



# Local health and safety policy arrangements for: St Mary & St Margaret's CE Primary School



Last reviewed on: September 2024

Next review due by: September 2025

## Introduction

Solihull Metropolitan Borough Council (SMBC) has a [Corporate Health and Safety Policy](#) that outlines the framework that has been developed to manage health, safety and welfare. Its health and safety policy statement is a declaration of the Council's commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees and persons, who use, visit or may be affected by the Council's activities. The policy also includes roles and responsibilities for all levels including headteachers and staff in community & voluntary controlled schools, community special schools and maintained nursery schools where SMBC is the employer.

This local health and safety policy arrangements document details how the school will meet SMBC statutory obligations and duty of care to employees and others set out in the SMBC health and safety policy. This includes all school activities on and off the premises.

The school will refer and adhere to all SMBC health and safety policies, procedures, advice, and guidance included in each topic area.

All SMBC health and safety related documents referred to within these local arrangements are available on the [SMBC School's Extranet](#).

This local health and safety policy arrangements document and other specific health and safety policies and procedures will be communicated to relevant staff upon induction, during periodic briefing sessions or when work activities change. Where appropriate, consultation with staff / trade union representatives and any other persons will also take place. **The local arrangements will be kept up-to-date and regularly reviewed, at least on an annual basis or sooner if work activities change.**

For further information and advice on any aspect of health and safety in school, contact the Headteacher, Bursar or Site Manager.

## Health and Safety School Statement of Intent

Within our school we will meet all the requirements set out in the Solihull Metropolitan Borough Council Health and Safety Policy. We will demonstrate SMBC's commitment to health, safety and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our school's local health and safety policy arrangements we will ensure that we are meeting the SMBC Health and Safety Policy's aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other members of the school community.

We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that SMBC policies and standards are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities/processes and operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at staff meetings.
- Ensuring that all employees within the school are made aware of this statement of intent and our local arrangements.

*Headteacher's signature:*

*Chair of Governors signature:*

**Mark Street**

**Deborah Ward**

**Headteacher**

**Chair of Governors**

## Health and Safety Advice

Under the Management of Health and Safety at Work Regulations 1999, SMBC as the school's statutory employer have appointed the Health, Safety and Risk Service to provide competent health and safety assistance. Tel 0121-704 6328 email [healthandsafetysupport@solihull.gov.uk](mailto:healthandsafetysupport@solihull.gov.uk)

The school will ensure that they adhere to all relevant SMBC health and safety policies and standards, as well as take advice given by the Health, Safety and Risk Service.

# Health, Safety and Risk Service



Topic	Action/Arrangements	Responsibility of:
<p><b>Accidents, incident and near misses: involving staff, pupils and/or visitors</b></p>	<p>Follow SMBC Accident, Incident, Near Miss Reporting Procedures            All staff aware of duty to report non-minor accidents to HT. The headteacher/bursar keeps a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation. In the event of a serious accident, incident or near miss, the nearest member of staff needs to report this using the QR codes displayed around the building using the SheAssure system. Senior Leadership Team (SLT) and staff members are aware of their roles and responsibilities under the SMBC Accident, Incident, Near Miss Reporting Procedure. Staff are informed through inductions, emails, posters and staff meetings. Where required debrief meetings are held with employees to check on welfare, or if any further information can be added to an incident report.</p> <p>Incidents are reviewed / investigated by the Headteacher or Bursar to see if lessons can be learnt, and actions put in place to prevent recurrence.</p>	<p>Headteacher            Bursar            Medical Lead</p>

Topic	Action/Arrangements	Responsibility of:
	<p>Reportable incidents are reported to the governing body for monitoring each term.</p> <p>There are two members of staff with full first aid qualifications and a further six with paediatric first aid qualifications. For any serious injury, the school's designated First Aiders will be contacted immediately. There is basic First Aid equipment available for each class. It is the responsibility of staff in each class to ensure that there is enough equipment available. Medical lead is responsible for the overall audit and supply of equipment and should be informed if stocks of equipment are running low.</p> <p><i>Recording and Reporting Injuries</i></p> <p>All accidents and minor injuries to both pupils and staff are recorded in the book provided in the Hall Kitchen or EYFS area including details of accidents, treatment provided and date - with the initials of the person dealing with the incident. Staff accidents are recorded in the book in the school office.</p> <p>Where it has not proved necessary to contact parents, a pre-printed slip informing parents of an accident/injury is sent home.</p> <p>In all cases of head injury, staff working with the child and parents are informed via a notification to home in addition to personal contact made with parents as soon as possible after the incident.</p> <p>If the bump to the head is considered serious, a first aider should be consulted immediately; it is our school policy to then send children home. Parents are contacted to collect them and are clearly informed about the nature of the accident.</p>	
<b>Asbestos management</b>	Follow SMBC Asbestos Management Policy	Site officer

	<p>An asbestos survey is carried out annually by a qualified person  Members of staff are aware of their roles and responsibilities under the SMBC Asbestos Management Policy.</p> <ul style="list-style-type: none"> <li>• Mandatory asbestos training included in school training matrix.</li> <li>• Site Manager responsible in keeping the asbestos management and communication plans up to date.</li> <li>• Site Manager as part of managing contractors is responsible in passing asbestos information to contractors that need to complete invasive work to the infrastructure to the building.</li> </ul> <p>The site officer would ensure that the appropriate documentation is shared with any contractors,  In the absence of the Site Manager, the bursar, secretary (office staff) or HT would provide contractors with the Asbestos folder.  The asbestos folder is located in the main office (Reception).  It is the responsibility of the HT and site officer to ensure that the asbestos risk assessment, management and communication plan and register is kept up to date and reviewed regularly. This is after any work has been completed and after the annual survey.  The site plan shows the level of risk around school</p> <p>The site manager reviews the register and makes sure any contractor on site has the asbestos register when completing work.  All contractors sign the asbestos register before starting any invasive work.  Site Officer/Bursar will ask for Method Statements and Hot Works permits if necessary.  Lone working policies will be shared if necessary.</p> <p>Relevant staff complete the Asbestos course on Click HSE – this is updated every two years. All staff read the asbestos management information leaflet.  Before any work is completed in school, the site officer/bursar would ask for a refurbishment and demolition survey to be completed if asbestos is present in the area where the work is to be carried out.</p>	<p>HT  All staff  Bursar</p>
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	<p>In the event of a disturbance of asbestos, staff would inform the site officer and HT.</p> <p>In the event of an accidental release of asbestos, the area would be evacuated and the H and S team called immediately. We would follow their advice. If necessary we would follow our EASEE plan. Staff would be directed by HT following guidance from the Health and Safety team.</p>	
<p><b>Communication</b></p>	<p>All staff made aware of health and safety, fire and security related information through staff meeting updates, emails, INSET on responsibilities for H and S – e.g. asbestos, legionella, slips, trips &amp; Falls and fire training.  Open culture created in which to discuss H and S issues.  Staff made aware through relevant training on Click HSE – this is reviewed and renewed when expiry dates are shown on training matrix.  Any changes to risk assessments, either annually or due to changes, are shared with staff through discussions/emails.  Contractors all sign prior to any (invasive) work / Legionella folder/Asbestos register.  Site Officer and HT make staff aware of their duty to report any incident or outbreak.  If any work needs to be carried out, school work with Diocese/Property Services to follow up on any investigations or actions necessary.</p> <p>All staff are enrolled onto the Click HSE courses and these are kept up to date.  SLT will discuss any H and S matters arising.  Asbestos and Legionella leaflet read by all staff.  SMBC induction for H and S is completed by all employees.  All staff encouraged to come to HT with any concerns.  Health and Safety policy/local arrangements reviewed and ratified by governors each year.  Health and Safety governor in place.</p>	<p>HT  All staff  Governors</p>

	<p>H and S governor does termly visit and site walk – H and S reported at the Finance, Personnel &amp; General Purpose Committees termly.</p> <p>‘Health and Safety in the workplace’ poster displayed in school.</p> <p>H and S leaflet included in leaflet given to any visitor, contractor, hirers etc on their arrival at main reception to explain procedures.</p> <p>H and S procedures shared with any lettings hire through initial checks and followed up in person when new lettings begin.</p> <p>Appropriate folders (Asbestos, shared with Contractors and asbestos register signed).</p> <p>Pupils are informed of H and S procedures through assemblies and via class teachers in lessons (eg, safe play, not running in school, use of equipment).</p> <p>CLEAPSS advice sheets are used by teachers during Science lessons and DT lessons.</p>	
<p><b>Contractors, selection and management of</b></p>	<p>Managing of contractor’s procedure in place.</p> <p>Follow SMBC Construction (Design and Management) Guidance and Appointing and Managing Contractors: The Essentials document</p> <p>We use diocese/property services for contractors. The site officer would liaise with them to ensure site safety.</p> <p>Appointments are always made for contractors to attend school site.</p> <p>Appointments are made for when the site manager is on site and will be supervised by the site manager where possible. If this is not possible, then the bursar/secretary/HT all aware of duty to share H and S information and necessary plans and register to sign.</p> <p>HT/Site Officer would monitor the work completed and review as appropriate.</p> <p>Visitors leaflet given to all visitors on arrival.</p>	<p>Site manager Bursar HT</p>
<p><b>Consultation</b></p>	<p>During staff meetings, staff are consulted on health and safety matters such as safe working procedures or new systems being put in place.</p>	<p>HT Site manager</p>

	<p>Encourage a safe culture in regards to H and S by talking H and S with staff and external agencies: This way we</p> <ul style="list-style-type: none"> <li>▪ identify joint solutions to problems;</li> <li>▪ develop a positive health and safety culture where risks are managed sensibly;</li> <li>▪ reduce accidents and ill health;</li> <li>▪ bring about improvements in overall efficiency, quality and productivity;</li> <li>▪ comply with legal requirements.</li> </ul> <p>When consulting regarding health and safety this may be done via email, Parent Pay, letter or staff meetings.</p> <p>SMBC policy for H and S followed (this is drawn up by H and S team in consultation with trade unions).</p>	
<p><b>Control of Substances Hazardous to Health (COSHH)</b></p>	<p>Relevant staff trained in COSHH. Staff made aware of risks associated with COSHH (e.g. through staff meetings, INSET or emails): E.g. staff are made aware that risks may come from...</p> <ul style="list-style-type: none"> <li>✓ Skin contact</li> <li>✓ Breathing in</li> <li>✓ Swallowing</li> </ul>	<p>Site manager All staff Cleaners</p>

✓ **Contact with eyes**

**Hazardous substances to look out for:**

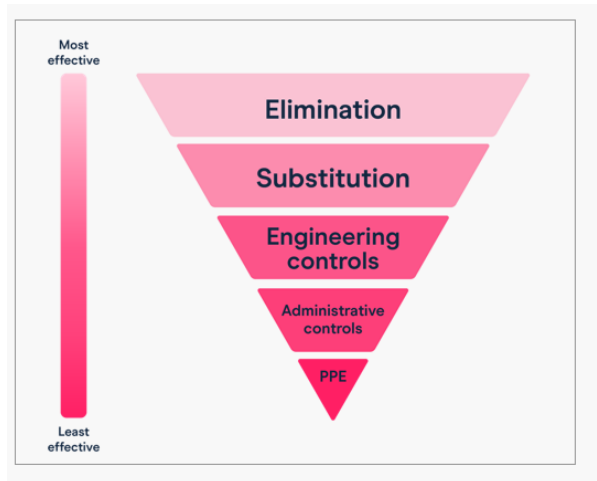
- > Dust or fumes in the air
- > Flowers, bulbs, fruit and vegetables
- > Chemicals used in science experiments and cleaning products
- > Biological agents (e.g. cell cultures, micro-organisms, fungi, bacteria, viruses)

**Potential risks include...**

- ✓ **Dermatitis**
- ✓ **Burns**
- ✓ **Asthma**
- ✓ **Lung disease**

**To reduce risk and manage COSHH, we seek to:**

- ✓ **Use safer substances when available**
- ✓ **Use safer forms of the substance (e.g. pastes instead of powders)**
- ✓ **Use safer processes (e.g. spraying onto material instead of into the air)**
- ✓ **Enclose the process (e.g. in a fume cupboard) and extract emissions**
- ✓ **Have as few people around as possible, and provide personal protective equipment (PPE)**



### Always

- ✓ Carry out a risk assessment
- ✓ Follow instructions on packaging
- ✓ Pay attention to minimum and maximum temperatures
- ✓ Read and use danger labels
- ✓ Consider your environment

### Danger labels

Get to know the old and new hazard symbols, and pay attention when you see them on products with hazardous substances.



Old Hazard Symbols



New Hazard Symbols

Site manager and cleaners will use COSHH materials for cleaning and duties. COSHH are kept in metal cupboards which are kept locked. All purchases are through the bursar. Material safety data sheets are kept in the COSHH file in the site officers room. If necessary, first aiders would be able to access the COSHH file. The site officer is responsible for carrying out a RA for this area. Staff are not allowed to bring own chemicals on the school premises. Staff informed not to bring products in from home. Substances should not generally be decanted but any containers with decanted substances are clearly labelled with product information and dilution rates.

**Defect Reporting**

Defects are reported to the Site Manager through the school's reporting system. The School Defects Book is kept in the main office (Reception) so that all staff have access. Log produced of defects that need to be rectified or disregarded kept accessible for all staff and site officer. Log is updated by site officer. Much equipment used in school is used by the site officer and cleaners. Work equipment is regularly checked and maintained in accordance with the manufacturer's guide. Any defective equipment is withdrawn from service until repaired or replaced.

Site manager  
All staff

	<p>Gymfix are contracted to undertake regular checks on the PE equipment. Outdoor play equipment is inspected by qualified inspectors (HAGS – via local authority) and the site officer.</p> <p>All staff made aware to check equipment before use.</p>	
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<p><b>Design Technology and Art</b></p>	<p>At St Mary &amp; St Margaret's, children will be given suitable instruction on the operation of all equipment before being allowed to work with it.</p> <p>Children should be appropriately supervised in their use of equipment at all times.</p> <p>Children should be taught to respect the equipment they are using and to keep it stored safely while not in use.</p> <p>Children should be taught to recognise and consider hazards and risks and to take action to control these risks, having followed simple instructions.</p> <p>CLEAPPS guidance for D and T and Art is followed. Guidance CLEAPPS sheets are available and used by staff prior to relevant DT /Art lessons. These documents should be saved in the W drive under the relevant curriculum area for easy access for all staff.</p> <p><b>Food Hygiene</b></p> <p>Children and staff will take care to undertake appropriate hand washing and other hygiene related activities prior to preparing food.</p> <p>Children and staff working with food must wear aprons designated for cooking – these are kept in the bottom cupboard in the breakfast club kitchen.</p> <p>Any jewellery should be removed, and hair tied back.</p>	<p>DT &amp; Art Subject Leads All staff</p>
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	<p><b>Glue Guns</b></p> <p>At St Mary &amp; St Margaret's, low temperature glue guns should only be used by an adult unless there is one-to-one supervision for a child in a designated work area, wearing safety goggles.</p> <p><b>Craft Knives</b></p> <p>At St Mary &amp; St Margaret's, craft knives, quick cutters and rotary cutters should only be used under supervision, using a cutting mat and wearing safety goggles when required.</p> <p><b>Sawing</b></p> <p>At St Mary &amp; St Margaret's, bench hooks and clamps must be used when sawing any material. Safety goggles must be worn, and any loose items of clothing/hair must be tucked in.</p> <p>Refer to CLEAPSS for safety information relating to lessons.</p>	
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<p><b>Display screen equipment (DSE)</b></p>	<p>Follow SMBC Display Screen Equipment Guidance - DSE users are identified as those who use computers for one hour or more at a time, daily. All DSE users (teachers and office staff) complete DSE checklists. These checklists are reviewed by HT and bursar and appropriate equipment purchased (e.g. tilt stands, back supports etc). Bursar, Secretary and HT use DSE mostly. Complete DSE assessment if role changes substantially.</p>	<p>Teaching staff HT Secretary/Bursar</p>
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	<p>Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain.</p> <p>Staff are encouraged to use correct posture. Chairs are adjustable and tilt stands for laptops offered. Staff encouraged to look away from the screen to break up time looking at screen.</p> <p>Users offered free eye tests.</p>	
<p><b>Driving at work: use of personal cars, minibuses and transporting children etc.</b></p>	<p>Follow SMBC Driving at Work Policy</p> <p>We do not use cars to transport children. We use public transport or coaches and risk assessments are completed for these events.</p> <p>At St Mary &amp; St Margaret's, we don't have a minibus for use by school. Risk assessments are always put in place for safe working practice.</p>	
<p><b>Electricity</b></p>	<p>PAT testing inspections are carried out annually with Property Services contract. This is usually in June each year. Site officer to liaise and store records.</p> <p>Repair work carried out by competent electrical contractors.</p> <p>Site officer takes responsibility for keeping PAT records.</p> <p>Site officer to monitor and do visual checks regularly. Hardwiring checks are carried out every five years. Most recent check was 31 January 2020. Checks are due Spring Term 2025 and 2030.</p> <p>Staff visually check equipment for damage prior to use. Staff do not bring own personal electrical equipment into school.</p> <p>Any defect equipment is repaired or thrown away and replaced.</p>	<p>External contractors Site officer</p>
<p><b>Emergency Planning: dealing with health and safety emergencies – procedures and contacts</b></p>	<p>EASEE plan completed.</p> <p>Staff briefed in Lockdown procedures and emergency evacuations.</p> <p>Fire drills undertaken regularly - termly.</p> <p>Fire alarm tested weekly.</p>	<p>Site manager HT DHT</p>

	All staff are trained on emergency planning and how to respond in an emergency. Regular training is provided for all staff re Health and Safety.	
<b>Externally provided services/activities, lettings and hirers</b>	<p>Site officer/Bursar will liaise with external lettings staff in first instance. Fire evacuation points shared and evacuation routes shared prior to first letting. When an outside lettings company and hirer is coming onto site all health and safety, fire and security arrangements are discussed beforehand. As a school the hirer will send their own insurance documents and liability for the lettings and we will send over the lettings policy which entails everything the lettings company needs to know.</p> <p>Health and safety leaflet includes specific health, safety, security, and fire safety arrangements shared with all external providers.</p> <p>Bursar will liaise initially and share documentation around health and safety, fire and security arrangements before premises are used.</p> <p>At first hire, Site Officer or bursar will go through H and S procedures again. Bursar informs lettings/external hire of DSLs and SENDCO.</p> <p>All lettings must provide a risk assessment – this is checked by the HT/ Bursar and signed off.</p> <p>This is kept under review (minimum annually or when something happens). Local arrangements document shared with external lettings and hirers which includes First aid reporting.</p>	<p>Site manager Bursar/Secretary HT</p>
<b>Finger entrapment</b>	Follow SMBC Finger Trap Guidance and Risk Assessment.	Site Manager
<b>Fire safety</b>	<p>Follow SMBC Fire Safety Management Policy.</p> <p>Fire risk assessment carried out by qualified person annually and actions undertaken to rectify.</p> <p>Click HSE training is included at induction training and has been undertaken by all staff and all staff training in date. Review dates are flagged on training matrix.</p>	<p>Site Manager Office Staff All staff</p>

	<p>Each member of staff and pupils will have fire drill practices during the year (once a term).</p> <p>Emergency evacuation routes and fire procedures are displayed around school and staff are made aware of the general emergency plan.</p> <p>PEEPs are carried out for those with disabilities.</p> <p>Visitors are asked on arrival whether they need assistance should a fire alarm sound.</p> <p>The site manager checks the emergency lighting, sockets and fire points and logs in the fire log book. The fire logbook is kept up to date.</p> <p>Weekly call points are tested and logged.</p> <p>Monument our hired contractors complete a full service twice annually (including alarms, smoke detectors etc.).</p> <p>The fire logbook is kept in the main office.</p> <p>All staff have online training in fire safety and are fully trained to evacuate the children from school.</p>	
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<p><b>First aid, medication and supporting pupils at school with medical conditions</b></p>	<p>Follow SMBC First Aid Essentials and completed First Aid Needs Assessment</p> <p>See Supporting pupils with medical needs policy.</p> <p>Support staff in each class administer medicines at 12 noon (or just before) but only when a consent form has been completed by the parent beforehand. Staff administering medicines are encouraged to set an alarm to ensure medication is not forgotten. All medicines must be handed in to the office and collected from there at the end of the day by parents. Pupils with asthma have full control over their inhalers at all times. Medicines should only be administered if they are in-date, labelled with the child's correct name and provided in the original container as dispensed by a pharmacist. Non-prescription medicines can also be given with written consent as long as they are in-date, manufacturer's instructions are read and followed by those administering and the child's name is written on the container. (See policy for full details.)</p> <p>First aiders replenish stock regularly to ensure nothing is out of date.</p>	<p>Support staff First aiders</p>
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<p><b>Glass and glazing including window restrictors</b></p>	<p>Windows have restrictors to avoid injury through collision (e.g. head bumps). Single storey building so no windows at height. Safety glass throughout school.</p>	<p>Site manager</p>
<p><b>Housekeeping, cleaning and waste disposal</b></p>	<p>The school is cleaned each day by our team of cleaning staff. Rubbish is removed regularly out of the school building into the bins provided by our contractor. The contractor collects all rubbish each week. Children are encouraged to recycle and staff are reminded regularly not to have overflowing recycling bins as this is potentially a fire hazard. Any hazardous waste or sharp objects are disposed of correctly by our site manager and moved instantly out of the building into a safe place until removal. Where any items need collecting by specific companies, these companies will be called and a date arranged for the safe removal of waste.</p>	<p>Site manager Cleaners Waste removal contractors</p>
<p><b>Induction and training</b></p>	<p>All new staff have an induction when starting. This includes a health and safety induction. Once started the new staff member will complete all the training needed for the job role. Staff complete Click HSE training according to their role and complete induction checklist which includes reading the asbestos leaflet and the legionella leaflet. Individuals can see by clicking on their own account when their training is due but the bursar also completes and updates the training matrix. Training stays in date and is flagged if anything is overdue. This is monitored carefully by the bursar and headteacher at the beginning of each new term so that we can identify any training gaps that are coming up. Refresher training is completed by all employees as needed.</p>	<p>Bursar New staff</p>

<b>Infection control</b>	<p>We follow Public Health England, Protection in schools and other childcare facilities guidance.  Any infection the Public Health England guidance will be followed.  Often H and S guidance of this nature will be shared through Headlines.  During Covid, PHE guidelines were adhered to (and risk assessments were in place).  Ventilation guidelines were also adhered to during Covid.</p>	Head Teacher
<b>Lifting Operations and Equipment – including lifts and hoists</b>	<p>We currently do not have lifting operations and equipment  The rigging of the theatre lights is fixed and does not move – therefore we do not need a LOLER inspection</p>	Site Manager
<b>Manual Handling – loads and people</b>	<p>Follow SMBC Manual Handling guidance and SMBC Guidance for the moving and handling of people by SMBC employees.  If moving and handling can be avoided, then it is.  Manual Handling risk assessment in place.  Manual handling training is undertaken by relevant staff and is monitored so that we are clear when a refresher is needed.  This is undertaken through Click HSE.  Team teach training undertaken by selected staff 2022-24.</p>	Site Manager Bursar
<b>Monitoring, measuring, and reviewing performance</b>	<p>It is everybody’s responsibility to monitor health and safety. The HT and Site officer hold main responsibilities.  Action plans from audits are taken seriously and actioned within timescales set when practicable.  This is reviewed by the Head Teacher and Site Manager and the Chair of Governors.</p>	Head Teacher  Site Manager All staff

	<p>H and S governor carries out regular site checks with site officer and reports back to governors. HT and site officer ensure that any action points are acted upon.</p> <p>We take a proactive approach to any feedback given by the H and S team or our own findings and act on lessons learned, using accidents &amp; incidents, first aid data, revisiting plans, policies, procedures &amp; risk assessments on a regular basis to keep up to date. Risk assessments are reviewed whenever something changes.</p>	
<b>New and expectant mothers</b>	<p>When a member of staff is expecting they need to inform the Head Teacher so a risk assessment can be put in place straight away. This is reviewed regularly until the expectant mother has gone onto maternity leave. The risk assessment is completed with the member of staff.</p> <p>See Risk assessment for mitigations of risk to new and expectant mothers.</p>	<p>Head Teacher Bursar</p>
<b>Noise at Work</b>	<p>Currently no noise/vibration issues at St Mary &amp; St Margaret's. Hearing protection offered to site officer and worn by external grass cutting contractors/tree surgeons.</p> <p>Some individual children who are sensitive to everyday noise wear ear defenders.</p>	
<b>Offsite and Educational Visits including residential visits and any school-led adventure activities</b>	<p>DHT and secretary are EVCs. Training is booked and refreshed. Teaching staff have received risk assessment training. Follow SMBC Educational Visits and Learning outside the Classroom Policy. There are risk assessments and policies in place for offsite visits including residential trips.</p> <p>Risk assessments are done for each individual trip and carried out by the trip leader – these are then shared with other colleagues – they are all reviewed by the HT/DHT.</p>	<p>All staff Headteacher/DHT Secretary</p>

	<i>EVisits</i> is used to upload and manage off-site trips.	
<b>Outdoor Play Equipment</b>	<p>Site manager completes daily visual checks of equipment and records any defects.</p> <p>Equipment complies with current standards adopted by the play industry; EN:1176 (play equipment) and EN:1177 (safety surfacing).</p> <p>Outdoor play equipment is inspected in detail by the site manager weekly.</p> <p>All staff undertake a visual check before allowing children onto the equipment.</p> <p>A detailed inspection from a RPI occurs annually.</p> <p>Defects are recorded and rectified as soon as is practicable.</p> <p>Any equipment that is damaged/unsafe is taken out of use until repairs have been made and it has been deemed safe again.</p>	Site Manager
<b>Personal Protective Equipment</b>	<p>Any PPE equipment is supplied by St Mary &amp; St Margaret's free of charge for employees when it is identified through risk assessments.</p> <p>Each line manager will ensure the proper use of the PPE equipment.</p> <p>Site Officer/cleaning staff aware that PPE is available.</p>	Site officer Bursar
<b>Personal Safety including lone working and managing violence and aggression</b>	<p>Where possible, lone working is not undertaken but where it cannot be avoided a safe working procedure is in place.</p> <p>Follow SMBC Personal Safety and Lone Worker Guidance and Lone Working and Personal Safety Essentials</p> <p>Risk assessments are in place for any lone working within the school and any relevant staff are trained on lone working. This does not happen regularly.</p> <p>Two people will work together when at all possible.</p> <p>Any staff lone working (which is avoided when at all possible), inform HT or family member upon arrival at work and on departure.</p>	Head Teacher  All staff

	<p>Message check during the day should be sent to check on safety. Lone worker should carry mobile at all times and use next of kin/HT or emergency services to call for help depending on the emergency.</p>	
<p><b>Physical Education</b></p>	<p>Staff carry out visual inspections on all PE equipment prior to use. The site manager does a monthly check on equipment and all specialist equipment is regularly inspected and checked by external agencies. All staff have received relevant training on activities and the proper use of equipment. Any defects reported will be logged and either repaired or discarded. After school clubs involving PE: the lettings company have full insurance and risk assessments in place. We hold a copy of these within the school office. These are reviewed regularly, at least annually or after a change.</p> <p>Teachers make themselves aware of the health and safety arrangements for the areas of activity that they are teaching.</p> <p>All children must be taught how to handle apparatus, resources appropriately. Children should be taught to recognise hazards, assess the possible risks and take steps to control the risks to themselves and others when taking part in their PE lessons. The different hazards and risks are clearly identified for the area used for the PE lesson be that inside in the school or outside on the concrete playground and large grassed area on our school field.</p> <p>Any other adults working with the children should be made aware of individual needs of the children they are working with where appropriate. All outdoor play equipment is monitored at break times and lunch times by the staff and lunchtime supervisors on duty and a H and S checklist is completed regularly by the Site Manager. Swimming lessons take place at Chelmsley Wood baths; we follow their Health and Safety standards.</p>	<p>Site officer HT PE subject leader Teachers</p>

	Sporting activities, matches and competitions that children attend away from school have an individual risk assessment which is recorded on our Evisits system.	
<b>Physical intervention</b>	We follow Dfe guidance on reasonable force – to control or restrain pupils. St Mary & St Margaret’s have a behaviour policy in place which staff and pupils follow. Relevant staff have completed positive handling training using Team Teach in the period 2022-2024. Any incidents are recorded on CPOMS, our safeguarding system. Individual risk assessments are carried out on any potentially disruptive pupils.	Staff HT Team teach trained staff
<b>Premises</b>	Every five years a conditions survey is conducted. Any things noted are included in a maintenance plan. This is monitored by the Bursar and HT and is shared with governors. Our most recent survey was February 2024.	Head Teacher Site Manager Bursar
<b>Public Events</b>	We do not sell alcohol on site. Risk assessments are in place for public events run by our PTA. These are checked by the HT and shared with relevant parties. Visual checks are undertaken by all staff and any concerns shared with the HT /site officer/bursar to be rectified during such events.	All staff
<b>Risk Assessments</b>	<ul style="list-style-type: none"> <li>•Headteacher reviews all risk assessments for activities and has overall responsibility. Visit RAs are tracked and logged through Evisits system for trips and visits – these are overseen by the DHT who is our EVC.</li> <li>Follow the SMBC risk assessment guidance and process for completing risk assessments for the school</li> <li>• Risk assessments are updated through sharing with staff for suggestions and checking risk assessments are effectively controlling the hazards.</li> </ul>	All staff

	<p>Risk assessments are in place for activities, processes and operations within school.  They are shared with staff in a central place on the W drive.  They are listed in a Risk assessment register (log) This has review dates and is monitored by SLT and the bursar. Risk assessments are reviewed as needed.  Follow LA:  Whole school risk assessment  Site manager's risk assessment  Winter maintenance  Staff understand their duty to risk assess activities prior to them being carried out.  EVC will remind as any trip is coming up.</p>	
<p><b>Science</b></p>	<p>CLEAPSS website/guidance sheets are referred to when doing a lesson in Science. The guidance of Association for Science Education (ASE) 'BE SAFE' (book) is also looked at when lessons are due to take place. A copy of this is kept in the staffroom.  CLEAPSS is referred to in the planning documentation and scheme of work.  Staff follow the Health and Safety guidelines for Science teaching set out in this. Staff should ensure that they are familiar with health and safety requirements when handling living organisms, food and chemicals, or using tools and apparatus during Science lessons. Children should be taught to recognise hazards and assess risks in accordance with the National Curriculum.</p> <p>Risk Assessment  It is the duty of the employer, under the COSHH (Control of Substances Hazardous to Health) Regulations to make a risk assessment before microorganisms (eg moulds) or hazardous chemicals (including some 'kitchen' chemicals) are used. Under the Management of Health and Safety at Work Regulations the teacher must make a risk assessment before hazardous activities are</p>	<p>All staff  Science subject leader</p>

	<p>undertaken.</p> <p>Teachers should review the advice and consider whether further modification is needed for the special circumstances of their lessons with their classes. Professional judgement is needed. For example, pupils who are early bilinguals may not fully understand the instructions and pupils with special needs may need special consideration. Teachers must also use common sense in organising their classroom in a healthy and safe manner, eg, by avoiding trailing electrical leads, not allowing children to use construction kits just behind the door, etc.</p> <p>Training From time to time we devote part of a staff meeting to reminding colleagues about this policy and the pivotal role of Be safe! We review the policy and consider if changes are needed.</p>	
<p><b>Security</b></p>	<p>Security/Safeguarding is managed by all staff and is everyone's responsibility. All external entrances and exits to the school are kept locked through the school day using an electronic maglock system – the only exception being the Nursery door which is left open to allow free flow to the outdoor area. A high perimeter fence surrounds school with gates locked. When visitors enter the school, they will be issued with a visitor badge which must be worn at all times along with staff wearing their ID badges at all times. Emergency evacuation routes are shared on posters around school and a visitors' leaflet re H and S is shown on arrival at school which includes the fire procedures. Children are reminded not to open the doors to anyone through regular assemblies and staff understand their duty to keep school secure by ensuring that doors are always closed and not left open.</p>	<p>All staff Site manager HT</p>

<p><b>Slips, trips and falls, management of</b></p>	<p>All safety measures are in place and ‘Slips, Trips and Falls’ training is provided for all staff through Click HSE. Review dates are tracked carefully to ensure this training is in date and all new staff complete it at induction.</p> <p>Wet floor cleaning will only be carried out after the end of the school day unless there has been an accident. In this instance, yellow safety markers, wet floor signs and warning signs are placed down to warn staff/visitors of the hazard.</p> <p>The site manager carries out a daily check on areas in school and also carries out a perimeter check regularly. In the case of adverse weather or predicted adverse weather, paths (entrances and exits and walkways to school) will be gritted and children will be kept indoors if the conditions are too icy/slippery. Staff and children are reminded to wear sensible non-slip footwear on these occasions. Checks will also be made regarding the field and whether it is too wet/dangerous for sports activities.</p> <p>The site manager checks all cabling/wiring to make sure it is safe and if it is a hazard measures will be put into place to make it safe. All staff are also instructed to ensure tidy cable management and not have any trailing wires or cables. Any noticed should be reported to the HT/site officer who will be responsible for following this up and rectifying any hazards.</p> <p>All walkways and classrooms are clear for easy walking around. Staff are reminded in staff meetings about good/tidy housekeeping – eg, ensuring tidy classrooms and storage areas etc.</p>	<p>All staff</p>
<p><b>Smoking</b></p>	<p>Follow SMBC No Smoking Policy.</p> <p>St Mary &amp; St Margaret’s School follows the no smoking policy and this is followed on the site at all times.</p>	<p>All staff</p>
<p><b>Statutory examination and inspection, testing and maintenance</b></p>	<p>We have a compliance tracker which outlines recommended maintenance and inspection requirements. The site manager/bursar monitors the tracker and when needed will ensure examinations and inspections are undertaken.</p>	<p>Site manager / bursar</p>

	<p>Catering equipment is maintained and checked regularly. The cooker hood and extractor is serviced annually to reduce fire risks.  PAT testing occurs annually.  Fixed wire inspection happens every 5 years.  Asbestos inspections are annual.  Legionella tests are monthly.</p>	
<p><b>Stress and mental wellbeing, work -related</b></p>	<p>Follow SMBC Employee Health &amp; Wellbeing Policy for Schools and supporting guidance documents.  SLT understand that the teaching environment can be very stressful and regularly share MHWB advice with staff and make themselves aware of potential triggers with other members of staff. Staff and children’s well-being is a priority and an open and honest culture around ‘it’s okay not to be okay’ is encouraged.  All staff follow the wellbeing policy and if any problems occur understand how to get help either within school or a confidential service within Solihull Council. Staff have line managers, the Head Teacher and Governors to talk to if they are experiencing any problems. If a problem occurs and it is needed a risk assessment will be issued by the Head Teacher and a wellness action plan created.  Staff receive training in looking after their own mental health as well as that of children (e.g. Supporting Employees to have good Mental Health at Work training – for all teachers and TAs Sep 2023)  All staff have access to Silver Cloud portal.  All staff are offered support through the employee assistance programme.  Supervision for HT and for DSLs is in place (provided by LA &amp; CSAWS respectively).  Occupational Health services and counselling services are signposted/accessed depending on need.</p>	<p>All staff</p>

<b>Swimming Lessons (Public pool)</b>	Swimming lessons take place at Chelmsley Wood Swimming Pool; risk assessments are in place. St Mary & St Margaret's School follows the health and safety standards for all swimming activities as outlined in Safe Practice book (AfPE). Supervision levels are checked by school staff at arrival at the baths with the swimming teachers.	Staff included in taking the pupils to the swimming lessons.
<b>Trees, safe management of</b>	St Mary & St Margaret's School contracts a company to complete regular tree surveys and risk assessments and also to complete any necessary tree work. Following a survey, a risk assessment will show a low to high risk of the trees. The site manager will also do checks, especially after bad/windy/stormy weather. The annual checks will be a visual check and photographs will be taken. Any remedial work/dangerous trees will be made safe. Any medium risk trees will be identified and work undertaken to ensure safety. These reports are kept with the Bursar.	Site manager Bursar
<b>Traffic management On-site vehicle movements</b>	The site manager and the school office staff are responsible for any traffic coming onto and leaving school site. Bursar and secretary responsible for making sure that no cars are parked which will cause an obstruction to an emergency vehicle getting through. The car park is separate from the school playgrounds and cannot be accessed by children during school day. If any large vehicles need access whilst doing work, then cones are placed down and children moved to another area. Deliveries are via the school car park which is not accessible to children.	Site manager Office staff
<b>Water Hygiene (Legionella) and Water Systems</b>	Follow SMBC Control of Legionella Policy and Procedures. We have a contractor Grahams Environmental Services who come out once a month to check the water systems. Weekly flushes ensure that water does not become stagnant.	Site manager External contractors

	<p>Water surveys are carried out monthly and any issue would trigger a warning in the form of an email to the responsible person, which would then need to be rectified. Work will be carried out by Grahams (suitably qualified and competent persons).</p> <p>Legionella log folder is maintained regularly and reviewed regularly.</p> <p>The appointed person to liaise with contractors is the site officer.</p>	
<b>Welfare at work</b>	<p>Employees are provided with toilets and hand basins which include soap and hand dryers.</p> <p>Drinking water is provided throughout the school in different areas.</p> <p>There are certain places to store clothes and bags and areas to change if needed.</p> <p>We have a staff room on site where staff can go to eat and rest during break and lunchtimes. There are also additional areas provided in case of overcrowding.</p> <p>Good ventilation is within the school and we currently have CO2 monitors in most rooms which can be monitored throughout the day by classroom staff.</p> <p>Full lighting is in place and is suitable for any tasks that are carried out.</p>	All staff
<b>Work Experience</b>	<p>School hosts a number of work experience students. These students arrive with a risk assessment from their school/college. They complete a tour of school, are briefed in H and S matters and given induction paperwork, fire evacuation points explained etc.</p> <p>A copy of the local arrangements for H and S will be shared with them along with policies. They are given a mentor in school for the duration of their experience.</p>	Work Experience Coordinator
<b>Work at Height</b>	<p>Working at heights is avoided where possible.</p> <p>Working at heights has been risk assessed.</p> <p>Ladders are used occasionally for displays. They are the correct class and standard.</p>	

	<p>Ladder inspections are carried out. Staff are required to carry out a visual check prior to use. Two people should be present in these situations, wherever possible.</p> <p>Staff are instructed to use proper equipment for working at heights (never to stand on tables or chairs).</p> <p>The site manager will use ladders and is trained in working at heights.</p> <p>Necessary staff have completed working at Heights course on Click HSE. This training is tracked and reviewed and refreshed when due.</p>	
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