

Sir Roger Manwood's School



Health & Safety Policy

Reviewed: May 2026

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DISTRIBUTION OF COPIES

Master Copy	Headteacher
Copy One	Chair of Governors
Copy Two	Business Manager
Copy Three	Estates Manager
Copy Four	Staff Room (for viewing by staff)
Copy Five	Office (for viewing by visitors, contractors & parents)
Copy Six	School Website

STATEMENT OF INTENT

Sir Roger Manwood's School recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work-related ill health.
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

ORGANISATION

1.0 INTRODUCTION

- 1.1 In order to achieve compliance with the Statement of Intent the School's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.
- 1.2 An organisational chart for health and safety management is attached at Appendix 1.

2.0 OBLIGATIONS OF THE GOVERNING BODY

- 2.1 The Governing Body is responsible for ensuring that:
 - The health and safety policy statement is clearly written, and it promotes a positive attitude towards safety in staff and pupils.
 - The Headteacher is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
 - Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
 - Sufficient funds are set aside with which to operate safe working practices.
 - Health and safety performance is monitored, failures in health & safety policy or implementation recognised, and policy and procedure revised as necessary.

3.0 OBLIGATIONS OF THE HEADTEACHER (HT)

- 3.1 Reporting to the Governing Body, the HT has the overall responsibility for ensuring that the Health and Safety Policy are effectively implemented and that proper resources are made available to achieve this. The HT will:
 - plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
 - provide the final authority on matters concerning health and safety at work.
 - make decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks in an appropriate manner.
 - delegate specific responsibility for the implementation and monitoring of the Health and Safety Policy to the SBM.

4.0 OBLIGATIONS OF THE SCHOOL BUSINESS MANAGER (SBM) AND ESTATES MANAGER (EM)

- 4.1 The SBM, working in conjunction with The School's Health & Safety Consultants, Judicium, the EM the schools Audit & Risk Committee and the Finance & Premises Committee, will advise the HT on Health and Safety Policy. Acting for and on behalf of HT, the SBM has the responsibility for implementing and monitoring the policy, principally through the EM and Heads of Department.

The SBM achieves this by ensuring that

- This Policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their safety representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- Risk assessments of the EM and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the EM's practices and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- A report to the Governing Body on the health and safety performance of the school is given at each Audit & Risk Committee meeting.

5.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

5.1 This includes the Senior Leadership Team, Heads of Departments, School, and the EM. They must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to Head Teacher for the application of the health and safety procedures and arrangements.
- Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the EM
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

- Resolve health, safety and welfare problems that members of staff refer to them and refer to the EM any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture 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 employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately.

6.0 OBLIGATIONS OF EMPLOYEES

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Line Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Regularly check their work areas for potential hazards and report any observed to the EM
- Report all accidents, defects and dangerous occurrences to EM
- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Governing Body, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with current procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Co-operate with other persons to enable them to carry out their health and safety

responsibilities.

- Inform their Line Manager of all potential hazards to health and safety, particularly those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with the appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

7.0 OBLIGATIONS OF THE CATERING CONTRACTOR

The Catering Contractor is responsible for the safe operation of the catering facilities and must:

- Be familiar with the school Health and Safety Policy.
- Prepare risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the EM of any potential hazards or defects via We are Every
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Catering Contractor.

8.0 OBLIGATIONS OF CONTRACTOR

- 8.1 When the premises are used for purposes not under the direction of the Head Teacher e.g. the provision of school meals, then, **subject to the explicit agreement of the Governing Body**, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control
- 8.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher via the EM of any risks that may affect the school staff, pupils and visitors.
- 8.3 All contractors must be aware of the School's Health and Safety Policy and emergency procedures and comply with these at all times.
- 8.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the HT, SBM or EM will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

9.0 OBLIGATIONS OF PUPILS

- 9.1 Pupils, in accordance with their age and aptitude, are expected to

- Exercise personal responsibility for the health and safety of themselves and that of others.
- Observe standards of dress consistent with safety/hygiene.
- Observe all the health and safety rules of the school.
- Use and not wilfully misuse, neglect or interfere with, things provided for their health and safety.

10.0 RAISING HEALTH AND SAFETY CONCERNS

- 10.1 All employees are requested to log an issue via Weare Every as soon as they see something that requires attention. The helpdesk is overseen by all members of the school's estates team.
- 10.2 The schools H&S Committee meets once a term. It has an open membership to all staff, but the SBM and or Estates Manager H&S Governor will always be in attendance. All employees are encouraged to bring health & safety concerns up as they occur but in addition, Health and Safety is a standing item on department and year team meeting agendas, and at School Council meetings. Minutes of all of these are sent through to the relevant member of SLT. Health and Safety is also a standing item on each Audit & Risk Committee meeting agenda.

11.0 PROCEDURES AND ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

Accident and Incident Reporting

All staff are required to ensure that all accidents are logged on We are Every and are reported to the Principal First Aider /Business Manager who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Asbestos

The EM is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the EM. The Asbestos register is held in reception and online with the Asbestos Policy and is available for viewing

Staff must report any damage to asbestos materials immediately to EM. If they are unsure, they should always ask.

Where damage to asbestos material has occurred, the area must be evacuated and secured. The EM will immediately notify the SBM who will in turn notify the HT and Chair of the Governing Body.

The EM will commission a Licensed contractor to undertake an inspection of the area and where necessary either remove or encapsulate the asbestos under controlled conditions. Obtaining clean air certification upon completion.

Contractors

The SBM/EM is responsible for the selection and management of contractors in accordance with the school policy.

Curriculum Safety (including out of school learning activities)

All Heads of Department are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The SBM is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users may request a docking station.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The HT, Assistant Headteacher with oversight for trips and the Educational Visits Coordinator (EVC) are responsible for ensuring that all school trips are managed in accordance with the school policy for educational trips which all teachers must be familiar with.

Electrical Safety

The EM is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The EM will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the EM Staff via Every system and are reminded that they must not bring electrical equipment into school without the permission of HT.

Fire Precautions and Emergency Procedures

The HT via delegation to the SBM is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.

- That the school emergency plan and evacuation procedures are regularly reviewed.
- That fire awareness training is provided for all staff.
- That an emergency fire drill is undertaken every term.
- That preparations of specific evacuation arrangements for staff and/or pupils with special needs are in place.

The EM is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire-fighting equipment.
- The maintenance of exit/escape routes and signage.
- The supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire Safety Risk Assessment, the school emergency plan and evacuation procedures.

First Aid

The names of the school's qualified First Aiders are displayed on the notice board in the main office and staff room.

First Aid supplies are kept in the medical room; it is the responsibility of Principal First aider to ensure that stocks of supplies are kept up to date. All staff must be familiar with the school's arrangements for First Aid.

Hazardous Substances

The EM is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head Teacher. The EM will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

Substances used in Design and Technology and Science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

Inclusion

The HT is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with special educational needs (SEN).

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENCO and Heads of Department must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the HT.

Lettings/shared use of Premises/use of Premises outside School Hours

The HT is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school's Health and Safety Policy and Lettings Policy.

The EM is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment. Hire of the school's facilities is booked through a Third Party – School Hire, a member of the Estates Team must be on site for all out of hour events.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working alone and outside the hours of 7am to 6pm Monday to Friday must notify the HT and EM of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines & Drugs

No pupil is allowed to take medication on the school site without a letter of consent from their parent/carer.

Staff must notify the HT if they believe a pupil to be carrying any unauthorised medicines/drugs.

The Supporting Pupils with Medical Conditions Policy provides detailed guidance and all staff must be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Estates Manager

Where Heads of Department hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair

All faulty equipment must be taken out of use and reported to the EM via Weare Every. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The HT will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the EM for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

PE Equipment

The Head of PE is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

- The Head of PE must ensure risk assessments have been completed for all PE activities and all PE staff are familiar with them'
- Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.
- All PE equipment is to be visually checked before lessons and returned to the designated store area after use.
- Pupils do not use the PE equipment unless supervised.
- Faulty equipment must be taken out of use and reported to the Head of PE

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Head Teacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the SBM.

Pupil Access To Risky Areas on the School Site

The SBM and Site Staff will inspect the school site at regular intervals, assisted by the School's Health & Safety Advisor. Action reports are to be drawn up after such inspections if any new area is deemed to be a risk to students.

The old swimming pool area and obstacle course are out of bounds at all times.

Risk Assessments

It is EM responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The EM is responsible for undertaking general risk assessments except for the areas listed below.

Heads of Department will undertake risk assessments for their specialist areas.

The Estates Manager will undertake risk assessments for maintenance and cleaning.

The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits and trips.

Security/Violence

The EM is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The EM is also responsible for the security of the site during after school use and lettings.

The numbers on security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.

Staff must query any visitor on the school site who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive, staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The HT should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to HT.

Site Maintenance

The EM is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the SBM.

All staff are responsible for reporting any damage or unsafe condition to the EM immediately. All issues must be reported via the Estates Management software Every.

Smoking and Vaping

The school is a non-smoking/Vaping, and site so is not permitted anywhere on the school's premises or within the school grounds.

Staff Training & Development

The HT is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety are a standing agenda item on all department and year team meetings and on the September INSET Day in each new school year and staff are reminded to report any health and safety concerns as they arise via, We are Every.

Stress

The school governors and HT are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.

- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Visitors

All visitors must sign in and out at the school reception on the electronic sign in system. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

The EM is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate and are regularly inspected.

The EM is also responsible for completing risk assessments for all working at height tasks in the school.

'Working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

Staff must use a step stool or small step ladder. Never stand on desks, chairs or other furniture.

Staff should not work at height when alone. If you are planning to use a step ladder, staff should ask the EM to help you erect it properly and have an assistant to hold the ladder steady and pass materials when needed.

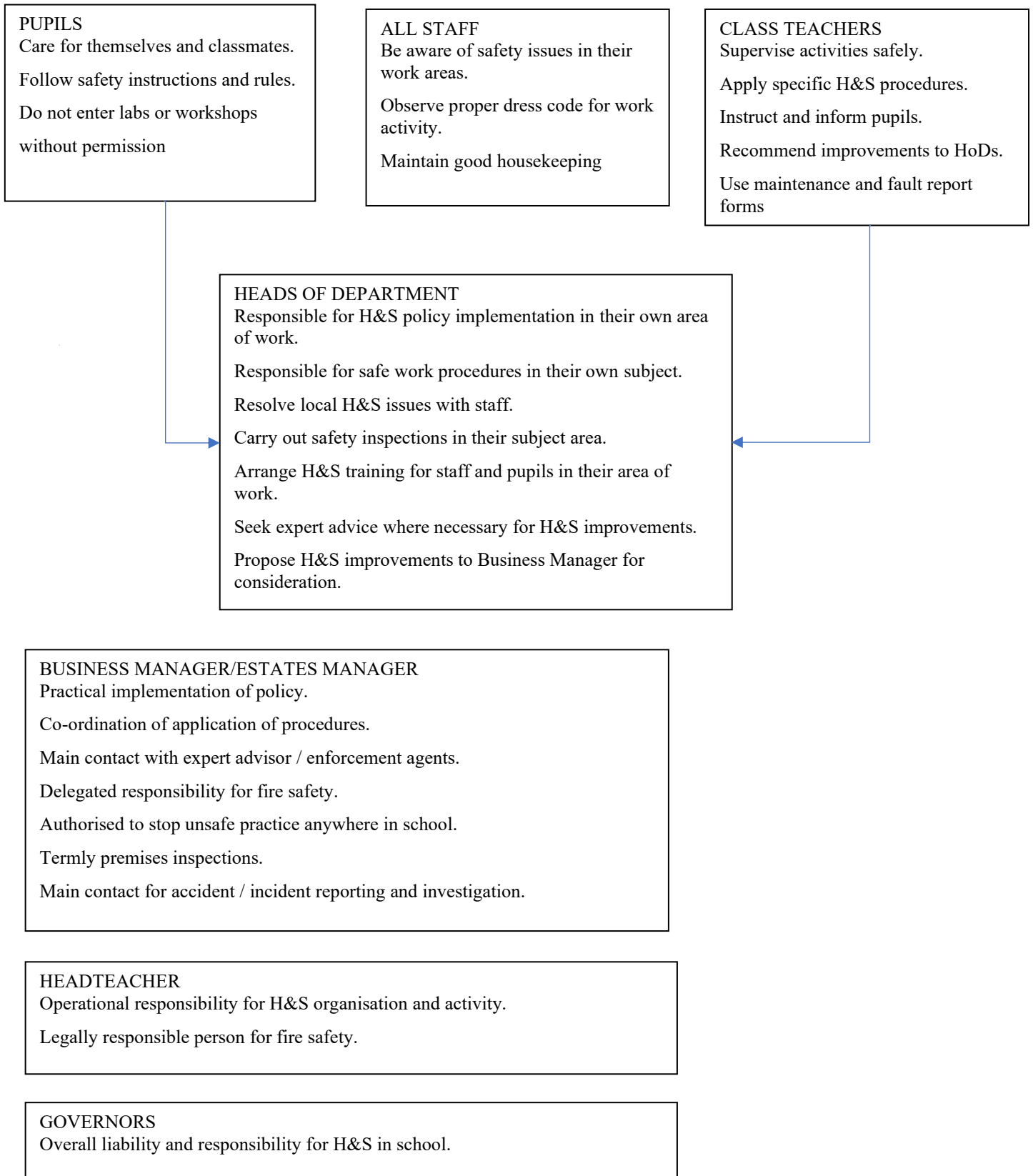
REVIEW OF THIS POLICY

The Health and Safety Policy for Sir Roger Manwood's School will be reviewed annually and revised as necessary.

Any amendments required to be made to the policy as a result of a review, will be presented to the Governing Body for acceptance.

Appendix 1

Health and Safety Organisational Chart



Appendix 2

HEALTH AND SAFETY OPERATIONS AND ACTIVITIES

Responsibility	Methodology	Document record	Frequency
Pupils	Curriculum input Issues reported to teachers School council agenda item	Lesson plans Premises helpdesk every Agenda and minutes	Ongoing Ongoing Termly
All staff	Classroom check Premises helpdesk every	Exception report premises helpdesk every	Daily Ongoing
Head of department	Termly inspection Risk assessment health and safety manual review Premises helpdesk every	Template inspection form Departmental manual Premises helpdesk every Escalated to business manager	Annual Annual Ongoing
Business manager Estates manager Health and safety advisor	Operational activity coordination Random inspections	Operational paperwork Inspection record sheet	Ongoing activities Termly
Leadership team	Regular meetings Random inspection	Health and safety agenda Premises helpdesk every	Ongoing Ongoing
Governing body	Audit & risk committee	H&s agenda items Visits and reports	Half termly

Appendix 3

Supporting Policies and Procedures

Supporting Policies and Procedures in Health and Safety Management Folder and on Intranet

- Educational Visits and Journeys
- First Aid
- Supporting Pupils with Medical Condition
- Managing Contractors
- Safeguarding and Child Protection Policy
- Curriculum Specific Policies
- Behaviour Policy
- Employee Code of Conduct
- Fire risk assessment and procedures
- Departmental Risk Assessment
- Pandemic Risk Assessment