



SUCCESS ACADEMY TRUST

Health and Safety Policy

Approved/reviewed by	
Success Academy Trust Full Board	
Date of next review	April 2029
Publication	Internal Statutory

Version	Date	Updated by	Summary of changes
V1			
V2	April 2026	Trust Operations Lead	Legislation updates.

1.0 Statement of Intent

- 1.1 As a responsible employer, Success Academy Trust will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2 Success Academy Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students, visitors, and any persons affected by its activities so far as is reasonably practicable.
- 1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4 Success Academy Trust is committed to the prevention of accidents and ill health.
- 1.5 Success Academy Trust will work towards continual health and safety improvement.
- 1.6 To achieve these objectives, we will:
 - Conduct all our activities safely and in compliance with legislation and where possible, best practice.
 - Ensure the provision of safe working conditions and safe equipment.
 - Ensure a systematic approach to identify risks is developed and implemented and ensure sufficient resources are allocated to control them.
 - Ensure the provision of suitable information, instruction, training, and supervision.
 - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety, and welfare.
 - Promote the principles of sensible risk management.
 - Monitor, review and modify this policy and any arrangements as required.
- 1.7 All Success Academy Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

Signed:

Trust Principal

Date:

2.0 Success Academy Trust Organisation – Roles and Responsibilities

Background & Context

The MAT is a charitable company operating under Articles of Association and Memorandum of Association signed by the Members.

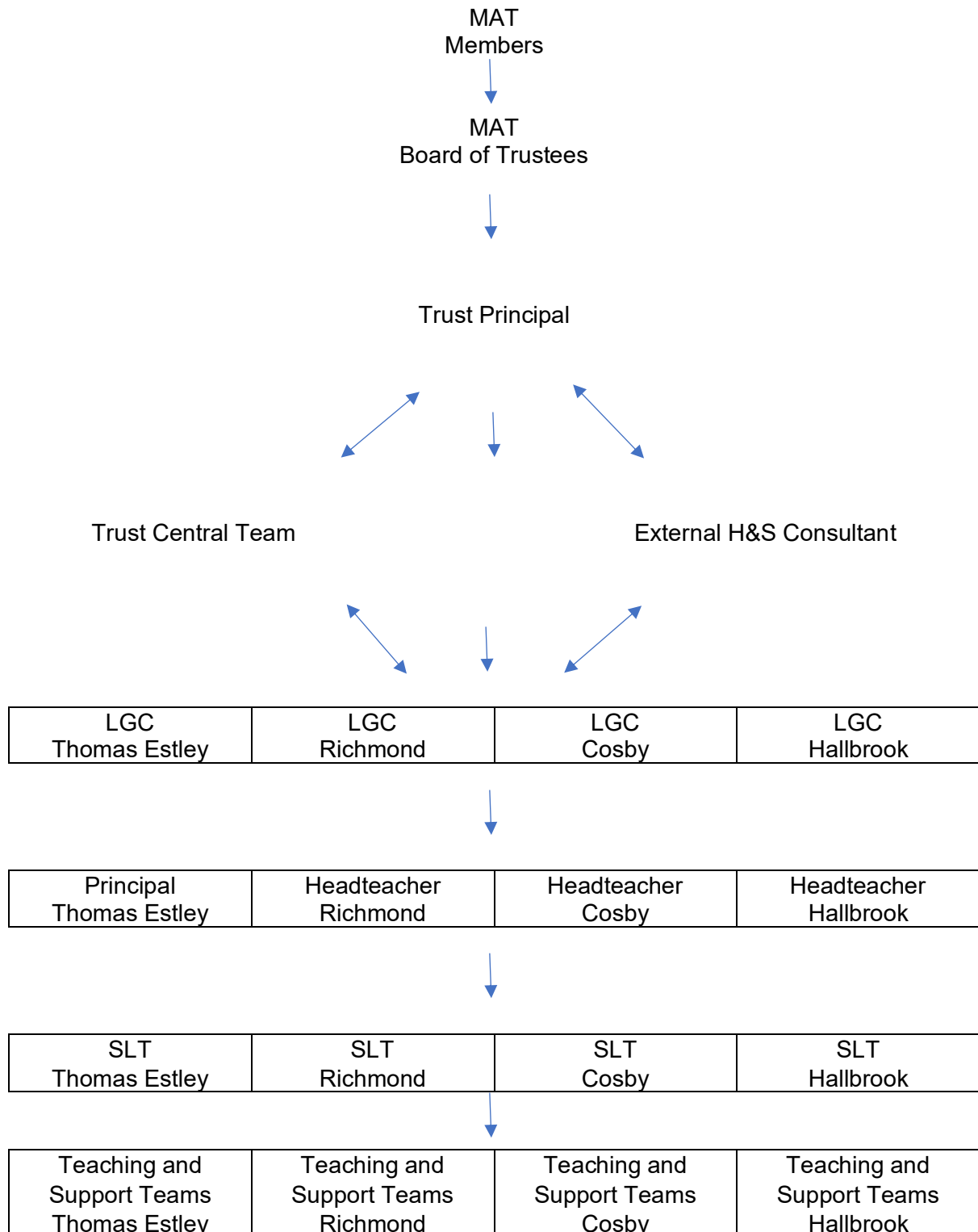
Structure & Organisational Responsibilities

- The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The Board of Trustees is the corporate body accountable for the overall health and safety performance of all the Academies within the Trust.
- The Board has appointed the Trust Principal who has been delegated responsibility for the executive management and the performance of the Trust and all Academies.
- The Board will determine overarching H&S objectives for the organisation that are aligned to the vision and aims of the MAT.
- The Responsibilities are delegated by the Board in line with the Articles of Association and are outlined in the trust's Scheme of Delegation and/or Controls Matrix and Terms of Reference.
- The Trust Principal leads the Trust Central Team (TCT) and will delegate executive management functions to the members of the TCT. The Trust Principal retains accountability to the Trust Board for the performance of the TCT.
- The Board has delegated (some) areas of governance within each Academy of the MAT that will be overseen by/to a Local Governing Body.
- Each Local Governing Body comprises of Parents, Staff and Co-opted governors along with ex-officio senior leader.
- As the organisation of governance and staffing responsibilities in each MAT varies there are some changes

		Signatory	Sign:	Print:	Date:
Approved By	MAT Executive Lead	MAT CEO		Mandi Collins	
Endorsed/ratified by	MAT Board	Chair of the MAT Board		Melvyn Booley	
Communicated to	Hallbrook Primary School	Chair of local Governing Body		Kate Mallaghan	
Communicated to	Cosby Primary School	Chair of Local Governing Body		Karen Carpenter	
Communicated to	Richmond Primary School	Chair of Local Governing Body			
Communicated to	Thomas Estley Community College	Chair of Local Governing Body		Veronice Rye	

Success Academy Trust

Health and Safety Structure



2.10 Trust Principal

The Trust Board has appointed the Trust Principal (TP) who has been delegated responsibility for the executive management and the performance of the Trust and all member Academies for health and safety. The TP will be responsible for:

- Providing health and safety reports to the MAT Board for review.
- Ensuring adequate resource is provided for health and safety.
- Setting clear health and safety values and standards throughout the MAT.
- Establishing clear and measurable health and safety aims and objectives.
- Ensuring the provision of competent health and safety advice.
- Ensuring any health and safety shortcomings are identified and rectified in a timely manner.
- Consult with staff, union representatives, safety committees and stakeholders on health and safety matters.
- Ensure the health and safety policy and arrangements are reviewed and implemented throughout the MAT.
- 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 risk assessments are undertaken by competent persons and that adequate control measures are implemented to reduce risks so far as is reasonably practicable.
- Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated, and the findings acted upon without delay.

The TP may delegate specific responsibilities to other members of Academy staff; however, the TP will still be accountable for ensuring the responsibilities are fulfilled.

2.10 Chief Financial Officer

- Establish an annual budget for health and safety for all academies within the MAT.
- Report any shortcomings in health and safety budget to the Trust Board.
- To produce annual health and safety budget forecast reports and communicate them to the Trust board and TP.

2.11 Local Governing Body

The Trust Board has delegated governance responsibility for holding each individual member academy Head Teacher to account for H&S management and operational matters relating to the academic work of each individual academy in line with the schedule of scrutiny approved by the Trust Board.

The Local Governing Board is responsible for governance as outlined below is responsible for:

- Monitoring the implementation of the MAT's health and safety policy
- Seeking assurance from competent persons that the academy is meeting their legal requirements

- Following the scrutiny and audit schedules and processes defined by the Trust

The Trust Board is responsible for:

- Establishing clear lines of local accountability for health and safety.
- Periodically assessing the effectiveness of its implementation of the MAT policy and ensuring that the need for any necessary changes is communicated to the Board and Executive Leadership Team.
- Ensuring that responsible staff have access to competent health and safety advice.
- Ensuring the provision of a business continuity plan and SEMT (Senior Emergency Management Team) for each school within Success Academy Trust.
- Ensuring that the Academy allocates sufficient funds for health and safety.

2.12 MAT Operations Lead

The MAT Operations Lead will,

- Have a strategic overview of the health and safety management system within the MAT.
- Liaise with the MAT HR Lead to ensure health and safety responsibilities are included in job descriptions.
- Assist where necessary in facilitating clear lines of communication between management and employees across the Trust.
- Cooperate and communicate with the TP and MAT HR Lead to ensure the MAT health and safety policy aligns with HR policies.
- Assisting locally to establish a system for the maintenance of the MAT assets both building and plant including premises compliance checks across the MAT.
- Devising, reviewing, and communicating the MAT contractor management policy.
- Assisting locally to implement the contractor management policy and ensuring systems are in place for implementing the policy.
- Ensuring all accidents, incidents and near misses are investigated and reported to the TP.
- Facilitate health and safety audits.
- Implement an internal health and safety auditing program to ensure premise compliance.
- Implement an external health and safety audit program to ensure premises compliance.
- Undertake termly premises inspections within all academies within the MAT and provide the reports to the TP.
- Assisting locally to support the carrying out and review relevant risk assessments within the premises department.
- Implement a system for retaining premises compliance documentation to ensure it is readily accessible.
- Establish a contractor procurement system that ensure contractors are competent to carry out their duties and carry out and record contractor inductions.
- Assisting locally where needed in Conducting, reviewing, implementing, and communicating risk assessments in relation to the activities the staff under their control.

2.15 Principal and Head Teacher

The Principal/Head Teacher has been delegated the responsibility of the management of health and safety and implementation of this policy within each academy. The Head Teacher / Principal will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this they will:

- The Principal/Head Teacher will ensure compliance with Success Academy Trusts health and safety policy.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of their academy and maintain an up-to-date system of policies, procedures, and risk assessments.
- Co-operate and communicate with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties set out in Appendix 1.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- Ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Co-operate and communicate with the Governing Body/MAT Central Teams/Trust Principal as required
- Undertake regular monitoring or gather assurance and ensure the provision of adequate resources to achieve compliance.
- Provide a health and safety performance report to the local governing board as required.
- Ensure that local procedures for the selection and monitoring of contractors are in place.
- Take appropriate action under the Success Academy Trust's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- Ensure that the academy has access to competent health and safety advice.
- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate health and safety audits.

In addition to their statutory duties, the Principal/Head Teacher and teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively and efficiently implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy.

2.16 Senior Leadership Team

The senior leadership team will:

- Make themselves familiar with and ensure the Academies compliance with this policy.
- Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the Governing Body.
- Provide a documented process for reporting and investigating all incidents, accidents and near misses.

2.17 Heads of Faculties

Heads of faculty/departments will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Principal/Head Teacher. Any member of staff with faculty management responsibilities will: -

- Make themselves familiar with and ensure their department complies with this policy, including any procedures, instructions, and requirements for safe methods of work.

- Science and Design Technology Heads of Department will ensure a departmental health and safety policy is devised and communicated to all staff concerned.
- Identify new and existing hazards, provide risk assessments, record the significant findings, implement any necessary control measures, and review these to ensure that they remain relevant.
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- Provide information, instruction, training, and supervision for the department staff they are responsible for.
- Complete a health and safety induction checklist for all new employees at the commencement of their employment.
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.
- Be responsible for all aspects of health and safety included in their job description.
- Science, Design and Technology and PE Heads of Department will ensure all servicing and maintenance and statutory inspections of machines and equipment within their department is undertaken and records maintained.
- Ensure that all statutory registers and records are retained and maintained.
- Report property defects within their department to the Site Manager/Premises Manager.
- Ensure the provision of adequate PPE free of charge for staff and pupils with their departments.
- Facilitate health and safety audits.

More specific duties for Heads of Design Technology, Science and PE will be set out in their departmental health and safety policies and within appendix 1 of this policy.

2.18 Business Manager

- Will be responsible for ensuring the day-to-day operational requirements of the health and safety policy are implemented.
- Will maintain an up-to-date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- Notify the Site Manager/Premises Manager/Premises Officer and/or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- Liaise with and report directly to the Local governing committee on matters of Health and Safety.
- Ensure that all certification and statutory inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses, complete accident reports.
- Facilitate health and safety audits.
- Ensure the Academy has a Management of Medications Policy.
- Ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- Ensuring there is a system in place for contractor procurement that identifies contractor competency.
- Ensure the provision of resources for staff health and safety training.
- Establish a health and safety training plan and matrix to identify staff training needs.

2.19 Premises Manager/Site Manager/Premises Officer

The Site Manager/Premises Officer is responsible for day-to-day management of property maintenance and compliance checks. The Site Manager/Premises Officer will be responsible for:

- The general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Business Manager and or Head Teacher.
- Establishing and maintaining safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g., chemicals, boiling water, and sharp instruments).
- Carrying out regular health and safety assessments of the activities for which they are responsible, and report to the Business Manager/Head Teacher any defects, which need attention. Monitoring their effective implementation by staff under their control.
- Where appropriate, ensuring relevant advice and guidance on health and safety matters is sought.
- Arranging and facilitating all building and equipment maintenance, servicing visits by contractors. Arranging for the remedial actions to be completed, and keeping accurate and comprehensive servicing, maintenance, and inspection records.
- Advise the Head Teacher and/or Business Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment, or machinery.
- Carrying out compliance checks in accordance with Appendix 1 and job description.

- Liaising and co-operating with The Head Teacher and/or Business Manager on property related matters
- Retaining and maintaining compliance and health and safety related documentation and ensuring this documentation is backed up digitally.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completing.
- Conducting contractor induction and recording the process.
- Reporting incidents, accidents, dangerous occurrences and near misses to the Head Teacher/Business Manager.
- Undertaking any training identified by the Business Manager/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.
- Ensuring the provision of adequate PPE for staff that they are responsible for.

2.20 Catering Manager

The Catering Manager is responsible for activities undertaken within the school kitchen and will:

- Take responsibility for the day-to-day management of health, safety and wellbeing within the school kitchen and the activities undertaken by kitchen staff.
- Take responsibility for the day-to-day security of the school kitchen (high risk area) against unauthorised access
- Advise the Site Manager/Premises Officer and/or Head Teacher of any health and safety concerns.
- Provide risk assessments for activities associated with work and relevant employee in the kitchen. Monitor their effective implementation.
- Ensure health, safety and wellbeing information is communicated to catering staff.
- Report accidents, dangerous occurrences and near misses to The Business Manager.
- Ensure a food safety policy is devised and communicate to kitchen staff.
- Ensure the provision of adequate PPE for staff that they are responsible for.
- Undertake any training identified by the Business Manager/Head Teacher to enable

them to perform their duties at the level of responsibility allocated to them.

2.21 All Staff

All employees, agency, peripatetic workers, and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- Cooperate with their line manager and senior management to work safely.
- comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.

- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace.
- Support Success Academy Trust in embedding a positive safety culture that extends to pupils and any visitors to the site.
- Undertake any training identified by the Business Manager/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.
- Co-operate with the employer in the discharge of its statutory obligations.

2.22 Pupils

All pupils are expected to behave in a manner that reflects the local academies behaviour policy and in particular are expected to: -

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the academy.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.
- Report to a teacher or other member of academy staff any health and safety concerns that they may have.

2.23 Shared site users

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. Success Academy Trust as the primary site user will have the lead responsibility.

All users of the shared site must agree to:

- Co-operate and co-ordinate on health, safety, and fire related matters.
- Provide information relating to any additional risks or procedures which will be new or unusual to those sharing the site that may arise from their activities.
- Meet the insurance requirements of Success Academy Trust's insurance provider.
- Familiarise themselves with and communicate to their employees/users the Success Academy Trust health, safety, and fire arrangements.

The local academy will ensure that:

- The premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Users are consulted on health and safety matters.
- The local academy health, safety and fire arrangements are made available to shared users.

2.24 Lettings

Success Academy Trust has a lettings policy. The policy covers procedures for fire evacuation, security arrangements, the requirements relating to accident, assault and near miss reporting and requirements for the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the Success Academy Trust on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the Success Academy Trust that may arise from their activities.
- Produce and provide to the Success Academy Trust risk assessments for the activities they are undertaking on the academies site.

The local academy will ensure that:

- The premises are in a safe condition for the purpose of use.
- The health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises.
- Adequate arrangements for emergency evacuation are in place and communicated.

3.0 Trust Organisational Arrangements for Health and Safety

The following arrangements will be adopted to ensure that the Trust Board, the CEO, and the Principal/Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the trust's sites.

3.1 Setting health and safety objectives

The Trust Board and the Principal/Head Teacher and Trust Principal will specifically review progress of health and safety objectives at the meeting of the Trust Board. Where necessary health and safety improvements will be identified and included within the Success Academy Trust action plan.

3.2 Provision of effective health and safety training

The Academy Trust and the Principal/Head Teacher will consider health and safety training on an annual basis in line with the Trust Board's health and safety training matrix focussing on mandatory training as a priority.

3.3 Provision of an effective joint consultative process

The Success Academy Trust health and safety committee will meet at least once per term. This committee will report to the Academy Trust and the Trust Principal, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of teaching staff, a member of support staff, a member of the site management team, a member of the Trust Board and trade union representatives (where applicable shared site users)

3.4 Establishing adequate health and safety communication channels.

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings.
- Site health and safety teams.
- Provision of information relating to safe systems of work and risk assessments.
- Training provided.
- Communications with relevant specialist advisors and bodies.
- Email bulletins.
- Staff notice boards.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

3.5 Financial resources

The Trust Board along with the Trust Principal will review the Success Academy Trust budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

3.6 Specialist advice/support

Success Academy Trust will ensure that access to competent technical advice on health and safety matters is procured to assist Success Academy Trust in complying with statutory duties and meeting health and safety objectives; Success Academy Trust will do this by:

- Accessing the services of a competent Health and Safety Advisor
- Appoint a suitably competent and qualified internal member of the central team

3.7 Audit

Each Academy member health and safety management system will be audited by the external competent person on an annual basis.

Success Academy Trust reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety within the Trust.

External health and safety audit reports will be delivered to the MAT Operations Lead, each individual Academy's Head Teacher and Local Governing Committee for review.

4.0 Example Local Organisational Arrangements

Local arrangements / procedures	How this is achieved	Responsibility of: Name / Title
Accident / Incident / Near Miss, Ill Health	• All accidents recorded in the school/office 'accident book within 24 hours. • All significant accidents/near misses will be reported on the AssessNET system. • All accidents that fall under RIDDOR will be reported to the HSE in accordance with Success Academy Trust requirements and the HSE timescales. • Relevant notifications made to parents/carers are via letter sent home or telephone call for more serious incidents • The Headteacher/ Head of School is responsible for investigating all accidents to establish the root cause, and for taking any appropriate action necessary to prevent recurrences. Any relevant learning from investigations will be communicated to relevant staff, pupils etc. • Relevant local policies, procedures and risk assessments will be reviewed and revised as required. • All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc. • All accidents, assaults and near misses will be monitored each term by the health and safety committee to provide the senior leadership team with and trends or patterns. • The Headteacher / Head of School / Governing Body will review any trends and patterns and implement corrective or remedial measures. • Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years). • Instances of occupational ill health reported will be investigated and appropriate measures and monitoring put in place.	Lorna Townsend - Headteacher
Banking Cash	• A risk assessment for banking cash will be completed and communicated to relevant staff. • The date and time of the trip to bank cash will be restricted to a need-to-know basis. • Cash will be banked on different days. • The route taken to the bank will be varied.	Julie Pace – Finance Officer
Cleaning / Housekeeping Arrangements	• The school will ensure there is suitable and sufficient internal and external waste bins which will be emptied regularly. • Cosby Primary School will ensure all waste is disposed of in accordance with environmental legislation and will promote good recycling procedures. • All spills will be cleared immediately to prevent slip trips and falls.	Gary Bradshaw – Premises Officer

	• All staff are responsible for maintaining a high level of housekeeping. • General cleaning and Housekeeping on site are provided by school employed staff. • The Premises Officer will monitor the standard of the housekeeping on site.	
Communicating health and safety information.	• The site responsible person – Business Manager. • A noticeboard is located in the staffroom with all up to date and relevant information available to staff. • The Health and Safety Law poster is displayed in reception. • Health and safety information is circulated as necessary throughout the year, through briefings, a school intranet system, emails, and newsletters etc. • Health and Safety is an agenda item in staff meetings. • Staff can raise any Health and Safety Issue or concern with the site responsible person or the Health and Safety Governor. • Complaints regarding health and safety will be recorded and investigated by the Headteacher/Head of School, and a formal response regarding the outcome and actions taken will be given to the complainant. • All health and safety documentation will be physically stored securely or electronically.	Lorna Townsend – Head Teacher Phil Burton – Trust Business and Operations Lead Lee Von Anrep – Governor
Contractors on-site	• Cosby Primary School will comply with the Construction, Design and Management regulations (CDM) 2015 and the HSE guidance document HSG159. • Success Academy Trust Contractor management guidance is followed. • Competent and experienced contractors selected by the trust will be used. • The Academy has in place a suitable procurement process in place including a competency and accreditation check. Competent and experienced contractors will only be used following the comprehensive selection process. • Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc. • Pre-start meeting with the Site responsible Person will take place to discuss and agree how works will be managed, responsibilities, codes of conduct, safety standards and practices and to assess new hazards that may be introduced to the site. • Regular update meetings take place throughout any works/projects. • All staff/ pupils and other users of site remain in a safe environment for the duration of the works. • All contractors are given access to the asbestos register. • All contractors to complete a contractor site induction sheet before work can proceed. • The site responsible person, Premises Officer or School Business Manager attends Safe Management of Contractors training periodically. • Before work begins the contractor will provide evidence that they have completed an adequate risk assessment and method statement of all their planned work. • Where required a permit to work will be issued for defined high risk activities. • Contractors working on site will be monitored to ensure they are complying with the safety control measures in the risk assessment and method statement and concerns will be reported immediately.	Lorna Townsend – Head Teacher Phil Burton – Trust Business and Operations Lead Gary Bradshaw – Premises Officer

	• Works are signed off and any associated certification and documentation is obtained.	
COSHH	• Cosby Primary School will comply with the HSE's approved code of practice Control of Substances Hazardous to Health (COSHH) (L5) relating to the management and control of hazardous substances on site. • A stock take of COSHH substances on site will be carried out annually and an inventory of hazardous substances maintained. • The use of a hazardous substance will be prevented where possible, or a less harmful substance used. • COSHH risk assessments are completed by the Premises Officer for all activities where a hazardous substance is used or where a hazardous by-product is created (dust/fumes). • Suitable control measures are put in place where the use of or production of a hazardous substance or by-product cannot be prevented. • COSHH risk assessments are circulated to all employees who work with the hazardous substances or by-product. • Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided. • Training records are maintained for those who receive training. • Information will also be given to others who may be affected, such as contractors, temporary staff, and visitors. • Only substances purchased through the school's central procurement process/systems can be used on site. • An audit of The COSHH risk assessments and Safety Data Sheet (SDS) will be undertaken annually. • Staff will also be provided with protective equipment, where necessary free of charge. Staff use and store hazardous products in accordance with instructions on the product label. • Hazardous substances will be stored securely in a locked cupboard with a hazard warning sign displayed. • Where possible, all hazardous products are kept in their original containers, with clear labelling and product information. Where products are decanted into dispensing bottles the bottles will be clearly labelled with product information. • Any hazardous products (including fluorescent tubes and dust) are disposed of in accordance with specific disposal procedures. • The COSHH records, emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used. i.e., cleaning cupboards and office. • Staff should not bring substances onto site without prior permission.	Gary Bradshaw – Premises Officer

Driving for work	• Cosby Primary School follows the trust's guidance for driving at work appropriate to the school's arrangements. • Staff who use school vehicles or use their private vehicles for school business, i.e., attending training, school events, complete a vehicle and driving document check (licence & insurance) every 6 months. • A driving at work Risk Assessment will be completed and communicated to staff. • Staff must hold appropriate full UK driving licence and business insurance for driving at work. • All school owned vehicles and private vehicles used for work purposes must be maintained in a road worthy condition. • School owned vehicles undergo a vehicle pre-use check and required maintenance and servicing. • All school owned vehicles have a valid MOT certificate where required. • Drivers of school owned vehicles will hold the appropriate licence for the vehicle being driven. • Drivers of school owned vehicles will undergo medicals where required. • Suitable levels of pupil supervision will be provided when transporting pupils on school owned or privately owned vehicles.	Phil Burton – Trust Business and Operations Lead
DSE	• All static DSE workstations used by staff meet the minimum standards required. • All DSE equipment is maintained in good working condition. • Relevant employees (defined users) complete online training and DSE self-assessment. • DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back. • Issue and concerns raised during the DSE Assessment will be followed up and actioned. • DSE assessments will be reviewed bi-annually or if there is a significant change in equipment layout or the individual's health. • Staff receive display screen equipment workstation set up guidance. • All defined DSE users are entitled to free eye tests and corrective appliances (at an agreed level) for computer use.	Phil Burton – Trust Business and Operations Lead
Emergency Procedures	• A detailed school emergency plan is in place for all foreseeable situations such as intruder on site, bomb threat or when instructed by the emergency authorities. • A business continuity plan dealing with events that have the potential to cause major disruption is in place. • A Senior Emergency Management Team is in place to deal with major emergency situations. • The business continuity plan will be reviewed annually, or when there has been a significant change to staff, business, or after an incident. • All key staff are fully briefed in the procedures to follow. • Emergency procedures will be tested periodically.	Lorna Townsend – Head Teacher Phil Burton – Trust Business and Operations Lead
First Aid, Supporting Pupils with a medical condition.	• A First Aid Needs Assessment is undertaken and reviewed annually. • First aid arrangements ensure a sufficient number of appropriately trained first aiders are available to cover annual leave and absences. • Staff are informed of first aid arrangements for school as part of their induction, teacher training days, staff meetings, and staff handbook where provided.	Phil Burton – Trust Business and Operations Lead Carrie White – Office Lead

	• First aid arrangements are displayed outside the school office and in the staff room. • An Automated external defibrillator (AED) is located in reception • Sufficient First aid kits are provided within school and are checked weekly / termly to ensure they are fully replenished, and contents are in date. • A suitable area is provided to administer first aid. • First aid requirements are considered within risk assessments for lone workers, vehicles carrying passengers and school events. • The school follows guidance as set out by the DfE Supporting pupils with medical conditions at school guidance. • Specific training will be given to staff who are supporting a pupil at school with a medical condition including emergency situational response. • A medication policy is in place in accordance with the DfE guidance. • Medication stored on site will be stored securely. • A signed parental / guardian permission form is obtained every time administration of medication is required. • Two members of staff sign to witness the administration of medication.	
Infection Prevention and Control	• Cosby Primary School will follow the Trust's infection prevention and control guidance and ensure the guidance is communicated to staff. • In the event of an outbreak of a communicable infection/disease the guidance contained within the Academy's infection control guidance will be followed. • The Academy will engage with PHE and The DfE should there be an outbreak of a communicable infection/disease and follow any advice given. • The Academy will ensure a robust cleaning regime is followed and adequate ventilation is achieved at all times when the site is occupied.	Phil Burton – Trust Business and Operations Lead
Inspection and monitoring arrangements	• The school undertake a recorded Health and Safety Workplace Inspection termly and remedial action taken using a workplace inspection form. • A recorded walkaround inspection is undertaken by the Governor/s periodically through the year. • A Health and Safety Audit is carried out every year. A comprehensive audit report incorporating and action plan with target completion dates is produced and incorporated into the school action plan. • The site responsible person attends Management of Health and Safety training. • Daily visual checks of the classrooms are carried out by the teachers and defects reported. • Termly spot checks of building and site takes place and is recorded by the SLT, Site Manager/Premises Officer. • The Headteacher and the school governors will review the effectiveness of the school's health and safety policy, arrangements, procedures, and performance annually in line with the Trust schedule of assurance. • Health and Safety performance will be measured against pre-determined objectives and plans, and remedial action taken.	Lorna Townsend – Head Teacher Phil Burton – Trust Business and Operations Lead Gary Bradshaw – Premises Officer

	• Accidents, incidents ill health and damaged will be reviewed to identify trends and patterns and implements corrective measure to rectify the failures and improve the health and safety performance. • The health and safety committee, Headteacher/Head of School, SLT and governors will review any internal or external health and safety performance data and reports and take remedial action where required.	
Jewellery	• The academy policy on jewellery will be enforced, and is part of the uniform policy. • Students/pupils will be requested to remove inappropriate or dangerous jewellery.	Lorna Townsend – Head Teacher
Manual handling	• Cosby Primary will comply with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23). • Manual handling will be avoided wherever possible. • Where manual handling is unavoidable, manual handling activities are risk assessed. • If a significant manual handling activity was necessary a specific risk assessment, safe system of work and method statement would be implemented. • A specific individual risk assessment will be completed for identified medical condition and a new and expectant mother before any manual handling is undertaken. • Where highlighted by the risk assessment, appropriate lifting procedures will be put in place including multiple persons lifting techniques, breaking down the loads and reducing the distance travelled. • Handling equipment will be provided, maintained, and used wherever possible. • Defective manual handling equipment will be taken out of use and reported through the school's defect reporting system and replaced or repaired immediately. • The area of the manual handling activity or route to be taken during the manual handling activity will be assessed to ensure no additional hazards are present i.e., clear of obstruction, floors in good condition, no steps, lighting adequate. • Storage areas on site will be tidy and organised to reduce the hazard and risk of manual handling. • Appropriate manual handling training will be given to staff and records of training maintained. • Appropriate footwear and clothing will be worn when undertaking moving and handling tasks; safety footwear provided where required. • Accidents involving manual handling will be investigated to identify the root cause and implements additional corrective or preventative controls.	Lorna Townsend – Head Teacher
Noise	• Cosby Primary School will make arrangements for the assessment of risk, protection, and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005.	Phil Burton – Trust Business and Operations Lead Gary Bradshaw – Premises Officer
Personal safety – lone Working	• Lone working will be discouraged where possible and kept to a minimum. • Staff aware of and follow trust's guidance on Personal Safety and lone working. • A lone working Risk Assessment will be completed for all lone working activities, implemented, and communicated with relevant staff. • Lone working may only take place with the authorisation of the Site Responsible Person.	Lorna Townsend – Head Teacher

	• Hazardous activities or activities with significant risk will not be undertaken by staff lone working, i.e., working at height and use of power tools. • Suitable and appropriate communication procedures / systems will be put in place for those who are lone working. • Appropriate communication equipment will be issued to staff for whom lone working is an inherent part of their role. • A procedure for checking in with overdue staff will be documented put in place. • A key holding company will be appointed to cover alarm call outs. • Where possible two members of staff will be present when opening up and locking up. • If required. two members of staff will attend alarm callouts.	
Personal safety - managing violence & aggression	• Personal safety is a shared responsibility between a school and its staff. • Staff aware of and follow the Trust's/school's personal safety guidance. • Staff should avoid confrontation id possible and withdraw from an escalating situation. • Staff must comply with the school's behavioural code of conduct. • Staff must report all potential conflict scenarios or situations developing. • A violence and aggression Risk Assessment will be completed, implemented, and communicated to staff. • A secure lobby reception lobby area is provided to restrict unauthorised persons on site. • Aggressive persons will not be allowed on site and if required the police will be called. • Where possible, home visits will not be conducted alone, where unavoidable, appropriate risk assessment and control measures will be put in place. • Meetings with parents at school will be held during the school day. • Meetings with parents will be planned in advance wherever possible. • Meetings with the potential for violence and aggression will be conducted by 2 members of staff and with other staff in the vicinity. • The meeting room used for meetings with the potential for violence and aggression will be set up to give an escape route for staff. • Appropriate training for dealing with violence and aggression will be provided for the SLT and relevant members of staff. • All incidents involving violence and aggression will be investigated by the Headteacher/Head of School in line with school policy. • All incidents involving violence and aggression will be reported to the head teacher and where required the police.	Lorna Townsend – Head Teacher
PPE	• PPE required by staff to undertake a task safely will be provided free of charge. • Staff in receipt of PPE will store it appropriately and check its condition regularly and before use.	Gary Bradshaw – Premises Officer
Physical Intervention	• The school follows advice as set out by the DfE and LA as appropriate regarding use of reasonable force. • Appropriate staff are trained in the Team Teach / Positive Handling approach for managing challenging behaviour and the use of reasonable force.	Lorna Townsend – Head Teacher

Risk Assessment	• Risk assessments are carried out and recorded for all activities where a risk has been identified or where there is a known foreseeable risk of injury or ill health. • Risk assessments are carried out by trained and competent members of staff who will consult staff involved with the activity. • The risk assessment will be signed by the assessor and the staff involved in the activity. • Risk assessments are kept up to date and reviewed at least annually or after an incident or significant change in an activity. • All completed and signed risk assessments are stored in a central file with an index. • Risk assessments are readily available for applicable members of staff, hard copy or electronically. • All staff responsible for completing risk assessments undertake risk assessment training periodically. • Risk assessments are carried out and recorded for specialist curriculum areas where appropriate. • Specific individual risk assessments will be completed for a young person before they commence work or a new and expectant mother as soon as the school is informed by the employee of their condition.	Lorna Townsend – Head Teacher Phil Burton – Trust Business and Operations Lead Gary Bradshaw – Premises Officer Class teachers
Training	• All staff will receive Health and Safety induction upon appointment. • Health and Safety training will be given to staff applicable to their role, position, or duties. • Health and Safety, Fire Safety and Security briefing is carried out annually. • A whole school Health and Safety awareness training will take place periodically. • A central record of training (matrix) is maintained and reviewed to ensure all staff receive applicable training and refresher training.	Phil Burton – Trust Business and Operations Lead
Visitors	• All visitors will be required to sign in at reception upon arrival. • All visitors will be issued with the Health and Safety rules upon arrival. • All visitors will be DBS checked before arrival on site or be accompanied by a member of staff while on site. • Violent and aggressive visitors will be refused entry onto site and police called if required.	Carrie White – Office Lead
Wellbeing	• Cosby Primary School will follow the principles of the HSE guidance '<i>Managing the causes of work-related stress</i>' (HSG 218). The following arrangements are in place to locally manage staff health issues: • The school promotes the importance of health and wellbeing. • Support will be given to staff members to discuss health issues and support to be given. • Cosby Primary School has ensured provision of occupational health services through SAS • Cosby Primary School actively refers to occupational health wherever appropriate for advice or counselling and with the assistance of guidance from HR Advisers. • Support is available to union member from their union. • All staff have access to the trust's employee wellbeing support service. • Key staff are trained in Mental Health First Aid for staff and pupils. • The school has implemented the Trust's Managing Resilience, Stress and Wellbeing guidance as appropriate. • A stress risk assessment will be completed where deemed appropriate by stress indicators.	Lorna Townsend – Head Teacher

	- Employee to inform the Headteacher/Head of School of any health issues. - Regular meetings will be held with staff member to monitor health issues and stress.	
Work Equipment, Plant or Machinery including PUWER & LOLER arrangements.	- All work equipment provided for use within the school will be serviced/maintained as specified. - Operation manuals for work equipment will be kept for access when required. - Work equipment will undergo statutory inspections where required. - Staff will receive training in the safe operation of the specific work equipment.	Gary Bradshaw – Premises Officer
Working at Height	- Cosby Primary School will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). - Working at height is avoided wherever possible. - All ladders / access equipment will be stored securely to prevent unauthorised access. - A working at height Risk Assessments has been completed by the school and communicated to staff. - New and expectant mothers will not work at height. - Staff working at height as an inherent part of their job will receive appropriate working at height training and records of training retained. - Basic guidance for working at height is given to staff by the Premises Officer. - Sufficient access equipment is provided to reduce the need for staff to stand on furniture. - Staff must not stand on furniture to work at height. - The Premises Officer retains ladders for working at height records. - Pupils are prohibited from using ladders. - Staff will wear appropriate footwear and clothing when using ladders. - Contractors are expected to provide their own ladders for working at height. - Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety. - Access to high levels, such as roofs, is only permitted by trained persons and only with the permission of the site responsible person. - Access equipment provided to work at height will be serviced / maintained in accordance with statutory requirements. An annual inspection of access equipment will be carried out by a competent person, and a register of ladders and inspections kept. - A monthly check of ladders and kick stools will be carried out by the Site Manager/Premises Officer. - All access equipment with a defect will be removed from use until disposed of. - Any working at height accidents will be investigated to identify the root cause and implement additional corrective and preventative controls required.	Phil Burton – Trust Business and Operations Lead Gary Bradshaw – Premises Officer
Work Experience	A work experience risk assessment is completed prior to the work experience commencing.	Lorna Townsend – Head Teacher
Premises related	How this is achieved	Responsibility of: Name / Title
Adverse Weather	- Suitable adverse weather procedures are in place including gritting in icy weather and restricted play times during adverse weather condition. - Outdoor play equipment will be taken out of use during adverse weather conditions.	Mandi Collins – Trust Principal Lorna Townsend – Head Teacher

	The Trust and Site responsible person / Headteacher will decide on closure for heavy snow days prior to the school opening time.	
Asbestos Management	- Cosby Primary school will comply with the HSE's approved code of practice 'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143). - An asbestos management survey will be carried out by a competent contractor periodically and within no less than every 5 years. Remedial actions within the survey will be completed and record of rectification maintained. - A refurbishment / demolition Asbestos survey will be carried out prior to any intrusive work undertaken in areas where Asbestos may be located. - Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. - A Local Asbestos Management Plan (LAMP) is in place, including a site plan detailing the location of asbestos. - A local termly visual of all asbestos containing material is undertaken and recorded in the LAMP, any concerns are reported to the Site responsible person (Headteacher/Head of School). - The Asbestos register within the Lamp will be kept up to date. - All work on site carried out accordance with the LAMP. - Where possible, work undertaken likely to disturb asbestos will be planned to avoid disturbance (re-routed) - Work to remove asbestos or likely to disturb the Asbestos will only be undertaken by licensed and competent contractors following a demolition and refurbishment survey. - Contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. - Contractors will sign to confirm they are aware of the location of Asbestos on site. - Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.	Gary Bradshaw – Premises Officer
Building Maintenance / Defect Reporting	- Portable Appliance Testing (PAT) is carried periodically. - All servicing, maintenance and inspections are completed in accordance with regulatory/statutory requirements. - A table of all statutory inspections has been created and maintained by the Site Manager/Premises Officer detailing last inspection date, date of next inspection and competent person. The status of statutory inspections is monitored by the health and safety committee. - Records of servicing, maintenance, inspections, and testing undertaken are retained and stored in a central file or electronically. - All maintenance concerns or damaged equipment should be reported through the school defect reporting system. - Defective equipment is labelled and taken out of use, disposed of, or repaired by a competent person. - A dynamic assessment will be made to decide if an area should be isolated or cordoned off whilst further investigation takes place, or a repair undertaken.	Gary Bradshaw – Premises Officer

Electrical Safety	• A fixed electrical inspection is carried out every 5 years and remedial actions completed, records of the inspections and remedial actions are retained. • Portables appliance testing is carried out annually or in line with the HSE guidance INDG236 by a competent contractor and records are maintained. • Portable electrical appliances are not brought on site from home without permission from the Headteacher. • Electrical meter cupboards and switch gear cupboards are kept locked and clear of combustible material. • Faulty electrical equipment will immediately be removed from service and repaired or disposed of. • Electrical sockets will not be overloaded. • The use of extension cables will be kept to a minimum and daisy chaining of extension cables must not be undertaken. • All electrical equipment is visually inspected before use and all defected equipment is taken out of use and reported through the school's defect reporting system.	Gary Bradshaw – Premises Officer
Fire Safety Management.	• The Site Responsible person on site is responsible for Fire Safety. • The school maintains a high standard of fire safety management throughout the buildings and premises. • The fire loading within the school (displays, storage, hazardous substances is kept to a minimum and controlled. • A structural fire risk assessment is in place to identify fire hazards and evaluate the risks for all areas of the school. This is reviewed annually and then subject to a formal 3 yearly review by a competent person / contractor. • Remedial actions within the structural fire risk assessment will be completed and records of rectification maintained. • An occupier's fire risk assessment is completed by the school annually between the structural fire risk assessments. • The school General Emergency and Evacuation Plan (GEEP) detailing responsibilities, and evacuation procedures is in place and reviewed annually. • Fire Safety Awareness training for staff is carried out on appointment and then periodically thereafter (3 yearly). • Fire drills are carried out at a minimum once a term, one of which must be unannounced, and evidence recorded for inspection. • Fire safety systems and equipment are adequately inspected, maintained, and tested and records are retained on site within the fire logbook for inspection. • Fire safety signage is displayed around the school to assist safe evacuation in an emergency. • All instances of fire and near misses are reported to HSE under the RIDDOR regulations. • The fire safety logbook is maintained and kept up to date with all relevant records. • A Personal Emergency Evacuation Plan (PEEP) will be prepared for any member of staff or pupil where appropriate.	Lorna Townsend – Head Teacher Phil Burton – Trust Business and Operations Lead

	- Procedures for visitors with visible mobility issues or known psychological conditions requiring assistance to evacuate the building are in place. - Fire Wardens/fire extinguisher marshals receive additional fire safety training.	
Gas / Oil / Air Conditioning (HVAC)	- Air Con units are serviced every year - Gas tightness testing is performed every three years - Boiler inspections are performed annually	Gary Bradshaw – Premises Officer
Glazing	- Cosby Primary School will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing. - A glazing survey will be undertaken, and remedial action taken where noted in the survey. Records of remedial action taken will be retained.	Gary Bradshaw – Premises Officer
High Risk Areas	- Entry into high-risk areas, including boiler houses/plant rooms, electric cupboards, kitchenettes and staffrooms will be restricted to authorised members of staff, accompanied visitors and contractors. - Automatic Fire Detection (AFD) will be provided in high-risk areas. - Appropriate fire fighting equipment will be provided in the high-risk areas.	Gary Bradshaw – Premises Officer
Legionella Management	- Cosby Primary School will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8). - A Water Hygiene risk assessment will be carried out by a competent contractor every 2 years and remedial action/recommendations completed. Record of the rectification will be maintained. - A new Water hygiene risk assessment would be undertaken sooner than 2 years if there has been a significant change in the building, in water usage, change of use for a building, change in the water system, control measures not being effective or a case of legionella. - The Premises Officer is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water hygiene logbook. - The Premises officer is the Site Competent Person and undertakes weekly flushing and temperature check duties and records the actions in the water hygiene logbook. - A competent contractor will be engaged to undertake water sampling routine cleaning, descaling, and disinfecting of the water system, and servicing of TMV's. - The Premises Officer attends suitable water hygiene training every 3 years.	Gary Bradshaw – Premises Officer
PE and Outdoor play equipment	- PE Equipment and outdoor play equipment is inspected annually by a competent person (contractor). - Goalposts are checked weekly and termly in accordance with the Football Goals - Code of Practice. - An outdoor play equipment pre use check (recorded) will be completed by the Site manager/premises officer/Site Team. - A pre-use check of PE equipment will be completed by PE staff. - Defect equipment will be taken out of use until removed or repaired.	Gary Bradshaw – Premises Officer
Playgrounds, Paving and General Site	- The Site Manager/Premises Officer undertakes daily and weekly checks of the playground, paving and general site. - The Site Manager/Premises Officer undertakes regular checks of the outdoor play equipment.	Gary Bradshaw – Premises Officer

	• The Site Manager/Premises Officer and grounds maintenance contractor schedule ensures regular clearance of falling leaves. • In poor weather the school follows the Safe Gritting Procedure. • Finger trap hazards are risk assessed internally and externally.	
Powered and Automatic Gates and Doors	• XXXXXX Academy follows the appropriate Health and Safety Guidance for Powered (Automatic) Gates and Doors. • A nominated person at school has responsibility for the operation, management, and general maintenance of the powered (automatic) gates and doors. • The automatic gates and doors will be serviced, maintained in line with manufacturer's recommendations, (normally 6 monthly), defects and recommendations will be completed, and records of rectification maintained. • Recorded safety checks of powered (automatic) gates and doors are completed by the nominated person to the required frequency. • Emergency procedures for the powered (automatic) gates and doors are in place and communicated to relevant staff.	Gary Bradshaw – Premises Officer
Slips, trips & falls	• All staff have a responsibility to ensure spillages are reported and dealt with immediately. • Wet floor signs are widely available to alert staff and pupils to areas that may not be safe. • Hazards likely to cause trips and fall should be reported through the defect reporting system and will be rectified immediately or controlled until rectified. • Information is available for all staff on steps that they can take to reduce slips and trips in school in the staff room. • Storage areas will be kept organised and tidy to reduce the likelihood of slip, trips, and falls.	Lorna Townsend – Head Teacher
School kitchens (operated by the School) Not applicable to the Cosby Primary School	• The School/Academy will maintain all catering equipment including all servicing, maintenance, and inspections as required. • Kitchen extraction systems will be serviced including a deep clean annually. • Fire shutters will be tested on a weekly basis. • Entry into the kitchen will be controlled to prevent unauthorised access and access by pupils to prevent injury by harmful equipment. • Appropriate firefighting equipment is provided. • Risk assessments will be completed for all activities within the kitchen undertaken by kitchen staff. • All kitchen staff hold appropriate levels of training. • The school kitchen staff will adhere to all dietary requirements as directed by the School/Academy.	NA
School security	• The Site Responsible person are responsible for the security of the school site in and out of school hours. • Safe access and egress will be maintained balancing the need for security and safe evacuation. • The Premises Officer is responsible for the day to the security day to day operational procedures including visual inspections of the site, and for the intruder and fire alarm systems. • An inner fencing and gating system is installed to restrict unauthorized access around the school site.	Lorna Townsend – Head Teacher Phil Burton – Trust Business and Operations Lead Gary Bradshaw – Premises Officer

	• All gates not required to access the school entrance are secured during the pupil day. • Entry into the school ground and school building is controlled by the school office. • Entry into high-risk areas and storerooms will be restricted to authorised staff or personnel. • To reduce risks to employees attending the alarm call outs, the school have appointed a key holding company to attend alarm call outs. • The out of hours service are key holders and will respond to an emergency when called.	
Smoking	• Cosby Primary School complies with UK law on smoking in both indoor and external spaces. • Cosby Primary School has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the used of substitute inhalers and all types of vaping devices including e-cigarettes. • No smoking signage has been provided on site and persons seen smoking onsite are instructed not to do so.	Lorna Townsend – Head Teacher Phil Burton – Trust Business and Operations Lead Gary Bradshaw – Premises Officer
Tree safety	• Regular visual checks on trees are made, especially after adverse or severe weather. • A visual check of trees is made twice a year i.e., in leaf and out of leaf. • Damage or concerns are reported to Gary Bradshaw, Premises Officer • A tree survey is completed periodically by LCC or when any development, hard surface or installation is proposed.	Gary Bradshaw – Premises Officer
Vehicles on site	• Vehicle movements are controlled on site at peak times of the day when pupils are entering and exiting the school premises. • School Vehicle gates are kept shut, but not locked, during the school day. • Parking bays are clearly marked. • Vehicles and pedestrian movements are separated where possible. • Where vehicle and pupil segregation is not possible, a risk assessment will be completed. • Deliveries are not accepted at times of the day when pupils are entering and exiting the school premises. • The school car park is restricted to staff and visitors and disabled parking.	Gary Bradshaw – Premises Officer
Curriculum related	How this is achieved	Responsibility of: Name / Title
Educational off-site trips and visits	• Cosby Primary School follows Outdoor Education Advisors Panel (OEAP) guidance for planning and executing educational off-site trips and visits. • The trained Educational Visits Coordinators (EVC) in school are members of the Senior leadership team. • The Offsite Educational Visits policy outlines all detailed procedures for the health and safety of educational visits to be followed by the EVC and educational visit leaders. • Parental consent will be obtained before a pupil is allowed to attend an offsite educational visit. • The EVC will ensure the Educational Visit Lead holds the applicable qualification and experience for the activities being undertaken on the trip. • High risk/hybrid activities will be led by qualified and competent instructors from the offsite activity provider or the offsite educational visit site. • Risk assessments will be completed for off-site visits and activities by trained visit leaders. • All risk assessments will be reviewed by the EVC and approved by the Headteacher/Head of School.	Phil Burton – Trust Business and Operations Lead

	• All offsite educational visits will be logged onto the Evolve system. • All off-site visits are appropriately staffed. • Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details. • There will always be appropriate levels of trained first aiders on school trips and visits. • For trips and visits with pupils in the Early Years Foundation Stage, there will always be an appropriate level of trained first aiders with a current pediatric first aid certificate. • Governors will be made aware of all offsite educational visits.	
Food Technology and Design Technology	• The Design and Technology department (D&T) will have a departmental Health and Safety Policy. • The relevant CLEAPPS guidance and risk assessments for Design and Technology (D&T) and food technology will be followed. • Staff involved in food handling have completed a Level 2 Certificate in Food Safety & Hygiene or briefed in the Food Standards Agency '4Cs'. • Equipment used in food technology and D&T such as knives, saws, hand tools and scissors will be kept securely when not in use to prevent unauthorised access and use. • D&T and Food technology prep rooms and classrooms will be kept secure to prevent unauthorised access. • All machines within the D&T department are locked off when not in use. • All machines within the D&T department are serviced and maintained. • Pre use safety checks are carried out on all machines within the D&T department. • All Local Exhaust Ventilation systems will be subject to the statutory checks and regular internal checks. • All equipment within the food technology area is shut off or stored securely to prevent unauthorised use. • Risk assessments are completed for all non-curriculum activities within D&T and Food Technology.	Lorna Townsend – Head Teacher
Physical Education (PE)	• The school follows the Association for Physical Education (afPE). Guidance. • The Safe Practice in Physical Education and Sports Book is available to all relevant staff and is located with the PE lead. • PE staff undertake training as specified in the afPE book. • Pre-use checks of PE equipment is carried out by staff each day before the start of each lesson and again at the end of the day. • External companies/providers employed by the school follow the schools Health and Safety Arrangements for PE. • PE equipment is inspected annually by an approved contractor and recommendations implemented.	Lorna Townsend – Head Teacher
Science	• The Science department will have a departmental Health and Safety Policy. • The science department follows applicable science guidance as set out in publications by the Association for Science Education and/or CLEAPPS. • Science guidance is available to all staff and can be located in the science department or main office. • All Science staff and Technicians receive regular CLEAPSS updates. • Science prep rooms and classrooms will be kept secure to prevent unauthorised access.	Lorna Townsend – Head Teacher

	• All science equipment is kept secure when not in use. • All hazardous substances are stored correctly and kept secure when not in use. • All radioactive products are stored and used in accordance with the CLEAPSS Managing Ionising Radiation and Radioactive Substances in Schools and colleges guidance L93. • All Local Exhaust Ventilation systems will be subject to the statutory checks and regular internal checks. • All gas taps/appliances are shut off when not in use to prevent unauthorised use.	
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5.0 Appendix 1: Table of Delegation of Specific Duties

Responsibility	Frequency	Delegated to Job Role
Reviewing Health and Safety Policy	Annually	MAT Operations Lead
Digitally Backing up Compliance and Safety Documents	When Created or Received	MAT Operations Lead
Allocating Budget for Health and Safety	Annually	
Display Energy Certificate Renewal	As Instructed on Current Certificate	Local Academy
Organising Fire Risk Assessment	Every 5 Years	Local Academy
Conducting and reviewing Fire Risk Assessment	Annually	MAT Operations Lead
Internal Checking of the Fire Alarm Panel	Daily	Premises Officer
Internal Fire Evacuation Drill Organisation	Termly	Premises Officer
Internal Manual Call Point Checks	Weekly on Rotation	Premises Officer
Internal Emergency Lighting Checks	Monthly	Premises Officer
Internal Extinguisher Checks	Monthly	Premises Officer
Internal Sprinkler System Checks	Weekly	Premises Officer
Internal Fire Door Checks	Monthly	Premises Officer
Organising Service of The Fire Alarm System	Six Monthly	Premises Officer
Organising Service of Fire Extinguishers	Annually	Premises Officer
Organising Service and Maintenance to the Sprinkler System	Manufacturer Stipulated	Premises Officer
Organising Service and Maintenance of Emergency Lighting	Annually	Premises Officer
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	Premises Officer
Organising Service and Maintenance of Air Handling Units	Annually	Premises Officer
Reviewing the Emergency Evacuation Plan	Annually	Head Teacher
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	Local H&S Leads
Creating and Reviewing the Winter Gritting Plan	Annually	Premises Officer
Winter Gritting Pavements and Carparks	Consult Weather Forecast	Premises Officer
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	Head Teacher
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	Premises Officer
Organising Asbestos Management Surveys	5 Yearly	Premises Officer
Monitoring the Condition of Asbestos on the Premises	Termly	Premises Officer
Organising Water Hygiene Surveys	Yearly	Premises Officer
Flushing of Little Used Outlets	Weekly	Premises Officer
Organising Service of TMV	Manufacturer Stipulated	Premises Officer

Organising Water Tank Cleans	When Necessary	Premises Officer
Water Temperature Monitoring	Monthly	Premises Officer
Signing Off Water Temperature Monitoring	Monthly	Premises Officer
Organising Water Heater Service and Maintenance	Annually	Premises Officer
Organising Water Tank Inspections	Annually	Premises Officer
Organising Electrical Installations Condition Reports	5 Yearly	Premises Officer
Organising PAT (Portable Appliance Testing)	Annually	Premises Officer
Organising Service of Stage Lighting	Annually	Premises Officer
Organising Servicing of Gas Boilers	Annually	Premises Officer
Organising Gas Risk Assessment	Annually	Premises Officer
Conducting Workplace Inspections	Weekly	Premises Officer
Conducting Workplace Inspections	Termly	As per Schedule
Organising Building Condition Surveys	5 Yearly	MAT Operations Lead
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Premises Officer
Organising RPII Inspections of Outdoor Play Equipment	Annually	Premises Officer
Inspecting PE Equipment	Before Use	Premises Officer
Organising External Inspections of PE Equipment	Annually	Premises Officer
Organising Glazing Surveys	10 Yearly	Premises Officer
Procuring and Commissioning Contractors	When Necessary	Business Manager
Managing and Supervising Contractors	When Necessary	Premises Officer
Contractor Inductions	When Necessary	Premises Officer
Internal Inspection of Passenger Lifts and Hoists	Monthly	Premises Officer
Organising Service and Maintenance of Lifts and Hoists used for carrying people	6 Monthly	Premises Officer
Organising Service and Maintenance of The Kiln	Annually	Premises Officer
Organising the Service and Maintenance of Local Extract Ventilation (LEV) Systems e.g., fume cupboards, dust extraction in D&T	14 months	Premises Officer
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	Premises Officer
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	Premises Officer
Organising a Thorough Clean of The School Kitchen	Termly	Premises Officer
Creating and Reviewing Classroom Risk Assessments	Annually	SLT
Creating and Reviewing Premises Related Risk Assessments	Annually	Premises Officer
Creating and Reviewing PE Risk Assessments	Annually	PE Lead
Creating and Reviewing Design Technology Risk Assessments	Annually	D&T Lead
Creating and Reviewing Science Risk Assessments	Annually	Science Lead
Creating and Reviewing Other Risk Assessments	Annually	Business Manager
Conducting Pregnancy Risk Assessments	When Necessary	Business Manager

Conducting Return to Work Risk Assessments	When Necessary	Line Managers
Selecting Staff Health and Safety Training	Review Termly	Business Manager
Recording Staff Health and Safety Training in a Central Record	When Necessary	Business Manager
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Premises Officer
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	Premises Officer
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Premises Officer
Logging Accidents onto the AssessNet system	When Necessary	Trained Staff
Reporting RIDDOR	When Necessary	Locally arranged
Reviewing Accident Statistics	Termly	MAT Operations Lead
Reviewing the Management of Medications Policy	Annually	Locally arranged
Reviewing the First Aid Needs Assessment	Annually	Locally arranged
Checking First Aid Kit Contents	Monthly	Locally arranged
Checking the Condition of First Aid Facilities	Weekly	Locally arranged
Reviewing Pupil Individual Care Plans	When Necessary	SENDCO
Reviewing Individual Behaviour Plans	When Necessary	Behaviour Leads
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	Head Teachers
Approving Off-Site Visits	When Necessary	Head Teachers
Creating a Health & Safety Report for Governors	Termly	Trust Business Managers
Communicating Emergency Procedures to Lettings	When Necessary	Premises Officers
Emergency Contact during Lettings	When Necessary	Premises Officers
Work Experience Co-ordination	When Necessary	Locally delegated person
Organising Tree Surveys	3 Yearly	Premises Officers
Organising Service/Inspection of The Lightening Protection Rod	11 Monthly	Premises Officers
Organising Servicing Inspection of Automatic Gates	6 Monthly	Premises Officers
Completing Internal Inspection of Automatic Gates	Weekly	Premises Officers
Organising Servicing Inspection of Automatic Doors	Annually	Premises Officers
Completing Internal Inspection of Automatic Doors	Weekly	Premises Officers

6.0 Appendix 2 - Additional Policies and Guidance for Reference:

Success Academy Trust will in addition to this health and safety policy, follow the policies and guidance set out in the table below.

Policy Documents	TECC	RPS	CPS	HPS
Off-Site Visits Policy	Sharepoint	Sharepoint	Sharepoint	Sharepoint
Management of Medications Policy				
Lettings Policy				
Contractor Management Policy				

Guidance Documents	TECC	RPS	CPS	HPS
Accident, Incident and Near Miss Guidance	All documents can be found in the local schools relevant sharepoint area			
Asbestos - Information and Guidance				
LAMP Local Asbestos Management Plan				
Schools Gate Safety Guidance				
Blood Borne Viruses & Needle Stick Injury				
Notification of Construction Works in Academies & Schools				
CDM Guidance				
Challenging Behaviour and Violence at Work				
Contractor Management				
COSHH Guidance				
Door Safety in Schools				
Driving School Minibuses Guidance				
Driver and Vehicle Safety Guidance				
Display Screen Equipment Guidance				
Electrical Safety Guidance				
Excavations Guidance				
Fire Safety Guidance				
First Aid Guidance				
Food Safety Information and Guidance				
Glazing - Information and Guidance				
Growing Plants and Vegetables in Schools Guidance				
Intimate Care Guidance				
Lettings Guidance				
Lone Working				
Use of LPG Heaters in Schools				

Manual Handling	All documents can be found in the local schools relevant sharepoint area
Moving and Handling of People Guidance	
Pregnancy and Breastfeeding	
Noise at Work	
Guidance and Information	
Outdoor Play Equipment, Outdoor Gyms, and Playing Fields Guidance	
Risk Assessment Procedure Guidance	
Stress Management in Schools Guidance	
Supervision of Pupils by Others Guidance	
Swimming Pool Safety Operating Procedures	
Violence at Work Guidance	
Water Hygiene Procedure Guidance	
Winter Gritting & Snow Clearing Guidance	
Work at Height Guidance	
Work Equipment Guidance	
Young Persons and Work Experience Guidance	