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Cyril Jackson School
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Health and Safety Policy

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0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
2022/2023 September	All Sections	Formatting
2022/2023 February	Monitoring Arrangements	Formatting
2022/2023 February	Appendices	Updates to legislation and guidance
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2024/2025 March	All Sections	Formatting
2025/2026 March	All Section	Formatting
2025/2026 March	Definitions	Updates to definitions
2025/2026 March	Legislation	Updates to legislation and guidance
2025/2026 March	Roles and Responsibilities	Updates to roles and responsibilities
2025/2026 March	Construction	Updates to construction and maintenance
2025/2026 March	Stress Management	Updates to stress management
2025/2026 March	Allergens	Updates to allergens
2025/2026 March	Asbestos	Updates to asbestos
2025/2026 March	Cleaning	Updates to cleaning
2025/2026 March	Minibus	Updates to minibus
2025/2026 March	School Trips	Updates to school trips
2025/2026 March	Near Miss	Updates to near miss
2025/2026 March	H&S Arrangements	Addition of health and safety arrangements
2025/2026 March	Gas Safety	Addition of gas safety
2025/2026 March	Water Hygiene	Addition of water hygiene / legionella
2025/2026 March	Contractors	Addition of contractor management
2025/2026 March	PUWER	Addition of PUWER
2025/2026 March	Occupational Health	Addition of occupation health
2025/2026 March	Violence and Aggression	Addition of violence and aggression

Contents

0. Document Control 3
1. Definitions 6
2. Scope of the Policy and Statement of Intent 6
3. Links to Legislation and Guidance Documents 6
4. Roles and Responsibilities 8
5. Health and Safety Arrangements 10
6. Training 12
7. First Aid 12
8. Contacting the Emergency Services 13
9. Accident Reporting and Investigation 13
10. Active Monitoring System 15
11. Risk Assessment 16
12. Slips and Trips 16
13. Fire Safety 17
14. Gas Safety 17
15. Water Hygiene / Legionella 18
16. Sharps 18
17. Evacuation, Invacuation, Lockdown and Bomb Threat Procedure 20
18. Visitors 20
19. Contractor Management 20
20. Construction and Maintenance 21
21. PUWER 22
22. Personal Protective Equipment 22
23. Employee Clothing 23
24. Work Related Hazards 24
25. Hazardous Materials 26
26. ASBESTOS Management 27
27. Cleaning 27
28. Infection Control 28
29. Allergens and Anaphylaxis 29
30. Medication 29
31. Smoking 29
32. Security and Theft 30
33. Severe Weather 30

34. Safe Use of School Minibus 30
35. School Trips and Visits 31
36. Violence and Aggression 32
37. Near Misses 32

1. Definitions

The "Trust" refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

The "school" refers to an individual academy within the Trust, as denoted by their Unique Reference Number. As such a "school" may span one or several phases of education to the individual academies within the Trust. Depending on the context the term "school" may refer to a singular academy or to all of the academies within the Trust but as separate entities.

"Schools" have a legal duty to work in partnership with families and to involve all those with parental responsibility in their child's education.

"Sharps" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

A "near miss" is an event not causing harm but has the potential to cause injury or ill health.

A "dangerous occurrence" includes any incident which results in requiring hospital treatment or further attention.

2. Scope of the Policy and Statement of Intent

At Cyril Jackson, we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

3. Links to Legislation and Guidance Documents

3.1. Relevant Internal Documents

This policy should be read in conjunction with the following policies and documents.

- First Aid Policy
- Risk Assessment Policy
- School Uniform Policy

- Invacuation, Lockdown and Evacuation Policy
- Personal Emergency Evacuation Plan (PEEP)
- Bomb Threat Policy
- Partial Lockdown Procedure
- Full Lockdown Procedure
- Visitor Policy
- Contractors Policy
- Manual Handling Risk Assessment
- Manual Handling Policy
- Working at Heights Policy
- Lone Worker Policy
- Staff Wellbeing Policy
- Display Screen Equipment (DSE) Policy
- COSHH Policy
- Asbestos Management Policy
- Infection Control Policy
- Allergen and Anaphylaxis Policy
- Whole-school Food Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Smoke-free Policy
- School Security Policy
- Data Protection Policy
- Adverse Weather Policy
- Minibus Policy
- Educational Visits and School Trips Policy
- Evacuation Procedure

3.2. Relevant External Documents

This policy has been developed with reference to the following legislation and guidance relating to health and safety in schools:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Gas Safety (Installation and Use) Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Construction (Design and Management) Regulations 2015
- Ionising Radiations Regulations 2017
- Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy also complies with guidance issued by the Department for Education (DfE) and the Health and Safety Executive (HSE), including:

- DfE (2017) Safe storage and disposal of hazardous materials and chemicals
- HSE (2023) Sensible health and safety management in schools
- UK Health Security Agency (2023) Health protection in children and young people settings, including education
- DfE (2022) Health and safety: responsibilities and duties for schools
- DfE (2022) First aid in schools, early years and colleges
- HSE (2025) Schools and education
- DfE (2025) Keeping Children Safe in Education

4. Roles and Responsibilities

4.1. The Trust / School Committee

The Trust / School Committee is responsible for:

- Ensuring whole-school familiarity with the requirements of relevant health and safety legislation and codes of practice.
- Establishing and monitoring a management structure for health and safety within the school.
- Ensuring that the school has a detailed and enforceable health and safety policy and that it is implemented effectively.
- Reviewing the effectiveness of the policy annually and ensuring any necessary changes are made.
- Identifying risks relating to possible accidents and injuries and ensuring reasonable measures are taken to prevent them.
- Ensuring the school provides safe means of entry and exit for all site users.
- Ensuring that equipment, grounds and systems of work are safe and suitable for use.
- Ensuring safe arrangements are in place for the handling, storage and transportation of articles and substances.
- Ensuring staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Ensuring appropriate protective equipment and clothing are provided where necessary, together with suitable instruction and guidance on their use.

4.2. Headteacher

The headteacher is responsible for:

- Having overall responsibility for the day-to-day development and implementation of safe working practices and conditions for staff, pupils and visitors.
- Setting the direction for effective health and safety management within the school.
- Implementing management systems and practices that ensure risks are managed sensibly, responsibly and proportionately.
- Reviewing this policy and its effectiveness annually.
- Taking all reasonably practicable steps to ensure the policy is implemented by managers, department leads and other staff.
- Designating a competent person responsible for ensuring the school meets its health and safety duties. The competent person is the statutory compliance manager.

4.3. Statutory Compliance Manager

The statutory compliance manager is responsible for:

- Supporting the development, implementation and review of this policy.
- Investigating accidents and incidents in order to understand causes and update risk assessments where required.
- Acting as the designated contact for health and safety matters with the Trust, local authority and the Health and Safety Executive where required.
- Providing advice and support to staff on health and safety matters.
- Identifying hazards and supporting the completion and review of risk assessments.

4.4. Managers & Department Heads

Managers and/or department are responsible for:

- Being familiar with the requirements of relevant health and safety legislation.
- Implementing and monitoring the school's health and safety policy within their areas of responsibility.
- Ensuring that health and safety responsibilities outlined within their job descriptions are fulfilled.
- Promoting good health and safety practice and ensuring staff, pupils and visitors comply with the school's health and safety procedures.

4.5. Staff

All members of staff are responsible for:

- Taking reasonable care of their own health and safety and that of others who may be affected by their actions.
- Cooperating with the employer on health and safety matters.
- Carrying out their work in accordance with training and instructions provided.
- Reporting any work situation that presents a serious or immediate danger so that appropriate action can be taken.
- Familiarising themselves with the health and safety policy and the aspects of their work that relate to health and safety.
- Avoiding any conduct that may put themselves or others at risk.
- Ensuring that health and safety procedures and expectations are followed within their working environment.
- Ensuring machinery and equipment are used safely and only for their intended purpose.
- Using the correct tools, equipment and protective clothing provided.
- Ensuring hazardous, toxic or flammable substances are used, stored and labelled correctly.
- Reporting any defects in equipment or facilities to the statutory compliance manager.
- Maintaining good standards of housekeeping and cleanliness.
- Suggesting improvements that may help reduce the risk of accidents, injuries or illness.
- Fulfilling their common law duty to act as a prudent parent when supervising pupils.

4.6. Pupils

Pupils at Cyril Jackson are responsible for:

- Taking reasonable care of their own health and safety and that of others.
- Following instructions given by staff, particularly in emergency situations.

- Observing the school's health and safety rules.
- Wearing clothing that meets safety and hygiene expectations where required.
- Not misusing or interfering with equipment provided for health and safety.

5. Health and Safety Arrangements

The school will consult with staff on matters relating to health and safety. Staff will be encouraged to raise concerns and suggestions relating to workplace safety. Where appropriate, health and safety matters will be discussed during staff meetings and relevant committees.

The school operates a structured system for managing health and safety and monitoring compliance across the premises.

The headteacher retains overall responsibility for health and safety; however, operational responsibility for coordinating compliance monitoring is delegated to the statutory compliance manager.

The premises team carry out routine site inspections to identify hazards, ensure that the school environment remains safe and confirm that control measures are functioning effectively.

Premises inspections and safety checks are undertaken at regular intervals, including:

- Daily premises checks.
- Weekly premises checks.
- Bi-weekly premises checks.
- Monthly premises checks.
- Termly premises checks.
- Bi-annual premises checks.
- Annual premises checks.

These inspections include the building, grounds, equipment and safety systems to ensure they remain safe and suitable for use.

In addition to routine inspections, the school ensures that statutory compliance checks are completed by competent contractors where required. These include, but are not limited to:

- Gas safety inspections.
- Electrical testing.
- Portable appliance testing (PAT).
- Water hygiene and legionella monitoring.
- Intruder alarm servicing.
- Fire alarm and firefighting equipment servicing.
- Ventilation system maintenance.
- Lightning conductor inspections.
- Lifts and hoists servicing.
- Display energy certificate monitoring.
- Inspection of PE, gym and playground equipment.
- Asbestos management monitoring.
- RAAC monitoring where applicable.

- Defibrillator checks.

All statutory compliance documentation, inspection records and servicing certificates are uploaded and maintained within the school's compliance management system Parago. Parago is also used to monitor statutory compliance deadlines and maintain records of completed inspections and servicing.

The statutory compliance manager reviews compliance records regularly to ensure that inspections and servicing are completed within the required timeframes.

Where defects or safety concerns are identified, appropriate remedial action will be arranged without delay.

Health and safety performance is monitored through:

- Accident and incident reporting.
- Near-miss reporting.
- Premises inspections.
- Compliance monitoring.
- Internal and external audits where required.

Findings from inspections, incidents and audits are used to inform risk assessments and support continuous improvement in the management of health and safety across the school.

In addition to routine premises checks and statutory compliance monitoring, the school will hold termly health and safety committee meetings to review health and safety performance and compliance.

The committee will include relevant members of the leadership and premises teams and will review:

- Accidents, incidents and near misses.
- Findings from premises inspections and compliance checks.
- Health and safety concerns raised by staff.
- Updates to legislation or guidance.
- Progress against previously identified actions.

As part of this process, the school will conduct a termly health and safety walk of the premises. This inspection will review the condition of the building, equipment and working environment in order to identify hazards or areas requiring improvement.

Any issues identified during inspections or committee meetings will be recorded and remedial actions will be assigned to appropriate staff members. Progress against these actions will be monitored and reviewed at subsequent meetings to ensure they have been resolved.

Where significant risks are identified, appropriate action will be taken promptly to reduce or remove the risk.

Outcomes from health and safety meetings may be reported to the governing body where appropriate.

6. Training

The school will ensure that staff are provided with the health and safety training they need for their job.

This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.

Having responsibility for the storage and accountability for potentially hazardous materials.

7. First Aid

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school.

When conducting a first aid needs assessment, the school will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

The school will teach Health Education to pupils, including basic first aid, such as dealing with common injuries.

The headteacher will ensure that there is an appropriate number of first aid trained staff members working within in each classroom.

Refer to First Aid Policy for list of First Aiders.

First aid boxes are located as follows:

- Class Middle Rooms.
- Medical Rooms.
- Halls.

- Nursery.
- NB Art Studio.
- Elm.
- SB UST House.

8. Contacting the Emergency Services

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, via phone.

Where an ambulance is called for a pupil, office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – main playgrounds at each site. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

9. Accident Reporting and Investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the statutory compliance manager using the standard Accident Report Form.

The statutory compliance manager will be responsible for informing the headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

The school will always record and report work-related injuries to staff members or pupils.

9.1. Reporting Significant Accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury.
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident.)
- Fractures, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.

- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five metres in height.
- When a dangerous substance being conveyed by road is involved in a fire or is released.
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents.
- Poisonings.
- Skin diseases including, but not limited to occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne.
- Lung diseases including, but not limited to occupational asthma, farmer's lung, asbestosis, or mesothelioma.
- Infections including, but not limited to leptospirosis, hepatitis, anthrax, legionellosis, or tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis, e.g. from work involving strong acids or alkalis.
- Hand-arm vibration syndrome.
- Occupational asthma, e.g. from wood dust and soldering using rosin flux.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.

- Any disease attributed to an occupational exposure to a biological agent.

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

9.2. Reporting Procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the statutory compliance manager, or a person appointed on their behalf, will file a report as soon as is reasonably possible.

The person will complete the relevant report on the LBTH website:
https://forms.towerhamlets.gov.uk/en/service/accident_and_incident_report
HSE website: http://www.hse.gov.uk/riddor/report.htm.

The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address.

Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

9.3. Reporting Hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the premises team as soon as possible, who will then inform the statutory compliance manager and headteacher as appropriate. Serious hazards will be reported directly to the headteacher.

All accidents, however minor, will be investigated by the statutory compliance manager and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The statutory compliance manager will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

10. Active Monitoring System

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.

- Monthly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Monthly reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

11. Risk Assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The statutory compliance manager will be consulted when risk assessments are being carried out.

Termly assessments of high-risks areas, such as the Art Studio, will be undertaken. Annual risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards.
- How people might be harmed by them.
- What the school has implemented to control the risk.

The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

12. Slips and Trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how.
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced.
- Record the findings.
- Review the assessment regularly and revise if necessary.

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items.
- Wearing unsuitable footwear.
- Poor lighting – particularly where there are uneven surfaces and level changes.
- Contamination.
- Obstructions, e.g. bags and trailing cables.

13. Fire Safety

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different "break glass" fire points around the school, and records will be maintained and held in the school office.

Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

14. Gas Safety

The school will ensure that gas installations and appliances are maintained in a safe condition in accordance with the Gas Safety (Installation and Use) Regulations 1998.

All gas appliances, pipework and associated equipment will be inspected and serviced annually by a suitably qualified Gas Safe registered engineer.

Records of gas safety inspections and servicing will be maintained by the school.

Where defects or faults are identified, appropriate remedial action will be taken without delay to ensure the safety of the school community.

Gas isolation points will be clearly identified and accessible where required.

Staff must report any suspected gas leaks or faults immediately so that appropriate action can be taken.

15. Water Hygiene / Legionella

The school recognises the risks associated with water systems and will take appropriate steps to manage and control the risk of legionella bacteria.

The school will manage water systems in accordance with guidance from the Health and Safety Executive and relevant legislation.

The school will ensure that:

- A suitable legionella risk assessment is carried out and reviewed regularly.
- Water systems are maintained and monitored in accordance with the risk assessment.
- Temperature checks, flushing regimes and other monitoring activities are undertaken where required.
- Records of monitoring and maintenance activities are maintained.

The premises team will support the implementation of the water hygiene control measures, and the statutory compliance manager will ensure that appropriate arrangements are in place for monitoring and compliance.

Where specialist monitoring or maintenance is required, this will be undertaken by a competent contractor.

16. Sharps

For the purposes of this policy, "sharps" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises.
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises.

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the School Security Policy.

16.1. Handling And Disposing of a Sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.

- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked "Danger: Contaminated Sharps" and "Destroy by Incineration".

They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Stall will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and premises team, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

16.2. Sharps Injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water.

- Wash the wound using water and soap.
- Avoid scrubbing the wound while washing.
- Avoid sucking the wound.
- Dry the wound and cover it with a waterproof dressing.
- Seek medical advice.

Injuries will be handled in line with the First Aid Policy.

17. Evacuation, Invacuation, Lockdown and Bomb Threat Procedure

The school will follow the procedures outlined in the Evacuation Policy and in PEEPs in the event of a crisis.

All staff fully understand and effectively implement the school's Bomb Threat Policy.

In the event of an emergency, the procedures outlined in the Bomb Threat Policy, Evacuation Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed.

All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

18. Visitors

The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

19. Contractor Management

The school will ensure that contractors working on site operate safely and do not pose a risk to staff, pupils or visitors.

All contractors are required to comply with the school's health and safety procedures and must follow the arrangements set out in the school's Site Management Policy.

The Site Management Policy outlines the procedures for managing contractors on site, including the provision of risk assessments and method statements (RAMS), site induction arrangements, safeguarding requirements, supervision of works, and the control of hazards.

Contractors must sign in on arrival and follow the school's visitor procedures at all times while on site.

The school will ensure that contractors are informed of relevant site hazards and that appropriate control measures are in place where works present a potential risk to the school community.

20. Construction and Maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor where required under the Construction (Design and Management) Regulations 2015.

The headteacher may appoint a competent person to oversee these duties on their behalf, such as the statutory compliance manager; however, the headteacher will retain overall responsibility and will approve key decisions through relevant project meetings.

The headteacher, or the appointed competent person, will liaise with the principal contractor to determine whether the scope of the project requires notification to the Health and Safety Executive (HSE).

The headteacher or the delegated competent person will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
    - What the school wants built or maintained
    - The site and existing structures
    - Information about hazards, such as asbestos
    - Timescales and budget for the build
    - How the school expects the project to be managed
    - CDM appointments of the principal contractor and/or principal designer
    - Welfare arrangements
    - Details of the nearest A&E department

- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, kept up to date by the statutory compliance manager, and is made available to anyone who needs to alter or maintain the building.

The headteacher will hold weekly/monthly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

21. PUWER

The school will ensure that all work equipment provided for use within the school is safe, suitable for its intended purpose and maintained in accordance with the Provision and Use of Work Equipment Regulations 1998.

All work equipment will be:

- Suitable for its intended use.
- Maintained in a safe condition and inspected where appropriate.
- Used only by staff who have received appropriate information, instruction or training.

Where equipment presents a particular risk, additional control measures will be implemented, including supervision and restricted access.

Defective or unsafe equipment must not be used. Any faults or concerns relating to equipment must be reported immediately to the premises team or statutory compliance manager so that appropriate action can be taken.

22. Personal Protective Equipment

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Pupils will report any loss or defects to their class teacher, who will report it to the premises team for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the statutory compliance manager to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.

Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school will cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The statutory compliance manager will keep a record of all expenses related to PPE and uniform for HR and finance purposes. In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not exempt. Using a P11D form, the school will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees.
- Lending clothes to employees.
- Cleaning or repairing clothing.

The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement. If the school follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC.
- Paying back the employee's actual costs

The school will always use PPE in line with UK Health Security Agency guidance.

23. Employee Clothing

If the school purchases clothing for employees, or lends it to them, the school will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.

If employees purchase clothing that is necessary to complete their role and the school reimburses them, the school will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, e.g. rubber gloves, and the school reimburses them, the school will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.

If employees pay to have clothing cleaned or repaired, the school will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The value of clothing for tax and reporting will depend on whether the school has given or lent clothing to employees. If clothing is given to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees.
- The initial cost of the clothing

If clothing is lent to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees.
- Any annual rental or hire charges the school pays for it.

24. Work Related Hazards

24.1. Manual Handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

In order to manage these risks, the school will implement and follow its Manual Handling Policy.

24.2. Working at Heights

Policy and procedures concerning employees working at heights will be addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

24.3. Lone Working

Policy and procedures concerning employees' lone working will be addressed in the Lone Worker Policy. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

24.4. Occupational Health

The school is committed to protecting and promoting the health and wellbeing of its staff.

Where necessary, staff may be referred to an occupational health provider for professional advice and support. Occupational health referrals may be made in circumstances including, but not limited to:

- Long-term sickness absence.
- Return to work following illness or injury.
- Concerns relating to an employee's fitness for work.
- Workplace adjustments required to support staff members.
- Health concerns identified through risk assessments.

Where appropriate, reasonable adjustments will be considered in order to support staff in returning to or remaining in work safely.

The school will also carry out specific risk assessments where required, including those relating to pregnancy, disability or other health conditions which may affect an employee's ability to carry out their role safely.

24.5. Stress Management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP or SAS nurse / GP service as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

24.6. Display Screen Equipment

Display screen assessments will be carried out by the Trust for teaching staff and administrative staff who regularly use laptops or desktops computers. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy.

24.7. Maintaining Equipment

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances.
- All fixed gymnasium equipment.
- Any workshop equipment, e.g. kiln.
- All fume cupboards.

It will be the responsibility of the statutory compliance manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Any portable electrical equipment will be visually inspected on a daily basis by the premises team and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

The school will make use of automated external defibrillator (AED) as part of its first aid equipment through the DfE's arrangements to buy, install and maintain an AED.

25. Hazardous Materials

The school will act in accordance with the school's COSHH Policy at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

The statutory compliance manager will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The premises team, in liaison with the statutory compliance manager, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the premises team on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.
All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the statutory compliance manager. The statutory compliance manager will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The premises team will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the premises team with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

26. ASBESTOS Management

In accordance with HSE guidance, an asbestos management survey was undertaken in May 2025 by RB ASBESTOS, which is a United Kingdom Accreditation Service accredited surveying organisation.

As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

Further details concerning the management of asbestos can be found in the Asbestos Management Plan.

27. Cleaning

The school will ensure that appropriate cleaning standards are maintained to provide a safe and hygienic environment for pupils, staff and visitors.

Contract cleaning services will be monitored by the premises team to ensure that the required standards are consistently met. Cleaning expectations and performance requirements will be set out clearly within the service level agreement held with the contracted cleaning provider. Particular attention will be given to high-risk hygiene areas such as toilets, kitchens and food preparation areas.

Monitoring of cleaning standards forms part of the premises team's daily premises checklist. During these checks, the premises team will review the condition and cleanliness of key areas of the school and identify any concerns that require immediate attention.

Where cleaning standards fall below the agreed expectations, the premises team will raise the issue with the cleaning contractor. Persistent or significant concerns must be escalated to the statutory compliance manager for further action and contract monitoring.

The premises team will also report any absences within the cleaning team that may affect service delivery to both the headteacher and the statutory compliance manager so that appropriate arrangements can be made.

In addition to daily monitoring, the statutory compliance manager will conduct monthly cleaning audits with the cleaning contractor to review standards, address any concerns and ensure the service continues to meet the requirements set out in the service level agreement.

Waste collection services will be monitored by the premises team to ensure that waste is removed safely and regularly. The school's waste management arrangements include general waste collection twice weekly in both the north building and south building, and hygiene waste collection on a weekly basis.

If waste collections do not take place in accordance with this schedule, the issue must be reported and escalated immediately to the statutory compliance manager so that appropriate action can be taken with the waste contractor.

Special consideration will be given to the safe disposal of hazardous materials, including laboratory materials and clinical waste, where applicable.

The headteacher is responsible for ensuring that the school premises are maintained at a safe and reasonable temperature for staff and pupils. The school will comply with the requirements set out in the Education (School Premises) Regulations 1999, which state that:

Areas where there is a below-normal level of physical activity due to ill health or physical disability (for example isolation rooms), excluding sleeping accommodation, should be maintained at a minimum temperature of 21°C.

Areas where there is a normal level of physical activity associated with teaching, private study or examinations should be maintained at a minimum temperature of 18°C.

28. Infection Control

The school will actively prevent the spread of infection through the following measures:

- Routine immunization.
- Maintaining high standards of personal hygiene and practice.
- Maintaining a clean environment.

The school will keep up to date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

All staff will be subject to a full occupational health check before starting employment at the school. The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.
Further information concerning the schools' policies and procedures addressing infection control can be found in the Infection Control Policy.

29. Allergens and Anaphylaxis

The school's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working.

The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy. headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.

The inclusion team will also work with any catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

30. Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take.

Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

31. Smoking

The school is a non-smoking premises, and no smoking will be permitted on the grounds. The school's Smoke-Free Policy will be read and understood by all staff. All staff, pupils, visitors and contractors will be made aware of the policy.

32. Security and Theft

Steps taken to reduce security risks will be addressed in the School Security Policy.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

33. Severe Weather

The school will act in accordance with the Adverse Weather Policy where the weather could pose a risk to individuals on school site.

The headteacher, in liaison with the Trust, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

34. Safe Use of School Minibus

The school's procedures relating to the safe operation and use of the minibus are set out in the Minibus Policy.

The statutory compliance manager is responsible for ensuring that the vehicle is properly maintained and roadworthy. This includes arranging routine servicing, annual maintenance checks, MOT testing, insurance and vehicle taxation.

Only authorised drivers may drive the school minibus. Drivers must:

- Hold a valid and appropriate driving licence for the category of vehicle being driven.
- Be approved by the school prior to driving the vehicle.
- Provide a copy of their driving licence to the school office for verification.
- Complete any required driver declaration forms and training where applicable.

Where a charge is made to passengers, the appropriate Section 19 permit will be displayed in the vehicle in accordance with relevant transport regulations.

The minibus must only carry the number of passengers for which it is designed. Each passenger must occupy an individual seat and wear a seatbelt at all times while the vehicle is in motion.

Drivers are responsible for ensuring the safe operation of the vehicle during use. Any traffic offences, penalties or fines incurred while driving the minibus will be the responsibility of the driver at the time the offence occurred.

The driver must record the starting and ending mileage for each journey and report any defects, faults or damage to the statutory compliance manager immediately upon return to the school. The vehicle must not be used if a defect is identified that may affect safety.

Where the minibus is used by an external organisation or group, they will be responsible for any internal damage caused during the period of use. The school will determine responsibility for the cost of repairs where necessary.

The following members of staff are authorised to drive the school minibus and have completed the required licence checks and training:

- Dom Wren
- Joshua Chivers

35. School Trips and Visits

The school recognises that educational visits and school trips provide valuable learning opportunities for pupils. All visits must be carefully planned and managed to ensure the health, safety and welfare of pupils, staff and volunteers.

Detailed procedures relating to educational visits, including residential visits and trips abroad, are set out in the school's Educational Visits and School Trips Policy.

All staff organising a trip must follow the school's Educational Visits procedures and complete the required planning documentation. This includes completing the Trip Procedure Flowchart and Checklist to ensure that all necessary steps have been undertaken prior to the visit.

Where appropriate, a pre-visit must be carried out by the trip leader to assess the venue and identify any potential hazards. A suitable and sufficient risk assessment, along with all relevant planning documentation, must be completed and approved by the Headteacher or the designated Educational Visits Coordinator (EVC) before the visit takes place.

Educational visits must also comply with the school's procedures for obtaining parental consent, confirming appropriate supervision ratios, and ensuring that all staff and volunteers understand their responsibilities for safeguarding and pupil welfare during the visit.

Trip leaders must ensure that the Trip Checklist is reviewed and confirmed as complete prior to departure, including final checks of supervision arrangements, emergency contact details, medical information and travel arrangements.

No educational visit may proceed unless all required documentation has been completed and formally approved.

36. Violence and Aggression

The school is committed to providing a safe working environment for all staff and will take all reasonably practicable steps to protect employees from violence, aggression, harassment or threatening behaviour.

Any incidents of violence or aggression towards staff will be taken seriously and managed in accordance with the school's Violence and Aggression Policy.

All incidents must be reported and recorded using the school's accident and incident reporting procedures so that appropriate action can be taken and risks reviewed where necessary.

Where risks relating to violence or aggression are identified, suitable control measures and risk assessments will be implemented to protect staff and the wider school community.

37. Near Misses

A near miss is an unplanned event that did not result in injury, illness or damage but had the potential to do so. Near misses must be reported so that appropriate action can be taken to prevent a future incident.

If staff members, pupils, contractors or visitors witness or are involved in a near miss, this must be reported as soon as possible to the Statutory compliance manager.

The statutory compliance manager will record the incident by completing an Accident/Incident Report (AIR) form and will inform the Headteacher where appropriate.

Where a near miss meets the definition of a dangerous occurrence, the school will report the incident to the Health and Safety Executive (HSE) in accordance with statutory reporting requirements.

All accidents and near misses, regardless of severity, will be recorded and investigated by the statutory compliance manager. The extent of the investigation will be proportionate to the seriousness of the incident.

Following an investigation, the relevant risk assessment will be reviewed and, where necessary, updated to reduce the likelihood of the incident occurring again.