



Clearwell C of E Primary School Health and Safety Policy

Created:	
Reviewed:	27/04/2026
Reason For Review:	Move to GCC H&S Template Policy
Changes Made:	Requirement to change to the GCC template as GCC hold overall responsibility
For Review By:	FGB/F&R/T&L/ECC

Introduction

Under the Health & Safety at Work Act 1974, employers are required to prepare and, as often as may be appropriate, revise a written statement of general policy with respect to the health and safety at work of employees and the organisation and arrangements for carrying out that policy, and to bring the statement and any revision of it to the notice of all of their employees.

DfE guidance on Health and Safety: responsibilities and duties for schools also says schools must have a health and safety policy in place. This should be an integral part of the school's culture, values and performance standards.

The Health and Safety Policy should reflect the status of the school:

- a) In LA maintained schools, GCC remains the employer, so the school's policy document supplements the GCC Corporate H&S Policy Document.
- b) In the case of non-LA schools (VA, foundation, academy or MAT) the Governing Body, Board of Directors or Trustees are the employer, and no reference to GCC policies is necessary.

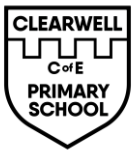
The policy should include:

- a general statement of the policy
- who is responsible for what (delegation of tasks)
- arrangements for risk assessments and the practical control measures to reduce risk
- how the school will establish, monitor and review its measures to meet satisfactory health and safety standards.

This model document gives examples that trusts or schools could include their health and safety policy. It has been revised to ensure that it meets the expectations for the different types of school status and governance arrangements, i.e. Trust schools, academies, LA schools etc.

Once the H&S Policy Document has been written, it should be:

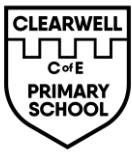
- communicated to all employees in school
- reviewed regularly (at least annually) or following any significant incident
- included in any induction arrangements



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The document will form part of the documentation required to demonstrate a robust safety management system. By including these elements, your policy will help create a safer school environment and ensure compliance with legal requirements.

If the school already has a H&S Policy Document that meets the intent of the law and is adequate for the school there is no need to convert to the style offered in this template.



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PART 1 STATEMENT OF INTENT

It is the policy of Clearwell C of E Primary School to ensure, so far as is reasonably practicable, the health, safety and welfare of all persons working for the school(s) and others who may be affected by our undertaking.

The Governing Board and Headteacher recognise and accept their responsibilities under law and also under Gloucestershire County Council delegation for local management of schools.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed, led by the school's Governing Body/Board and Headteacher.

In particular, the Governing Body and Headteacher shall:

- provide a safe and healthy working and learning environment
- ensure that the premises are maintained in a safe condition
- maintain safe access to and egress from the premises
- prevent accidents and work-related ill health
- assess and control risks from curriculum and non-curriculum work activities including educational visits
- comply with statutory requirements as a minimum
- ensure safe working methods and provide safe equipment
- provide effective information, instruction, and training
- develop and maintain a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- ensure a healthy working environment is maintained, including adequate welfare facilities
- ensuring safe use, handling, and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the school's activities with the necessary information, instruction, training, and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance, to implement the Policy.

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document, and all members of staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively

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implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body

Signed: 	Signed: 
Headteacher's name: Joanne Jones	Chair of Governing Body name: Joe Weaver
Date: 27/04/2026	Date: 27/04/2026

Links to other policies:

- Safeguarding
- SEND
- Behaviour
- Emergency and Business Continuity Plans
- Fire Policy/Evacuation Plans
- First Aid in School
- Administering Medicines
- Lone Working
- Staff Handbook
- Code of Conduct
- Accessibility Plans
- Asbestos Management Plan



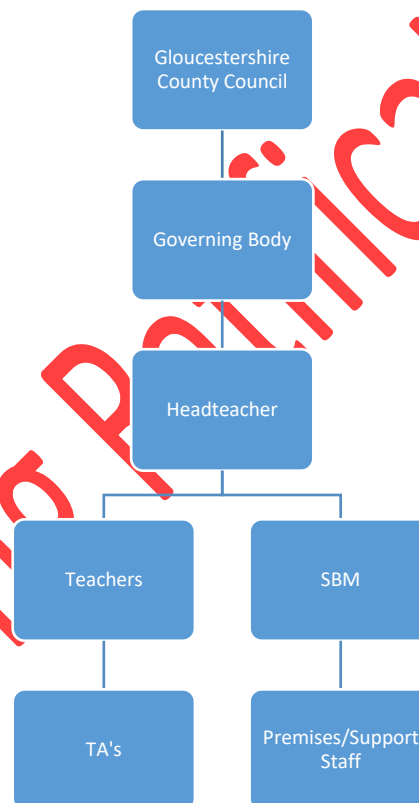
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Part 2 Organisation

Introduction

In order to achieve compliance with the Governing Body Headteacher’s Statement of Intent, the school’s normal management structure will have additional responsibilities assigned to it as detailed in this part of this H&S Policy Document.

Health and Safety Organisation Chart



GCC Relationship with Schools

The legal responsibility and thus accountability for health and safety in schools lies with the Council as the employer in community schools, voluntary controlled schools and the alternative provision service. For academies and voluntary aided or foundation schools, responsibility rests with the Governing Body or Trust.

The Council provides a delegated budget under the Scheme for Financing Maintained Schools within the authority, so that each school can take control of day-to-day issues, including adequate resources for health and safety.

Headteachers and Governing Bodies are delegated health and safety-related functions by the Council and are responsible for the day-to-day maintenance and development of safe



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working practices and conditions for teaching staff, non-teaching and ancillary staff, pupils, visitors and any other person using the school premises or engaged in activities by the school.

The Governing Body

The Governing Body has overall responsibility for ensuring compliance with health and safety law and this policy through good governance practices. The purpose of governance in health & safety is to provide:

- strategic leadership
- robust accountability for health and safety issues
- oversight and assurance of health and safety performance

In consultation with the School Business Manager and Headteacher(s), the Governors will ensure that:

- there are effective and enforceable arrangements for the provision of health and safety throughout the school
- periodically assessing the effectiveness of this document, ensuring that any necessary revisions are made to determine the policy and monitor its implementation.
- ensure compliance in relation to H&S by way of receiving regular reports and updates from the SBM/Headteacher.
- As part of this monitoring, the Governing Body shall question leaders about whether appropriate corrective action is being taken, whether learning is being shared and improvements are being put in place.

School Business Manager (person with H&S responsibility)

The SBM will oversee the co-ordination of health and safety and facilities management across the site to ensure operational controls are in place and working. This includes:

- Managing the school estate effectively to ensure a fully compliant, healthy, safe and sustainable school environment.
- Appropriate funding is available to ensure health and safety within school(s).
- Working with the Governing Body and Headteacher on the strategic approach to health and safety within the school to ensure a positive health and safety culture.
- Implementation of a safety management system.
- Working with schools to ensure health and safety compliance.
- Ensuring all levels of management within the organisation understand their responsibilities and the arrangements for the implementation of the health and safety policy.
- Suitable and sufficient risk assessments are undertaken.
- Suitable training is provided and been undertaken.
- Maintaining records and statistics of all accidents and incidents that occur within the organisation to monitor trends.
- Reviewing policies and procedures, risk assessments and other relevant documentation periodically.

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- Arrangements for securing and managing contracts with vetted and approved contractors.

Headteacher(s)

The Head has the following responsibilities:

- Be fully committed to the Health and Safety of their school(s).
- Ensure that this Policy is communicated adequately to all relevant persons and adhered to at every school for which they are responsible.
- Ensuring this policy is followed by all staff, pupils and visitors that fall under the duty of care of the school.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- An appropriate organisational structure is in place in the school(s) to manage health and safety.
- Where necessary, delegate in writing any of the functions listed to appropriate person(s), who will have the knowledge and experience to undertake such functions. Whilst functions may be delegated, accountability will remain with the headteacher.
- Qualified first aid personnel and facilities are provided.
- First Aid kits and equipment are checked regularly to ensure that they are adequately stocked and that all items are in date.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents/incidents in the accident book.
- All accidents / near-miss incidents are recorded, investigated, and reported following the school's adopted process; and control measures are implemented to prevent any recurrence.
- Monitor records and statistics of all accidents and incidents that occur within the school(s).
- Arrangements for fire safety are implemented, and all relevant checks are carried out.
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling and storage of substances. This includes obtaining and providing safety information; undertaking COSHH risk assessments relevant to the activities and hazards within the school(s), and ensuring that relevant employees are informed of the significant findings of the assessments.
- A risk assessment has been undertaken to identify the measures needed to reduce the risks from infectious diseases and public health incidents.
- All health and safety issues raised by employees are recorded and investigated.
- Regular inspections of the school buildings and grounds, and maintenance of them
- Regular safety checks are undertaken and recorded of the testing, maintenance and statutory inspections of installations, systems and work equipment.
- All electrical equipment is adequately maintained, and only suitably trained and competent persons carry out electrical work.

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- Any unsafe conditions, faulty systems or work equipment identified is immediately taken out of service until repaired or replaced. Such unsafe conditions or faults are reported to the appropriate person to arrange repair or replacement.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- Adequate welfare facilities, including temperature, lighting and ventilation levels.
- Safe access and egress is provided and maintained in all areas within the schools.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory requirements.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- The provision of such information, instruction and training as is necessary to ensure health and safety.
- Suitable and sufficient risk assessments are undertaken.
- The location of any asbestos containing materials is identified and appropriately managed.

Employees

All employees shall co-operate with the school to ensure the effective discharge of health and safety responsibilities. Every employee, therefore, shall:

- Familiarise themselves with the content of the Health and Safety Policy.
- Act in accordance with this policy, any delegated functions and any health and safety training received.
- Work with due regard for the health and safety of themselves and others (employees, pupils, visitors, public, etc.) around them.
- Support the Headteacher and leadership in the delivery of good health and safety practice and the minimisation of risks.
- Draw attention to health and safety problems or deficiencies in the workplace.
- Report accidents and incidents with a view to preventing a recurrence.

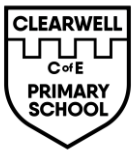
Teaching Staff

In addition to the above, teachers are responsible for the immediate safety of the pupils in the classroom by:

- Identifying and assessing risks when planning lessons and activities for pupils.
- Maintaining the classroom in a condition that is safe and without risks to health.
- Exercise good standards of housekeeping and cleanliness.
- Exercise vigilance and conduct periodic inspections to identify any areas of concern or risks to those using or working in the classroom.
- Know and apply the procedures in respect of fire, first aid and other emergencies.

Educational Visit Coordinators (EVC)

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The school shall nominate an EVC who oversees the approval mechanism for all educational visits, or the Head assumes the role.

Due to the nature of the role, the EVCs shall have experience of practical off-site activity and visit leadership, and appropriate status within the school that enables them to guide the working practices of their colleagues. Functions of the EVC which are administrative in nature may be delegated to an appropriate member of staff, but the responsibility to ensure that these functions have been carried out remains with the Headteacher.

The EVC shall ensure that all educational visits and off-site activities planned by teaching staff meet the requirements of the guidance, as well as the requirements of school policy and procedures.

The functions of the EVC include:

- Taking the lead on developing and reviewing schools procedures.
- Supporting the Head(s) and Governors/Trustees with approval decisions.
- Assessing the competence and confidence of visit staff to lead and supervise.
- Organising the training and induction of leaders and others going on the visit.
- Ensuring that emergency arrangements and emergency contacts for each visit are in place.
- Ensuring that individual visits are reviewed and evaluated including accident/incident/near miss reports.
- Monitoring of Visit Leader planning and sample monitoring of visits in practice.

Temporary Staff

Temporary employees have the same health and safety responsibilities as all employees, as detailed in the Policy and any specific duties relevant to their role.

They shall be provided with information and guidance, including the Health & Safety Policy Document, fire and emergency procedures, relevant information about pupils under their supervision (e.g. medical information), etc. They must understand and follow these guidelines at all times. They are directly accountable to the headteacher whilst on the school site.

School Safety Representatives

The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints, and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g., information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body).



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Volunteer and Parent Helpers

Volunteers and parent helpers should act only under the supervision of a qualified employee. Volunteer and parent helpers are directly accountable to the teacher in charge while on the school site. Volunteer and parent helpers are responsible for following instructions and guidance to ensure health and safety, fire safety and emergency procedures.

Visitors

All visitors have a responsibility to act in accordance with health and safety instruction and guidance and to notify an appropriate employee if they believe there is a failure or potential for failure in the health and safety provided.

Pupils

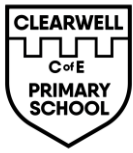
Pupils are expected to exercise personal responsibility for their own health and safety and that of others, appropriate to their age and understanding. They should observe all the health and safety rules of the school and follow the instructions of staff at all times. Pupils must use equipment safely and not misuse or interfere with anything provided for health and safety.

Safety, Health and Environment (SHE)

The school have appointed Gloucestershire County Council Safety, Health and Environment (SHE) service to assist the school to meet its statutory duties relating to health and safety. SHE will provide appropriate advice, guidance and support to the Governors, Headteacher(s) and staff through the provision of a service level agreement.

Contractors

Contractors have a responsibility to ensure that any works carried out on behalf of the school does not expose themselves, our employees, pupils or others to risks to their health and safety. All contractors must supply up-to-date RAMS documentation when requested and must bring any significant risk to health and safety to the attention of the Head/ School Business Manager before work commences and take such measures as is necessary. Contractors have a responsibility to cease work immediately if the health and safety of anyone in the vicinity is at risk of harm.



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Part 3 General Arrangements

The following arrangements will be established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

3.1. Risk Assessment

The underlying process which informs safety management is risk assessment. A general risk assessment of the school has been undertaken to identify the key facility and activity risks present in the school and the measures that are already in place to manage these. Where necessary, further measures have been identified to improve health and safety to be implemented within the school.

Assessments of other significant risks must be made with those persons responsible for the activity/ area affected, and the significant findings of these decisions will be recorded and brought to the attention of the Headteacher and any other staff affected. Where appropriate, pupils and others (e.g. volunteers) must be briefed on the steps they must take for their health and safety.

All risk assessments are completed using the processes and templates recommended by Gloucestershire County Council, as the body with ultimate legal responsibility and accountability for the health and safety of the school. Clearwell C of E Primary School ensures that all risk assessments are compliant with the requirements of the responsible body by following this guidance.

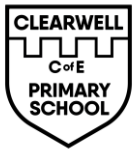
The School Business Manager holds the responsibility for implementing health and safety in the school and as such, undertakes the creation, review and monitoring of the risk assessments for the school. The Headteacher reviews and approves the risk assessments, which are then presented to the Governing Body to ensure compliance and effectiveness.

The risk assessments are shared electronically with all staff in a shared drive.

All risk assessments are reviewed annually, and following any incidents.

Risk Assessments Available:

- Generic risk assessment for the school activities – use of the various Risk Assessment Toolkits (or other templates) is the responsibility of [SBM, Site Manager etc]
- School Trips/Offsite Visits - The person with the delegated role of Off-Site Visits Coordinator (OVC) has the responsibility to oversee risk assessments for trips; this role has been delegated to. The school complies with DfE Guidance and the GCC



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standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.

- Curriculum Safety (including extended schools activity/study support) – teachers ensure that risks related to curriculum areas are identified and controlled where necessary, referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the teacher and all tools/equipment/machinery are checked, maintained, and stored correctly.]

3.2. Accident Reporting and Investigation

Any incident, injury or near miss is to be reported to the school office, by the person or persons involved as soon as possible. Any injuries requiring first aid must be logged on CPOMS to ensure all details are recorded.

Any accidents or injuries to staff or visitors must be recorded on the accident form (either electronically or hard copy (in folder behind office door) and submitted to the school office.

When a child suffers an injury requiring first aid, parents/ carers shall be informed. Depending on the severity of the injury, this may be immediately via a phone call, or Class Dojo, and the teacher will tell the parent at handover at the end of the school day.

All significant incidents are to be reported to the Headteacher (or other responsible person), who will carry out an immediate investigation to identify the cause of the accident and take measures to prevent a recurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. The Headteacher shall also inform the Governing Body/Board of Trustees of all major incidents.

Accidents will be monitored for trends, and a report made to the Governing Body by the Headteacher/Business Manager

Where appropriate, accidents will be reported online using SHE Assure. This will include any injuries or ill-health to employees and visitors, and significant incidents or injuries to children, such as those requiring on-site first aid and off-site medical assistance.

All accidents which fall within the scope of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported by SHE by the Headteacher/SBM. This is a legal requirement for the employer to report. If reported on SHE Assure, SHE will report on the school's behalf (as per the SLA) and provide a copy of the report, otherwise an appropriate person for the school must report specified injuries, diseases and dangerous occurrences to HSE.



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3.3. Asbestos

Asbestos-containing materials (ACM) have been detected in areas of the school building. If managed carefully, the presence of ACM will not pose a risk to staff and pupils. Undamaged, sealed materials will not release fibres. However, if materials containing asbestos are disturbed or damaged, asbestos fibres can be released into the air and breathed in by staff and children. This puts them at risk of contracting a number of serious diseases in later life, including mesothelioma and lung cancer.

The school will take the following steps to manage the asbestos in the school:

- A 'management survey' of ACMs in the school has been carried out by asbestos specialists to assess risk of exposure.
- ACM likely to pose a significant risk has been removed.
- An 'asbestos management plan' has been produced and is available to all staff and visitors in the office.
- The Headteacher is to make sure staff know the risks and precautions they need to take. All staff have been instructed not to put up any displays, lift ceiling panels or access areas of the building containing ACM.
- All contractors are to check the register in the asbestos management plan and sign a permit before undertaking any work.
- The asbestos management plan will be reviewed at least annually.
- Before any refurbishment work in the building, the Governing Body will commission a refurbishment and demolition survey.

If there is an incident of asbestos exposure, the Headteacher/Business Manager must be informed and take the necessary steps to ensure that everyone is safe and, unless the incident is very minor, will need to report it to the Health and Safety Executive.

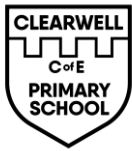
3.4. Consultation with employees

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by:

- Consulting staff in the risk assessment process
- staff meetings,
- sharing information (via SharePoint/network/intranet etc.)
- supervision and performance reviews include health, safety and welfare

3.5. Contractors

The policy of the school is to ensure that whoever carries out work on behalf of the school is able to do so in a way that does not put workers or the pupils at unacceptable risk.



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Before any work is carried out, the Governing Body or Headteacher must establish that contractors are suitable and have sufficient skills and knowledge to do the work safely by consideration of the following points:-

- Utilising contractors from the local authority/AMPS framework
- References from previous customers;
- Inspection of previous work;
- Examination of the contractor's health and safety policy, procedures and practices;
- Membership or registration with a Federation, health and safety scheme (e.g. CHAS), National Inspection Council and any appropriate licences are held (e.g. for asbestos).
- The contractor has up-to-date Public Liability insurance.

The contractor must assess the risks for the contracted work and follow their own safe systems of work taking into account how they will impact upon staff, pupils and other visitors on site. The Headteacher will consider any risks from the contractor's work that could affect the health and safety of the staff and pupils. Contractors must supply risk assessments in advance of any work.

Contractors shall sign in to school at the reception and wear a visitor's badge. Upon issue of the badge they will be made aware of fire and accident procedures. Photo ID is required by all contractors prior to working on the site. Contractors will be required to view the asbestos register and sign the permit to work.

3.6. Display Screen Equipment

The majority of employees within the school will likely come within the definition of DSE users as this includes persons that:

- a) normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- b) use DSE in this way more or less daily; and
- c) have to transfer information quickly to or from the DSE; and
- d) need to apply high levels of attention and concentration; or
- e) are highly dependent on DSE or have little choice about using it.

Typical text might include:

The school seeks to provide safe working conditions in compliance with the Health and Safety (Display Screen Equipment) Regulations 1992, the objective being to minimise the risk of occupational ill health by:

- Users shall complete a DSE workstation self-assessment questionnaire.
- Taking proper breaks or changes of activity.
- Maintaining good posture.



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- Providing suitable workstations and the necessary equipment to meet legal requirement and individual's specific requirements and comfort.
- Providing access to eye tests and allowance for glasses if needed for DSE work.

Employees shall take personal responsibility for ensuring that their workstation is set up correctly and that breaks etc. are included in their working day.

Employees shall be expected to apply good practice when using DSE at home and in doing so further reduce the opportunity for harm arising from the use of DSE.

- The school should refer to SHE guidance.
- Headteachers/Heads of Department must ensure that DSE workplace assessments are conducted for any users
- DSE assessments are reviewed annually, and where equipment changes or office layouts change or when there are staff changes.

3.7. Driving for Work

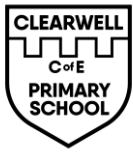
It is the school policy that arrangements shall be in place to mitigate road risk to drivers and passengers involved in driving in connection with school operations.

Transport operators will be used on the most part for transporting pupils to off-site activities.

Where any member of staff is required to transport pupils in their own vehicle, this must be approved by the Headteacher beforehand and only after checking the driver has appropriate insurance cover, a clean driving licence and an MOT certificate for the vehicle if one is required. It is the responsibility of the driver to ensure an appropriate child seat or booster seat is used and properly fitted.

The Headteacher/Business Manager shall ensure that:

- Risk assessments include transport and business driving operations.
- Employees have a valid driving licence (an appropriate category for the vehicle)
- Employees who drive their own vehicle have appropriate insurance cover and an MOT where applicable.
- Employees are referred to occupational health when they have a health problem that could affect their driving.



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3.8. Educational Visits

Refer to the Educational Visits Policy or summarise arrangements for visits and off-site activities:

Each year, the school will arrange a number of activities that take place off the school site, which support the aims of the school. The school has adopted the Gloucestershire 'Guidance for Educational Visit'.

Any member of staff who wants to propose a visit is responsible for undertaking detailed planning in good time before the event. The Headteacher/EVC must be informed before a visit is planned and shall approve the completed plan and risk assessments for the visit before departure.

The member of staff leading a visit shall be responsible for identifying the risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

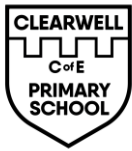
Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school, as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra safety measures required. Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours.

The Headteacher/EVC will ensure there is appropriate and adequate communication with visiting groups (in normal and emergency situations). The Headteacher and another senior members of staff will be appointed as the emergency contacts for each visit. The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contacts, including the home contact details of parents and next-of-kin, as appropriate.

3.9. Emergency Management/ Business Continuity

It is the school policy to have in place arrangements for foreseeable emergency situations and major incidents. This may include:

- Injuries or illness to people in workplaces.
- Fire.
- Bomb threats.
- Security incidents.
- Natural disasters.
- Loss of services (power, water, heating, ICT).
- Loss or illness of key personnel.
- Outbreak of disease or infection.



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An Emergency/Business Continuity Plan is in place that provides a framework for such events. The plan encompasses practical steps, including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g., counselling) etc.

A team shall be in place to act as the decision-making body for the management of any incident. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the emergency, necessary office equipment and supplies and appropriate building plans.

A test or exercise is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed periodically, and after any practice emergency exercise or real emergency. If deficiencies are found, remedial action is taken.

3.10. Estate Management

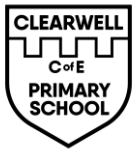
Clearwell C of E Primary School has arrangements in place for good estate management to ensure legal responsibilities for managing and maintaining school buildings, services, fixed fittings and equipment.

These arrangements are:

- The SBM of the school has defined responsibilities for estate management, under the guidance of the Headteacher, and has access to competent persons with expertise to support property compliance.
- DfE Good Estate Management for Schools manual has been adopted, and relevant tools and checklists have been completed.
- Confirmation that statutory requirements and industry standards for servicing, testing and inspection are adhered to reduce the risk of accidents, failures and defects.
- Details of the periodic self-inspections that are made of the building(s) or site, classrooms, etc., for obvious signs of damage or risk to safety.
- Procedures for teachers and other school staff to report defects, faults, and maintenance issues to the appropriate person are to email the school office to report any issue.

Electrical (Portable and fixed wiring)

- The school shall ensure that all electrical wiring systems and electrical equipment are installed and maintained in a safe condition.
- Risks arising from electrical systems and equipment are monitored by annual PAT testing of all equipment and a 5-year fixed wiring test by qualified electricians.
- Only authorised and fully qualified personnel are permitted to inspect, install or repair the electrical system and any equipment.



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- Any electrical faults that are known or suspected are reported immediately to the Headteacher/SBM for action.
- Any faulty electrical equipment is removed and replaced, and if it becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repaired.
- Personal appliances should not be used on school property, or any appliances without current PAT testing stickers.

Water Hygiene

- Water hygiene testing is carried out in accordance with GCC and legal requirements for a public building by an adequately trained responsible person. This is monitored by the Headteacher.
- Legionella survey and risk assessment are carried out by qualified professionals on a 3-yearly basis.
- Water outlet temperature testing and flushing regimes are conducted and recorded by the responsible person.
- The headteacher and SBM have received the required legionella water hygiene testing.

Glazing

- the risks from glazing have been considered, glazing has been surveyed and protective measures put in place where appropriate (e.g., safety glazing or safety film fitted).
- Window opening are restricted to no more than 100mm to prevent collision with open windows, falls from open windows and unwanted behaviour, such as throwing objects out of windows.

Doors and Gates

- Door guard are installed on all doors where there is a risk of fingers being trapped. to manage finger traps, which is a common cause of injuries in schools

Trees

- Any trees on site are routinely inspected by a competent person, reflecting the level of risk.
- Visual inspection of trees following any potentially damaging activities or weather.
- Remedial work to trees undertaken by competent persons



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Standards for school premises

To meet the requirements in School Premises Regulations, Clearwell C of E Primary can confirm compliance with the following standards:

- Suitable toilet and washing facilities are provided.
- Accommodation is provided in order to cater for the medical and therapy needs of pupils (with washing facilities and near to toilets).
- Acoustic conditions and sound insulation of each room or other space are suitable, having regard to the nature of the activities which normally take place.
- Lighting is suitable for the activities normally taking place (internal spaces and externally).
- Suitable water supplies are provided, including drinking water, hot and cold water to toilets and washing facilities.
- Hot water at the point of use does not pose a scalding risk.

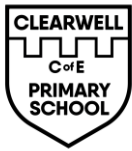
Snow and ice

- Arrangements to minimise the risks from snow and ice on the site e.g., access/egress routes, by having salt and shovels available to clear pathways around the site.
- Risks are assessed and plans developed to determine what action needs to be undertaken during adverse weather conditions e.g., which specific routes are gritted.
- There is suitable storage for salt/grit and tools (wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

3.11. Fire Safety

Refer to our separate Fire Policy and procedures for details. A summary is as follows:

- The school has a fire risk assessment undertaken by a competent body every 3 years.
- The school reviews the fire risk assessment and any actions within it at least annually.
- Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g., by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols)
- Staff fire awareness training
- Fire evacuation procedures are displayed in every classroom and at various points throughout the school, and all staff shall familiarise themselves with the means of escape.
- The Headteacher/designated person will ensure regular fire drills are carried out to test the procedures so that staff and pupils are familiar with what to do in the event of an evacuation.



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- The SBM is also the trained Fire Warden.
- The fire alarm is tested every Monday lunchtime between 12.45 and 1 pm. The location of the assembly point is the junior playground. Fire testing records are held in the Testing Records folder on the shelf in the school office.
- The school's grab bag can be found in the file holder attached to the back of the office door.

3.12. First Aid

Please refer to our First Aid Policy for details. A summary is as follows:

- First aid needs have been assessed.
- The staff toilet is the central point of the school, and first aid equipment and supplies are kept here, along with the school defibrillator.
- The school follows the statutory requirements for first aid and provides a sufficient number of suitably trained first aiders
- We have sufficient ratios of paediatric and emergency first aid at work-trained personnel for the site.
- 2 designated first aiders have attended First Aid at Work/Emergency First Aid at Work course.
- 2 designated first aiders have Paediatric First Aid training
- The names of the designated First Aiders are detailed in the Induction Booklet and posted on the doors in each classroom and the school foyer.
- Records of injuries and first aid or medical treatment will be kept on CPOMS for pupils and recorded by the school office for staff/visitors.

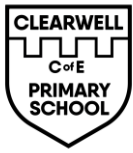
3.13. Hazardous Substances

Potential exposure to harmful substances is identified by the Headteacher/ other defined person and risk assessed. This may include chemicals, dust such as wood dust, and biological hazards from bodily fluids.

Wherever possible, the school shall use non-hazardous products. Any substances supplied shall be accompanied by relevant information, such as a Material Safety Data Sheet or labelling on the container. This information will be used to determine if the substance is hazardous, and if so, a COSHH risk assessment shall be completed.

Exposure to some substances may require health surveillance to be undertaken, which will be determined by the risk assessment. Substances may include:

- respiratory sensitisers (isocyanates).
- skin sensitisers.
- carcinogens (cancer-causing substances).



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- commercial herbicides (weedkillers).

3.14. Infectious Diseases

The school shall seek to reduce the risk of transmission of infectious diseases to as low a level as is possible. This includes:

- Blood-borne viruses, such as Hepatitis, spread from contact with bodily fluids or needle-stick injuries.
- coronavirus.
- colds and flu.
- norovirus.

The school will take such measures that can reduce transmission, such as good personal hygiene, ventilation in enclosed spaces, enhanced cleaning, and not attending school with illness symptoms or when infectious.

The school follows the UK Health Security Agency guidance on health protection in children and young people settings, for the management of infectious diseases and minimising disruption. Emergency plans shall include actions for managing outbreaks and incidents, and the continued provision of education. When the school becomes aware of an outbreak, and there appears to be significant concern (e.g. a school is considering closure), the Headteacher will consult with UKHSA and/or the Local Authority Public Health service.

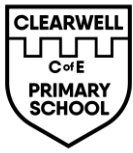
3.15. Lone Working

The school is committed to managing the risks associated with lone working, and where lone working occurs, it shall ensure that the risks are adequately assessed and controlled.

So far as is reasonably practicable, the site and buildings shall be safe by design with adequate security, fire prevention and protection so occupants should be safe even when working alone.

Risk controls shall be adopted where appropriate and, depending on the circumstances, include the following:

- Avoid lone working when possible.
- Work in pairs.
- Reduce risk of injury by avoiding hazardous work activities when alone (for example, work at height, heavy lifting, etc.).
- Ensure that someone knows where lone workers are and what time they will return or finish work.
- Check in / out with someone at the start and end of the day.



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- Reduce the length of time spent lone working, for example take work home rather than staying in the building alone after hours.
- If working alone in a building, ensure that external doors and windows are all secure

3.16. Manual Handling

Where possible employees shall avoid hazardous manual handling tasks. Where manual handling cannot be avoided, the risk of injury shall be assessed and reduced as far as is reasonably practicable.

For most employees, manual handling operations are not considered hazardous because they involve light weights, handling is infrequent and takes place in favourable working conditions, in which case there is no need to carry out specific task-related manual handling assessments.

Measures to reduce the risk of injury shall include:

- Providing information on good manual handling technique.
- Formal training by competent instructors, where it has been identified as a necessary control measure in risk assessments.
- Providing lifting aids and other equipment as necessary.

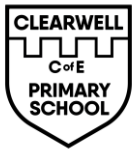
Risk assessment for moving/handling people shall be considered as part of the care planning process.

- included in pupil care plans.
- employees trained in correct moving/ handling techniques.

3.17. Medical Needs

Refer to the separate policy for details. A summary is as follows:

- medical needs of all children identified, and appropriate arrangements are in place to meet individual care needs including 'care planning' for higher needs pupils.
- responsibility for pupils' safety is clearly defined within individual care plans where necessary, and each person involved with pupils with medical needs is aware of what is expected of them.
- close cooperation between school, parents, health professionals and other agencies to agree safe procedures.
- medication is administered in a controlled and recorded fashion with parental consent.
- staff are fully trained in delivering care and responding to medical conditions and emergency treatment.



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3.18. Noise

The school is aware of its responsibility for assessing the risks of noise, and where noise is identified as a significant risk, the school ensures appropriate control measures are put in place. Generally, noise risk is managed by managing exposure time, and PPE shall be provided.

3.19. Personal Protective Equipment (PPE)

The need for PPE as a control measure is assessed on the basis of risk assessment. Other means of controlling risk posed by hazards shall be sought first (e.g. remove the person from any hazard or isolate the hazard in some other way).

Employees shall be supplied with equipment that is suitable and sufficient and be provided with information, instruction and training in the correct use, storage and care of PPE. Employees are responsible for ensuring that they use PPE where it is provided. Ensure that your risk assessments reflect the need for PPE and what is provided.

3.20. Playground Supervision/Play Equipment and Maintenance

As this is a key risk in schools (where a lot of accidents occur), the arrangements in place for managing play activities are as follows:

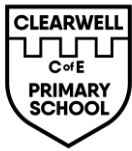
- a risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken.
- measures to manage the risk include ensuring the correct ratios of staff at playtime and at lunchtime.
- play equipment and structures subject to pre-use checks, routine visual inspection and a thorough inspection annually by a competent person.

3.21. Pregnant Employees and New Mothers

The school has maternity policies and shall manage risks to new and expectant mothers. Once the Headteacher/appropriate person is made aware of the employee's pregnancy, they shall assess the risks to the employee, which shall be reviewed at reasonable intervals during pregnancy, and if the pregnant employee's situation changes.

If a risk assessment has identified any risks that could affect the employee, or that of their baby, and these risks cannot be avoided, action to remove, reduce or control the risk shall be taken. This shall include:

- Temporarily adjust their working conditions and/or hours of work; or if that is not possible,
- Offer them suitable alternative work (at the same rate of pay) if available; or if that is not feasible,



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- Suspend the employee from work on paid leave for as long as necessary, to protect their health and safety, and that of the child.

The school provide suitable rest facilities for pregnant and breastfeeding employees.

3.22. Security Arrangements

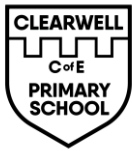
The security measures that are in place have been reviewed to assess risks and identify any additional steps that shall be taken to prevent unauthorised access and protect staff and pupils from harm, and to protect school property. Measures include:

- Entry to the school site is restricted with fencing, gates, boundary hedges and landscaping to prevent all but the most determined.
- The site is physically secure out of hours, including effective intruder alarms and response arrangements.
- Access control measures prevent unauthorised access to the building during the day.
- Visitors to the school are directed to the main reception by signs outside.
- All external doors are secured from outside entry when the pupils are inside.
- During outdoor play, pupils are supervised in the playground.
- All visitors entering the school must provide ID and be requested to sign the visitors' book and sign out at the end of the visit. Badges are worn by all visitors.
- Visitors will be accompanied by a member of staff for the duration of their visit, unless authorised by the Headteacher to walk about alone.
- If unknown visitors are encountered in the school, or not wearing a valid badge, they shall be challenged by staff and reported to the school office immediately.
- Persons are responsible for the security of their own personal items. Staff and pupils are discouraged from bringing valuable items into school.
- Procedures are in place for controlling access and barring individuals from the premises.
- Emergency procedures shall be implemented in the event of a security breach or threat. Lockdown procedures are practised with staff.

3.23. Smoking

The school is a no smoking site and staff, visitors and contractors are required to conform. The policy is that e-cigarettes and vaping are to be treated as other smoking material i.e. not permitted in our buildings/on site.

The school will support employees who find it difficult to restrict their smoking or wish to give up smoking, and provide details of smoking cessation organisations.



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3.24. Stress, Mental Health and Wellbeing

Please refer to our staff wellbeing policy for details.

All staff are encouraged to support each other, discuss openly and not see stress or mental health as a sign of weakness. The Headteacher and other members of staff shall be aware of the signs of stress and how to deal with them.

Identifying particularly difficult periods (e.g. Ofsted inspections, audits, SAT's) and finding ways of combating stress during these times is the responsibility of the Governing Body/Trustees and Headteacher.

Staff are responsible for raising concerns with the Headteacher, their own supervisor or a member of the Governing Body/Trustees (if they feel unable to raise it with the Headteacher or supervisor) if work issues are causing them stress and having a negative impact on their well-being. Where workplace stress arises, the Headteacher, Governing Body or supervisors will deal with the issue sensitively and constructively, using all available means to manage stress and assist staff.

Staff receive regular training on wellbeing, secondary trauma and have access to various platforms that are provided free of charge to seek support for any mental health, wellbeing or stress-related issues.

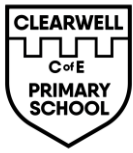
3.25. Training

The school is committed to ensure employees are competent to undertake the roles expected of them. The Headteacher undertakes a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety and ensures that appropriate training is delivered, and training records are held centrally. The training shall be reviewed at least on an annual basis. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.

3.26. Violence

The risk of violence shall be assessed and suitable and sufficient measures taken to prevent or limit the impact of violence. Staff should not be expected to put themselves in danger and the Governing Body and Headteacher will not tolerate violent/ threatening behaviour towards staff.

A separate specific Behaviour Policy is in place.



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Any incidents of inappropriate behaviour by parents/visitors towards staff are to be reported to the Headteacher and Governing Body to consider any consequences. In cases of abuse or threats to staff, pupils or other parents, the Governing Body may ban parents from entering the school.

Staff shall report any inappropriate behaviour. The school shall support employees who have experienced an incident of hostile, threatening and violent behaviour. Any incident shall be discussed so that appropriate action may be taken, and recorded in the same way as work-related accidents. Depending on the circumstances and the consequences, incidents may also be reported to the police.

3.27. Working at Height

Work at height will be avoided wherever possible. Staff shall not climb onto chairs, desks, other furniture, etc. When working at low height (including accessing storage or putting up displays), appropriate stepladders or kick stools are to be used.

Work carried out at height where a significant injury could result must be agreed by the Headteacher/designated person and a specific risk assessment carried out in order to identify and implement suitable control measures. Staff who work at height will be briefed on the risk assessment findings. Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment.

Equipment provided for accessing height (kick stools, stepladders, ladders, towers, etc.) shall be inspected before use. Any damaged access equipment shall be taken out of use, clearly labelled and removed as soon as practicable.



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Part 4 Monitoring and Review

The school shall comply with statutory duties, including undertaking a range of active and reactive monitoring of our health & safety performance and reviewing health and safety arrangements. This enables us to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment.

4.1. Monitoring Arrangements

- Regular Inspections and Audits
 - Routine inspections of classrooms, playgrounds, and other facilities.
 - Schedule periodic premises inspections by the Governor/SBM/Maintenance Staff
 - Document findings and corrective actions taken.
 - Professional servicing and inspection of systems, services and equipment.
 - Records of defects and property damage.
 - Reports are reviewed, presented to the local governing body and actions arising are tracked until closure in a recorded fashion.
 - External audit of safety arrangements by the local authority SHE team.
- Incident Reporting and Investigation
 - Procedures for reporting accidents, near misses and health issues.
 - Accidents will be investigated to determine the cause of the accident, underlying factors (e.g. management, training etc.) and measures taken to prevent a recurrence.
 - Incident data will be shared and analysed to identify trends to prevent future occurrences.
 - Safeguarding incidents recorded and investigated.
 - Behavioural, violence and aggression and security failures reviewed for lessons learnt and post-incident support.
 - Ill-health and sickness absence reporting and monitoring.
- People Management
 - The school encourages all employees to provide feedback on health and safety practices.
 - We will use surveys, suggestion boxes, and regular meetings to gather input.
 - System for monitoring staff training (e.g., training spreadsheet).
 - Supervision of employees and contractors to check competence during work activities, ensuring they are working safely and are following our policies and arrangements.
 - Monitor staff health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness, etc., as required by risk assessments and medical advice.



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4.2. Reviewing Arrangements

- Policy Review.
 - School policies are reviewed periodically according to statutory requirements to ensure health and safety arrangements remain relevant and effective.
 - Updates to the policies to reflect changes in legislation, industry standards, and organisational priorities.
- Management Reviews
 - Regular leadership meetings to review health and safety performance.
 - Health and safety is a standard agenda item on the Governing Body meetings.
 - Discuss audit results, incident reports, and employee feedback.
- Risk assessments
 - Those with responsibility for assessing risks in the school review risk assessments at least annually to check and make sure the precautions remain suitable.
 - Relevant risk assessments are reviewed following any significant incidents, change in tasks, premises layout, equipment or personnel.

Awaiting Ratification

Reviewed:

27/04/2026

Ratified by Governors:

Review Date:

April 2027