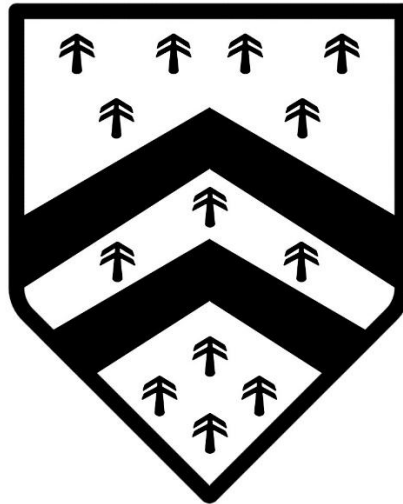


Bishop's Tachbrook CE Primary School

Health and Safety Policy



Our Vision Statement:

At Bishop's Tachbrook CE Primary School, whatever we do, we do with love, always staying true to our IDEALS:

We **inquire** about the wonderful world God has created to **discover** and develop the gifts God has given us. We **encourage** each other and build each other up to **achieve** our full potential. We stay true to what is right: **loving** our neighbour as ourselves. We walk out into the world **shining** as a light for other people, knowing that God gives us the strength to make all things possible and create a positive difference in our community.

Our Wellbeing Statement:

At Bishop's Tachbrook CE Primary School, we understand the importance of children's social and emotional development, including their mental health and wellbeing .

Children need to feel safe, valued, happy and well (physically and mentally) to be able to embrace their learning and achieve well. We aim to support children to develop an understanding of their own emotions and to learn ways they can respond to their feelings appropriately, whilst recognising their early warning signs and knowing when to ask for help.

Date created: **September 2025**

Review date: **September 2026**

Introduction

All schools' employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how Bishop's Tachbrook CE Primary School will manage occupational health and safety.

1. Statement of Intent

Bishop's Tachbrook CE Primary School recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare, and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff, and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is to prevent occupational accidents, incidents, and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable Bishop's Tachbrook CE Primary School to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees.
- Having an occupational health and safety management system which sets clear health and safety standards, roles, and responsibilities.
- Identifying significant risks to health, safety, and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks.
- Promoting the principles of sensible and proportionate risk management.
- Having a competent workforce through the provision of information, instruction, training, and supervision.
- Effectively communicating, consulting, and cooperating with employees on all relevant health and safety matters.
- Providing a safe and healthy place to work.
- Providing access to competent health and safety advice, guidance, and support.
- Requiring our contractors to cooperate with us.
- Ensuring resources are available to ensure the successful management and implementation of health, safety, and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees, and other partners. We will achieve this by:

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

Signed

Name: Mrs Cathryn Kilbey

Headteacher

Date: 09/2025

Signed

Name: Mr Dan White

Chair of Governors

Date: 09/2025

2. Organisation

This policy establishes our school's occupational health and safety management system. It describes how we will plan, organise, implement, monitor, review, and audit our health and safety practices. While legal compliance is the minimum standard Bishop's Tachbrook CE Primary School aims to meet, our health and safety management framework will seek to achieve higher standards and best practices wherever possible, ensuring continuous improvement. **2.1 Health & Safety Roles and Responsibilities**

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Governing Body and Headteacher with support from all staff.

2.2 Chair of Governors and Governing Body

The Chair of Governors and Governing Body has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Maintaining awareness and attention on significant health and safety issues.
- Ensuring the school has appointed competent individuals to provide health and safety assistance and advice for implementing measures that meet legal requirements. Personally respond to any legal notice received by the HSE or other enforcing body.
- Ensuring decisions comply with health and safety legislation and this policy. Promoting a positive health and safety culture.
- Ensuring that adequate resources are provided to effectively manage health and safety and comply with all relevant statutes.
- Ensuring health and safety matters are considered and accounted for when making organisational decisions.

The Governing Body will delegate much of the day-to-day health and safety monitoring, reviewing, and auditing of health and safety to the Headteacher.

2.3 Headteacher

The Headteacher has been appointed by the Governing Body as the **'Responsible Person'** for health and safety within the school.

The Headteacher is responsible for ensuring effective health and safety in the school. They must make sure all employees understand and are accountable for their health and safety duties. The Headteacher can delegate responsibilities to specific employees but must ensure those employees are competent and understand their duties. The Headteacher will still be accountable for those activities. If the Headteacher delegates operational responsibilities to senior management, they must ensure those individuals are competent and understand their duties. The Headteacher will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Ensure health and safety is adequately and properly considered by all employees within the school. Attend relevant health and safety management or leadership training as needed, and complete any required refresher training, when necessary.
- Present a report to the Governing Body on the health and safety performance of the school, which will include:
 - Accident statistics
 - Setting performance related targets and objectives
 - Measuring health and safety performance
 - Provision of an effective Health and Safety Committee process
 - Monitoring of Health and Safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training
- Monitor and address major risks in the school, ensuring they are thoroughly assessed, controlled, and managed through effective risk management. Ensure that health, safety, welfare, and wellbeing issues are fully considered and addressed when making decisions or planning new projects. Ensure that adequate health and safety communication channels exist within their area of control.
- Ensure that adequate resources are provided to maintain health, safety, and welfare, and manage these resources on a risk priority basis.
- Ensure that procedures *are in place* and effectively implemented to identify and provide the necessary information, instruction, training, and supervision for maintaining health and safety
- Ensure procedures are established for reporting and recording accidents, incidents, and near misses, and that investigations are conducted and appropriate actions are taken to prevent recurrence within the required timeframes. Review and monitor accidents and incident statistics to identify trends and high-risk areas. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety, and wellbeing improvement;
- Ensure that senior managers and all employees (including agency staff) are made aware of, understand, and accept their individual health and safety responsibilities, and are adequately trained fulfil these duties.
- Collaborate with staff to monitor and review health and safety targets and priorities in line with the overall school objectives, and ensure that adequate resources are provided to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored, and reviewed at least annually.

- Ensure that the site services officer is consulted, along with employees' representatives, prior to changes in working practices.
- Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; as well as immediately notified of any involvement by the Health and Safety Executive (HSE). Additionally, if the Governing Body has assigned responsibility to the Headteacher, ensure that they respond promptly to any legal notices received from the HSE or other enforcing bodies.
- Ensure that formal health and safety workplace inspections and audits are undertaken, and appropriate action implemented.
- Ensure consultation takes place between managers from other employers, organisations, and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Management

All senior managers are responsible for supporting the Headteacher with managing health and safety in school.

In general, all senior management must:

- Comply with the school's health and safety policy and any relevant departmental policies if applicable;
- Ensure that risk assessments are undertaken and recorded for work activities, processes, and operations. Risk assessments must identify significant risks and establish controls that will eliminate the risk or reduce it to the lowest possible level through, sensible and proportionate risk management. Involve employees in this process and implement necessary controls in accordance with legislative and school policy requirements.
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place.
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress, and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment.
- Ensure arrangements are in place for the health and safety of agency workers (as the host employer) and for volunteers. This includes detailing the responsibilities of both the host employer and the agency.
- Ensure that relevant information, instruction, training, and supervision programmes are in place, maintained and monitored to help ensure all employees are competent.
- Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated as necessary and take appropriate action to prevent a recurrence.
- Monitor the activities of contractors and others in your area and raise any concerns with the appropriate person promptly. Support all employees, including safety representatives, in fulfilling their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.
- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document the safety of the work environment and identify necessary actions.
- Ensure that communication channels are in place to keep employees informed and updated on health and safety matters as needed.

- Facilitate cooperation and consultation between organisations and relevant employees' safety representatives, when sharing premises.
- Take appropriate action following external audits and inspections.
- Consult and seek competent advice where necessary.

2.5 Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy the term 'employees' includes work placement and experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, for example Head of Department, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care while at work to ensure that they do not endanger themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or relevant authorities (line manager, senior management) regarding health and safety duties. Follow all relevant arrangements, instructions, control measures, training, procedures (both written and verbal) to protect their own and other's health and safety. Additionally consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety, and welfare (such as safety equipment and/or protective clothing).
- Check that any equipment, plant, or substances used at work are in a safe condition before use. Familiarise themselves with all relevant processes, materials and substances and use them only as advised. Report any defects, loss, or damage to their manager via the defect reporting system.
- Immediately inform their manager of any work situation that might present a serious or imminent danger to themselves or others, or any other issues in the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Always behave appropriately in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising, or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and personal protective equipment that is provided.
- Report all work related accidents, incidents (including incidents of violence, diseases, and dangerous occurrence) and near misses.
- Be familiar with all relevant health and safety policies, procedures, risk assessments and other documentation, applicable to them and their work. Follow all provided induction, information, instruction, and training, whether verbal or written.
- Be aware of the first aid provision at their workplace.
- Understand the fire and emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Participate in health and safety training and development as required.
- Cooperate with health surveillance programmes and other control strategies to protect their health and wellbeing, as required.

- Lead by example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflect Bishop Tachbrook CE Primary School's Behaviour Policy and in particular are expected to:

- Take reasonable care for their own health and safety and that of their peers, teachers, support staff and any other person that may be at school.
- Follow all health and safety instructions given and cooperate with teaching and support staff.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety, and welfare.
- Report any health and safety concerns that they may have, to a teacher or other member of school staff

2.7 Shared site users

Where multiple employers share a workplace, each must cooperate with the others to ensure compliance with health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of site must agree to:

- Cooperate and collaborate with the school on health and safety matters.
- Provide information of any new or additional risks or procedures, relating to work activities, which may be new or unusual to those of the school.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards of the school, to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.
- Meet the insurance requirements stated by the school and its insurer.
- Familiarise themselves with the school's health and safety arrangements, and ensure they are communicated, to their employees and service users.

The school will ensure that, where not forming part of the shared site, users hire contract or lease:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Collaborate with shared site users on matters of health and safety.
- The school's health and safety arrangements are made available for dissemination.

3. Arrangements

The following arrangements have been adopted to ensure Bishop Tachbrook CE Primary School fulfils its responsibilities and provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site.

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
Accident and Incident Reporting	• All first aid incidents recorded in school office 'Accident book', including minor cuts and bruises – currently in separate logs within class bubbles. • Copies of major and more serious accidents, incidents or near-misses reported to WCC on-line accident/incident recording system as soon as possible, but no later than 72 hours following the accident/incident. • Those that fall under RIDDOR these are reported to WCC Corporate Health, Safety and Wellbeing Service. • Parents/Carers are informed by text (minor) or telephone (urgent) of accidents • The Head Teacher is responsible for investigating any accident or incident and take any actions required to prevent a recurrence • The Governing Body monitors accidents on a termly basis via the HT report to Gobs to identify any trends. The H&S Governor sees the accident book on their H&S walk with HT	• All staff • Mrs Kilbey - HT
Alternative Education Provision	• Bishop's Tachbrook CE Primary School will use the WCC guidance on the use of alternative education provision to ensure that where any child requires education in an alternative education site, that the provision is in an appropriate safe managed environment.	• Mrs Kilbey - HT

Asbestos and Water Hygiene Management	ASBESTOS • Bishop's Tachbrook CE Primary has adopted the WCC asbestos policy. • All contractors are to be informed of the location of asbestos and then sign the asbestos register. • All concerns to be reported immediately to Head Teacher/Deputy/Bursar/SSO WATER HYGIENE • BTSchool follow the WCC Legionnaires and water hygiene policy and procedures • Water hygiene Logbook kept in school office • Caretaker is responsible for monitoring WCC on site. The head teacher and caretaker will complete 'Site Responsible Person' training with WCC.	• Mrs Kilbey - HT • Mrs Pepin - DHT • Mrs Marks – Bursar • Mr Hanson - SSO • Mr Hanson - SSO • Mrs Kilbey - HT • Mr Hanson - SSO
Control Of Substances Hazardous to Health MANAGEMENT	• Bishop's Tachbrook CE Primary has completed the appropriate risk assessments for COSHH and emailed them to the COSHH officer at coshh@warwickshire.gov.uk • Bishop's Tachbrook CE Primary has adopted the WCC COSHH Policy • All COSHH purchases are by caretaker • All COSHH items stored away from sources of heat • For procedures following spillage or escape see the Building Emergency Evacuation Policy • Individuals requiring a PEEP will have been identified and shared with relevant staff	• Mrs Kilbey - HT • Mr Hanson - SSO • All staff

Working at height	• Caretaker will have received the formal 'Work at Height' training • Step ladders stored in caretaker cupboard and stock room (art) • All staff will carry out visual inspection pre use • Caretaker will carry out annual inspection of ladders and steps • Completed Risk assessments kept online • Staff using equipment or working at height to ensure appropriate footwear and clothing worn • Pupils are not allowed to use ladder or steps	• Mr Hanson - SSO • All staff
DSE (Display Screen Equipment)	• All staff classified as DSE users are trained in their safe use during their induction and refreshed every 3 years. • Checklist for DSE equipment, training guide and staff training questionnaires kept in HT Office • DSE Quick Guides displayed beside DSE regular users workstations. • Head Teacher will arrange for any problems related to DSE to be resolved	• Mr Hanson - SSO • All staff
Educational /Offsite visits and trips	• Refer to Offsite activities manual • Mrs Pepin - DHT is BT EVC • All trips need to be approved by Head Teacher before booking • All staff organising a trip must undertake a risk assessment and discuss this with Head Teacher. Completed risk assessments kept online	• Mrs Pepin - DHT • Mrs Kilbey - HT
Defect Reporting	• All staff are encouraged to report any minor defects at the weekly briefing meeting under H&S standing item. Any such defects to be noted by HT and on H&S Action Plan Excel Document • Any major hazards causing immediate risk of harm must be reported immediately to the Bursar or Head Teacher. • Caretaker will review book and report back to staff when defect is resolved • H&S Governor will view defect book on H&S inspection walks. • H&S Governor inspection walks at least annually with HT to visually identify using photos any defects and pass to caretaker (minor remedial actions) or Bursar (defects requiring contractor)	• Mr Hanson - SSO • All staff • Mrs Marks • Mrs Kilbey - HT • Mrs Pepin - DHT
	• All hardwired equipment checked by competent contractor (Property Resources) every 5 years.	

Electricity at work	• PAT Testing on portable appliances carried out as per WCC Policy and 240v plugs stickered accordingly. • Caretaker responsible for daily visual checks around school.	• Mr Hanson - SSO
Fire Safety including testing of alarms and evacuation procedures	• Fire alarms are tested weekly by caretaker (using a different call point) • Fire drill carried out each term by Head Teacher • Outcome of Fire Drill reported to Governors and SMT • Any necessary actions to improve safe evacuation shared with all staff at weekly briefings (minutes kept in staffroom) • Emergency Evacuation Procedures held in school office	• Mr Hanson - SSO • Mrs Kilbey - HT • Mrs Pepin - DHT
First Aid/Medical	• FIRST AID • 12 members of staff are First Aiders (mostly MMS and TA's) • First Aid kits are kept in School Office (and small kitchen) for easy playtime access • Ice packs are kept in freezer in small kitchen, ice pack sleeves in drawer. These are taken to playtime/ lunchtime in rucsacs for administering minor first aid for minor bumps asap. • MMS return playground accident report to Office at 1.30pm for texts to be sent for any minor head bumps. • The Office keep a record of texts sent on their PC and can check that texts have been received by parent/ carer phone. • If necessary, Office staff will call 999 • If parent/ carer not at school before ambulance arrives, member of SMT will accompany child to hospital. • MEDICAL • Medication is stored in school office or staffroom fridge (if appropriate) • A signed parent consent form is used • All staff are aware of Epi Pen and suitable training is provided by Compass. • Member of staff administering medicine to sign and document forms kept in Pupil file in classroom medical box at time of medication.	• Mrs Cook • Mrs Lankfer
Housekeeping, Cleaning and waste disposal	• During wet floor spot mopping or wet floor cleaning, a sign will be put up • Caretaker, cleaning staff or WCC kitchen staff • Caretaker will dispose of any sharp, glass or dangerous waste.	• Mr Hanson - SSO • Mr Thain

	• Caretaker responsible for stocktaking grit to be used for icy work and snow • Office staff to reorder grit from ESPO on caretaker's request when stock low.	• WCC Kitchen Staff • Mr Hanson – SSO • Mrs Cook
Information Sharing to all stakeholders	EMPLOYEES • All staff have been trained on and sign the H&S Policy • H&S is a regular weekly agenda item and rolling cycle for training • H&S Policy stored online and on school website • Staff sign safety, safeguarding documents (The Big 4) School bursar responsible for keeping this record PUPILS • Made aware through assemblies, road safety (JRSO info) and SEAL topic within PHSE and assemblies delivered by Deputy Head PARENTS/CARERS • Protocol for occasional (bad weather/emergency) closures shared regularly in newsletters each Autumn term. • Urgent info on unexpected closures VISITORS/ CONTRACTORS • Office staff responsible for asking all visitors to sign in, note safety info on signing in badge system, and inform them of any H&S issues/arrangements which may affect their visit, including any asbestos on site issues for contractors. GOVERNORS • Head Teacher will keep Gobs briefed in termly reports about H&S issues • (Vice Chair) will be the governor responsibility for H&S • H&S will be standing item for Resources GOvs Cttee agenda • H&S will be monitored through regular walkarounds at least annually, termly meetings and audits. TRADE UNIONS • Mrs Kilbey - HT will ensure TU H&S reps are informed of any H&S new information	• Mrs Kilbey - HT • Mrs Pepin - DHT • Mrs Marks • Mrs Pepin - DHT • Mrs Blowey • Mrs Wetherhill • Mrs Marks • Mr Gardner
Inspection and Testing of machinery	• Records of machinery (eg Boiler) that requires inspection or testing are kept by County.	• Mr Hanson - SSO • Mr Gardner

	PE Equipment, fire alarm and smoke detection , emergency lighting, fire extinguishers are checked annually, recorded in the Green file and online and confirmed by Caretaker, H&S manager (Head Teacher) and Finance Manager. These records are seen by H&S governor on annual walkabout	- Mrs Kilbey - HT - Mrs Marks
Lettings and shared premises use	- Head Teacher is responsible for checking H&S arrangements for lettings - A written copy of the lettings agreement is kept in the school office - There are restrictions on the use of equipment - For Fire & Emergency, school evacuation routes and assembly points and procedures are followed by hirer. - Site manager and Bursar responsible for checking Risk assessments - Hirers declare their own public liability insurance, school office to keep a copy.	- Mrs Kilbey - HT - Mr Hanson - SSO - Mrs Marks
Management of contractors	- Contractors have induction to safe working arrangements - Contractors must sign in at front office - Method statement and Risk assessment to be seen before work commences	Office staff
Manual Handling	- All staff have Manual handling CPD - Staff to develop their own Classroom Risk assessments as appropriate for any special activities - Staff using saws or glue guns as part of their classroom work also note this and date this in Art Stock room list. - Policy online	All staff
Outdoor play Equipment	- Inspected daily by caretaker - Inspected termly by contractor- records kept in Head Teacher's file	Mr Hanson - SSO
PE Equipment	- Annual Inspection , records kept in Head Teacher's file - All staff to carry out visual check pre use - BT School follows the Association for PE guidance	- All staff - Mrs Potter (PE)
Personal Safety and Lone working	- Personal safety training given to all staff on induction and refreshed every two years - Policy online - Safe working rules for staff working alone - Lone working is discouraged and limited to caretaker or Head Teacher as necessary. - Risk assessments for Lone working carried out and kept online	- Mrs Kilbey - HT - Mrs Pepin - DHT

		All staff
Risk Assessments and Workplace Inspections	- All completed risk assessments are checked by Mrs Kilbey and Mr Bench and stored online. Blanks and an exemplar are stored online - Teacher leading event/trip ensures that ALL staff and adults (eg TA's/ volunteers) must sign the Risk (p3) Assessment and a copy to be given to each adult PLUS a copy to stored online preferably ONE WEEK before event but always 24hrs before event - Staff are responsible for the risk assessment and daily H&S visual checks in their own classrooms. - H&S Governor is responsible with the Head Teacher for annual H&S - On H&S walks, HSE Classroom checklist may be used	- Mrs Kilbey – HT - Mr Bench – Curric lead - Mrs Pepin - DHT - Teacher responsible - All staff - Mr Gardner
Safety Glass/Glazing Risk assessment	Carried out by Property Services and stored on AtlasWeb	Mrs Marks
Stress and well being	- Policy for stress management kept online - Annual Performance management questionnaire and discussion attends to factors that may impact on well being - Any concerns about well-being of staff reported to Deputy Head or Head Teacher by any staff concerned. - Staff are reminded of this at regular briefings	- Mrs Kilbey - HT - Mrs Pepin - DHT
Swimming lessons	- Refer to off site activities manual - Takes place at Newbold Comyn Leisure Centre 2 adults at poolside plus lifeguard and swimming teacher - Pool is responsible for lifesaving and lifesaving equipment	- Newbold Comyn staff 1xTA, 1xTeacher
Training and Refresher Training in Health and Safety	- Mrs Kilbey - HT, Mrs Pepin - DHT and Mr Hanson - SSO are responsible for establishing minimum Health and Safety competencies for certain activities (eg: working at height, use of hazardous substances, use of Display Screen Equipment (DSE). - Mrs Kilbey - HT is responsible for all new staff briefings and induction - Induction checklists found online and completed checklists filed in staff files in HT Office.	- Mrs Kilbey - HT - Mrs Pepin - DHT - Mr Hanson - SSO

	• Mrs Kilbey - HT is responsible for establishing minimum Health and Safety competencies for certain roles (eg: Caretaker, cleaning staff, teacher responsible for Art/DT etc). • Training records are kept in Staff Files • Finance Manager is responsible for ensuring staff undertake refresher training.	• Mrs Dixon • Mrs Marks
Transporting children on trips	• Parents/ carers give consent (updated annually) for local trips (walking) • All staff who transport pupils have MOT, Full license and insurance for business. Parents/ carers give permission each time when staff transport their children	• All staff
Travel on daily bus to Warwick Gates at 3.15	• Pupils muster in Hall where names are checked on 'bus list' by bus chaperone – Member of Office Staff • Pupils exit the building via KS2 door entering bus parked directly outside school gates • Bus Driver checks every pupil has seatbelt on before bus departs and reports to Head or Deputy Head Teacher if ever pupil behaviour is a H&S issue. • List of 'bus pupils' kept in Office and maintained up to date by office staff	• Mrs Kilbey - HT • Mrs Pepin - DHT • Mrs Marks • Mrs Lankfer • Mrs Cooke
Tree Safety	• WCC Forestry are kept informed of any tree issues and undertake also a three yearly tree inspection	• WCC Forestry:
Work Experience	• Head or Deputy Head Teacher will carry out induction and risk assessment • Mrs Pepin - DHT will monitor and supervise whilst on site • Any H&S issues with trainees/student/ work experience to be reported by teachers to Head Teacher or Deputy Head Teacher.	• Mrs Kilbey - HT • Mrs Pepin - DHT • Mrs Pepin - DHT • All staff
Working at height	• Step ladders in caretaker cupboard and stock room (art) • All staff will carry out visual inspection pre use • Caretaker will carry out annual inspection of ladders and steps • Risk Assessments stored online • Staff using equipment or working at height to ensure appropriate footwear and clothing worn • Pupils are not allowed to use ladder or steps	• All staff • Mr Hanson - SSO