They will be responsible for ensuring risk assessment relating to jobs, locations, work equipment, chemicals and activities are produced by appropriate persons and appropriately communicated to staff and ensuring the actions required are implemented.

12.2 FIRE RISK ASSESSMENT

The Headteacher is the Responsible Person under the Fire Safety Reform Order;

The Headteacher is the Competent Person (must hold a IOSH Managing Safely Certificate (or equivalent) and attended Fire Safety training) who is responsible for:

- ensuring a fire risk assessment is carried at regular intervals by a competent Fire Risk Assessor contractor;
- regularly reviewing the fire risk assessment;

For further guidance refer to section 3.3 health and safety policies and procedures

12.3 MANUAL HANDLING RISK ASSESSMENTS (LOADS)

Manual handling risk assessments will be carried out by the Headteacher following guidance and documentation in section 5.2 health and safety policies and procedures

They will be responsible for ensuring any actions required are implemented, including training needs.

12.4 MOVING AND HANDLING RISK ASSESSMENTS (PEOPLE)

Moving and handling risk assessments will be carried out by the Headteacher following guidance and documentation in section 5.2 health and safety policies and procedures

They will be responsible for ensuring:

- assessments are regularly reviewed by an appropriate person and actions required are implemented;
- appropriate people attend
    - Paediatric Moving and Handling training/refresher training annually:
    - Load Risk Assessor training/refresher training annually

12.5 COMPUTERS AND WORKSTATION ASSESSMENTS

The Headteacher is responsible for identifying 'users' and ensuring workstation assessments are undertaken (Using HSE Guidelines) and any corrective action required implemented.

The following employees are classified as users of display screen equipment; they will be entitled to a regular eye test and spectacles if recommended by the optician for DSE use.

Employee Name	Job Title
Nicky Kelleher	Finance Officer
Linda Belsham	School Administrator
Vicki Martin	School Administrator
Jackie Trattner	Inclusion Leader
Gillian Jones	Headteacher

For further guidance refer to section 6.1 health and safety policies and procedures

12.6 VIOLENCE AND AGGRESSION TO STAFF

Assessments of the risks of violence and aggression to staff will be carried out by the Headteacher following guidance and documentation in section 7.1 health and safety policies and procedures.

12.7 RISK ASSESSMENTS OF CURRICULUM ACTIVITIES

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty using guidance from CLEAPSS, Association for Science Education (ASE), and Association for Physical Education (afPE), Buckinghamshire Councils Health and Safety Policies and other recognised sources of competent advice

12.8 RISK ASSESSMENTS FOR HAZARDOUS SUBSTANCES

The Site Manager is responsible for

- ensuring an inventory is kept of hazardous substances:
- COSHH data sheets are available and risk assessments are produced and regularly reviewed by appropriate persons for Science, Design Technology, Caretaking and Cleaning, Swimming Pool Maintenance, Catering, Grounds Maintenance;
- ensuring that the assessments have been communicated to staff and ensuring the actions required including provision of training are implemented.

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Cleaning Cupboard - The Site Manager

The School Office - The Site Manager

For further guidance refer to section 4.1 health and safety policies and procedures

13. SAFE PLANT AND WORK EQUIPMENT

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Governing Body /Council

Any problems or defects regarding plant and equipment should be reported to the Site Manager/Headteacher.

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to employees who have been appropriately trained.

13.1 CARETAKING AND CLEANING EQUIPMENT

The Site Manager is responsible for ensuring that

- caretaking and cleaning equipment is regularly inspected and maintained; this includes powered cleaning equipment, power and hand tools

- users/operators are trained and supervised;

The Site Manager has been authorised and trained to use caretaking and cleaning equipment.

For further guidance refer to section 9.15

13.2 CATERING EQUIPMENT *(dough mixers, slicing machines, potato peelers etc)*

The lunchtime server is responsible for ensuring that

- catering equipment is regularly inspected and maintained;
- users/operators are trained and supervised;

The lunchtime server has been authorised and trained to use catering equipment;

For further guidance refer to section 9.9 health and safety policies and procedures

13.3 GAS EQUIPMENT

The Site Manager is responsible for ensuring that

- gas equipment is serviced and maintained annually;

For further guidance refer to section 10.9 health and safety policies and procedures

13.4 GROUNDS MAINTENANCE EQUIPMENT

The Site Manager is responsible for ensuring that

- grounds maintenance equipment is regularly inspected and maintained;
- users/operators are trained and supervised;

The Site Manager has been authorised and trained to use grounds maintenance equipment;

For further guidance refer to section 10.1 health and safety policies and procedures

13.5 LIFTS

Not applicable.

For further guidance refer to section 10.1 health and safety policies and procedures

13.6 MANUAL HANDLING EQUIPMENT (LOADS)

This includes equipment used for the manual handling of loads

The Site Manager is responsible for ensuring that manual handling equipment such as sack barrows; flat-bed, trolleys, pallet trucks etc are maintained in a safe condition

For further guidance refer to section 5.1 health and safety policies and procedures

13.7 MOVING AND HANDLING EQUIPMENT (PEOPLE)

The Inclusion Leader and Site Manager are responsible for ensuring that:

- evacuation chairs are serviced regularly;
- all slings hoists, both ceiling mounted and mobile are inspected and serviced every six months by a competent contractor;
- slings are laundered regularly and kept in a hygienic condition;
- all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition;
- other special needs equipment is kept in a hygienic condition and good working order;

For further guidance refer to section 5.2 health and safety policies and procedures

13.8 WORKING AT HEIGHT - ACCESS EQUIPMENT

The Site Manager has overall responsibility for the selection, inspection, and maintenance of all access equipment, e.g. leaning ladders, stepladders, tower scaffolds, powered access equipment, fall arrest equipment.

The Headteacher is responsible for ensuring appropriate training is provided, employees are appropriately supervised and that suitable risk assessments are carried out.

The Site Manager is responsible for inspecting access equipment and maintaining the Access Equipment Log (Ladder and Step Ladder Log)

For further guidance refer to section 10.2 health and safety policies and procedures

13.9 EQUIPMENT AND MACHINERY IN CURRICULUM AREAS

13.9.1 PHYSICAL EDUCATION EQUIPMENT (PE)

The Site Manager is responsible for ensuring that

- PE equipment is regularly inspected, maintained and serviced annually by a competent contractor;
- faulty equipment is taken out of use and repaired or removed;
- cleaning schedule for gym and sports hall floors is implemented;

13.9.2 STAGE LIGHTING

The Site Manager is responsible for ensuring that

- stage lighting equipment is regularly inspected, and portable appliance tested at appropriate intervals by a competent contractor

14. SEVERE WEATHER

The Site Manager in consultation with the Headteacher is responsible for making arrangements to ensure safe access and egress during adverse weather, e.g. snow and ice.

The Site Manager is responsible for clearing and gritting appropriate pedestrian and vehicle routes on the site.

For further guidance refer to section 9.7 health and safety policies and procedures

15.SITE SAFETY, HOUSE KEEPING AND WASTE MANAGEMENT

15.1 SITE SAFETY

All employees and governors must report any hazards to the Site Manager who will arrange for repairs or action to remove hazard.

15.2 LOCATIONS OF MAIN SERVICE ISOLATION POINTS

The locations of the positions of all main service isolation points are as follows:

Water	Stop cock out on the road by car park gates
Electricity	In cupboard in dining room
Gas	In outside gas house near the main refuse area

15.3 HOUSEKEEPING

All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

15.4 CLEANING ARRANGEMENTS

All members of staff are responsible for clearing up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site Manager who will arrange for them to be cleared.

The school will be cleaned by contract cleaners every evening after school. Deep cleans will take place twice a year. Staff should avoid areas where floors have been wet mopped.

Spill kits are kept in the cleaners' cupboard. Specialist powder, disposable mops etc are kept in the Den for cleaning up bodily fluids.

15.5 WASTE MANAGEMENT

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The Site Manager and PHS contractors are responsible for arranging safe disposal of hazardous, special and/or clinical waste.

The Site Manager is responsible for ensuring

- waste is collected daily and stored in appropriately sited secure containers;
- waste containers are secured in either a compound or by being chained

16. SITE SECURITY AND VISITORS

All visitors must report to the front main entrance where they will be asked to sign the visitors' book and wear a visitors' lanyard.

Other arrangements to ensure the security of pupils and employees on site can be found in the site risk assessment.

The Site Manager and Wrap around care staff are responsible for unlocking and locking the building, arming and disarming security alarms etc.

17. SMOKING

The Headteacher will ensure that

- all persons coming onto the school site understand that smoking is prohibited including the grounds and in school vehicles;
- no smoking signs are displayed at the entrance to the school;
- information on the no smoking policy is included in the lettings policy.

For further guidance refer to section 8.1 health and safety policies and procedures

18. SUPPORTING PUPILS WITH MEDICAL CONDITIONS

The Headteacher with the named first aiders are responsible for writing or adopting the Council Model Policy for Supporting Pupils with Medical Conditions following the statutory guidance issued by the DfE.

The named first aiders are the accountable person for implementing the school's policy on Supporting Pupils with Medical Conditions.

The named first aiders are responsible for

- keeping a log of pupil's medication;
- ensuring medication remains in date;
- ensuring consent forms are completed

The named first aiders are responsible for undertaking and reviewing Individual Health Care Plans using the template available in section 8.9.

The named first aiders are responsible for compiling an inventory of pupils who have been diagnosed with asthma or have been prescribed a salbutamol inhaler

The named first aiders are responsible for management of controlled drugs following guidance and documentation

For further guidance refer to section 8.9 health and safety policies and procedures

19. SWIMMING

No swimming activities are undertaken by the school.

20. NORFOLK STEP ON AND UP

The Headteacher is responsible for arranging Norfolk Step On and Step Up training and monitoring its effectiveness.

21. VEHICLES

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the Council policy contained in *"Regulations for the Use of Vehicles 2016"*

The Headteacher is responsible for ensuring that all employees who drive for work have a valid licence and business insurance (business insurance is also available for school from Buckinghamshire Council Insurance)

For further guidance refer to section 9.12 health and safety policies and procedures

21.1 ON-SITE VEHICLE MOVEMENTS

The segregation of traffic and pedestrians will be controlled by the following measures: fencing off of pedestrian areas. Vehicles are not allowed to drive across the playground except by prior arrangement.

22. WORK EXPERIENCE

The Deputy Head is responsible for

- co-ordinating work experience placements;
- ensuring risk assessments are completed by the employer;
- ensuring students are visited in their placements;

23. REVIEW OF POLICY

This policy will be reviewed annually.
Reviewed January 2026.