

Corpus Christi Catholic Primary School

Part of the Edith Stein Catholic Academy Trust



HEALTH AND SAFETY POLICY

OUR MISSION STATEMENT

WE LIVE OUR LIVES LIKE JESUS

This means we will:

Support everyone on their journey of faith as they deepen their personal relationship with Christ and by recognising the love of God in their lives.

Promote everyone's well-being and nurture children to be confident, resilient and articulate with a self-belief that they can make a difference to their local community and wider world.

Encourage everyone to achieve their personal best, enjoy school and celebrate all achievements.

Celebrate our school's unique cultural diversity.

Reach out to Parents, the Parish and the wider community

Jesus is at the heart of all that we are and do together at Corpus Christi

Responsibility	Date
Member of Staff Responsible	Head teacher
Statutory/Non- Statutory	Statutory
Date Last Reviewed	Sept 2025
Date of Next Review	Sept 2026
Signed and dated:	

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Changes to this Policy

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Statement of Intent

It is our policy at Corpus Christi Catholic Primary School, to carry out our activities in such a way as to ensure, so far as is reasonably practicable, that the health, safety and welfare of our employees, pupils and all persons likely to be affected by our activities, including the general public, are protected. Where appropriate we will cooperate and coordinate with partnerships, contractors, sub-contractors, employers, Portsmouth City Council departments and the occupiers and owners of the premises and land, where we are commissioned to work, in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons;
- Maintain control of health and safety risks arising from our activities;
- Comply with statutory requirements as a minimum standard of safety;
- Consult with all staff on matters affecting their health, safety and welfare;
- Provide and maintain safe systems, equipment and machinery;
- Ensure safe handling, storage and use of substances;
- Provide appropriate information, instruction and supervision for everyone;
- Ensure staff are suitably trained and competent to do their work safely;
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health;
- Have robust procedures in place in case of emergencies;
- Assess risks, record significant findings and monitor safety arrangements;
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements;
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

ROLES AND RESPONSIBILITIES

Employer Responsibility – Edith Stein Catholic Academy Trust (ESCAT)

ESCAT has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

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

ESCAT also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training and resources are provided
- Periodically (at least termly) monitor and review health and safety arrangements

Local Governing Board

The school Governors have a responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of the school. Each governor has a clear role in supporting and holding the school to account.

Governors are responsible for overseeing the management of the school and will:

- Monitor compliance of policies
- Termly monitor and review local health and safety arrangements and report back to the Head teacher and board of Trustees.
- Work alongside the Trustees to provide guidance and support
- Provide oversight and be accountable to parents, Trustees, the local community and the local authority
- Ensure that health and safety has a high profile
- Consult and advise staff regarding health and safety requirements & arrangements
- Use professional business/industry experience to support, inform and constructively challenge decisions
- Promote the objectives of the Trust
- Attend relevant training sessions and Trust events

Assign a lead Health & Safety Governor who will actively monitor and promote health and safety across the school by raising matters with the Headteacher as necessary. Attend site termly and review health & safety management. They will complete the Governing Body Health & Safety Management Review Monitoring Form during the site walk with appropriate school staff and then upload it to Governor Hub along with a summary of findings. This feedback will also be emailed to the HT, Site Manager and Finance and Premise Manager for actioning.

Responsible Manager – Headteacher

The Headteacher is responsible for health and safety day-to-day, who will act to:

- Develop a safety culture throughout the school;
- Ensure the health and safety policy is implemented;
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively;
- Assess and control risk on the premises as part of everyday management;
- Ensure a safe and healthy environment and provide suitable welfare facilities;
- Make operational decisions regarding health and safety;
- Ensure periodic evacuation procedures, safety tours and inspections are carried out;
- Ensure significant hazards are assessed and risks are managed to prevent harm;
- Ensure staff are aware of their health and safety responsibilities;
- Periodically update governing bodies/partnerships as appropriate;
- Produce, monitor and periodically review all local safety policies and procedures

In the Headteacher's absence, the Site Manager assumes the above day-to-day health and safety responsibilities.

Staff (including volunteers)

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

All staff have a statutory obligation to cooperate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Read the Health and Safety Policy and make note of amendments when notified.
- Ensure all training that is assigned to them is completed and carried out as required.
- Look at all risk assessments within their school or that may be associated with their role.
- Ensuring their own work area remains safe at all times and make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
- Where any new process or operation are introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented.
- To ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to Health and Safety, and they will appropriately monitor those new staff.
- Not interfering with Health and Safety arrangements or misusing equipment provided.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Reporting safety concerns to the Headteacher or Senior Site Manager.
- Supporting the school/premises/organisation health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to the Headteacher/School Administrator and recording using the defect reporting procedure.
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others
- Will wear appropriate footwear that enables them to safely move quickly if necessary and also does not pose a risk to themselves or children. Therefore, no stiletto heels will be worn if staff are working with children and no flip flops or similar style shoes are permitted due to risk to the wearer and the children's safety. The school also recommends the staff do not wear open toe sandals, if they do, they do this at their own risk.
- Keeping the premises tidy and not obstructing fire exits or routes.

Health and Safety Co-ordinator (HSC) –Finance and Premises Manager

The Health and Safety Co-ordinator will manage and coordinate Health & Safety matters, systems and procedures. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the Head teacher as required under the guidance of the H&S consultant.

The HSC will support the staff with regards to Health & Safety at work. The HSC is expected to promote safety culture throughout the school and carry out Health & Safety duties appropriate to his/her role in accordance with current guidance and legislative requirements.

The HSC will support the Trust, Local Governing Board and Head teacher to fulfil their statutory responsibilities for keeping pupils, staff, Trustees and visitors safe by:

- Working closely with the Trust Health and Safety consultant to provide advice and guidance to staff and Trustees
- Coordinating the administration and implementation of Health and Safety policies and procedures
- Working with the Head teacher to ensure a consistent approach to Health and Safety across the Trust Schools.
- Facilitating training requirements and maintain records for the school

- The HSC is responsible for undertaking and monitoring a wide range of typical health and safety related duties within the school. These include but are not limited to:
- Maintain, review and improve the Trust Health and Safety Management operations
- To facilitate, assess, review, monitor and maintain good records for:
- Fire and emergency procedures
- Provision of Health and Safety information to staff, pupils, contractors and visitors
- Identification of hazards and risk management
- Management of the Health and Safety training plans across the Trust and its Schools including identifying and facilitating appropriate courses
- Welfare arrangements including First Aid provision
- All aspects of building and site safety arrangements (liaising with Trust Estates Manager)
- Risk assessment management and co-ordination of the schools' risk assessment records
- Management of First Aid provision across the Trust including ensuring training is up to date and recorded, equipment is checked.
- Coordinate the review of relevant policies and procedures to ensure appropriate and timely approvals
- Incident and accident reporting and investigation
- Near miss reporting
- To effectively manage the computerised diary, recording and reporting systems to ensure Health and Safety practices and performance are, and are seen to be, effective and efficient.
- Liaise with senior and nominated staff in the implementation and deployment of Health and Safety procedures.
- To manage and carry out regular scheduled and ad hoc inspections of school premises to monitor the effectiveness of hazard identification and risk management
- To schedule and prepare Health and Safety report as required
- Keeping up to date with any changes that may impact health and safety within the school and disseminating information at the appropriate level to Trustees and staff.
- Acting as the main point of contact for all matters relating to Health and Safety within the school
- Liaising as appropriate with the Health and Safety Governor
- As directed by Health and Safety Consultant providing advice and guidance to the Chair of the Local Governing Board and Senior Leaders in the event of an incident
- Ensure the school displays correct Health and Safety information both for staff, pupils, contractors and visitors.

Safety Committee

The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the responsible manager/headteacher. The safety committee is to periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The safety committee consists of The Headteacher, Site Manager, HSC and Governors will meet termly to discuss H+S matters

Fire Safety Co-ordinators – The Site Manager and Finance and Premise Manager

The Site Manager and Finance and Premise Manager are the fire safety co-ordinators who are the competent person for fire safety on the premises and acts on behalf of the responsible manager. They will attend Fire Risk Assessor Training and refresh this training every three years.

The fire safety co-ordinators are responsible for the local management and upkeep of the Fire Safety Manual. The Fire Safety Coordinators will ensure that the fire safety manual contents are reviewed, and actions taken are monitored. They will carry out the annual internal fire risk assessment on behalf of the Head teacher and arrange for the external fire risk assessment to be carried out every three years or as soon as reasonably possible where there is a possible change in fire safety risk, room use or refurbishment/construction which may affect fire safety.

The site manager completes the day-to-day fire safety related duties They will ensure that the monthly checks are carried out on the fire safety equipment and any concerns are dealt with promptly

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and or/RWSS as required.

Site Management – Site Manager

The site management member of staff is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. The competent person is to attend various training courses as appropriate and refresh this training as required on a course by course basis.

The competent person is responsible for

- The local management and completion of day-to-day premises matters and duties.
- Maintaining an oversight of the cleaning arrangements and cleaners
- Working within their level of competence and seek appropriate guidance and direction from the responsible manager and/or RWSS as required.

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The Site Manager is responsible for undertaking health and safety related duties (checks) on behalf of, and under the direction of the SSM.

These are detailed below:

- Local management of legionella
- Local management of COSHH
- Local management of firefighter equipment, emergency lighting and fire doors
- Local management of steps and ladders
- Local management of contractors in partnership with the Finance and Premise Manager
- Local management of site security in partnership with the Headteacher and school office
- Local management of site safety
- Local management of flammable liquids
- Carry out routine inspections and complete checklists on a regular systematic basis as instructed by the
- Co-ordinate the resolutions to the defects listed via the defect reporting procedure.
- Understanding of work at height principles. Management of hazards and control measures as per working at height risk assessments

Site Team including cleaners

The cleaning staff are employed by the school. They must adhere to the school's health and safety procedures and policy including safeguarding policies.

Cleaners are allocated a designated area of the school to clean each day. Any required equipment and cleaning supplies are provided and maintained by the school. The Site Manager manages the COSHH register and relevant risk assessments and provides the cleaning team with relevant information; it is important that the cleaning team read and follow the guidance provided. All risk assessments are signed off and approved by the H+S Co-Ordinator.

Health & Safety Staff Representative

The premises health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. The health and safety representative is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Safeguarding children - Designated Safeguarding Lead (DSL) and Deputy (DDSL)

The DSL is a person appointed to take lead responsibility for child protection issues in school. They are supported by the Head teacher. Arrangements regarding child protection are set out in the Child Protection Policy and Safeguarding policy

Please read Child Protection and Safeguarding Policy

Legionella Competent Person – – Site Manager

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager to provide the necessary competence to enable Legionella to be managed safely.

The competent person is to undertake Legionella Management Training and will refresh this training every three years and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with legislative requirements. The competent person will advise the responsible manager of any condition or situation relating to Legionella which may affect the safety of any premises users. The competent person is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or RWSS as required.

Asbestos Competent Person – Site Manager

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the responsible manager to provide the necessary competence to enable asbestos to be managed safely. The competent person is to undertake Asbestos Management Training and will refresh this training every 3 years and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. The competent person is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with relevant statutory guidance. The competent person will advise the responsible manager of any condition or situation relating to asbestos which may affect the safety of any premises users. The competent person is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or RWSS as required.

Accident Investigator

The on-site trained accident investigator is the Headteacher and Office Manager who will lead on all accident investigations in accordance with relevant statutory guidance.

Health & Safety Assistance & Advice

RW Safety Solutions is the competent source of safety guidance for the school/organisation as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school/organisation, then advice from RW Safety Solutions must be sought.

SENDCO - Inclusion Leader

The SENCo staff members will fulfil Health and Safety Admin duties and his/her responsibilities are as follows:

- Consult with teachers, parents and medical personnel attending to the child
- Work with the Head teacher, Teacher, TAS to prepare and review risk assessments specific to the child in question.
- Evidence discussions and meetings between staff, parents and medical personnel involved.
- Ensure resource of provision for disabled pupils forms part of a whole school commitment to narrowing the attainment gap between pupils with SEND those without.
- Organise short- and long-term interventions to deliver learning programmes and interventions developed on an individual needs basis. In addition, some home-school interventions may be appropriate.
- Maintain PEEPS for children who are in need of additional support

.First Aid & Medical Lead – Admissions and Admin Assistant

Under the direction of the Head teacher an on-site First Aid Leader with sufficient first aid training, will manage and coordinate the medical needs of the school. This includes:

- Complete the first aid & medical needs assessment and review annually, or sooner when required
- Ensure staff are adequately trained to minimum requirements as outlined in the first aid & medical needs assessment

- Delegating the first aid equipment checks to a designated member of staff and reviewing the check sheets termly.
- Responsible for meeting requirements as outlined in the First Aid Policy and for administration of medicines
- Ensure resources are available
- Ensure specific requirements for medical conditions are met and relevant staff are informed and kept up to date

Individual Health Care Plans are managed by the SENDCo with support from the First Aid Lead, Head teacher and individual pupils' teacher and parents/careers.

All Teachers & Staff

Teaching staff are responsible for the day-to-day local management of Health & Safety within their own classrooms, acting on behalf of the Head teacher. The H+S co-ordinator will ensure that staff are provided with adequate safety information. Staff will ensure that all activities are periodically risk assessed.

Their responsibilities include:

- Weekly checking of equipment to ensure it is safe
- Ensure safe use of equipment by adults and children
- Reminding children of safe behaviour in class and around the school
- Be vigilant when on playground and lunch duty and proactively support children behave in a safe manner, especially when playing outside
- To follow the schools Trip Policy when planning and risk assessing any internal or external trip, found on the school shared drive.
- Carryout risk assessment for all hazardous activities within the curriculum, such as using soil, tools, contact with pets, and any other activities that could cause an injury.
- Ensure compliance with overall school policies and procedures
- Raise reactive breakdowns and Health & Safety issues using the defect reporting system and completing near miss reports.
- New staff attend the new staff induction meeting and are briefed on Health & Safety processes within the workplace
- All risk assessments are to be completed using the Master Template (found in Health and Safety / Risk Assessments)
- Liaise with the responsible manager if any new process or operation is introduced in the area of their responsibility, so associated risks can be assessed and any necessary precautions can be implemented.
- Record any concerns re Health and Safety using the defect report system.
- Ensure volunteers in your work area are aware of safeguarding and evacuation routes.
- Turn off all electrical equipment when they leave their workspace / classroom at the end of their day, i.e. when they are leaving the site and sign out of school using the inventory system.
- Keep classrooms, stock cupboard, PE stores and corridors clear, tidy and safe.

Educational Visit Co-ordinator – Assistant Headteacher

The Education Visits Coordinator works with their colleagues to help them access and manage risks regarding off-site activities. They must support and oversee planning so that well-considered and prepared arrangements are made when managing off site activities.

They work alongside the Head teacher and in accordance with the Evolve/Outdoor Education Service's procedures and guidance.

The Head teacher will step forward in the absence of the EVC.

The EVC will have the nationally recognised Educational Visits Coordinator training every 5 years.

Senior Mental Health & Wellbeing Lead (SMHL)

The SMHL is the designated person to lead school mental health and wellbeing to ensure procedures are in practice and act as a point of contact for staff and pupils. It is their responsibility to oversee, plan, evaluate and implement the school mental health & wellbeing strategy.

They will undertake the Designated Mental Health Leader Course to adequately guide and support them in their role and give them the knowledge and expertise to support staff and pupils.

They will promote the schools Stress Management Policy and the Mental Health & Wellbeing Policy and work with the Head teacher and Trust to regularly review and update the policies where appropriate.

Wrap around care

The Early Bird/Late Owl manager ensures the staff follows the H+S Policy and procedures and reviews the RA on a termly basis.

Kitchen/Servery

Caterlink are responsible for the H+S of Caterlink employees and RA the servery area.

Caterlink staff working in the school must follow Corpus Christi H+S guidance including Child Protection procedures.

Pupils and parents

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

Contractors

Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Extra-Curricular Third-Party Providers

Third-Party Providers for extra academic activities or cultural activities, before and after school clubs and activities outside of school grounds.

Risk Assessments for Extra-Curricular Third-Party Providers will be created by the provider. All Risk Assessments and associated control measures are then to be approved by the Head teacher or their delegated member of Staff prior to implementation.

They will be vetted by the school annually and their performance monitored throughout the year and must comply with the necessary safeguarding and health & safety requirements/policies and procedures. Companies must:

- Have their own safeguarding policy.
- Have up-to-date Safer Recruitment training.
- Carry out all the necessary pre-employment checks for every member of staff including Enhanced DBS (Disclosure and Barring Service) check as well as a CBL (Children's Barred List) check if applicable to the role.
- Have all relevant qualifications applicable to the service they are providing.
- Read and understand the school Safeguarding policy.
- Public Liability Insurance.
- Employers Liability Insurance for those who are not self-employed.
- Relevant first aid qualification suitable to the activity.
- Read and understand the school Health and Safety policy.

4. SCHOOL ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Corpus Christi Catholic Primary School and are to be used alongside other current school/premises procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting and Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses are carried out in accordance with statutory requirements as outlined by the HSE 'Incident Reporting in Schools', and kept in the school office.

Minor accidents to pupils are to be recorded in the Accident Report Book located in the office. A note should be made of the date and time of injury and a brief description of the injury. A note should be sent home outlining the injury other than with bump heads.

ALL HEAD INJURIES including BUMPS TO CHILDREN

- Cold compress will be applied and other appropriate first aid.
- All minor injuries and bumps to the head are recorded in the accident book situated in the office.
- Emergency first aiders must be informed of all head injuries, including head bumps, and should speak to the injured child/adult and check their injury. This should be noted in the accident book.
- First aid is recorded on the accident record slip and placed in the child's bag.
- Child will be given a bumped head sticker
- Parents will receive a phone call to inform them that their child has sustained a head injury or bump.
- Teacher/adult in charge of the child will be informed of this injury so they can be monitored.

Accidents involving children, staff, visitors or contractors are to be recorded in an Accident Report Book which is to be retained on site in the school office.

Near misses should be recorded on the recording form and stored in the Near Miss folder held in the school office.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using the F2508 Report Form.

All significant accidents, incidents and near-misses are to be immediately reported to the responsible manager. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The responsible manager will ensure that the governing body are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Health and Safety Governor Representative for common factors in order that repetitive causal causes may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school staff, who will appropriately report and investigate each incident. A written record should be completed, signed and dated and handed to the Office. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration of Medicines

Arrangements regarding medicines are set out in the Administration of Medicines Policy.

Asbestos Management

Asbestos management on site is controlled by the asbestos competent person in accordance with the Asbestos Management plan. The asbestos register is located in the school office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register on arrival as evidence of sighting prior to being permitted to commence any work on site.

Any changes to the premises' structure that may affect the asbestos register information will be notified to ESCAT in order that the asbestos register may be updated accordingly.

An annual asbestos inspection should be carried out by an approved contractor.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the responsible manager and the asbestos competent person who will immediately act to cordon off the affected area and contact RWS Advisor for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the responsible manager/headteacher and/or asbestos competent person.

Bikes and Scooters including electric bikes and scooters

Bikes – once pupils have successfully completed Bikeability Level 2 they may cycle to school with permission from their parents/carers. Bikes should be stored in the bike rack adjacent to the hall. Pupils must wear helmets when they are cycling to/from school.

Scooters – due to lack of space in school, scooters need to be taken home if they are used to come to school.

No electric bikes or scooters are allowed in to the school, due to the potential risk of fire.

When on the school grounds, bikes and scooters must not be ridden.

Child Protection

Arrangements regarding child protection are set out in the Safeguarding Policy.

Classrooms

Teachers are responsible for ensuring their classrooms are arranged according to safe practices and should complete a risk assessment with their phase leader at the beginning of each year. Safe practices include:

- Clear evacuation routes with no fire exit blocked.
- Wires are to be secured to prevent slips and trips
- Desks/tables arranged to reduce the risk of slips and trips
- Chairs to be kept tucked in and stacked safely

The head teacher will carry out a visual check once every half term to ensure the classrooms are safe.

Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Community Users/Lettings/Extended Services

The responsible manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed with the responsible manager
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

Best practice would suggest that Hampshire or Portsmouth City Council approved contractors are used for contractual work on the premises. Where non-approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The Safe Selection of Contractors Checklist is to be used to determine competence of non-approved contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the Reception where they will be asked to sign the visitor's book and asbestos register, and will be expected to wear a Visitors badge at all times. Contractor induction information is available on the signing screen. All contractors must read the information and agree they have read and understood it. This includes information on fire safety procedures & local safety arrangements.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises. All contractors will require adequate risk assessments / method statements to be sighted to demonstrate their safe working practices for specific work being undertaken.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and RWSS. Teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Staff carrying out any activity involving food preparation with children should have completed the Level 2 Food Hygiene course and must carry out a risk assessment before starting the activity, paying particular attention to the medical needs of children. The Level 2 Food Hygiene course should be reviewed every 3 years

Defect Book

Any health and safety issues or maintenance requirements identified by staff, pupils or visitors must be recorded in the Defects Book, which will be held in the School Office. The Site Manager should check the book each week and carry out the tasks listed in order of priority. The Finance and Premise Manager will monitor the Defect Book each half term as part of the site check.

Diary System

All health and safety issues will be organised into the School's Health and Safety "Bring up" Diary System which will include staff training, all documentation review dates, inspection dates, H&S meetings, planned fire drills and any other relevant issues. The Finance and Premise Manager will manage the diary system ensuring that it is updated when changes occur and new dates are set for required H&S activities.

Display Screen Equipment

All users, those using a display screen for continuous periods of an hour or more per day must complete workstation assessments and any issues will be actioned as necessary by their Line Manager. Workstation assessments are to be routinely reviewed at intervals not exceeding two years.

DSE will form part of the annual Health & Safety Training to all staff.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician and can claim the cost of the test from the school.

Dogs on School Grounds

No dogs are allowed on school grounds without prior approval from the Headteacher and a risk assessment in place.

Only assistance dogs and dogs being used for educational purposes are generally allowed onto the school premises and only at the discretion of the Headteacher.

Electrical Equipment

The Head teacher will ensure through the Site Manager that:

- Only authorised and competent persons are permitted to install or repair equipment
- Equipment testing / inspection can only be carried out by a competent person / contractor
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported via the defect reporting procedure and immediately taken out of use until repaired or replaced.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the Head teacher and it has been PAT tested prior to use
- New equipment brought by the school is covered under the first-year warranty and will be picked up in the next annual PAT testing session, which will be within the first year. However, new equipment not purchased by the school must be PAT tested even if under the first-year warranty.
- All electrical equipment will be inspected / tested under the following regime:

Fixed Appliances	Every third year
IT & Double Insulated Equipment	Every second year
All earthed equipment and other portable items	Annually

- All new school purchased electrical equipment will be PAT tested in line with the schools PAT testing regime
- Periodic Electrical Installation Inspection & Testing (Fixed Wire) testing will be carried out every 5 years by a competent Contractor identified and risk assessed with the support of the Trust
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Plug adapters are not to be used on site.
- All coiled extension leads must only be used temporally and must and must be fully extended when in use.
- Standard extension leads are only to be used as a temporary measure as far as is reasonably practicable and are PAT tested annually
- Where extension leads are in use, to avoid overloading, these should be used to power an agreed set of electrical equipment that requires a permanent connection to a power supply and is within the acceptable power usage capability of the extension lead
 - Where extension leads are in use, only 1 extension lead permitted per classroom.
 - Where extension leads are in use, only 1 extension lead permitted per single or double socket.
 - Where extension leads are in use, these are not to be overloaded.
 - It is not permitted to join extension leads together.
- The appropriate number of electrical sockets will be installed as required during project works, such as classroom re-arrangements and refurbishment
- Appropriate cable management will be implemented as part of any project works
- Any defective or suspected defective equipment, systems of work, fittings, etc, must be reported via the defect reporting procedure and attended to as soon as possible.
- The school has a trained PAT Tester and training is provided and refreshed every three years. Training and refresher training is arranged by the school admin lead and copy certificates are held by the H+S Co-Ordinator . The school also uses an external PAT tester that is vetted by the Trust/school.
- PAT Testing equipment is calibrated annually with certificates being held on Fire Safety Folder in the office
- Electrical Safety will form part of the Annual Health & Safety Training to all Staff.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEPS) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. Information is displayed in the relevant Classrooms and is held centrally by the Inclusion Leader and in the relevant class registers. A copy is also held in the Fire Grab Bag which is kept in the office.

Fire Safety

Arrangements regarding fire safety are set out in the school/premises Fire Safety Policy and Management Plan, which underpins all fire safety management process and informs the School Emergency Evacuation Plan.

The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. At this school it is the Site Manager and Finance and Premise Manager.

The Head teacher will ensure through the Fire Safety Co-ordinators that:

- All Staff will receive an annual refresher Fire Safety training presentation
- All staff are to complete fire safety training at intervals not exceeding three years
- A selection of staff will complete a Fire Extinguisher Awareness Training course online annually.
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed as follows:
 - Internally carried out **annually** by the school fire safety manager/competent person and H&S Governor who will ensure that evidence of reviews are retained for inspection purposes.
 - Externally carried out by a competent fire risk assessor **initially and every three years thereafter**
 - Externally carried out by a competent fire risk assessor **as soon as reasonably possible** where there is a possible change in fire safety risk, room use or refurbishment/construction which may affect fire safety
- The School operates a 'No Smoking' policy. This includes vaping equipment, liquid vapes, e-cigarettes and any alternative smoking materials.
- All non-essential electrical equipment that is not designed to be left on unattended will be switched off, and where practical at the wall. This is particularly important at times when the School will be unoccupied for long periods of time, ie, weekends and holiday periods, etc
- The necessary checks for Fire Doors, Fire Fighting Equipment and Emergency Lighting are carried out locally and by external contractor when appropriate. These records can be found in the Fire Safety Manual, on the Shared Drive.

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

All rooms with gas appliances are checked to ensure that they have adequate ventilation

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Chairs should be tucked in during the day and stacked at night.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Hazardous Substances

The Competent Person for COSHH acting on behalf of the Responsible Manager is the Site Manager

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken, using a current chemical datasheet, by the trained COSHH assessor, and the product has been approved for safe use on site by the responsible manager.

When using any harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. The school provides Personal Protective Equipment (PPE) as required to staff using hazardous chemicals. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are stored in the secure and signed storage when not in use except locally used substances in the Staff Room eg washing up liquid.. The Cleaners' stores of cleaning materials are stored in an allocated lockable cleaning cupboard and/or stored in the external store.

Hall

The Hall is used by a variety of groups throughout the day. Each group is responsible for good housekeeping in the area/spaces they have used.

Children should not enter the Hall building unsupervised.

The door to the Church should be locked unless a class/group is using the Church.

The kitchen should be kept locked unless it is in use.

Drama/Music Room and The Nest have a separate risk assessment which highlights specific hazards and control measures that are in place.

The Parish hold their own risk assessments and health and safety information for their use of the hall and parish users are expected to sign a contract of agreement and follow the school's Health and Safety policy and guidance.

Hot Liquids

Staff should aim to drink hot liquids in the Staff Room or away from children whenever possible. Where hot drinks are taken to classrooms they must be in screwed lidded cups

The Site Manager will check the water temperature of taps in cloakroom areas to ensure there is no risk of scalds.

Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Inspections and Monitoring

Daily

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Office Staff.

Monthly

Routine inspections of the premises will be carried out every month by the Finance and Premise Manager with the Site Manager, Responsible Manager and/or identified staff. Inspection findings are to be recorded on the Premises Safety Inspection Checklist and passed to the Health & Safety Governor or Head Teacher to review and sign. Any identified high level risks or safety management concerns are to be actioned within a fortnight and discussed with the head teacher immediately.

Termly

A member of the Governing Board will monitor monthly checklists, accident and incident records and H+S records and report findings to the LGB.

Annual

Annual detailed inspections of the premises' safety management system will be led by the Health and Safety Governor supported by the Site Manager and the Finance and Property Manager. These documented inspections will examine all areas of the safety management system and will be carried out using the school's Annual H&S Inspection Checklist.

Kitchens

At this school lunch is cooked off site and served from the server in the hall. The main servery area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is held by the Kitchen Supervisor (school cook). Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen area and food preparation areas must be agreed by the Kitchen Supervisor and a risk assessment carried out with Caterlink staff prior to the kitchen being used.

The Staff Room contains a dishwasher, fridge/freezer, microwaves and a toaster and is used by the staff. One of the site cleaners clean the area daily

Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with the risk assessment and written scheme. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

The Legionella risk assessment is reviewed as follows:

- Internally carried out annually by the Trust Legionella competent person and H&S Governor who will ensure that evidence of reviews are retained for inspection purposes.

- Externally carried out by a competent Legionella risk assessor initially and every three years thereafter
- Externally carried out by a competent Legionella risk assessor as soon as reasonably possible where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk.

Lettings

The Board of Trustees has overall responsibility for the security and management of its Academy premises. However, it is the responsibility of each Academy to ensure that this policy and the procedures are implemented. The administration of the hire procedure is the responsibility of the administrative staff in each academy.

Lettings must complete the Lettings Policy and Form, provide enhanced DBS checks on all persons and to review safeguarding policies and procedures and to impose any additional requirements they consider appropriate in connection with the hiring.

Lettings must comply with the school's health & safety policies and procedures.

Lift

Access to the Drama/Music Room and The Nest in the Hall is via a lift for those who may need to use it. The Lift is serviced 6 monthly by CES and must only be used with supervision by an adult,

Lone Working

All lone working is to be approved by the Head Teacher and is to be carried out in accordance with the premises Security and Lone Working Policy and risk assessments. The lone working arrangements for staff who may undertake lone working on this site are:

- A senior member of staff or the Site Manager.
- The head teacher must be informed of the time the lone worker enters and leaves the site.
- Lone workers must be aware of how to access the phone system out of school hours and should have the contact details of the Head Teacher and Finance and Premise Manager
- Staff are not permitted to work at height, use hazardous substances or certain electrical equipment when working alone unless prior approval is given by the Head Teacher.

Mental Health & Wellbeing

Information and arrangements are set out in the ESCAT Mental Health & Wellbeing and Stress Management Policy.

Staff

- The school strives to support all staff members on maintaining a healthy work / life balance. It is recognised that mental health and wellbeing is not solely an isolated or individual issue, but one that may have both work as well as personal causes, and pressure arising from work can have as much impact on an employee's mental health & wellbeing as personal issues. It is also recognised that, even when in the same situation, different people may experience different levels of stress and react in different ways. Therefore, the level and type of support required by individuals may differ significantly and the school offers a variety of mechanisms to support in identifying and controlling stress.
- The Senior Mental Health Lead and School Governors arrange activities and events to encourage healthy working relationships and reduce workplace stress.
- The primary means of identifying and controlling stress is through the use and on-going development of open and effective communication with all members of staff throughout the school. We take the view that positive mental health and wellbeing are paramount to a happy and productive working and learning environment and acknowledge the part we all have to play in promoting this. An open-door policy is in place where staff are encouraged to discuss any concerns or stress symptoms. Line Management and staff meetings, both departmentally and school wide are held regularly, along with Staff Surveys, where all staff are encouraged to provide feedback, both positive and negative.

- To aid in supporting our staff, the school provides an employee's support line, the number is displayed in the staffroom and sent out on email to all staff annually. Employee Assistance Programme for Hampshire Telephone- 08000280199. A counselling service is also available on Head Teacher referral free of charge to all staff. Training and action plans can be provided for all staff and children.
- To support the comfort, safety and wellbeing of all staff at their workstations, DSE Workstation Assessments are carried out by relevant members of staff at intervals not exceeding 2 years. Any issues identified are reviewed and actioned by the Line Manager and Head teacher support where appropriate.
- New and Expectant Mothers are regularly assessed throughout their pregnancy and for 6 months following the birth or until they have stopped breastfeeding to ensure their continued comfort, safety and wellbeing in the workplace.
- Should a member of staff be unwell, and away from work for any length of time, they are encouraged to keep lines of communication open with their Line Manager.
- Should a member of staff be feeling unwell, they are asked to telephone the Head teacher as soon as possible before they are due to start work. A return-to-work meeting with the Head teacher and Sickness Absence Form is provided for the staff member to complete following a certified leave of sickness.
- Pupils
- As part of the school's commitment to promoting positive mental health and wellbeing for all pupils, the school offers support to all pupils by:
 - Raising whole school awareness of mental health and wellbeing during assemblies, PSHE and through the curriculum
 - Having open discussions about mental health and wellbeing as well as providing safe opportunities for pupils to share their thoughts/concerns using worry boxes, circle time etc
 - Providing pupils with opportunities to provide feedback on any elements of school life that impacts negatively on mental health and wellbeing
 - Offering support for parents and pupils with the school's Family Wellbeing Lead
 - Offering internal interventions

Moving and Handling

All staff must complete the *moving and handling awareness training which is part of the annual health and safety refresher course* every year. Staff and children are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he/she must attend a formal moving and handling course specific to the work requirements.

The school will ensure that proper lifting equipment are available in school, and that staff are trained in how to use them safely.

The site manager should check they are safe to use termly.

Where children assist in the setting up of the hall, they must not use the chair trolley or carry more than 2 chairs at a time.

For PE equipment, staff and children must follow the guidelines for moving and handling the equipment as stated in the PE Risk Assessment.

Lunchtime furniture should be put out and put away by Caterlink staff who have been trained by their employers

Near Misses

Near misses will also be recorded on a Near Miss Form and handed to the Admin Office. Near miss forms are located on the H+S board in the staff room and at the school office. Near Miss Reports will be reviewed and follow up action recorded.

A formal review will be carried out by the LGB every year which investigates a year's worth of accidents, near misses and violent incidences and findings will be shared with the Head teacher.

This analysis report and actions will be reported to the Head teacher

Premises hirers and community/extended service/third party users must record all accidents and near misses using the above procedure and this information will be added to the school records.

The Head teacher and a member of the admin team are trained accident investigators and will always conduct a documented investigation into incidents, accidents, or injuries.

New and expectant mothers

Risk assessments will be carried out by the Headteacher with the new and expectant mother, whenever any employee notifies the school that they are pregnant.

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

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

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance. EVOLVE should be completed for residential activities and higher risks trips.

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

Risk assessments will be completed where off-site visits and activities require them

All off-site visits are appropriately staffed

Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

PE Equipment

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

Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager,

Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

Playgrounds

We have the following playgrounds on site

- Courtyard area – used by EY, Staff to access KS1 and the Staff room and pupils from Yrs1-6 with additional needs
- Back playground adjacent to the KS1 buildings, used by all year groups for playtimes

- Sports playground, adjacent to the hall, used for Sports and KS2 playtimes
- Middle playground, in between KS2 and Hall buildings, used at lunchtime by EY and KS2 quiet area.

The site manager checks each playground daily to ensure they are safe for the children to use. At all times pupils are supervised when they are on the playgrounds and risk assessments are reviewed annually regarding their use.

Provision of Information

The Head Teacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems include:

- Annual Health & Safety Training to all Staff (signed acceptance sheet required)
- New Staff Induction (signed acceptance sheet required)
- Health & Safety Induction and Refresher Training (Certificate required)
- Regular training
- Health & Safety noticeboard
- Key Information section on the School website
- Health & Safety section on the School shared drive
- Use of email
- Half Termly Health & Safety Newsletter
- Paper copies of documents in school office
- COSHH assessments stored at the location of the hazardous substance

Local health and safety advice is available from the Finance and Premise Manager who can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed in the Staff Room and the Office.

Risk Assessment

General risk assessment management will be co-ordinated by the Site Manager and maintained by her/him who will keep a register of all risk assessments including COSHH Assessments.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The Head Teacher and Site Manager are trained Risk Assessors and will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out and supported by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Responsible Manager or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system, maintained by the HSC.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the Security and Lone Working Policy which includes emergency unlock routines.

Site Manager, is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Mr Paul.Bekker Miss Ursula Clark and Fr Emmaunel are key holders and will respond to an emergency. Additional key holders are Securitas who monitor the premises if the Site Manager is on holiday.

All security information is held in the security file in the Finance and Premise Manager's office. Portsmouth City Council are sent updates as key holders change annually.

Stairs

Two KS2 classrooms, Drama/Music Room and The Nest are accessed by stairs. To ascend or descend the stairs persons should be in single file and stay to the left hand side. Stairs are maintained by the Site Manager to ensure there are no trip hazards or worn treads. No persons should run up the stairs.

Smoking and Vaping

Smoking and vaping is not permitted on the premises.

Supporting vulnerable people

The support offered to pupils is outlined in our Supporting Pupils with Medical Needs Policy.

Staff, on employment must complete a Medical Declaration Form listing any medical needs they may have. The form is reviewed by the Head teacher and a risk assessment will be developed with the employee and reviewed at least annually. Staff should inform the head teacher of any medical needs or vulnerabilities as they occur.

Visitors and Contractors should inform the school office of any vulnerabilities or medical needs on arrival at the school so relevant support can be put in place.

Traffic Management

There is no parking on the school site. The Head teacher is authorized to park at the Presbytery.

At times, deliveries can drive onto the site via the back gate. However, no vehicle can be driven in the school grounds when children are outside before or after school and during break times/ lunchtimes or during PE/Games. Any contractors who need to use a vehicle on the school site must inform the school's Office before any maneuvers and will be supervised during any maneuver.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist and will include online Safeguarding/Child Protection and Health and Safety training. The signed New Staff Health and Safety Induction Checklist are kept in staff's individual personnel files

The Responsible Manager is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training plan will be developed and maintained and monitored through a Training Diary.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Annual Health & Safety training to all Staff
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

The Finance and Premise Manager is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff. A record of all staff H&S Training is regularly maintained on a database in the Health and Safety folder.

All Health & Safety training is supported by a Certificate of Training or a signed Training Acceptance Sheet.

All staff will attend an annual Health & Safety Foundation / Refresher training session, presented by the School's appointed external Health & Safety Consultant. This presentation will include:

- Accident & Incident Reporting
- Asbestos Awareness (including Asbestos Register)
- Basic Hygiene

- Defect Reporting
- DSE Safety
- Electrical Safety & PAT
- Fire Safety
- Hazardous Substance & COSHH
- Hot Drinks Safety
- Housekeeping
- Moving & Handling
- Near Misses
- Needles & Needlestick Injuries
- Risk Assessment Requirement
- Safe Practices
- Safe Premises
- Sharps & Weapon Safety
- Slips & Trips
- Work at Height

The Key maybe used during the year for new staff for basic awareness training when they have missed the annual training.

Trees & Branches Risk and Management

The school recognises that trees within the school grounds should be subject to appropriate management. Tree Surveys are undertaken by a competent person (Arboriculturalist) every three years or as soon as reasonably possible where there is a change in risk which may affect safety. Any necessary action resulting from the survey will be taken to ensure risks are reduced to as low as reasonably practicable.

For the on-going care, inspection, and maintenance of the trees the Site Manager will conduct a termly visual inspection. Any issues found including damage to any tree found will be immediately reported to the H+S Co-Ordinator for necessary action to be taken by a competent contractor.

A risk assessment will be completed and reviewed annually/ or as soon as reasonably possible where there is a possible change in risk which may affect safety.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Corpus Christi

Staff **must** report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using PCC Violent Incident Report (VIR) Form.

Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will need to sign in and out at the main reception and will be provided with a Visitor badge which must be worn at all times. Proof of identity will be asked for from all new visitors to the school. This can include a driver's licence, passport, or identity badge. Visitors will be asked if they have had a DBS check, (Disclosure & Barring Service). All visitors who are unable to demonstrate clearance by the DBS will be accompanied in the school at all times.

Work at Height

At Corpus Christi general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The Site Manager, is the competent person for work at height on the premises and has attended Portable Access, Ladder & Stepladder Safety Training. They are authorized to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Use of portable access equipment in accordance with their training
- Carry out and record periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be in accordance with a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended an appropriate Ladder & Stepladder Safety course.
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

Monitoring

This policy will be reviewed by the Head teacher annually.

At every review, the policy will be approved by the Headteacher, Board of Governors and ESCAT.

Policies in addition to the Health and Safety Policy

- A. Administration of Medicines policy
- B. Safeguarding and Child Protection Policy
- C. Emergency Evacuation Plan
- D. Fire Safety Manual
- E. First Aid Policy
- F. Mental Health and Well-Being Policy
- G. Physical Intervention Policy
- H.. Security and Lone Working Policy & Procedures
- I. Stress Management Policy
- J. Supporting Pupils with Medical Conditions Policy (with Administration of Medicines)

Appendix 1; Responsibilities

Name	Role	Responsibilities
ESCAT Trust		Employer
Local Governing Board		Strategic leaders
Miss Ursula Clark	Head Teacher	Responsible Manager Accident Investigator Deputy Designated Safeguarding Lead Senior Mental Health Lead Safety Committee Wrap Around Care
Mr Ray West	Health and Safety Advisor	RW Safety Solutions
Mr Paul Bekker	Site Manager	Fire Safety Co-ordinator Fire Site Management Legionella competent person Asbestos competent person Risk Assessor

		COSHH Assessor Safety Committee
Mrs Mirka Pavlusova	Finance and Premises Manager	Health and Safety Co-ordinator Safety Committee H&S Training Manager Fire Safety Co-ordinator
Mrs Louise Penney	Officer Manager	Accident Investigator
Mrs Gemma Comerford	Assistant Headteacher	Designated Safeguarding Lead Educational Visit Co-ordinator
Ms Nikki Fripp	Inclusion Leader	PEEPs Manager SENDCO
Lloyd.Boyce	Governor	Health & Safety Lead Governor Safety Committee
	H&S Representative	
Sharise Jack	Admin Assistant	First Aid Lead
Caterlink	Catering Contractors	

Appendix 2. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.

Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.

E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).

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

APPENDIX 3 – Trained First Aiders

Paediatric First Aiders	Location Of Person	Basic First Aid	Location Of Person	First Aiders at Work	Location Of Person
Collette Huntley (25.11.2027)	Early Years	Shelley Best (05.07.2027)	Early Bird/Late Owls	Sharise Jack (26.06.2027)	Office
Louise Penney (25.11.2027)	Office	<u>Sheila Biddlecombe</u> (05.07.2027)	Multiple Locations	Paul Bekker	Site Manager
Sharise Jack (25.11.2027)	Office	Georgia Brett (05.07.2027)	The Ark		
Trudie Elsom (28.04.2027)	Early Birds/Late Owls Yr1/2	David Byrne (05.07.2027)	Multiple Locations/Mon		
Carina Lima-Leal (21.05.2026)	Year 1	Lauren Tandy (05.07.2027)	Hall/Play Ground Mid Day Supervisor		
Tania Smith (25.11.2027)	Year 1/ The Ark	Jayne Pink (05.07.2027)	Late Owls		
<u>Lucy Haywood</u> (29.10.2026)	Maternity Leave	Rachel Sayin (05.07.2027)	Multiple Locations		
Unity Friend (28.02.2028)	Mid Day Supervisor Yr5/6	<u>Tania Smith</u> (05.07.2027)	Early Years		
Phoebe Lyton (4.9.28)	Early Years				

