

Greenfields Community School

Health & Safety Policy



Based On Template	v.1 May 2026
Local Version Number / Publication Date	
Completed by:	Lou Maltby
Review Cycle	May 2028

School Health and Safety Policy Statement

Our statement of School policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health & safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health & safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health & safety performance and ensure continuous improvement in the management of health & safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

SIGNED:.....**DATE:**.....
(Head Teacher)

This policy has been brought to the attention of all employees and is kept readily available on the school's shared drive.

Responsibilities

Nottingham City Council Responsibilities

Responsibilities are detailed within the Corporate Health, Safety and Welfare policy statement, Safety Policy and Arrangements documents, Children's and Education Services policy and the NST Schools Departmental Health & Safety Responsibilities and Arrangements document.

Responsibilities of the Schools Health and Safety Team

The team are deemed to be the competent person for schools as required by the Management of Health and Safety Regulations 1999 (Regulation 7).

The team is responsible for:

- Being the first point of contact for schools on general health and safety matters;
- Health and Safety policies, generic risk assessments and guidance for schools;
- Monitoring health and safety compliance with safety legislation and school safety policies
- Assisting in the safety training of school employees;
- Undertake school inspections on an annual basis and share their formal report with the Head Teacher. The observations will be rated 1 to 4. Schools will be asked to confirm that all rated 1 observations have been resolved;
- Liaison with the Health and Safety Executive and Notts Fire and Rescue;
- Maintaining work-related accident, illness and violence records and collating statistics regarding accidents and violent incidents;
- Analyse the incident database to provide support to schools.
- Work in partnership with other Nottingham City Council teams;
- Ensuring that any significant health and safety concern that has been brought to their attention is referred to others within the directorate at an appropriate managerial level for action;
- Attend the directorate and corporate Health and Safety meetings as management representation for the directorate;
- Provide a summary of school health and safety performance at a termly meeting with the Director of Education Services;
- Inform the Director of Education Services of any significant H&S concern that cannot be resolved and any significant incidents;
- Inform the Corporate Director for Children's and Education Services of any *Significant Incident* according to Directorate procedures via a briefing note;

Responsibilities of School Governing Bodies

Governing Bodies are responsible for:

- Taking reasonable steps to ensure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings;
- Receiving reports on staff training that enable them to carry out their responsibilities safely;
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required;
- Work in close partnership with the Headteacher and senior management team to support sensible health and safety management and to challenge as appropriate;
- Integration of good health and safety management into business decisions;
- Approving the school's health and safety policy and other policies that relate to health and safety;
- Carrying out and recording a formal health and safety inspection of all parts of the buildings and site on at least an annual basis;

- Ensuring that adequate health and safety resources are made available to meet health and safety requirements;
- Ensuring health and safety is a fixed agenda item on Governor meetings;
- Considering immediate reviews in the light of major shortcomings or events.

Duties of Headteachers

The Headteachers are responsible for:

- Demonstrating visible, active commitment to health and safety improvement;
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site;
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times;
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others;
- Consulting with employees, and safety representatives, on local health and safety issues;
- Ensuring effective means of communication with staff on health, safety and welfare issues;
- Ensuring that risk assessments are undertaken and reviewed annually or as necessary;
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities;
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe;
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary;
- Monitoring the standard of health and safety throughout the school;
- Ensuring that emergency procedures are in place;
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it;
- Authorise all Off-Site Visits;
- Contacting the Trust in the event that they are unable locally to remedy a structural, building or other matter which has either significant health and safety or business continuity implications.

Duties of Business Managers

Business Managers are the focal point for the school's health and safety management arrangements. Their school wide roles will include:

- Management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- Advising contractors of site specific risks and overseeing their activities on site;
- Ensuring staff and visitors are aware of the on-site procedures and the precautions to follow;
- Accident and incident reporting;
- Implementation, monitoring and review of training procedures;
- Preparation of reports and returns for the school leadership team.

Duties of Site Managers

The Site Manager's duties include:

- Keeping the building and site in good order and repair and free of waste / litter;
- Monitoring the maintenance of plant and equipment;
- Monitoring the provision and safe use of main services i.e. water, gas and electricity;
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.;
- Monitoring and maintaining effective security arrangements;
- Maintaining safe storage of chemicals, hazardous substances and equipment ;
- Ensuring that deliveries to school are made safely;
- Dealing with reported damage and defects;
- Monitoring the condition of known asbestos containing materials;
- Assisting the Head Teacher and Governors with the annual health and safety inspection;
- Undertaking duties as identified by the most recent legionella risk assessment.

Duties of All Employees

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action;
- Co-operate with school management on health and safety matters including compliance with Trust and school procedures;
- Not to interfere with anything provided to safeguard their health and safety;
- Report any health and safety concerns, e.g. hazards or defects etc. in line with local procedures;
- Ensuring that pupils are aware of the school's emergency procedures.

SCHOOL ARRANGEMENTS

	Minimum requirements
	Local arrangements
	Local responsible person
	Reference policies / documents

Accident Reporting and Investigation			
	Accidents and work-related ill health (e.g. stress) to employees are recorded and investigated using the online incident reporting system. Employee accidents (but not stress) that result in either over a seven-day absence (including weekends) or a specified injury are reported to the HSE by the school under RIDDOR requirements. Pupil accidents are recorded as follows: • Minor pupil accidents as a result of play are recorded locally. • Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the online incident reporting system. • Pupil accidents resulting in any injury that required outside medical attention or subsequent time off school should be reported on the online incident reporting system. • Pupil accidents where action needs to take place to avoid reoccurrence <i>and</i> they went directly to hospital for treatment (not as a precaution) are reported to the HSE by the school under RIDDOR requirements.		
	Describe type of recording system for minor pupil accidents and where it can be found. Minor Accidents / injuries are recorded in each class and bumped head forms where required are filled in and parent / carers spoken to by member of classroom staff at end of school day. All staff have completed Emergency First Aid Qualification.		
	<table> <tr> <td>Person responsible for managing accident reporting and investigations.</td><td>Head Teacher / School Business Manager</td></tr> </table>	Person responsible for managing accident reporting and investigations.	Head Teacher / School Business Manager
Person responsible for managing accident reporting and investigations.	Head Teacher / School Business Manager		
	• Accident report forms – Main School Office / On line reporting System • First Aid Policy – On server • Supporting Children with Medical Conditions Policy - On server		

Asbestos Management	
	All schools will have a Local Asbestos Management Plan (LAMP), register and monthly visual inspection sheet initially created for them by the Schools H&S Team. Schools are responsible for the update of all these documents and the annual review of the LAMP and register. Assistance is available from the Schools H&S Team. The condition of asbestos in the building should be monitored by the Site Manager on a monthly basis and recorded in the Asbestos logbook. Their manager will need to have reassurance that they are undertaking these checks. Asbestos awareness is included within the Head Teacher/Business Manager and Site Manager training package.
	Location of asbestos logbook: Main School Admin Office
	Responsibilities are detailed within the LAMP.
	• School LAMP – Main School Office for availability of all who are required to view • Asbestos information available within Fire Risk Assessment and related documents.

Breakfast and After School Clubs	
	All schools that run breakfast and afterschool clubs should have general risk assessments in place. In the event that the afterschool activities are commensurate to day to day school risk assessments then no further risk assessments are required. In the event that the activities introduce new significant risks then additional risk assessments will be required whoever is running the club (either in-house by the school or bought in by the provider).
	Describe clubs that are run and include whether they are in-house or from an external provider. School runs a daily Breakfast club and regular after school clubs for Music, sports and outdoor education on site.
Person responsible for coordinating the risk assessments:	Head Teacher
	• Parent/carer breakfast club / after school club agreement forms • Risk assessments • All service agreements, Risk assessments and related documents are held in Main school office for all External providers

Catering	
	Schools that employ catering staff directly are responsible for ensuring their risk assessments and training is in place. The school is responsible for the servicing and repair of catering equipment where it is the owner.
	Describe catering arrangements. NCC Catering – see Service agreement/contract held in Main Office
Person responsible for completing kitchen risk assessments:	NCC Catering Management
Person responsible for organising catering H&S training:	NCC Catering Management
Person responsible for kitchen food hygiene management:	NCC Catering Management

Claims	
	When a letter of claim involving personal injury is received, schools will pass this immediately to the NCC Insurance Team.
Person responsible for dealing with claims when they arrive:	School Business Manager (All documents in Main School Office)

Cleaning	
	Schools that employ cleaning staff directly are responsible for ensuring their risk assessments and training is in place.
	Describe cleaning arrangements. NCC Contract –see Service agreement/contract held in Main Office
Person responsible for completing cleaning risk assessments:	NCC Cleaning Services
Person responsible for organising cleaners' H&S training:	NCC Cleaning Services

Consultation with Employees	
	The Schools Health and Safety Team consult with the Trade Unions before issuing any new schools generic risk assessment templates, policies and guidance. Health and Safety is a standing item on the agenda of school staff meetings. Any school local procedure, policy or decision that may have a significant effect on colleagues' health and safety should be brought to the attention of staff so that their views can be heard before implementation. The school should consult with Trade Unions on local policies which have a health and safety element and that are not based on Schools H&S Team model versions.
	Describe arrangements for sharing and consulting of health and safety documents with employees. H&S Documents and information will be shared via email and at morning briefing or staff meetings as required. All risk assessments and policies are available on the server
Person/s responsible for sharing proposals with staff:	Head Teacher

Contractors	
	As part of the tendering process for any building work, directly arranged contractors should be chosen who can prove their competence in the specific trade. Contractors should be asked to complete and sign an induction/local site rule type form before they commence work.
	Describe arrangements for selection of contractors. Contractors are selected from the approved list or via contact with NCC or those that have worked for other schools with recommendation and trades required
Person responsible for commissioning contractors:	Consultation where required between - Head Teacher School Business Manager Site Manager – Contractors RA and Induction / Local
	Selection of Contractors form Risk assessments completed for all visits by Site Manager

Curriculum	
	Guidance on science and design and technology is provided through the Schools H&S Team subscription with the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS). The school subscribes on an annual basis directly with AfPE to access the online resource “Safe Practice in Physical Education, School Sport and Physical Activity”
Person responsible for arranging individual CLEAPSS registrations (Science Lead)	Elizabeth McDonnell
Person responsible for arranging AfPE subscription (e.g. PE Lead):	Heidi Hunt
	• Risk assessments for Indoor / Outdoor P.E activities completed as well as Adventurous Activities when required via Evolve Portal • Risk assessments for Science / Cooking / Food Tech / Nursery activities – On school server

Defect Reporting	
	The school has in place suitable arrangements for employees and visitors to report any maintenance or health and safety concerns.
	Describe the defect reporting arrangements: Site H&S / Defects Log Book located in the Main School Admin Office
Person responding to defects:	Site Manager

Display Screen Equipment	
	Risk assessments should be completed for all computer “users”. Assistance is available from the Schools H&S Team.
The following persons are identified as DSE users:	School Business Manager Admin Officers x 2 Other members of staff use or have access to laptops / iPad’s
Risk assessments are coordinated by:	School Business Manager
	• Risk assessments - Carried out by School Business Manager for office staff

Electrical Safety					
	All portable electrical appliances in school should be checked by a “competent” person at predetermined intervals (PAT testing). This may be undertaken in-house. New electrical items purchased will be PAT tested at the next test. Employees must not bring in their own electrical items that require plugging in unless they are already charged or use power cables that have already been PAT tested.				
	Frequency of PAT testing and whether undertaken by a contractor or in-house. - biennially				
	<table> <tr> <td>Person responsible for arranging the testing:</td><td>Site Manager</td></tr> <tr> <td>Person responsible for arranging any remedial action arising from the tests:</td><td>Site Manager</td></tr> </table>	Person responsible for arranging the testing:	Site Manager	Person responsible for arranging any remedial action arising from the tests:	Site Manager
Person responsible for arranging the testing:	Site Manager				
Person responsible for arranging any remedial action arising from the tests:	Site Manager				
	PAT testing inventory – 5 yr Electrical Test Documents and PAT Test Records available on school Server – See Site Manager				

Emergencies			
	Schools should have an emergency plan based on the template provided by the Schools H&S Team. This should be reviewed on an annual basis.		
	The emergency plan is located: On School server/Headteachers Office/ Site Managers Office/ all SLT		
	<table> <tr> <td>Person responsible for completing the emergency plan:</td><td>Head Teacher</td></tr> </table>	Person responsible for completing the emergency plan:	Head Teacher
Person responsible for completing the emergency plan:	Head Teacher		
	School Emergency Plan - Completed		

Fire Safety							
	Fire risk assessments should be undertaken persons who are competent. They may either be completed by the school with assistance of the Schools H&S Team or by an external consultant and reviewed on an annual basis internally. Schools can request fire logbooks from the Schools H&S Team.						
	Fire evacuation plans are located: In all areas where required						
	<table> <tr> <td>Person responsible for arranging fire risk assessment:</td><td>Site Manager</td></tr> <tr> <td>Person responsible for completing the actions resulting from the fire risk assessment:</td><td>Head Teacher / Site Manager</td></tr> <tr> <td>Person responsible for completing fire evacuation plans:</td><td>Head Teacher / Site Manager</td></tr> </table>	Person responsible for arranging fire risk assessment:	Site Manager	Person responsible for completing the actions resulting from the fire risk assessment:	Head Teacher / Site Manager	Person responsible for completing fire evacuation plans:	Head Teacher / Site Manager
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Person responsible for completing the actions resulting from the fire risk assessment:	Head Teacher / Site Manager						
Person responsible for completing fire evacuation plans:	Head Teacher / Site Manager						
	- School Fire Risk Assessment – Fire Log Book - School Fire Logbook – Main school Office - School Fire Evacuation Plans – Located in all areas as required						

Finger Guards					
	Finger guards should be fitted and maintained where necessary according to risk assessment.				
	<table> <tr> <td>Person responsible for completing the risk assessment:</td><td>Site Manager</td></tr> <tr> <td>Person responsible for periodically checking the finger guards:</td><td>Site Manager</td></tr> </table>	Person responsible for completing the risk assessment:	Site Manager	Person responsible for periodically checking the finger guards:	Site Manager
Person responsible for completing the risk assessment:	Site Manager				
Person responsible for periodically checking the finger guards:	Site Manager				
	Risk assessment – Carried out by Site Manager and available on school server				

First Aid					
	The school has suitable provision and procedures in place to provide timely first aid to employees and pupils. This may include first aid at work (FAW or EFAW) and paediatric first aid. Early years staff attend the two day paediatric first aid course only. The school has a defibrillator which should be subject to regular checks. A sign in the school entrance foyer should indicate the location of the defibrillator if it is not located there.				
	Describe local first aider provision: All Staff have Emergency First Aider at Work Qualification. All EYFS staff have Paediatric First Aider Qualification Describe general locations of first aid boxes: Main School Office / Accessible toilet / EYFS Office The names of first aiders are displayed: In all areas across school. The defibrillator is located: Main School Office				
	<table> <tr> <td>The person responsible for co-ordinating first aid training including monitoring expiry dates:</td><td>School Business Manager</td></tr> <tr> <td>The person/s responsible for ensuring first aid box contents are in date and replenished:</td><td>School Business Manager</td></tr> </table>	The person responsible for co-ordinating first aid training including monitoring expiry dates:	School Business Manager	The person/s responsible for ensuring first aid box contents are in date and replenished:	School Business Manager
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The person/s responsible for ensuring first aid box contents are in date and replenished:	School Business Manager				
	First aid training records First Aid Policy				

Forest Schools			
	Schools should consider the benefits of each forest school activity before they commence. Forest Schools should be led by an appropriately trained and qualified person (Level 3 Forest School practitioner). Assistants should be appropriately trained, either through accredited training (Level 2 Forest School Assistant) or by the Forest School leader themselves.		
	Local details of the forest school. Forest School takes place on School site.		
	<table> <tr> <td>Forest School Leader:</td><td>Claire Simpson</td></tr> </table>	Forest School Leader:	Claire Simpson
Forest School Leader:	Claire Simpson		
	School Forest School Policy		

Hazardous Substances (COSHH)					
	Risk assessments should be carried out for the use of any hazardous substances used by school employees on site, i.e. chemicals bearing a hazard warning symbol. Contract cleaners are responsible for completing their own risk assessments and are responsible for ensuring control measures have been identified and are in place. All chemicals should be kept securely under lock and key to prevent unauthorised access.				
	Describe cleaning arrangements (Council/Contract/In-house), training undertaken and storage in school. Cleaning of school premisses is carried out by NCC Cleaning services who are responsible for training and COSHH with their cleaning staff All main cleaning chemicals are stored in the cleaners cupboard and site managers store which is away from all pupil accessible areas.				
	<table> <tr> <td>Person responsible for undertaking risk assessments, providing training:</td><td>NCC Cleaning Services for Contract Cleaners Site Manager – NCC training completed</td></tr> <tr> <td> - Risk assessments - Safety Data Sheets Safe method of work / Product user guide - Safe method of work / Product user guide </td><td>All documents kept in NCC Cleaning Services File in cleaners room and all containers have the manufacturer's labels attached with instruction for use etc.</td></tr> </table>	Person responsible for undertaking risk assessments, providing training:	NCC Cleaning Services for Contract Cleaners Site Manager – NCC training completed	- Risk assessments - Safety Data Sheets Safe method of work / Product user guide - Safe method of work / Product user guide	All documents kept in NCC Cleaning Services File in cleaners room and all containers have the manufacturer's labels attached with instruction for use etc.
Person responsible for undertaking risk assessments, providing training:	NCC Cleaning Services for Contract Cleaners Site Manager – NCC training completed				
- Risk assessments - Safety Data Sheets Safe method of work / Product user guide - Safe method of work / Product user guide	All documents kept in NCC Cleaning Services File in cleaners room and all containers have the manufacturer's labels attached with instruction for use etc.				

Health and Safety Advice	
	Competent advice is provided to NST Schools by the Schools H&S Team.

Infection Control	
	The school follows the UKHSA guidance " Health protection in children and young people settings, including education ". Posters are also available to share with parents/ carers.
	This guidance is displayed: EYFS Staff Room/ Main School Staff Room / Main School Office

Information			
	The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" will be displayed in school. The name of the H&S Governor, contact details for the Schools H&S Team and where to obtain details of the union safety representatives should be included		
	The Health and Safety Law poster is located: Main school staff room notice board		
	<table> <tr> <td>Person responsible for updating the details on the Health and Safety Law poster:</td><td>School Business Manager / Site Manager / Headteacher</td></tr> </table>	Person responsible for updating the details on the Health and Safety Law poster:	School Business Manager / Site Manager / Headteacher
Person responsible for updating the details on the Health and Safety Law poster:	School Business Manager / Site Manager / Headteacher		

Inspections	
	The Schools H&S team will undertake school inspections on an annual basis and share their formal report with the Head Teacher. The school organises formal local inspections as necessary to maintain a safe environment.
	Details of any other inspection schedules – Annual Health and Safety walk by Governors Records inspected termly by governors.
Person responsible for arranging any remedial action arising from the inspection:	HT / Site Manager

Legionella	
	Legionella risk assessments will be undertaken in all premises by a competent contractor and then reviewed on an annual basis by the school. A new risk assessment will be required in the case of any changes to the water system.
Person responsible for the flushing of unused outlets:	Site Manager
Person responsible for undertaking temperature checks of sentinel outlets:	GES Limited - Monthly
Person responsible for planning and undertaking the actions from the risk assessment:	Site Manager
Person responsible for reviewing the risk assessment on an annual basis:	Site Manager
	Legionella risk assessment and water management logbook. Located in the Site Managers Office

Lettings / Use Premises Out of Hours	
	Schools will complete conditions of hire contracts as necessary. Schools should acquire Temporary Event Notices as necessary.
	Details of letting agreements in place: Not Applicable - No lettings.

Lone Working			
	Potential lone working situations may include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods. Risk Assessments for lone working will be carried out and relevant employees, including peripatetic workers have been consulted and informed. Employees are instructed to avoid high risk activities whilst lone working e.g. working at height. Schools will have arrangements in place to ensure that site management staff do not attend to alarm call outs alone, e.g. with the use of a security company.		
	Details of local arrangements / procedures. Home visits carried out in pairs Alarm activation call out procedures in place. Site Manager visits site. Site Manager informs Headteacher before entering site and then again once inspection has taken place.		
	<table> <tr> <td>Person/s responsible for undertaking and reviewing lone working risk assessments:</td><td>Site Manager & Headteacher</td></tr> </table>	Person/s responsible for undertaking and reviewing lone working risk assessments:	Site Manager & Headteacher
Person/s responsible for undertaking and reviewing lone working risk assessments:	Site Manager & Headteacher		
	• Risk assessment • School lone working procedures		

Manual Handling			
	The safe manual handling of pupils in schools will only be carried out by employees who have received specific training provided by a “competent” provider”.		
	Pupil handling training is available via: NCC Oakfield School		
	<table> <tr> <td>The person responsible for co-ordinating manual handling training including monitoring expiry dates:</td><td>Sarah Simpson (SENDCO) & Headteacher</td></tr> </table>	The person responsible for co-ordinating manual handling training including monitoring expiry dates:	Sarah Simpson (SENDCO) & Headteacher
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	<table> <tr> <td>The following persons require training:</td><td>Care Assistants/ SENDCO</td></tr> </table>	The following persons require training:	Care Assistants/ SENDCO
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	<table> <tr> <td>Person responsible for undertaking and reviewing manual handling risk assessments:</td><td>Sarah Simpson (SENDCO)</td></tr> </table>	Person responsible for undertaking and reviewing manual handling risk assessments:	Sarah Simpson (SENDCO)
Person responsible for undertaking and reviewing manual handling risk assessments:	Sarah Simpson (SENDCO)		
	• Risk assessments – On server • Manual Handling Policy - On server		

New and Expectant mothers	
A risk assessment will be carried out as soon as the Head Teacher is made aware by the employee. This is a legal requirement. As part of that process, the assessment will be monitored and reviewed, taking into account possible risks that may occur at different stages of pregnancy.	
Person responsible for undertaking and reviewing the new and expectant mother risk assessment:	Headteacher
Risk assessment – On server and provided to individual.	

Off-Site Educational visits	
The school employs the services of a competent Educational Visits Adviser (or similar title) to provide advice, guidance and support for educational visits and training packages. EVOLVE is used for all off-site visits, residentials, overseas and adventurous visits. Schools should not undertake visits in the following categories without approval from the Adviser: - Outdoor and Adventurous Activities - Residential visits - Overseas visits Schools will appoint an Educational Visits Coordinator (EVC) and ensure they initially attend an appropriate training course and then revalidate at least every three years. The EVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed. Each school will have their own off-site/educational visits policy which should be updated as necessary and reviewed every 3 years.	
Name of off site visits advisor: Heidi Hunt (PE Lead) Location of off site visits policy: School server Describe arrangements: See Policy and Evolve platform	
Name of EVC:	Heidi Hunt
Educational visits policy	

Pop Up Pools	
The school does not hire the use of temporary swimming pools as they currently do not comply with Pool Water Treatment Advisory Group (PWTAG), specifically Technical Note 65 (TN65) or Health and Safety Executive (HSE) guidance, particularly HSG 179.	

Positive Handling / De-escalation	
	The school formally determine the need for trained staff dependent on the setting's risk. This is noted in the school's behaviour policy.
	Training in de-escalation and positive handling is available via... NCC Describe the job roles who receive training. Care Assistants/ Mentors and SENDCO
	The person responsible for co-ordinating training including monitoring expiry dates: Sarah Simpson (SENDCO)
	The following groups of persons are trained in positive handling and de-escalation: Care Assistants/ Mentors and SENDCO
	• Positive Relationships Policy • RPI Policy and Guidance

Play Equipment	
	The school employs a company registered on the Register of Play Inspectors International (RPII) – Outdoor Annual to undertake annual inspections of all fixed outdoor play equipment. The school is responsible for the cost of the inspection and any remedial work identified.
	Name of play inspection equipment company: Play Inspection Company
	Person arranging inspections: Site Manager / SBM
	Person responsible for arranging any remedial action arising from the inspection: Site Manager
	Person responsible for undertaking and reviewing the risk assessment: Headteacher / Site manager / SBM
	• Risk assessments

Premises Management			
	Schools are responsible for arranging and paying for the statutory testing required on site, determined by the equipment that they have. The school is responsible for undertaking any remedial action following any service in a timely manner. Currently through a schools forum funding agreement, NCC Building Services have been appointed to arrange a significant proportion of the statutory testing. Exceptions include tree inspections, play equipment inspections, fire extinguishers and intruder alarms, which schools must arrange. Records and certificates of statutory testing are held on the Concerto database.		
	Describe arrangement Intruder Alarm - Maintained and tested 6 Monthly – WEC Alarms (April 26) Fire Extinguishers - Maintained and inspected annually - Nottinghamshire Fire Safety Ltd (July 25) Tree Inspections - carried out every two years – Kent Services (September 24) Play Equipment Inspections - Carried out annually - The Play Inspection Company (June 25) PE Equipment inspections carried out annually - Sportsafe Ltd (November 25)		
	<table> <tr> <td>Person responsible for premises management:</td><td>Site Manager / School Business Manager</td></tr> </table>	Person responsible for premises management:	Site Manager / School Business Manager
Person responsible for premises management:	Site Manager / School Business Manager		
	• Concerto – Fire Alarm / Boiler Servicing / Pressure vessels / Automatic Gates • School – Intruder Alarm / Fire Extinguishers / Tree Inspections / Play Equipment Inspections / PE Equipment Inspections / PAT Testing		

Pupil Medical Conditions and Medicines			
	Schools should complete the risk assessment, and have a policy for managing pupils with medical conditions. A model policy is available.		
	The policy is available		
	<table> <tr> <td>The policy is completed by:</td><td>Head Teacher & SENDCO</td></tr> </table>	The policy is completed by:	Head Teacher & SENDCO
The policy is completed by:	Head Teacher & SENDCO		
	• School Supporting Children with Medical Conditions Policy – On School server • School Accessibility Plan – On School Server and Website		

Risk Assessments	
	Risk assessments should be completed by schools using the risk assessment checklist to determine which ones are applicable to their setting. They are completed with contributions and in consultation with employees.
The person responsible for maintaining the risk assessment register:	Head Teacher
	School Risk Assessment Register

Security Arrangements	
	Schools should complete the security risk assessment.
	The policy is available: On School server
The policy is completed by:	Headteacher
	School security risk assessment – On School Server

Stress (Work Related)	
	The school recognises the legal duty to protect workers from stress at work by doing a risk assessment and acting on it.
	Detail local arrangements including wellbeing programme/training. NCC Employee Wellbeing Service Occupational Health services Employee Assistance Program
Person responsible for controlling work-related stress issues and for carrying out a general risk assessment.	Head Teacher
	School Wellbeing Policy

Training (General H&S)	
	All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures. New, temporary and supply staff are given induction training on health and safety, including the arrangements for first aid, fire and evacuation. This is recorded. The following employees attend general health and safety training shortly after commencement and on a five yearly refresher basis after this. • Head Teachers • Business Managers • Site Management staff
Person/s responsible for completing staff / supply / students induction:	Site Manager / SBM / Head Teacher
Person responsible for co-ordinating general H&S training and monitoring expiry dates.	SBM
	• H&S Induction form

Vehicles	
	Employees that use their vehicle for business purposes should be authorised by school management and they should have appropriate vehicle business insurance in place. Further advice is available in “Schools Insurance Guide” document.
	Describe local arrangements – Not Applicable
Person responsible for checking insurance:	SBM
	• Insurance check records – if required.

Violence Reporting	
	All incidents of violence should be reported via the incident reporting system and investigated by school management.
Person responsible for managing violence reporting and investigations:	Headteacher
	• Violence report forms

Work Equipment	
	All work equipment will be suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place. A small powered tools risk assessment will be completed which covers lower risk work equipment by use of site management staff. If necessary, further risk assessments will be undertaken for the use of any higher risk work equipment and this may identify a training need. In the event that site management wish to use a chainsaw, a request for the risk assessment will be made from the Schools H&S Team. They will copy in the Head Teacher when responding. Chain saw use will only be permitted with authorisation from the Head Teacher with a completed risk assessment and necessary control measures in place.
	Describe the power tools on site and local arrangements. Makita HP457D Cordless Hammer Driver Drill Kept in dedicated drill case with charger and batteries located in site managers office Office locked when unattended Only used by Site Manager
Person responsible for undertaking risk assessments:	Site Manager
	• Tool instruction manuals. • Makita Battery Drill – In dedicated drill case

Working at Height	
	Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors. Risk assessments will be carried out where working at height is proposed. If as a result of these risk assessments specific access equipment is the most appropriate, a further risk assessment will be undertaken on the use of these. Kick stools and sets of small stepladders will be provided for teaching / office staff to access items stored at height and displays. Employees must not use chairs / desks / tables for this purpose. Larger stepladders will be for use of the Site Manager only and are locked away when not in use. Appropriate training will be provided in the use of access equipment. Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.
	Describe arrangements for working at height. What type of stepladders are teaching staff allowed to use. Are teaching staff restricted to put displays on boards only. Location of stepladders, ladders and kick stools. Ladders are locked away in the main school plant room 4 tread step ladder located in site managers office, office kept locked when unattended
Person responsible for checking access equipment:	Site Manager
	Ladder inspection log - Ladder tags are used and attached as appropriate