St. Andrew's School

Welfare Health and Safety Policy

Maintenance

Policy Written By	**Nicky Coyle**
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Approved by The Director of Schools, Deborah Leek-Bailey – 01/09/2026

ST. ANDREW'S SCHOOL
WELFARE, HEALTH & SAFETY OF STAFF & PUPILS (incl. EYFS)

GENERAL POLICY STATEMENT

St. Andrew's School is owned by Education Development Trust (hereinafter referred to as the Trust), which has, through the Chairman and Chief Executive, the ultimate duty of care, as proprietor, for the implementation and management of Welfare, Health & Safety policies and practices at the school. Their duty of care is delegated for day-to-day responsibility to the Principal and in turn to their delegated Senior Leadership Team.

The Trust, as the employer, has comprehensive corporate Health & Safety policy commitments that St. Andrew's staff are duty-bound to follow and implement in so far as is practicable and relevant to the School's activities.
The full Health and Safety Framework provided by Education Development Trust is available on the Trust's intranet page, and by request.

It is the mutual objective of the Trust and St. Andrew's to manage safety in conjunction with the **Health & Safety at Work etc Act 1974, Management of H&S at Work Regulations 1999** and subsequent related legislation including:

- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Asbestos Regulations 2012
- The Approved Code of Practice 'Legionnaires Disease: The Control of Legionella Bacteria of Water Systems (ACOP) L8
- The Control of Substances Hazardous to Health Regulations 2002
- The Health and Safety (First Aid) Regulations 1981
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Electricity at Work Regulations 1989
- The Manual Handling Operations Regulations 1992
- The Working at Height Regulations 2005
- The Provision and Use of Work Equipment Regulations 1998
- The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013

St. Andrew's policy is intended to reflect the overarching policy of its owners in all aspects as appropriate to the School environment.

This WH&S policy should be read in conjunction with the Staff Handbook and the **Safeguarding** suite of policies. It applies to all phases of the school, including EYFS.

Furthermore, our policy takes into consideration:

- **Non-statutory advice Health and Safety: responsibilities and duties for schools (2022)**

St. Andrew's has a written Risk Assessment (RA) Policy, which demonstrates that procedures for assessing risk:

- are systematic
- promote the welfare of children
- attend in particular to key areas of risk such as supervision and school trips.

The RA policy also includes advice as to:

- when RAs should be completed
- who is responsible for drawing up and checking the RAs
- the recording of the same

- the arrangements for staff training

A file of RAs is kept and is available for scrutiny by the Proprietor, ISI and other parties.

Health and Safety at Work etc Act 1974 and regulations made under that Act.
The Trust as proprietor is responsible for health and safety, though tasks may be delegated to certain St. Andrew's staff. All employees also have a duty to look after their own and others' health and safety, and school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so. St. Andrew's is mindful of this responsibility and follows the guidance stated by the Health and Safety Executive. https://www.hse.gov.uk/education/index.htm

OBJECTIVES
St. Andrew's will, so far as is reasonable and practicable, adopt good safety practices. These will include:

- The provision of a safe and healthy place of work, including access and egress to and from the premises and adequate facilities and arrangements for the welfare of pupils and employees and others within the wider school community, including food hygiene and safety controls within the catering operation.
- Ensuring safe arrangements are made for the storage, handling and transport of articles and substances.
- Provide safe machinery and equipment, regularly maintained, including the operation and maintenance of plant and systems of work.
- To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the safety and wellbeing of all pupils and staff.
- To ensure that appropriate safety standards are maintained both on and off site, i.e. during Educational Visits.
- To ensure the school will have and maintain up to date fire procedures and ensure staff and pupils are familiar with the essential aspects of these.

CO-OPERATION OF EMPLOYEES
All aspects of health and safety are a management responsibility. However, a safe and healthy workplace can only be achieved with the full and active co-operation of each employee.

New staff will be informed of their responsibility to participate in health and safety awareness at all times and informed the location of this document on the schools' network. Mutual co-operation is emphasised as all staff are duty bound to act responsibly and to do everything reasonably possible or practicable to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, carers, visitors etc. To achieve this, employees must:

- Obey all the safety rules and procedures, including the being aware of the need for appropriate protective clothing or devices if they are recommended for any specific tasks.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to the Business Manager in the first instance, or to the Principal, all hazards, potential hazards, defects in equipment and any perceived shortcomings in the school's work systems or procedures that may represent a health and safety concern.

- Employees should not carry out any form of modification to their classroom or equipment within it, nor drill holes, modify electrical systems or use adaptors, or interfere with window restraints without prior authorisation from the Business Manager or Principal.

The responsibility for co-operation on health and safety matters is implicitly part of all employees' terms or conditions of employment.

RESPONSIBILITIES AND DELEGATION OF DUTIES

The Trust has the responsibility to ensure that all reasonable and practicable steps are taken to reduce, if not eradicate, the possibility of accident or injury to staff, pupils and others in the St. Andrew's community. This is delegated via the Trust's Facilities and Health & Safety Manager to review and report on the School's operations in so far as it is impacted by Welfare, Health & Safety issues.

On a day-to-day basis the application of procedures is the responsibility of the Principal, who is accountable for the day to day running of the school. The practical application and implementation is further delegated to the Business Manager.

The Principal is responsible for:

- Ensuring all members of staff (including new, supply, probationers, students, voluntary helpers etc) are aware of the contents of school health & safety policy and all safe working practices, and that appropriate training is offered to all staff as part of the induction procedures and on-going CPD.
- The management and discipline of all teaching staff and pupils insofar as they impact on health and safety.
- Ensuring all teaching staff regularly (at least annually) prepare risk assessments for their own teaching environment (classroom, hall or playground for PE, specialist rooms etc) and for any trips/visits outside school.
- Monitoring the effectiveness of those to whom the day to day implementation of the WH&S Policy has been delegated – Business Manager as appropriate.
- Ensure safe working conditions are maintained for the health and safety of staff, pupils and others using the school premises and facilities.
- Ensure safe working practices and procedures are maintained throughout the school.
- Ensure trips are assessed and documented in-line with the Educational Visits Policy.
- Consult with members of staff, including the Responsible Person(s), on health and safety issues.
- Ensure adequate numbers of Responsible Persons are identified and trained.
- Ensure a system for regularly reviewing risk assessments is implemented and effectively monitored.
- Identify the training needs of staff and pupils (where applicable) and ensure essential training is provided.
- Collate accident and incident information and, when necessary, complete incident investigations.
- Ensure accident and incidents are reported to the Property Services Team in line with the Accident and Incident Policy.
- Ensure actions identified within the Annual Property Services Assessment (APSA) are discussed with the school senior leadership team and actions undertaken swiftly.

The Business Manager is responsible for:

- Non-teaching staff health and safety, particularly those engaged in buildings and grounds maintenance, and associated support functions (the Catering service is the responsibility of the Business Manager)
- Ensure that all new employees are provided with adequate information and training in respect of risks to health and safety, both to themselves and to those for whom they may be responsible including, and especially, pupils.
- Regular review and updating of WH&S policy.
- Ensure that cyclical health and safety related audits and inspections are undertaken on a regular basis.
- Report to the Principal on WH&S performance, and make recommendations for any revisions, improvements or necessary funding to be allocated.
- Ensure that effective first aid provision and accident reporting procedures exist and are followed in compliance with the Reporting of Injuries Diseases and **Dangerous Occurrences Regs 2013** (see separate First Aid and Accident policy and Managing Medical Conditions, Illness and Medicines policy).
- Ensure Risk Assessments are undertaken and reviewed for any activity that has significant associated hazard. Written (and electronic) records to be kept and reviewed regularly.
- Equipment maintenance and safe storage of related materials and supplies.
- Liaise with contractors working in School.

Teachers and Teaching Assistants are responsible for:
Teachers and Teaching Assistants within the Trust hold specific responsibilities in addition to those of all employees. It is the responsibility of all Teachers and Teaching Assistants to:

- Ensure the environment in which children and/or young adults are being taught or supervised remains safe, through constant assessment of the environment.
- Read and understand the health & safety procedures relating to the teaching activities being undertaken.
- Ensure where new activities are introduced to the teaching environment that a risk assessment is undertaken and where necessary actions are taken to reduce risks.
- Ensure the Business Continuity Plan is understood and know what to do in an emergency.
- Ensure the Educational Visits Policy is adhered to.
- Ensure accidents involving children and young adults are reported quickly and in-line with the Accident and Incident Policy.
- Ensure immediate action is taken to deal with unacceptable behaviour that introduces risks or hazards to others or the teaching environment.

HEALTH & SAFETY ACTION GROUP
The Health and Safety Action Group is responsible for supporting the Business Manager in the implementation of this policy, updating it as necessary and for acting as the focus for risk assessment reviews, as may be required, to include the Covid-19 risk assessment and the fire risk assessments. The Action Group also acts as a mouthpiece for employees, within the meaning of the Health and Safety (Consultation with Employees) Regs. 1996.

Meeting every term, the Action Group will discuss health and safety in an impartial way and the minutes will be made available for staff as well as to the Principal for any relevant reporting to the Trust.

The Action Group is comprised of the following staff members:
Principal

Business Manager
H & S Manager Ed Dev Trust
1 x Junior School staff member
1 x Infant School Staff member
2 x Caretaker
1 x Head of Pre-School / 1 x Pre-School Deputy Manager
Facilities Co-ordinator

PLANNING AND REVIEWING
St. Andrew's Welfare, Health and Safety policy and procedures will be planned with the aim of minimising the impact of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

The intention is to achieve this by the preparation, monitoring and review of risk assessments in all areas of activity within the school that carry potential hazards.

To assist in this aim, the school's organisation will be reviewed regularly, particularly when there are any changes, to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

All job specifications will contain safety requirements where applicable, and instructions highlighting welfare, health and safety responsibilities.

Any accidents or WH&S incidents that occur will be investigated fully, and findings and recommendations will be acted upon as a priority to prevent a recurrence where possible. Where necessary, the policy and RA will be revised. All such matters are also reported direct to The Trust for their information and an overview of the action we take, and their expertise can be called upon in all cases if needed.

EYFS REQUIREMENTS
St. Andrew's will ensure that the school premises including overall floor space and outdoor spaces are fit for purpose and suitable for the age of children cared for and the activities provided on the premises.

We ensure that there are adequate toilets and hand basins available. St. Andrew's recognises its legal responsibility under the **Equality Act 2010** including the provisions on reasonable adjustments. Sleeping children are frequently checked by trained staff.

St, Andrew's ensures that a risk assessment is undertaken for outings, which includes:

- Consideration of adult: child ratios
- The steps to be taken to remove, minimise and manage identified risks and hazards

RISK ASSESSMENTS (SEE RISK ASSESSMENT POLICY)

Risk Assessment is a requirement of the Management of Health & Safety at Work Regs 1999. Reg 3 requires all employers and self-employed persons to undertake a systematic assessment of all risks (except the trivial) to workers and any others who may be affected by their work activities. The purpose of the risk assessment is to minimise the likelihood of harm by having suitable control measure in place and to assist the employer to determine

what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

Risk assessments are undertaken by the staff member with the greatest knowledge / experience of the area or activity concerned.

The school will have annually updated assessments in respect of all classrooms plus the specialist rooms e.g. Art, Science, Hall etc. There will also be assessments for each outing or trip undertaken, all to be countersigned by the Assistant Principal or Head of Pre-School before each outing/event. A daily risk assessment is undertaken in each EYFS classroom and EYFS outdoor areas.

Specialist Risk Assessments
Property Services will arrange specialist risk assessments for the management of fire safety, legionella, asbestos and playgrounds. Property Services also maintain and review a Schools Health and Safety Risk Register.

PHYSICAL FIRST AID

The Health & Safety (First Aid) Regulations 1981 requires the Trust to provide equipment and facilities which are appropriate in the circumstances to enable first-aid to be given to employees if they are injured or become ill at work. Under the Management of Health and Safety at Work Regulations 1999, the number and type of first aiders provided on site should be determined by conducting a first aid risk assessment. Under the Education (School Premises) Regulations 1996 every school should have an appropriate room for the medical examination, treatment and care of pupils during school hours.

The school will provide training to a number of employees to become first aiders and first aid assistance will be provided at all times during core operating hours.

First aid arrangements in schools and nurseries should be clearly on display in staff areas and high-risk areas such as workshops and kitchens.

There is a British Standard BS 8599 for first aid kits, it is not a regulatory requirement under the Health and Safety (First-Aid) Regulations 1981 to purchase kits that comply with this standard. Instead the contents of a first aid box are dependent on an employer's first aid needs assessment.

USE OF EPIPENS

The schools can order extra adrenaline auto-injectors, such as EpiPen, Jext or Emerade, from pharmacies, and store them for use in emergencies. The spare devices can only be used on pupils at risk of anaphylaxis - a life-threatening allergic reaction - where consent from doctors and parents has already been obtained. Please refer to the Allergy Policy.

The Department of Health has issued new guidance for schools on how to use adrenaline auto-injectors. It describes how to recognise the signs of a mild allergic reaction and the more serious anaphylaxis. Please refer to the First Aid Policy for further information.

MENTAL HEALTH FIRST AID

The school has trained Staff and Pupil Mental Health First Aiders – Funmi Lakanu, Pearl Koi and Suzanne Fellows. First aid support can be provided for a range of mental ill health

conditions, namely depression, suicide, substance misuse, anxiety, personality disorders, eating disorders and psychosis.

Essentially, the role of a Mental Health First Aider is to:

- Spot the early signs and symptoms of mental ill health
- Start a supportive conversation with a colleague who may be experiencing a mental health issue or emotional distress
- Listen to the person non-judgementally
- Assess the risk of suicide or self-harm
- Encourage the person to access appropriate professional support or self-help strategies. This might include encouraging access to internal support systems such as Axa Health.
- Escalate to the appropriate emergency services, if necessary
- Maintain confidentiality as appropriate
- Complete critical incident documents as and when necessary
- Protect themselves while performing their role

Axa Health
Employees can access the Trust's Employee Assistance Programme, Axa Health. This is a support programme if staff would like to discuss any work or non-work concerns such as bereavement, family disputes, divorce, depression, anxiety and bullying. Axa Health can also provide free legal and financial advice. The helpline can be contacted at any time and there will be a trained counsellor to listen and provide advice. If necessary, a series of free face to face counselling sessions can also be arranged. The programme is managed by Human Resources and is completely confidential.
Contact details are displayed around the school site.

ACCIDENT RECORDS AND NOTIFICATIONS

Forms are available for recording details of all injuries etc, which occur "at work". An entry must be completed as soon as possible after any accident occurs.

Accidents to pupils and members of the public which are attributable in some way to work organised by the school (e.g. accident during a science lesson), or the defective condition of premises, equipment or plant, or lack of or defective supervision, where injury is suffered, must be recorded as an accident "at work".
Playground injuries and similar therefore do NOT usually need recording as "accidents at work" but if First Aid is administered then a First Aid record is required.

Accidents and near miss events (any incident which occurred but did not result in injury, ill health or property damage) must be reported and recorded. Please refer to the 'Incident and Near Miss Reporting Policy'. Details will be reported to Education Development Trust by the Business Manager via Rescue. https://rescue.freshservice.com/support/home

INVESTIGATION
An investigation should be carried out as soon as is possible after any accident occurs, so that the problem areas or procedures are identified and remedial action can be taken if necessary.

NOTIFICATION TO THE HEALTH & SAFETY EXECUTIVE (HSE)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 **(RIDDOR)** the HSE must be notified by the Trust Health & Safety Manager, as soon as possible by telephone or e-mail of:

1. Accidents to employees causing either death or major injury
2. Certain industry related diseases suffered by employees
3. Dangerous occurrences
4. Accidents to member of the public (including pupils and visiting pupils) where any is killed or taken from the premises to a hospital (Playground injuries etc and sports injuries, unless caused by defective equipment, defective premises or defective supervision etc., are not notifiable).

Accidents to employees which result in injury causing absence from work of more than 7 days (incapacitation) not counting the day on which the accident happened must be notified within 15 days of the accident occurring.

FIRE SAFETY

The Trust, as owners and employers, accept responsibility for compliance with the Regulatory Reform (Fire Safety) Order 2005 (and amendments and related legislation), and the requirement to ensure there is an up-to-date Fire Risk Assessment of the site together with an Emergency Evacuation Procedure that can be posted and is available to all staff and is rehearsed each term. (see annex 1).

Having met the general requirements of the Regulations, the Trust delegates to the Principal (and her delegated officer, the Business Manager) the day-to-day responsibility for the management of fire precautions and risk assessments and trained Fire Wardens.

All staff are expected to co-operate in the application of fire safety precautions and practices, and to conduct their daily work in such a way as not to cause any risk of fire, and to be alert to the possibility such might occur and so evacuation procedures should be known and adhered to without delay. It is school policy that staff's main priorities in such instances are for the alarm to be raised and the buildings evacuated. It is not intended that staff would seek to fight a fire unless the pupils had been evacuated already and the staff member was confident it was safe and practicable to try to tackle the fire.

MANAGING WORKPLACE HAZARDS/RISKS

The following paragraphs give outline guidance as to the School's practices in implementing the WH & S policy in specific work-related areas:

CONTRACTORS

St. Andrew's will use contractors with a known good record on H&S working practices, and new contractors will be appointed in accordance with the Trust Contractor Checklist, and their performance monitored to ensure no issues arise or are dealt with if they do arise. Furthermore, all contractors are made aware of St. Andrew's Safeguarding and Child Protection policy and of how we expect them to uphold our wider safeguarding practices.

SCHOOL SECURITY

All staff are expected to co-operate in ensuring site security is maintained at all times, especially when pupils are on site, and are to prevent pupils going off-site without staff knowledge:

- Ensure that all gates forming part of the school's secure perimeter are kept shut throughout the day wherever practicable (or staff member/s present if gate is open)
- Do not disclose keypad entry codes to anyone other than known fellow staff.
- Do not lend keys or access cards to the buildings to anyone without permission of the Principal or Business Manager. The list of key and access card holders can only be amended with the permission of the Principal and the Business Manager.
- Visitors to be recorded in the main Offices and issued with Visitor Passes to wear at all times on the site.
- Where safe to do so, approach and question any unknown person on site during the school day who is not wearing a Visitor or ID badge. Bona fide visitors should be taken to the Office to be issued with a badge. Concerns should be addressed to the Business Manager or Principal.
- Report any damage, or fault, to the school's doors, gates, fences or other parts of the site perimeter immediately to the Business Manager
- Pupils leaving school during the day for medical appointments or similar should be noted in the Office by a responsible adult
- When visiting the school site during the holidays, always ensure Office staff are aware of arrival and departure times.

PUPIL ACCESS TO RISKY AREAS OF SCHOOL BUILDINGS AND GROUNDS

The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking, signage or otherwise physically preventing access to them. Areas temporarily out of bounds are, where possible, fenced or cordoned off and appropriate warning notices are placed to describe the danger.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the art and the design technology room and the school kitchen. Doors to these areas, or the cupboards where potentially dangerous materials are kept, are kept locked at all times when not in use. All flammables and chemicals are kept securely locked in appropriate storage facilities.

VIOLENCE OR AGGRESSION TO STAFF

St. Andrew's will not tolerate staff being subjected to aggression of any kind, verbal or physical. Bullying or harassment of staff, whether by outsiders or fellow staff members is not acceptable behaviour.

Staff subjected to any such aggression must report immediately to the Principal.
A written record of the occurrence is to be made by the Staff member concerned.
An accident report form should be completed where appropriate.
Appropriate steps will be taken by the Principal to deal with such an event.
If necessary, the Trust will be informed and involved.

SLIPS AND TRIPS

To avoid injury from slips, trips and falls the Business Manager, with co-operation from all staff, will ensure as far as is possible

- Floor, stair etc surfaces are kept in good condition and of adequate slip resistance.

- Above ground windows are fitted with window restraints to prevent them opening too far or window bars (depending on ease of access, location, etc)
- Slippery substances are readily identified and cleared up
- Appropriate warning signs are put up when floors have been washed etc, and appropriate internal and external lighting is provided
- Floors are kept free from obstructions or trailing cables (this is a responsibility shared by all staff)
- Handrails are fixed to all staircases; other hand holds where required.

MINIBUS DRIVING
The Trust requires all staff who are to drive the minibus must have D1 status on their UK drivers' licence and must undertake a formal driving assessment approved by Medway and the Trust on the safe driving of minibuses.
Otherwise, staff members must undergo the full D1 PCV driver training course.

School parties travelling on the minibus must have an approved driver as above, plus at least one other staff member on board who will be responsible for checking on condition of the bus before and after their trip out and back.

Section 19 Permit
The school must apply for and display on the windscreen of the minibus a Section 19 Permit in accordance with the Transport Act 1985. Section 19 permit application forms can be obtained via either contacting the DVSA Customer Service Centre on 0300 123 9000 or emailing permits@vosa.gov.uk. As a condition of the permit, the minibus must be checked every 10 weeks by a qualified, independent mechanic and records kept. If staff need assistance with this, please contact the Trust's Property Services Team.

All pupils must have seatbelts engaged throughout the duration of all journeys.
Consumption of foodstuffs and drinks is discouraged but is at discretion of staff member in charge who will be responsible for ensuring no mess left.

All staff delegated to drive the bus will also have to provide their licence for a copy to be taken plus complete The Trust's Driver Declaration Form detailing any accidents, convictions or medical conditions etc.

Current Qualified Minibus Drivers include:
James Pitcher
Linda Mercer
Lorraine Burrows
Phil Jack
Paul Gardner
Mark Staff Midas Trained
Laura Norman D1 application
Izzy Khan tbc

WORKSTATION COMFORT
To ensure the comfort for employees who habitually use a screen for work, the Trust has a Workstation Checklist which can be found on the Property Services page on the intranet. This should be completed by the employee with their Line Manager. If, as a result

of the Workstation Checklist, additional ergonomic devices are needed such as back support or footrest, the Trust will arrange for this. In addition, for those employees who habitually use a screen for a significant part of their job, they are entitled to a free eye care test and possibly a financial contribution towards glasses.

WORK-RELATED STRESS

Unfortunately, this issue can arise and St. Andrew's is committed to developing a culture whereby staff are encouraged to shed natural reluctance and talk about work related stress, mental health issues and concerns over work at an early stage without being anxious this will have a negative perception as to their competence or similar stigma. Early discussion is encouraged with line managers or more senior staff if necessary. St. Andrew's subscribes to a free, 24-hour, confidential telephone counselling service. Axa Health can be contacted by calling 0800 0727072

St. Andrew's will follow The Trust's policy on this issue, which encompasses the Health and Safety Executive's concept of applying standards covering six key areas of work for considering and reviewing work related stress issues with a view to identifying and reducing occurrences.

- **Demands** - such as workload, work patterns and the work environment
- **Control -** such as how much say the person has in the way they do their work
- **Support** - such as the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
- **Relationships** - such as promoting positive working to avoid conflict and dealing with unacceptable behaviour
- **Role -** such as whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
- **Change -** such as how organisational change (large or small) is managed and communicated in the organisation.

Staff are to be assured they will be listened to and helped, and managers have the means to help on hand or via The Trust and their external counselling service.

ASBESTOS

The Business Manager has a specialist risk assessment and record of all areas where the presence of asbestos is, or is likely to be found, within the school. This is managed in liaison with the Facilities Manager at The Trust to whom the school reports on such matters. Any work to be carried out by outside contractors can be considered in relation to the possible presence of asbestos and any risk managed.

HAZARDOUS SUBSTANCES

All kept in locked cupboards and full COSSH sheets are maintained by the persons responsible for the work area, reviewed by the Housekeeper and overseen by the Business Manager. Staff using such substances are to be familiar with the associated safe usage requirements of same and should refer to their line manager or the Business Manager if any doubts exist.

GROUNDS PLANT AND EQUIPMENT

Such grounds equipment as there is (minimal amount on site) will be maintained and cared for by the Caretaker who is to bring to attention of the Business Manager any concerns or safety aspects.

All plant such as boilers will be subject to regular inspection and servicing, at least annually or more frequently if required by regulation, best practice or circumstance. Procedures will be in place to prevent unauthorised access.

PE/GAMES ACTIVITIES

The Principal is responsible for ensuring suitably qualified staff take responsibility for pupils in Physical Education (PE) or Games sessions. The following general rules must be followed:

- Only those staff who have been appropriately trained or have the relevant experience will offer pupils the full range of PE/Games activities
- All staff involved in PE or Games, should have a current first aid qualification or someone with them with a current first aid qualification and are subject to the same Safer Recruitment procedures as other staff at St. Andrew's (see Safer Recruitment Policy)
- Staff must check that all equipment is in a safe working condition before pupils use it
- Staff must satisfy themselves that pupils are or appear to be physically and medically able to participate in a specific activity before it commences
- All PE/Games equipment must be stored in such a way so as to reduce any potential hazards that may occur from pupils gaining unauthorised or unaccompanied access to the PE Store, including ensuring the door is locked when no adult is in attendance.
- All PE/Games equipment must be stored in such a way so as to minimise possible manual handling injuries and be kept in a safe and tidy manner. Care must be taken to ensure that any access or egress routes are kept clear.
- All PE or Games equipment should be checked regularly and any defective items withdrawn from use until remedied or replaced.

ELECTRICAL APPLIANCES AND INSTALLATIONS

Individual items will be 'PAT' tested every year.
Fixed wire installations and mains cabling will be inspected and tested every 5 years and any remedial work undertaken as a priority.
Control and distribution panels will be locked or in locked cupboards or at height out of reach of children.

WORKING AT HEIGHT

Small steps, kick steps or similar will be available for staff to use to access high shelving as necessary.
Step ladders are for use by trained staff only and are to be visually checked regularly to ensure they are in correct working order. Ladders are subject to a periodic, written check. Ladders are only to be used by trained staff working together for safety purposes, and then only at low heights. Use of large extension ladders is to be avoided.
Tower scaffolds are not to be used except by appropriately trained staff.

CLASSROOM SAFETY

All classrooms undergo a classroom check by members of staff every half term. Returns are collated by the Facilities Administrator, recorded and actions undertaken as required. The checklist contains key items to ensure the areas are safe spaces, e.g., electrical items, fire safety issues, windows with restrictors or bars, lighting levels, and furniture is in good condition etc.

It is however the responsibility of all staff to notify the Business Manager or Caretakers of any concerns or potential hazards arising at other times.

ART ROOM

The safe use and maintenance of equipment in the Art rooms is covered in the individual risk assessments the relevant teaching staff prepare each year. All staff who are responsible for pupils whilst using these rooms are expected to familiarise themselves with the appropriate safe working practices for those areas.

LONE WORKING PROCEDURES

St. Andrew's is mindful of its duty, as far as is practicable, to promote the safety of its employees. From time to time, staff may well find themselves working alone in the school, perhaps during holiday periods or well after the school has closed in the evening.

Staff are therefore encouraged to be familiar with the Trust Lone Working Policy exercise caution in the following circumstances:

- Always use the intercom voice system to speak to unknown people at the door
- NEVER give entry to those you do not know when working alone
- Carry your personal mobile 'phone with you at all times
- Ensure that personal friends and/or family members know of your whereabouts

IMPLEMENTATION

St. Andrew's recognises that our procedures and policy will be scrutinised in accordance with ISI requirements, by direct observation around the school (with vigilance in relation to portable appliance testing (PAT), access and safety in workshops and labs, storage of chemicals, electrical safety and hygiene), parent and pupil questionnaires, interviews with pupils and staff, and scrutiny of records and documentation.

DOCUMENTS

Non-statutory advice Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/279429/DfE_Health_and_Safety_Advice_06_02_14.pdf

Health and Safety at Work etc Act 1974
http://www.legislation.gov.uk/ukpga/1974/37/contents

Advice on Standards for School Premises
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/410294/Advice_on_standards_for_school_premises.pdf

HEALTH & SAFETY EXECUTIVE/HSE

Agency with statutory responsibility for Health and Safety
Telephone 0345 300 99 23

HSE Classroom Checklist
https://www.hse.gov.uk/risk/classroom-checklist.htm

HSE/ASBESTOS MANAGEMENT IN SCHOOLS
https://www.hse.gov.uk/education/asbestos.htm

HSE/EDUCATIONAL VISITS
https://www.hse.gov.uk/education/school-trips.htm

HSE/SLIPS & TRIPS
https://www.hse.gov.uk/slips/index.htm

PAT Testing Guidance
https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm

RIDDOR
https://www.hse.gov.uk/riddor/

Portable Appliance Testing (PAT)
https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm

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Miss N Coyle
Business Manager
St. Andrew's School
Policy Date: 1st September 2026
Policy Review Date: September 2027

St. Andrews's School site details: -

FIRST AIDERS FOR THE WORKPLACE

K. Conway	(Main School)
N. Bourgerie	(Pre-School)
A. Connelly	(Support role)

FIRE WARDENS

Main School
A. Connelly
N. Coyle
D. Vivash
R. Valentino
F. Lakanu
A. Blackman
L. Murphy

Pre-School
N. Odie
P. Koi

HEALTH & SAFETY CO-ORDINATOR & SUPPORT
N. Coyle – Business Manager
H. Glazebrook – Facilities Administrator

A list of staff qualified in First Aid is kept by the Business Manager's Office