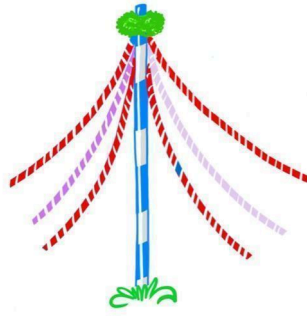


# Maypole School



## **SAFETY, HEALTH, ENVIRONMENT & FIRE POLICY (SHEF)**

**2025/26**

|                   |                     |              |
|-------------------|---------------------|--------------|
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## 1. Introduction

This Safety, Health, Environment and Fire (SHEF) Policy is to set out Maypole School's policy for protecting the health and safety of all who work at or for the School, and any others who may be affected by the work we do. The Policy also explains the health and safety responsibilities of key personnel, and outlines our health and safety procedures.

It is recognised that Maypole School:

- has a moral duty to take all reasonable steps to prevent people being harmed;
- has a legal duty imposed by the Health and Safety At Work Act (1974) and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, adequate information, instruction and training; and to take reasonable care of the health and safety of others;
- has a moral and legal duty to ensure that our pupils have the healthy and safe environment that they are entitled to.

The Principal has overall SHEF responsibility within Maypole School. The School is committed to taking all reasonable steps to maintain a healthy and safe place of work for employees, pupils, parents, contractors and members of the public, so that they and the environment (that may be affected by its work) are exposed to the lowest practicable level of risk. The aim is that the school will not merely meet the required regulatory and Ofsted standards; but that we will exceed these standards wherever practical.

This Policy applies to all Maypole employees, agency staff, visitors and contractors. The Policy must be shared with all new staff when they join, and the Headteacher/Contracts & Office Manager, are to ensure that all staff have been made aware of the aspects that may affect them.

Please note that the meaning of the terms "site" and "workplace" includes all activities undertaken within Maypole School, and also off-site activities such as vocational, educational, sporting and recreational visits, activities and events.

All staff should be aware of two key principles regarding this policy:

- Firstly, ignorance of the content of this policy is not a valid excuse for not complying with the policy.
- Secondly, the policy should be implemented using common sense, because although it is very comprehensive, it can never address every single eventuality that could occur.

The Policy and associated RAs will be reviewed annually, or earlier in the event of significant changes to regulations or to the way that we work.

## 2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1999, which require employers to make an assessment of the risks to the health and safety of their employees

- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out RAs, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) when responding to infection control issues, and Actions for schools during the coronavirus outbreak, which provides guidance on what schools need to do during the COVID-19 pandemic.

### **3. Policy Objectives & Organisation**

#### **Policy Objectives**

We aim to:

- Provide and maintain a safe and healthy environment throughout the school site, and safe means of entry and exit from it.
- Establish and maintain safe working procedures amongst staff, pupils, volunteers and all those on the school site; and integrate good health and safety management into management and decision-making processes.
- Provide safe use, handling and storage systems for the control of noise, toxic and corrosive substances, dust and vapours under the school's control.
- Formulate effective procedures for use in case of fire and other emergencies, and for evacuation the school premises.
- Lay down procedures in case of accidents and medical treatments.
- provide safe maintenance of equipment, and of systems of work.

#### **Health and safety management system**

The School will maintain a documented and consistently applied health and safety management system, that has clear roles and responsibilities, and clear procedures.

Where we do not have the necessary expertise in-house then we will, where necessary, seek specialist advice to determine the risks to health and safety in the establishment, and the precautions required to deal with them.

The system will be steered and monitored by a SHEF Committee.

#### **SHEF Committee**

The objectives of the SHEF committee are to:

- monitor self-audit and external audit data and the levels of residual risks, analyse accident / near miss reports, identify trends and recommend any further appropriate control measures;
- monitor the implementation of additional control measures to reduce risks, and of new working practices;
- coordinate the SHEF Management and Action Plans, to ensure that Maypole School complies with all SHEF regulations;
- and monitor new SHEF legislation which could impact on the School's operation, and develop new policies as required.

The Principal will chair the SHEF Committee, which will meet at least termly. The Committee will grow as the School increases in size, but will initially consist of:

- Adrienne Cherrywood (Principal, Chair)
- John Herring (Deputy Chair)
- Terry Price (Senior SHEF Advisor, Secretary)
- Kitty Clark (Executive Headteacher (referred to as Headteacher in the rest of this document))
- School Site Caretakers

The Secretary publishes and distributes a record of decisions, to all committee members on completion of each meeting.

The Committee is accountable to the Principal, who will direct responsibilities and tasks as required.

## **4. Arrangements to meet Policy Objectives**

The Principal's intent is that Maypole School will work in the following way.

### **Individual Employee Responsibilities**

All employees must be aware of their responsibility to preserve their own safety and that of the wider school community, and to protect the environment.

To enable this they must be aware of and comply with all relevant safety and environmental procedures and instructions. They must also be aware of and comply with the conclusions of any RAs that are relevant to the location, activity or pupils that they may be involved with.

As previously stated, ignorance of this policy will not be deemed to be an acceptable reason for failing to comply with this policy.

### **Compliance Checks and Inspections**

A pivotal element of this Policy is a system of regular and careful inspections and checks and inspections, working to detailed checklists, on a weekly and monthly basis. The results of these checks will be recorded in writing, and any defects or problems will be reported quickly and accurately. The Headteacher will be required to provide the SHEF Committee with regular confirmation and evidence that all SHEF policies and procedures are in place, and are being effectively implemented.

### **Familiarity with off-site safety rules**

Employees who are working off-site must be familiar with any local safety or environmental rules; and must observe them. They must also think and plan ahead, and act with commonsense to ensure that their and their pupils' activities do not put anyone at risk.

### **Hazard identification and RA**

It is essential that we have an effective system of identifying any significant workplace, fire and environmental hazards, and of subsequent RA; and the Headteacher must implement this as a priority. If it is felt that this cannot be done to acceptable standards, then the matter must be reported urgently to the Principal. The School's policy is that staff must be supported in any such case like this, and that identified risks will be quickly assessed, and mitigating actions implemented.

### **Quick reporting and investigation**

In the event of any Accidents, Incidents, or Near Misses, these are to be investigated quickly, to identify any immediate or underlying causes, with the aim of identifying lessons so that corrective action can be undertaken to prevent recurrence.

### **Emergency / Routine Procedures**

The required procedures covering emergencies, and the associated routine practice events, are included in this Policy. In the event of an emergency, all staff must understand and be familiar with the actions required of them. In the event that additional or temporary procedures are required (for example for Covid 19) then additional instructions will be issued as required.

### **Control of Visitors – the 4Cs**

All visitors or persons working on-site such as contractors, agency staff or pupils are to be made aware of any hazards that exist in the workplace areas. This includes any practices which may result in environmental damage. The 4Cs process (Co-ordinate, Co-operate, Communicate & Control) is to be applied for all visitors / contractors.

### **Building, Site and Equipment Safety**

The Principal is responsible for providing safe buildings and a safe site, with safe equipment. The Principal will provide adequate resources to enable effective implementation of the School's SHEF policy.

### **Consultation with employees**

The School will ensure that effective consultation takes place with all employees on health and safety matters, and that individuals are consulted, before allocating particular health and safety functions to them.

### **Direction, training and supervision**

The School will provide suitable and sufficient information, direction, training and supervision to all employees, to enable them to work safely and avoid any actions that may adversely affect the health or safety of themselves or others.

Leaders at all levels are required to commit to this Policy, and to actively promote and assist in the development of a positive health and safety culture.

### **Welfare support**

The School will provide a supportive and effective system of welfare support for both staff and pupils.



## **Monitoring SHEF performance, and Policy Review**

The School will regularly monitor health and safety performance, to ensure that risks are dealt with sensibly, responsibly and proportionately.

This Policy will be reviewed annually, or more frequently in the event of any significant regulatory development, or change in the way that we work.

## **5. Roles and Responsibilities**

Maypole School personnel with key responsibilities for SHEF matters are listed below:

### **The Principal**

The Principal has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Deputy Chair/Operations & Contracts Manager/Headteacher.

The Principal has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

As the employer, The Principal is also responsible for:

- chairing the SHEF committee;
- monitoring and assessing, on an ongoing basis, the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- Informing employees about risks and the measures in place to manage them;
- And ensuring that adequate health and safety training is provided, and that resources are allocated appropriately.

### **The Deputy Chair**

To deputise for the Chair when required, attend meetings and monitor SHEF procedures.

### **The Headteacher**

The Headteacher is responsible for the daily health and safety at all sites. This involves:

- Reporting to the Principal on health and safety matters, and on any SHEF requirements/deficiencies.
- Implementing the SHEF policy and plans.
- Ensuring that, in her absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all RAs are completed, and reviewed in the required timescale.
- Investigation of any accidents/near misses.
- Making all new staff available for a site SHEF induction.
- Providing adequate training for school staff, to meet the requirements of this policy.
- Ensuring appropriate evacuation procedures are in place, and that regular fire drills are held and routine checks are conducted.
- Welfare of all staff and pupils, including ensuring there are enough staff to safely supervise pupils.
- 1st Aid provision.

- Ensuring that the school building and premises are safe and regularly inspected, and that any defects are raised to the Principal.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Making any RIDDOR reports that may be necessary.

### **Senior SHEF Advisor**

The nominated Senior SHEF Advisor is Terry Price (Operations & Contracts Manager). His duties are to:

- act as Secretary to the School SHEF committee
- ensure that the School's Safety Management System (SMS) is maintained and appropriate strategies are developed to implement the Headteacher's policy, with a system for measuring and reviewing procedures put in place
- advise the Principal and Headteacher on any aspect of SHEF
- oversee, own and keep up to date the SHEF folders
- maintain oversight of SHEF policy and instructions
- organise any self-audits that may be required
- ensure that all new staff attend the required SHEF Induction during their first half term at Maypole, in accordance with the Training Policy
- support investigations of accidents/near misses
- support the SLT in the implementation of SHEF policy

### **Caretaker**

The School Caretakers duties are to:

- coordinate Fire RAs
- coordinate the work of contractors and check their RAs
- act as Asbestos Management Advisor
- act as Water Risk Assessor, for Legionella RA
- act as COSHH assessor and advisor
- Asbestos Management Advisor
- report all faults/defects for the School Office building
- Lead on Fire Safety for the School Office building
- Issue any Hot Work Permits that may be required

### **Pupils and Parents**

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **Contractors**

Contractors will agree health and safety practices with the Senior SHEF Advisor before starting work (or the Caretaker in the Operations & Senior SHEF Advisor absence). Before work begins, the contractor will provide evidence that they have completed an adequate RA of all their planned work; and they will be briefed on the Contractor Safety Guidance which is at Appendix 1.

## Site security

The Principal is ultimately responsible for site security. However this responsibility is delegated to the Headteacher during normal school hours.

Out of normal school hours, the responsibility is delegated to the designated security company for each site, which is responsible for the security of the school site out of school hours. They are responsible for visual inspections of the site, and for the intruder alarm system. The designated security company is the key holder and will respond to any emergencies.

## 6. Individual Staff Responsibilities

### Overview

The details below state the health and safety rules for all employees. Non-compliance with these rules will be a breach of the individual's employment contract, which could potentially result in disciplinary action, in accord with the Discipline Policy.

### Individual responsibilities

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. In addition, every member of staff must be aware of their legal duty to:

- Comply with this SHEF policy and co-operate with their superiors, or any other person, on health and safety matters.
- Take sensible and reasonable care of their own health and safety, and that of other people who might be affected by their work activities, or by their omissions.
- Work in accordance with training and instructions.
- Inform their superior and/or other appropriate person of any work situation that is, or is potentially, a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Inform their line manager of any defects, near misses or accidents, or any general shortcomings in protective measures.
- In the event of an unexpected event or situation that is not specifically covered by the provisions in this policy, Maypole employees are required to act sensibly and to follow the verbal instructions of leaders, and/or senior members of staff.
- Don't try don't try to use equipment, processes or hazardous substances that you haven't been trained on, unless there is a good reason why this is necessary.

### Potential liability for disciplinary action

In accordance with the Discipline Policy, an employee may potentially be liable for disciplinary action if he/she contravenes this SHEF policy in any of the following ways:

- **False statements/evidence.** Falsifying evidence or making a false statement, or deliberately interfering with evidence following a dangerous / potentially dangerous incident, or accident.
- **Harassment or bullying.** Any form of bullying or harassment of any person.

- **Physical/sexual misconduct.** Any form of physical or sexual misconduct towards either colleagues or those in our care.
- **Wilful damage/misuse.** Any form of deliberate damage to any equipment or object whose purpose is to do with welfare or health or safety at work.
- **Failure to report medical condition.** Any form of failure to report a medical condition which could potentially put your colleagues / pupils / others at risk
- **Drugs and alcohol.** Any form of misuse of alcohol or drugs, which may affect the health or safety of pupils or other staff or members of the school community.
- **Food safety and hygiene.** Any form of deliberate or serious contravention of food safety or food hygiene rules.
- **Unauthorised equipment operation/interference.** Any form of unauthorised use of equipment, or interference with fire alarms or other protective equipment.
- **Drugs and medicines.** Any form of unauthorised provision or disposal of drugs or medicines.
- **Removal of property.** Any form of unauthorised removal of school property, or property belonging to pupils, staff or others, which could potentially cause accident or injury.
- **Dangerous pranks.** Any form of potentially dangerous prank, which might cause an accident or injury.

These examples only refer to contraventions of the School's Health and Safety Policy. There are numerous other actions that are nothing to do with health and safety, which could also potentially lead to disciplinary action. These are described in the Discipline Policy; and detailed advice is also in the Staff Handbook.

## 7. Risk Assessment System

### What is a Risk Assessment?

A Risk Assessment (RA) is a careful examination of what, in your work, could cause harm to people and the environment, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

This is an important step in protecting staff, pupils, visitors, contractors, the environment and Maypole as a whole. It helps staff focus on the risks within their department and activities that they undertake. In many instances, straightforward measures can readily control risks; for example, ensuring staff have sufficient information when they are offsite, or cleaning up spillages quickly so people do not slip.

### Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- RAs are conducted and reviewed on a regular basis

A table of all the RAs schools are required to have in place can be found in Appendix 2 of this policy.

### Definitions

|                 |   |
|-----------------|---|
| Hazard          | Something with the potential to cause harm to people, such as chemicals or working at height  |
| Risk            | The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be   |
| RA              | A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm |
| Control measure | Action taken to prevent people being harmed   |

## Roles and responsibilities

- **The Headteacher.** The headteacher is responsible for ensuring that:
  - Assessments are conducted in all parts of the school, internally and externally, to identify potential hazards. For all significant hazards, a full RA must be completed, using the RA form at Appendix 3. In accordance with the Paperless policy, the completed signed form must be uploaded and saved in the RA Folder in the Admin folder on the Shared Drive. The original signed copy must be filed in the Headteacher's RA file.
  - All relevant staff are informed about risks and the measures in place to manage them, in advance of the activity concerned.
  - Employees selected to be risk assessors are to complete the necessary training.
  - Where a requirement for training has been identified, this is to be completed in a timely fashion, and recorded.
  - Staff must also be made aware of the concept of dynamic RA, and of the occasional need for this when an existing RA has been overtaken by events.
- **School staff.** School staff are responsible for:
  - Assisting with, and participating in, RA processes, as required
  - Familiarising themselves with RAs
  - Implementing control measures identified in RAs
  - Alerting the Headteacher to any risks they find which need assessing
- **Pupils and parents.** Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.
- **Contractors.** Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

## RA process

When assessing risks in the school, we will follow the process outlined below. We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a RA.

- **Step 1: Identify hazards.** We will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.
- **Step 2: Decide who may be harmed and how.** For each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.
- **Step 3: Evaluate the risks and decide on control measures (reviewing existing ones as well).** We will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.
- **Step 4: Record significant findings.** The findings from steps 1-3 will be written up and recorded in order to produce the RA. A RA template can be found in Appendix 3 of this policy.
- **Step 5: Review the assessment and update, as needed.** We will review our RA, as needed, and the following questions will be asked when doing so:
  - Have there been any significant changes?
  - Are there improvements that still need to be made?
  - Have staff or pupils spotted a problem?
  - Have we learnt anything from accidents or near misses?
- **Step 6: Retaining RAs.** RAs are retained for 3 years after the length of time they apply. RAs are securely disposed of.

## Monitoring arrangements

RAs are written as needed and reviewed by the Headteacher, in liaison with the SHEF Risk Assessor and / or HR and School Office Manager.

## Hazard Warning Notices

The Headteacher and Caretaker are to ensure that appropriate hazard warning notices (e.g. Hot Water, Slippery Floor, Asbestos, No Smoking and those identifying safety procedures required to operate any tools or machinery) are displayed. Advice is to be sought from the Health & Safety advisor if needed.

## Management of Challenging Behaviour

Many of our students may display challenging behaviour. We therefore ensure that all staff are trained in the PRICE system that enables safe intervention when that is necessary. Detailed guidance on this, and on our Behaviour Policy in general, can be found in these policies which are accessible via the School's website.

- [Behaviour Management Policy](#)
- [Physical Intervention Policy](#)

## 8. Medical Issues

### Administration of medication

No medication is to be administered to pupils without prior written permission from the parents/carers concerned; and **medications can only be administered by nominated staff.**

Any staff member who needs to take their own medication during the school day must inform their line manager at the start of the day. They must also ensure that any medication, including off-the-shelf products such as paracetamol/aspirin, are kept locked away in the staff room at all times.

### First Aid

The School's policy is that in addition to the mandatory annual First Aid e-learning training, all staff will do a one day First Aid course, biannually.

There will be at least two nominated First Aiders, whose names and telephone numbers will be prominently displayed on the statutory First Aid information notices which are to be posted in all places of work. These nominated people will also be trained as Mental Health First Aiders.

First aid boxes are provided in each school building, and will; be checked monthly to confirm they still have all required contents, and that everything is in date. The Caretaker will re-supply these boxes, as required.

### First Aid Book

The Headteacher will maintain a First Aid book, in which will be recorded all First Aid that has been administered, to both staff and students. This is checked as part of the monthly SHEF checklist.

### RIDDOR (Reporting of Injuries, Death and Dangerous Occurrence Regulations)

If a staff member has 7 days or more off work, due to a Disease, Accident or Injury, this must be reported to the HSE, in the form of a RIDDOR report. Further advice is available from the Principal.

Some of the more common diseases that must be notified using the RIDDOR system are:

- Meningitis.
- Mumps.
- Scarlet Fever.
- Tetanus.
- TB.
- Viral Hepatitis.
- Whooping cough.

### Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through RA.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. Some staff who are affected by stress may need close management and supervision, potentially including the rotation of staff to different classes/pupils, where necessary to manage the stress imposed on individuals.

Senior staff need to be aware of the warning signs for stress, and seek early advice from the Headteacher/Principal.

### **Alcohol, drugs and solvents**

Any member of staff who is under the influence of alcohol or illegal drugs while at work, or who brings alcohol or illegal drugs into the school, or who drinks alcohol or takes illegal drugs while at school may be subject to disciplinary action. In accordance with the Disciplinary Policy, this could result in immediate dismissal.

### **Emergency situations**

The Principal must be informed of any emergency situation where there is / has been danger or imminent danger, or where the Police, Ambulance, Fire Rescue have been called or involved; and an Incident report must be made.

### **Smoking**

Smoking is to be actively discouraged, at all times.

We know that some pupils will smoke, and we aim to help them to reduce and/or stop smoking. We do not allow them to smoke during the school day, and we deliver educational programmes that make them more aware of the dangers of continued smoking.

**There is a NO SMOKING Policy throughout Maypole School.**

## **9. Fire Safety**

### **Fire Prevention**

Fire can spread very fast indeed, and is one of the greatest threats to the School, and to life. The prevention of fire is therefore vital.

Maypole School is legally required to carry out a fire plan and RA and maintain fire log records of routine tests and maintenance.

### **Fire RA, Safety signs & Fire Alarms**

- The Fire RA of the premises will be reviewed regularly, and we will maintain fire log records of all routine tests and maintenance.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Emergency evacuations are practised at least once a term.
- The fire alarm is a loud continuous alarm.
- Fire alarm testing will take place once a week.



- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

### **In the event of a fire**

The alarm will be raised immediately by whoever discovers the fire, and the emergency services will be contacted. Evacuation procedures will also begin immediately.

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk. (The required fire training is mandatory for all new staff during their induction; and refresher training is mandatory for all staff, annually.)

Staff and pupils will congregate at the assembly point. Staff will remain with the pupils in their class, at all times.

- For the Sunbury site, the assembly point is in the middle of the rear garden.
- For the Leigham Court site, the assembly point is in the middle of the front garden.
- For the Melville Road site, the assembly point is at the back of the rear garden.

For all sites, once Staff are at the assembly points:

- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Head of School or Deputy Head of School (or the most senior member of staff present) will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of any people with mobility needs, and fire RAs will also pay particular attention to those with disabilities.

A fire safety checklist can be found at Appendix 4.

## **10. Other Risks / Actions Required**

### **Control of Substances Hazardous to Health (COSHH)**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

The Headteacher is to ensure that:

- Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- Staff using hazardous substances must be informed about the correct usage, storage, fire precautions and first aid for all substances they use. This is available from the COSHH Assessments and Safety Data Sheets, copies of which are to be held in the workplace.

- On any rooms or cupboards that contain harmful substances, the correct signs will be displayed.
- Only minimum amounts of any substance are to be brought into the workplace.
- Waste, and any left-over substances and materials are to be disposed of properly, in accordance with the correct manner as stated in the Safety Data Sheets.
- COSHH RAs are completed by the Caretaker, and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.
- Any hazardous products will be stored in secure locations that have been specifically approved by the Headteacher, to which pupils cannot gain access.

### **Gas safety**

Maypole School has a duty to ensure that any gas appliance or installation is maintained in a safe condition that will not cause any harm. Therefore:

- The installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- All gas pipework, appliances and flues will be regularly maintained.
- All rooms with gas appliances will be checked to ensure they have adequate ventilation.

### **Legionella**

Water RAs will be completed in accordance with the relevant regulations. The Caretaker will be responsible for ensuring that the identified operational controls are conducted and recorded in the School's water log book.

This RA will be reviewed annually or more frequently if required if significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by actions such as water temperature control, chemical disinfection, and regular cleaning of any irregularly used shower heads. For full details please see the Legionella RA, which is held by the HR & School Office Manager.

### **Asbestos**

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos that has been found on the school site. This is held by the Caretaker, who is the asbestos risk assessor.

The School's Asbestos RA will also be held by the Caretaker. This is to be updated annually.

### **Equipment**

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### **Electrical Policy**

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to the Headteacher immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary, a portable appliance test (PAT) will be carried out by a competent person.

All isolator switches are clearly marked to identify the area / appliances it relates to.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

### **Electrical testing regime**

Annual testing of all portable electrical equipment will be conducted by a suitably qualified contractor, in accordance with PAT Regulations. All electrical equipment that has been tested will be labelled to reflect this.

Fixed installations will be tested by an external contractor, every 5 years.

### **PE equipment**

Where appropriate, Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition or safety of the sports facilities that are used will be reported to the Headteacher.

### **Display Screen Equipment (DSE)**

The Display Screen Equipment (DSE) Regulations 1992 apply throughout the School where appropriate.

All staff who use computers daily as a significant part of their normal work will have a display screen equipment (DSE) assessment carried out, to ensure it complies with the DSE regulations and display this assessment by the workstation. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses will be provided if required specifically for DSE use).

### **Specialist equipment**

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Any oxygen cylinders (if any were to be needed for individual medical reasons) are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

### **Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning
- Working off-site, 1:1 with a pupil

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken then the lone worker will ensure they are medically fit to work alone, and a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. Irrespective of this, **no member of staff is allowed to stay at work on their own when everyone else has left the building**, unless this has been specifically agreed by the Headteacher or Principal.

### **Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The School's ladders are kept in a secure outbuilding, which cannot be accessed by pupils.
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons. Only contractors are allowed to access the roof of the main buildings.

### **Manual handling**

The Manual Handling Operations Regulations 1992, are to be applied where appropriate throughout the School. Manual handling operations should be avoided where possible by the use of mechanical aids and Safe Systems of Work. In accord with HSE guidance, assessments are to be carried out if the process cannot be changed. All staff receive training on Manual Handling when they initially join Maypole, normally by utilising e-learning, and then annually during an Inset day.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will (where appropriate) ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

### **Off-site visits**

When taking pupils off the school premises, we will ensure that:

- RAs will be completed where off-site visits and activities require them.
- All off-site visits will be appropriately staffed, and staff will always take a school mobile phone, information about the specific medical needs of pupils (where appropriate) and the parents/carers' contact details. More details are in the Off-site Visits policy.
- For residential visits, there will always be at least one first aider present, and one of the staff will carry a portable first aid kit. Please refer to the school's Off-site Visits Policy for further detail.

### **Lettings**

This policy applies to any lettings of any of the school sites or buildings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

### **Violence at work**

Maypole is a school for children with complex needs and particularly challenging behaviour, and some pupils will need to be restrained to keep them safe, or to keep others safe, or to prevent the destruction of property. Any such restraints will be conducted in accordance with the School's Behaviour and Physical Intervention Policies, to keep everyone safe.

Nevertheless, we believe that staff should not be in any danger at work.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from pupils, visitors, other staff and members of the public.

### **Contractors**

All contractors are required to produce suitable and sufficient RAs before they carry out any work at Maypole School. The RAs should be reviewed by a competent manager, and any concerns should be discussed between the contractor and Headteacher.

All contractors are to receive a SHEF brief from the Caretaker, or the Headteacher in his absence, prior to commencing work. They must sign to say that they have understood and will comply with the Guidance to Contractors at Appendix 1.

Details of RAs that may impact on the safety of contractors, or any other person, should be discussed before any work is started.

### **Consultation and Communication**

Health, safety and welfare information is provided to all our employees and the Policy and Procedures are brought to their attention. These are available in the SHEF folder on the Shared Drive.

The SHEF committee meets termly to discuss and review all SHEF arrangements, and the minutes of these meetings will be made available to all staff.

Health and Safety is to be a standing item on the agenda for the weekly SLT meetings.

## **11. Infection prevention and control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable. (Please see next section for Covid 19 Management)

### **Handwashing**

- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Wash hands with liquid soap and warm water, and dry with paper towels/automatic hand dryers.
- Cover all cuts and abrasions with waterproof dressings.

### **Coughing and sneezing**

- Always cover the mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

### **Personal Protective Equipment (PPE)**

- Where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing; dealing with first aid incidents) then disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons should be worn.
- Wear goggles if there is a risk of splashing to the face.
- Use the correct PPE when handling cleaning chemicals.
- Use PPE to control the spread of COVID-19 where required, or recommended by government guidance, in conjunction with a RA.

### **Cleaning of the environment**

- Clean the environment, including toys and equipment, frequently and thoroughly.

### **Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately, wearing personal protective equipment.

- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.
- In the event of smearing of faeces, the cleaning will be done by a commercial specialist cleaner, using their own PPE and cleaning products.

### **Laundry**

- Any children's soiled clothing should be bagged and sent home to be washed there. It should never be rinsed by hand. Wear personal protective clothing when handling soiled clothing.
- Any laundry that needs to be done will be done at a nearby launderette.
- No laundry should be done at the school site, unless authorised by the Principal.

### **Clinical waste**

- We will always segregate domestic and clinical waste, in accordance with local policy.
- Used nappies/pads, gloves, aprons and soiled dressings will be stored in correct clinical waste bags in foot-operated bins.
- Clinical waste will be removed by a registered waste contractor.
- All clinical waste bags will be removed when they are no more than two-thirds full, and stored in a dedicated, secure area while awaiting collection.

### **Animals**

- Hands will be washed before and after handling any animals.
- Veterinary advice on animal welfare and animal health issues will be sought, in the event of any plan for an animal on site, and on the suitability of the animal as a pet.
- Animals' living quarters will be kept clean, and away from food areas.
- Animal waste will be disposed of regularly, and any litter boxes will be kept away from pupils.
- Pupils will always be supervised when playing with animals.

## **12. COVID-19 & other Infectious Diseases**

### **Risk reduction measures**

We will ensure adequate risk reduction measures are in place to minimise the spread of COVID-19 and any other infectious diseases, in accordance with Government guidance and direction. This includes carrying out appropriate RAs, reviewing them regularly and monitoring whether measures in place are working effectively. Control measures will include steps to:

- Restrict non-essential activities where an infectious disease risk has been identified
- Where possible, replace risky activities with other suitable activities without introducing new hazards
- Design measures to control the risk of infectious disease in school, including administrative procedures to improve safety

### **Following national / local guidance on control measures**

We will follow local and national guidance on the use of control measures, below.

- Following good hygiene practices. We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).
- Implementing an appropriate cleaning regime. We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned daily.
- Keeping rooms well ventilated. We will identify rooms or areas with poor ventilation and where appropriate put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.
- Asymptomatic testing. We will encourage staff and pupils to follow government guidance on the use of lateral flow or other tests, and where appropriate to report results to NHS Test and Trace. When recommended by government guidance, we will ask parents and visitors to the school to test before they arrive.
- Face coverings. We will ask pupils, staff and visitors to wear suitable face coverings in communal areas, as / when government guidance requires.
- Other guidance. We will comply with any other future new direction or guidance that may be issued.

## **Vaccinations**

Staff continuity is an important enabler for success with children with severe SEMH, and unnecessary agency fees force up the fees we have to charge. The School's policy is therefore to minimise all avoidable staff sickness, and it is therefore recommended that staff are vaccinated for Covid 19 or any similar future vaccine that may be offered; and for Hepatitis B and Tetanus prior to commencement of duties. However it is recognised that every individual has the right to choose whether they wish to get such vaccines.

Getting these vaccinations is an individual responsibility. Vaccinations will not be arranged by the school, except where necessary to comply with Government direction.

## **Pupils vulnerable to other infectious diseases**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children may be particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

## **Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in Appendix 5.

In the event of any new epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

## **13. New and expectant mothers**

### **Risk Assessment**

RAs will be carried out whenever any employee or pupil notifies the school that they are pregnant.

### **Risk of involvement in physical restraints**



There would be a clear risk to pregnant staff if they were to continue working directly with students who may need physical restraint. To mitigate this, pregnant staff will not be employed in such roles, after the appropriate time. They will instead be assigned to other duties, such as support to the school office, where this is possible.

### **Other potential risks**

Appropriate measures will be put in place to control any risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal professional and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal professional and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS.

## **14. Accident reporting**

### **Accident record book for pupils**

An Accident Report form will be completed as soon as possible after the accident occurs, by the member of staff or first aider who deals with it. An accident form template can be found at Appendix 6.

As much detail as possible will be supplied when reporting an accident. Information about injuries will also be kept in the pupil's educational record.

Records held in the First Aid and Accident books will be retained by the school for a **minimum of 3 years**, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **Accident recording for Staff**

Staff must record all accidents, using the Staff Accident Form at Appendix 6, even if there has been no injury.

### **Reporting to the Health and Safety Executive**

The Principal will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Principal will report these to the Health and Safety Executive as soon as is reasonably practicable, and in any event within 10 days of the incident.

### **Reportable injuries, diseases or dangerous occurrences (RIDDOR)**

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - o Fractures, other than to fingers, thumbs and toes
  - o Amputations
  - o Any injury likely to lead to permanent loss of sight or reduction in sight

- o Any crush injury to the head or torso causing damage to the brain or internal organs
- o Serious burns (including scalding)
- o Any scalping requiring hospital treatment
- o Any loss of consciousness caused by head injury or asphyxia
- o Any other injury arising from working in an enclosed space, which leads to hypothermia or heat induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- o Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - o The collapse or failure of load-bearing parts of lifts and lifting equipment
  - o The accidental release of a biological agent likely to cause severe human illness
  - o The accidental release or escape of any substance that may cause a serious injury or damage to health
  - o An electrical short circuit or overload causing a fire or explosion

#### **How to make a RIDDOR report**

Information on how to make a RIDDOR report is available here: <http://www.hse.gov.uk/riddor/report.htm>

#### **Notifying parents/carers**

The Headteacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

#### **Reporting to child protection agencies**

The Headteacher will notify the relevant SEN Team in the event of any serious accident or injury to, or the death of a pupil while in the school's care.

#### **Reporting to Ofsted**

The Principal will notify Ofsted of any serious accident, illness or injury to, or death of a pupil in the while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## **15. SHEF Training**

Our staff are provided with mandatory health and safety training as part of their induction process; and all staff are then required to complete annual refresher training.

Competent employees at all levels can make a more effective contribution to health and safety, by actively participating in improving health and safety standards. Health & Safety training is a mandatory requirement.

This is to be achieved by all new staff conducting an e-learning induction package on arrival, which includes Health, Safety and Fire. Refresher training will be conducted annually for all staff, during Inset training.

Any new training requirements are constantly reviewed to ensure compliance with the regulations and to ensure we continue to develop our staff. A summary of the training that is required by this policy is at Appendix 9.

## **16. Monitoring Performance, Review & Audit**

The school will monitor its health and safety performance by conducting regular checks and inspections, with records maintained, Internal Self Audits, 3<sup>rd</sup> party Audits and reporting defects. The following paragraphs below outline Maypole School's inspection regime.

### **Weekly H&S check, by H&S building representatives**

To be conducted by the school H&S representative for each building, using the Checklist at Appendix 7. The H&S rep is to ensure all findings are entered onto the weekly inspection checklist and filed within the respective H&S folder on the Shard Drive. Any defects found are to be forwarded to the Headteacher for rectification, copy to the Caretaker.

### **Headteacher's/Senior SHEF Advisor's Monthly check**

The Headteacher/Senior SHEF Advisor is to complete the form at Appendix 8 and forward it to the Caretaker once complete, each month.

### **Health, Safety and Environment School Management 6 Monthly Inspection**

To be conducted jointly by the Senior SHEF Advisor/Headteacher and the Caretaker, with the Caretaker in attendance. All operational buildings are to be inspected in April and November each year.

On completion, all completed reports are to be forwarded to the Headteacher and Principal for comment and allocation of resources, if required from identified actions.

### **Principal's inspections**

The Principal can and will, at any time, inspect any part of the school to ensure H&S practices and culture are embedded in all that we undertake at the school. Individual senior leaders should also conduct periodic checks of their part of the premises to ensure all standards are being achieved and maintained.

## **17. Links to other policies**

This SHEF policy links to the following policies, which should be read in conjunction with this policy.

- o Safeguarding Children Policy
- o E-Safety Policy
- o First Aid Policy
- o Risk Assessment Policy
- o Remote Learning Policy
- o Physical Intervention Policy
- o Nurture Policy
- o Discipline Policy
- o Staff Handbook

- o Food Policy
- o Staff Training Policy
- o Animals in School Policy

## **Appendices**

Appendix 1: Contractor Safety Guidance

Appendix 2: Statutory RAs checklist

Appendix 3: RA Form and Risk Calculation System

Appendix 4: Fire Safety Checklist

Appendix 5: Recommended absence periods for preventing the spread of infection

Appendix 6: Accident Report Form

Appendix 7: Weekly Health & Safety checklist

Appendix 8: Monthly Headteacher's Inspection checklist

Appendix 9: Summary of Training required by this Policy

## **Appendix 1: Contractor safety guidance on-site at Maypole School**

We care about the safety and well-being of our staff, students and other visitors to our schools. We are committed to the highest standards of service. It is company policy to use only contractors whose safety performance has been evaluated and who have demonstrated that they are committed to the same high standards we aspire to. To help us make sure safety is given its full importance, we would ask you to observe a few rules whilst you are working at Maypole School.

No work should be carried out at the school unless it has been pre-planned with the Headteacher – normally through the HR & School Office Manager, and a formal record of exactly what is to be done is available for checking. Any changes to plans must be notified before work starts. A formal permit to work must be available for the following work

- Hot work.
- Work on automatic machinery.
- Confined space entry.
- Live electrical work.

Any specific hazards must be notified in advance to the Headteacher, so that the necessary precautions can be taken to protect our staff and students.

Maypole operates a no smoking policy in all its schools, so please help us to maintain this smoke free environment. Alcohol or illegal drugs will not be tolerated.

We maintain high standards, and would ask that all contractors turn up dressed appropriately and moderate their language and behaviour whilst on our premises.

For safety and security, it is essential that all contractors sign in & out of the premises. A member of staff will explain the fire precautions and emergency arrangements to all contractors relevant to that particular site.

### **Tools, equipment & materials**

Materials and other equipment, which needs to be stored during contract work, must not compromise the safety of our staff or students. Please do not obstruct any fire exit routes or areas that need to be accessed.

Please make sure that any disposal of waste materials is in accordance with environmental legal requirements.

### **Security**

No liability will be accepted by Maypole for any contractor's property that is damaged or missing. Please make sure all equipment and personal possessions are safe and secure at all times.

### **Emergencies**

Please make sure that all accidents, incidents and near misses are reported at once to a member of Maypole staff.

### **Checking in/out**

Please sign in and out on the visitor's signing-in sheet. Leave the area where the work has been carried out in a safe and tidy condition for our staff and students. Remove all equipment and dispose of any waste thoughtfully. Do not leave any waste materials for Maypole staff to dispose of.

**Hot work Permit.** The template below is to be used for any contractor work involving flame, welding and hot cutting. The HR & School Office Manager is responsible for issuing any Hot work permit to contractors prior to commencement of work.

**For all operations involving flame, welding and hot cutting.**

**This permit is valid only for the job described and the timescales provided.**

**Description of work**

|  |
|--|
|  |
|--|

**Location of Work**

| Building                           | Floor | Room              | Location |
|------------------------------------|-------|-------------------|----------|
|                                    |       |                   |          |
| Date required (max duration 1 day) |       | Valid From (time) | To       |

**Contact Details (method of Contact)**

|              |  |               |  |                  |  |
|--------------|--|---------------|--|------------------|--|
| Mobile Phone |  | School Office |  | Premises manager |  |
|--------------|--|---------------|--|------------------|--|

|                                 |  |                         |  |
|---------------------------------|--|-------------------------|--|
| <b>Potential Hazards</b>        | <input type="checkbox"/> Oxygen enrichment <input type="checkbox"/> Oxygen depletion <input type="checkbox"/> Toxic Gas <input type="checkbox"/> Explosive Gas<br><input type="checkbox"/> Bio Hazard <input type="checkbox"/> Poor lighting <input type="checkbox"/> Heat <input type="checkbox"/> Noise<br><input type="checkbox"/> Tripping/falling/striking objects<br><input type="checkbox"/> Other- provide details |                         |  |
| <b>Control Measures</b>         | <input type="checkbox"/> Hazard / equipment Isolated <input type="checkbox"/> Department staff informed<br><input type="checkbox"/> Protective equipment required - specify:   |                         |  |
| <b>Other Identified Hazards</b> |  | <b>Control Measures</b> |  |

**Mandatory Safety Requirements (See reverse for further guidance)**

**Actioned**

|  |  |
|--|--|
| All areas to be checked and combustibles removed or protected before commencement of work  |  |
| All areas to be screened, protected, roped off as necessary and warnings signs displayed   |  |
| All systems associated with the work to be isolated, inclusive of smoke alarms Assistant to standby with fire extinguisher suitable for task. (Competent in use) |  |
| Premises Manager notified  |  |
| Area to be checked/inspected for combustion <b>1 Hour</b> after completion of work   |  |

**Person entering work area**

|  |
|--|
|  |
|--|

|                    |      |      |
|--------------------|------|------|
| Permit issued by   | Date | Time |
| Permit Received by | Date |      |

**Permit cancellation (.)**

|      |      |      |
|------|------|------|
| Name | Date | Time |
|------|------|------|

## Appendix 2: RAs checklist

### Appendix 2: Statutory RAs Checklist

The following table lists the statutory RAs that all schools are required to have in place; plus some additional ones that are required for Maypole School.

| Statutory or mandatory RA           | ✓ | Completed by | Date of review |
|-------------------------------------|---|--------------|----------------|
| Workers under the age of 18         |   |              |                |
| Asbestos                            |   |              |                |
| Substances hazardous to health      |   |              |                |
| Display screen equipment            |   |              |                |
| Fire                                |   |              |                |
| First aid                           |   |              |                |
| Manual handling                     |   |              |                |
| Working at height                   |   |              |                |
| Children being drawn into terrorism |   |              |                |
| Swimming pools                      |   |              |                |
| COVID-19                            |   |              |                |
| Off-site activities                 |   |              |                |
| Individual pupil RAs                |   |              |                |
| Kitchen RA                          |   |              |                |
| Science room RA                     |   |              |                |
| Outdoor Play RA                     |   |              |                |
| Legionella                          |   |              |                |



|                        |  |  |  |
|------------------------|--|--|--|
| Driving Pupils         |  |  |  |
| Adventurous activities |  |  |  |

### Appendix 3: Health & Safety Risk Assessment Form, and Risk Calculation system

| <b>Hazard</b><br><br>Potential to cause harm | <b>The Risk</b><br><br>The risk of harm or injury to self, staff, pupils and others | <b>Risk Rating</b> before control measures<br><br>E / H / M / L | <b>Existing controls to reduce risk</b><br><br>E.g. procedures, equipment, training | <b>Residual Risk rating now</b><br><br>E / H / M / L | <b>Further Action required</b><br><br>Where risks are not adequately controlled | <b>Action</b><br><br>Who & when |
|--|---|---|---|--|---|---------------------------------|
|  |   |   |   |  |   |                                 |
|  |   |   |   |  |   |                                 |
|  |   |   |   |  |   |                                 |
|  |   |   |   |  |   |                                 |
|  |   |   |   |  |   |                                 |
|  |   |   |   |  |   |                                 |

### Maypole School Risk Calculation system

|  |  |                    |          |          |          |          |
|--|--|--------------------|----------|----------|----------|----------|
|  |  | <b>Consequence</b> |          |          |          |          |
|  |  | <b>1</b>           | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |

|            |   |        |        |        |         |         |
|------------|---|--------|--------|--------|---------|---------|
| Likelihood | 5 | Medium | High   | High   | Extreme | Extreme |
|            | 4 | Medium | Medium | High   | High    | Extreme |
|            | 3 | Low    | Medium | Medium | High    | High    |
|            | 2 | Low    | Low    | Medium | Medium  | High    |
|            | 1 | Low    | Low    | Low    | Medium  | Medium  |

#### Appendix 4: Fire safety checklist

| ISSUE TO CHECK  | YES/NO |
|---|--------|
| Are fire regulations prominently displayed?   |        |
| Is fire-fighting equipment, including fire blankets, in place?                        |        |
| Does fire-fighting equipment give details for the type of fire it should be used for? |        |
| Are fire exits clearly labelled?  |        |
| Are fire doors fitted with self-closing mechanisms?                                   |        |
| Are flammable materials stored away from open flames?                                 |        |
| Do all staff and pupils understand what to do in the event of a fire?                 |        |
| Can you easily hear the fire alarm from all areas?                                    |        |

## Appendix 5: Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.

In confirmed cases of COVID-19, we will follow the recommended self-isolation period based on government guidance.

| Infection or complaint          | Recommended period to be kept away from school or nursery  |
|---------------------------------|--|
| <b>Athlete's foot</b>           | None.  |
| <b>Campylobacter</b>            | Until 48 hours after symptoms have stopped.  |
| <b>Chicken pox (shingles)</b>   | Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.<br><br>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over. |
| <b>Cold sores</b>               | None.  |
| <b>Rubella (German measles)</b> | 5 days from the appearance of the rash.  |
| <b>Hand, foot and mouth</b>     | Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.  |
| <b>Impetigo</b>                 | Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.   |
| <b>Measles</b>                  | Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.   |
| <b>Ringworm</b>                 | Exclusion not needed once treatment has started.   |
| <b>Scabies</b>                  | The infected child or staff member should be excluded until after the first treatment has been carried out.  |
| <b>Scarlet fever</b>            | Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.   |

|  |  |
|--|--|
| <b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b> | None (not infectious by the time the rash has developed).  |
| <b>Bacillary Dysentery (Shigella)</b>                          | Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.   |
| <b>Diarrhoea and/or vomiting (Gastroenteritis)</b>             | <p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p> |
| <b>Cryptosporidiosis</b>                                       | Until 48 hours after symptoms have stopped.  |
| <b>E. coli (verocytotoxigenic or VTEC)</b>                     | The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.   |
| <b>Food poisoning</b>  | Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).  |
| <b>Salmonella</b>  | Until 48 hours after symptoms have stopped.  |
| <b>Typhoid and Paratyphoid fever</b>                           | Seek advice from environmental health officers or the local health protection team.  |
| <b>Flu (influenza)</b>   | Until fully recovered.   |
| <b>Tuberculosis (TB)</b>                                       | Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.   |
| <b>Whooping cough (pertussis)</b>                              | A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.  |
| <b>Conjunctivitis</b>  | None.  |

|   |  |
|---|--|
| <b>Giardia</b>  | Until 48 hours after symptoms have stopped.  |
| <b>Glandular fever</b>                                    | None (can return once they feel well).   |
| <b>Head lice</b>  | None.  |
| <b>Hepatitis A</b>  | Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.                                     |
| <b>Hepatitis B</b>  | Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required. |
| <b>Hepatitis C</b>  | None.  |
| <b>Meningococcal meningitis/ septicaemia</b>              | If the child has been treated and has recovered, they can return to school.  |
| <b>Meningitis</b>   | Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.   |
| <b>Meningitis viral</b>                                   | None.  |
| <b>MRSA (methicillin resistant Staphylococcus aureus)</b> | None.  |
| <b>Mumps</b>  | 5 days after onset of swelling (if well).  |
| <b>Threadworm</b>   | None.  |
| <b>Rotavirus</b>  | Until 48 hours after symptoms have subsided.   |

o

## Appendix 6: Accident Report Form

|   |  |                             |  |
|---|--|-----------------------------|--|
| <b>Name of injured person</b>   |  | <b>Role/class</b>           |  |
| <b>Date and time of incident</b>  |  | <b>Location of incident</b> |  |
| <b>Incident details</b>   |  |                             |  |
| Describe in detail what happened, how it happened and what injuries the person incurred   |  |                             |  |
| <b>Action taken</b>   |  |                             |  |
| Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards |  |                             |  |
| <b>Follow-up action required</b>  |  |                             |  |
| Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again          |  |                             |  |
| <b>Name of person attending the incident</b>  |  |                             |  |
| <b>Signature</b>  |  | <b>Date</b>                 |  |



## Appendix 7: Weekly Health and Safety Inspection Checklist (v4)

**Date of Check:**

|     | Item  | Defects / Problems | Action Taken | Initis |
|-----|---|--------------------|--------------|--------|
|     | <b>Inside the Building</b>  |                    |              |        |
| 1.  | Weekly Fire Alarm test completed, Fire Log Book updated and Monthly Emergency lighting checks entered in book?  |                    |              |        |
| 2.  | Smoke Detectors all look OK - no damage?  |                    |              |        |
| 3.  | Emergency Lights all look OK - no damage?   |                    |              |        |
| 4.  | Front door bell/access system working?  |                    |              |        |
| 5.  | Internal lights all working, no damage?   |                    |              |        |
| 6.  | No damage to Fire Extinguishers and in correct position (under their stickers).   |                    |              |        |
| 7.  | Electrical Fittings - no damage?  |                    |              |        |
| 8.  | All Daily Fridge Checks up to date?   |                    |              |        |
| 9.  | Water Log sheets up to date (with hot water between 37 & 46 Celsius and cold water less than 20 Celsius)?   |                    |              |        |
| 10. | Classrooms checked for any trip, slip or faulty equipment hazards?<br>Classrooms, staffroom & offices checked for any trip, slip or faulty equipment hazards? |                    |              |        |
| 11. | Staff room checked for any trip, slip or faulty equipment hazards?  |                    |              |        |
| 12. | Intruder Alarm/CCTV systems being used and serviceable?   |                    |              |        |
| 13. | Doors and windows all serviceable?  |                    |              |        |
| 14. | Corridors and stairs are free of trip & slip hazards and obstructions?  |                    |              |        |
| 15. | Electrical equipment - no visual or reported faults?  |                    |              |        |
| 16. | Any cleaning fluids or other COSHH substances stored in kitchens/toilets or elsewhere?  |                    |              |        |
| 17. | Any other items stored dangerously?   |                    |              |        |

|     |   |  |  |  |
|-----|---|--|--|--|
| 18. | First Aid Room - 1st aid box, bin & bed all serviceable.                            |  |  |  |
| 19. | All PPE (gloves, masks, bibs) in good condition?                                    |  |  |  |
| 20. | Visitors' Book/Entry System up to date and being used correctly?                    |  |  |  |
| 21. | Accident Book up to date and completed properly?                                    |  |  |  |
| 22. | Fire Action Plan & Floor Plan displayed by all Fire Alarm Call Points?              |  |  |  |
| 23. | Fire Exits clear from obstructions and functioning correctly?                       |  |  |  |
|     | <b>Outside Area</b>   |  |  |  |
| 24. | Entrances and car parks safe, with no trip hazards or uneven paving?                |  |  |  |
| 25. | Ladders secured?  |  |  |  |
| 26. | Garden areas – free from hazards, dangerous trees/roots or fallen sticks/ branches? |  |  |  |
| 27. | Roof/tiles all secure - visual inspection from ground level.                        |  |  |  |
| 28. | All 'out of bounds' areas secured?  |  |  |  |
| 29. | External lighting - all serviceable?  |  |  |  |
| 30. | <b>Any issues you feel should be reported?</b>                                      |  |  |  |
|     | <b>Tests/Drills</b>   |  |  |  |
| 31. | Date of last fire alarm/doors release test (weekly)                                 |  |  |  |
| 32. | Date of last Emergency Lighting test (monthly)                                      |  |  |  |
| 33. | Date of last Fire Drill (termly)  |  |  |  |
| 34. | Date of PAT Testing (annual)  |  |  |  |
| 35. | Date shower head last cleaned (monthly)   |  |  |  |
| 36. | Date of last hot & cold water flush (weekly)  |  |  |  |

**Signature:**

**Role:**

**Date:**

**Appendix 8: SHEF Advisor's Monthly Inspection Report (v4)**

Date of Inspection:

| Ser | Question  | Yes | No | N/A | Remarks |
|-----|---|-----|----|-----|---------|
|     | <b>Fire</b>   |     |    |     |         |
| 1.  | Are exits, escape routes and corridors clear?                     |     |    |     |         |
| 2.  | Fire extinguishers – all in date?                                 |     |    |     |         |
| 3.  | All fire doors kept closed?                                       |     |    |     |         |
| 4.  | Weekly Fire Alarm & Monthly Emergency Lighting Tests carried out? |     |    |     |         |
| 5.  | Is the Fire Log up-to-date?                                       |     |    |     |         |
| 6.  | <b>H&amp;S Information</b>  |     |    |     |         |
| 7.  | Noticeboard/Online folders up-to-date?                            |     |    |     |         |
|     | <b>Risk Assessments</b>   |     |    |     |         |
| 8.  | RAs available?  |     |    |     |         |
| 9.  | COSHH assessments?  |     |    |     |         |
| 10. | DSE assessments?  |     |    |     |         |
| 11. | Manual handling?  |     |    |     |         |
|     | <b>PPE</b>  |     |    |     |         |
| 12. | PPE stocks OK? (gloves, masks, bibs?)                             |     |    |     |         |
| 13. | If required, is it available?                                     |     |    |     |         |
| 14. | Properly stored?  |     |    |     |         |
| 15. | Serviced and in good condition?                                   |     |    |     |         |
|     | <b>Storage of Hazardous Substances</b>                            |     |    |     |         |
| 16. | Are substances clearly identified?                                |     |    |     |         |
| 17. | Stored separately and securely?                                   |     |    |     |         |

|     |  |  |  |  |  |
|-----|--|--|--|--|--|
|     | <b>Electrical Safety</b>   |  |  |  |  |
| 18. | Have all electrical items been PAT tested?                           |  |  |  |  |
| 19. | Are there extension leads being used?                                |  |  |  |  |
|     | <b>First Aid</b>   |  |  |  |  |
| 20. | Is Accident Book up to date and properly completed?                  |  |  |  |  |
| 21. | Any lessons/actions required from recent Accident/First Aid reports? |  |  |  |  |
| 22. | Are First Aid boxes in good condition and complete?                  |  |  |  |  |
| 23. | Contact details of First Aid trained personnel available?            |  |  |  |  |
| 24. | Eye wash stations - in date?   |  |  |  |  |
| 25. | Does the first aid room contain the First Aid kit and a bin?         |  |  |  |  |
|     | <b>Working Environment</b>   |  |  |  |  |
| 26. | Are all fridges having daily temperature checks conducted?           |  |  |  |  |
| 27. | Are the water temperature being recorded weekly?                     |  |  |  |  |
| 28. | Are ladders secured?   |  |  |  |  |
| 29. | Any unmarked slip or trip hazards?                                   |  |  |  |  |
| 30. | Are all drinking/hot water taps clearly marked?                      |  |  |  |  |
| 31. | Are monthly shower head checks recorded? Are shower heads clean?     |  |  |  |  |
| 32. | <b>Accident Reporting</b>  |  |  |  |  |
| 33. | Are the staff and pupil Accident Books up-to-date?                   |  |  |  |  |



### Appendix 9 – Summary of Training Required by this Policy

This Policy requires the following training to be conducted. (This does not include any training that may be required by individual RAs).

| What Training is Required  | For Whom  | By When  |
|--|---|--|
| Mandatory E-learning courses including Child Protection, Health & Safety, Fire Safety, Manual Handling, 1 <sup>st</sup> Aid, Radicalisation, Positive Behaviour support, Diversity & Inclusion and Unconscious Bias. | All Staff   | During Induction, and then annually                          |
| 1 <sup>st</sup> Aid (1 day)  | All Staff   | Every 2 years  |
| 1 <sup>st</sup> Aid (3 day)  | Minimum 2 staff per staff team                        | Every 3 years  |
| PRICE training   | All staff   | 1 day in induction, then annual practical refresher training |
| GDPR   | Principal & HR and School Office Manager              | Annually   |
| SCR  | Principal & HR and School Office Manager              | Annually   |
| Employment Law / HR Compliance   | Principal & HR and School Office Manager              | Annually   |
| Risk Assessor Course   | Admissions & Operations Manager                       | Every 3 years  |
| Asbestos Risk Advisor  | Caretaker   | Every 2 years  |
| RIDDOR reporting   | Principal, Headteacher & HR and School Office Manager | Every 2 years  |
| Water RA (for Legionella)  | Caretaker   | Every 2 years  |
| COSHH  | Caretaker   | Every 2 years  |