Health and Safety Policy

2026-27

Approved by:	Nicola Clear	**Date:** 01/09/2026
Last reviewed on:	01/09/2026	
Next review due by:	31/08/2027	

Contents

Statement of Intent 3
Aims and Objectives 4
Responsibilities 5
Arrangements 9
Emergency Arrangements 9
Monitoring and Review 10
School Organisation Chart showing reporting lines for health and safety 10
Appendix 1 11

1 Statement of Intent

At The Chantry School, through the way we work and behave, all our staff, pupils, and stakeholders, will be protected, as far as is reasonably practicable, from the risks of occupational injury or ill health.

It is our intent to show an ongoing and determined commitment to improving health and safety throughout our academy. We endeavour to ensure the health, safety and wellbeing of all our staff, pupils and all those who may be affected by our activities, and we will comply with health and safety legislation.

This policy seeks to reflect our commitment to ensuring that health and safety is paramount to the school, and we will set out to achieve this in 4 key areas.

Awareness

All our people have an awareness and understanding of the health and safety hazards and risks that affect our organization and our mission.

- We will provide adequate resources to ensure all our staff, pupils and stakeholders are aware of this policy and committed to its effective implementation.
- We will have active, open communication and consultation between all our staff, pupils and stakeholders with health and safety integrated into our communications wherever appropriate.
- We will identify our workplace hazards, informing our staff, pupils and stakeholders of these as appropriate and the control measures in place to reduce the level of risk.
- We will arrange for external audits and a fire risk assessment to be conducted to identify hazards that may have previously gone unnoticed.
- We will provide staff with regular training alongside an annual health and safety update delivered at the start of each academic year.

Competence

Our work activities achieve compliance with legislation, and our staff, pupils and stakeholders are empowered to take action to minimise health and safety risks.

- We will have a schedule of statutory inspections to confirm that work equipment and buildings are in a safe condition.
- We will report and investigate accidents, incidents and near misses to drive improvement in our management of health and safety. Full root cause analysis will take place and lessons learned from such events will be used to take corrective action to prevent recurrences.
- We will actively and openly review and report on our health and safety performance against published objectives and targets.
- We will conduct health surveillance as appropriate to satisfy health and safety legislation.

Compliance

Our work activities achieve compliance with legislation, and our staff, pupils and stakeholders are empowered to take action to minimise health and safety risks.

- We will have a schedule of statutory inspections to confirm that work equipment and buildings are in a safe condition.
- We will report and investigate accidents, incidents and near misses to drive improvement in our management of health and safety. Full root cause analysis will take place and lessons learned from such events will be used to take corrective action to prevent recurrences.
- We will actively and openly review and report on our health and safety performance against published objectives and targets.
- We will conduct health surveillance as appropriate to satisfy health and safety legislation.

Excellence

The Chantry School is recognised for excellence in education and aspires to achieve excellence in the way it manages health and safety.

- We will have a systematic approach to managing health and safety to allow for effective planning, implementation, measurement and review.
- We will constantly develop, promote and share health and safety good practice both internally and externally.
- We will encourage our staff, pupils and stakeholders to contribute to a positive health and safety culture and to challenge and champion fellow employees on health and safety standards.

This policy should be read in conjunction with the Trust's Health and Safety Policy and the health and safety arrangements, which can be found in Appendix 1.

2 Aims and Objectives

To foster a positive approach to health and safety, The Chantry School will undertake to develop and implement the following measures:

- All of the school's activities will be performed in such a way as to ensure, so far as is reasonably practicable, the health and safety of all users of the school. Users of the school include staff, governors, pupils, visitors, contractors, members of the general public and all other individuals or groups who work in or visit the school.

- Ensure that where equipment, machinery or hazardous materials, etc are used or where staff are concerned with the handling, storage and transport of such equipment and materials, safe working practices are established and adhered to in order to minimise risk. This will include the provision of safety equipment and personal protective equipment as required.

- Ensure, with effective policies and procedures, that the risk of accident and all forms of violence are minimised and any occurrences are properly recorded and examined, with relevant action taken to reduce or prevent a recurrence.

- Provide adequate training, information and supervision for employees at all levels to ensure that they can meet their responsibilities within this policy.

- To establish meaningful arrangements for discussion on health and safety issues and, through consultation with representatives, promote health and safety.

- To establish effective procedures to inspect, monitor and audit the effectiveness of this policy and make recommendations for any improvements and revisions as necessary.

- Ensure that any health and safety staffing matters are dealt with using the school's established employment procedures.

3 Responsibilities

It is the responsibility of the Headteacher, in conjunction with the Local Governing Body, to ensure that all reasonably practicable measures are taken to comply with health and safety legislation.

Headteacher

The Headteacher is accountable to the Chief Executive Officer of the Trust and the Local Governing Body of the school for the implementation of the Health and Safety Policy. They will also discharge the Local Governing Body's overall duty as delegated by the Trust. The discharge of these duties will be through appropriate staff.

The Headteacher has overall responsibility for health and safety, and in particular for:

- Ensuring that adequate resources are available to implement the policy.
- Ensuring that health and safety performance is regularly reviewed at board level.
- Monitoring the effectiveness of the Health and Safety Policy.
- Reviewing and updating the Health and Safety Policy and its supporting arrangements and communicating any changes to all.
- Ensuring that all other requirements are met under current health and safety legislation.

Local Governing Body

The Local Governing Body will be responsible for maintaining high standards of health and safety for the benefit of all staff, pupils and visitors to the school. In particular, they will:

- Collectively and individually exercise their role in providing health and safety leadership, ensuring that the school complies with legislation and follows best practice in the management of health and safety.
- Ensure that adequate resources are available to fulfil health and safety compliance requirements.
- Ensure that users of the school are not exposed to unnecessary risks and that significant risks are adequately controlled.
- Ensure that monitoring procedures are in place for health and safety, either through direct observation or discussion.
- Fully scrutinise the annual health and safety report of the school and address any concerns.
- Regularly report to the Board of Trustees on health and safety matters.

Senior Leaders, Heads of Year and Heads of Department

Senior Leaders, Heads of Year and Heads of Department are responsible for the implementation of this policy, so far as is reasonably practicable, within their department or area of responsibility.

As a rule, Senior Leaders, Heads of Year and Heads of Department direct responsibility for health and safety is determined by the extent to which they have authority to take action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

Senior Leaders, Heads of Year and Heads of Department will be responsible for:

- Effective implementation of school policy in the department or area of work for which they have responsibility.
- Contributing to the development and implementation of specific areas of policy and legislation that apply to their department or area of work, ensuring they are translated into practical terms to enable the work to be carried out.
- Undertaking risk assessments for all aspects of their departments' work for which significant hazards are identified and providing a copy for the School Safety Officer or equivalent.
- Ensuring all staff for which they are responsible have adequate training, information and supervision to undertake their work safely.
- Reporting all accidents, incidents and hazards in an appropriate and timely manner.

The School Safety Officer
The School Safety Officer will be responsible for:

- Supporting the implementation of the school Health and Safety Policy and associated procedures.
- Ensuring that there are appropriate documented structures for the discussion of health and safety matters.
- Ensuring that areas of particular concern, which cannot be solved at this level, are communicated effectively to the Headteacher.
- Supporting and participating in the established system of communication in respect of health and safety.
- Investigating, and acting where necessary, in respect of any health and safety issue highlighted.
- Investigating all accidents and incidents that occur in their areas of responsibility.
- Ensuring that adequate resources are available to implement the Health and Safety Policy.
- Fulfil the role of fire marshal as and when required.

The School Safety Officer will act as the school's Health and Safety Officer and is responsible for coordinating numerous health and safety activities; they will also act as the primary source of health and safety advice within the school. The School Safety Officer will be responsible for:

- Coordinating all aspects of the school's Health and Safety Policy.
- Ensuring that all statutory and school policy requirements are met.
- Ensuring that all staff receive adequate training, information and supervision to perform their duties safely, with minimal risk to themselves and others.
- Ensuring that risk assessments are completed for all activities for which significant hazards are identified.
- Ensuring arrangements are in place for dealing with health and safety matters such as:
    - The distribution of health and safety information to all
    - First Aid
    - Accident reporting and investigation as appropriate
    - Fire and emergency evacuation procedures, including the fire risk register
- Ensuring any health and safety issues raised by staff are dealt with in an appropriate and timely manner
- Ensuring the school Health and Safety Manual is reviewed regularly and kept up to date.

First Aiders
All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under an approved training course. It is the responsibility of all first aiders to maintain a valid certificate of competence.

First Aiders will:

- Act in accordance with their training at all times.
- Always ensure their own safety.
- Summon further medical help and general assistance where necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.

Human Resources Officer (this is the School Safety Officer)

The Human Resources Officer or equivalent will be responsible for:

- Keeping a record of medical conditions disclosed by individual staff, which will be passed on to the First Aid Coordinator or equivalent if deemed necessary.
- Ensuring that all new or expectant mothers receive a risk assessment and that this is discussed with the relevant line manager.
- Ensuring that new staff have access to a copy of the Health and Safety Policy.
- Organising and managing staff appointments relating to health surveillance and/or medical screening.
- Being a member of the Staff Well-being group that meet on a termly basis.

Special Educational Needs Coordinator (or equivalent)

The Special Education Needs Coordinator or equivalent will be responsible for:

- Producing pupil specific risk assessments relating to high needs learners.
- Producing pupil specific risk assessments where additional care is required outside of what is generally provided.
- Ensuring that a Personal Emergency Evacuation Plan is agreed with any pupil where either a disability and/or mobility issues mean they are unable to use the stairs during an evacuation.

Lettings Co-ordinator (this is the School Safety Officer)

The Lettings Co-ordinator or equivalent will be responsible for:

- Ensuring all lettings comply with school safeguarding policies, health and safety regulations, and insurance requirements.
- Checking that external users have appropriate documentation including, but not limited to, employers' liability insurance, DBS checks where applicable and correct qualifications.
- Ensuring that external hirers are briefed on their health and safety responsibilities and the school health and safety arrangements regarding fire evacuation, first aid and security.
- Ensuring that risk assessments for events have been completed as appropriate.

Staff

All staff at the school have a responsibility in respect of health and safety, and in particular they will:

- Always observe the Health and Safety Policy.

- Take reasonable care for the health and safety of themselves and anybody who may be affected by what they do or fail to do.
- Always co-operate with the Senior Leadership Team in the implementation of and adherence to health and safety policy and procedures.
- Be familiar with local emergency procedures such as fire evacuation, lockdown and first aid arrangements.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- Refrain from any activity that may endanger themselves or others or which contravenes the prescribed practices and procedures developed in support of this policy.
- Participate in any required training that enables them to undertake their work in a safer manner.
- Report any health and safety issues or concerns, including accidents, near misses and damage, to their line manager or supervisor and complete the appropriate accident reporting procedures.
- Assist with the completion of the risk assessment programme.

Safety Representatives appointed by a Trade Union

A trade union safety representative must be elected by members of staff that they represent and be appointed by a recognised trade union in writing. In addition, they should have at least 2 years' experience of the working environment.

A trade union safety representative is permitted to carry out certain functions including:

- Carry out investigations into potential hazards and dangerous occurrences.
- Examine the causes of accidents in the workplace.
- Carry out investigations into complaints by any member of staff they represent relating to health, safety and wellbeing.
- Make representations to the employer on the above and general matters of health and safety.
- Carry out inspections of the workplace.

Radiation Protection Supervisor (if applicable)

The Radiation Protection Supervisor has a duty to oversee the implementation of the radiation safety arrangements on a day-to-day basis, ensuring that exposures are as low as reasonably practicable. They will have specific responsibility for:

- Ensuring that all activities involving ionising radiation comply with the school's policy, risk assessments the Ionising Radiations Regulations.
- Supervising work involving ionising radiation, ensuring that procedures are followed correctly and that necessary precautions are taken to restrict exposure.
- Providing training and local advice on safe working practices and the use of radiation protection equipment.
- Monitoring radiation levels and ensuring compliance with dose limits.
- Being knowledgeable about emergency procedures and what to do in case of a radiation safety incident.
- Assisting in the investigation of any radiation safety incidents or near misses if necessary.
- Maintaining records of radiation sources, monitoring results, and other relevant documentation.
- Reporting on radiation safety matters to the Health and Safety Committee if necessary.

Enrichment Leaders (or equivalent)
The Head of Enrichment, or equivalent has responsibility for arranging activities/events both on and off site, and from time to time the risk level of these activities/events may differ from the general day to day school programme. In addition, they may also involve third parties coming onto the site to supply a service.

The Head of Enrichment or equivalent will always ensure that:

- Risk assessments are in place for any general activities that sit outside the standard curriculum. If unsure, advice must be sought from the Health and Safety Officer.
- Rooms are suitable in size and condition to host the activity/event.
- School arrangements for health and safety, emergency procedures, first aid and safeguarding are explained to any visitor, activity host or service provider.
- Any visitor, activity host or service providers visiting the school must supply DBS check details (valid DBS certificate with photo identification), proof of employers' liability insurance and risk assessments for their activities, along with any other required certification.

4 Arrangements

The Chantry School is committed to maintaining high standards of health and safety and to support this commitment, there is an established framework of health and safety arrangements. See Appendix 1.

These include clearly defined responsibilities, risk management procedures, training, consultation, and ongoing monitoring. These core arrangements are complemented by a series of separate policies and procedures that address specific activities and areas of risk such as fire safety, first aid, lone working, manual handling, and educational visits. A link or reference to these documents is provided in the relevant policy arrangements section and these documents are also available as stand-alone documents.

5 Emergency Arrangements

The Chantry School is committed to ensuring effective preparation for and response to emergencies to protect the health and safety of pupils, staff, visitors, contractors and other users of the school.

The following emergency arrangements are in place:

- Clear emergency procedures have been established for critical incident, fire, bomb threats, lockdown, first aid and medical emergencies.
    - These procedures are displayed prominently throughout the premises and included in induction training for staff and pupils.
- There is a documented evacuation plan with designated assembly points.
- Evacuation routes are clearly marked, and emergency exits remain unobstructed at all times.
- Fire alarms and detection systems are installed, maintained, and regularly tested.
- Fire drills are conducted at least once per term to ensure familiarity with evacuation procedures.
- Fire wardens are appointed and trained to assist in safe evacuation.
- Trained first aiders are available during operational hours, and first aid kits are maintained and accessible throughout the premises.
- An accident reporting and investigation procedure is in place.
- Regular emergency drills are held to test readiness and identify improvements.

- Emergency procedures are reviewed annually and after any drill or significant incident, with feedback used to improve future emergency responses.

6 Monitoring and Review

The Chantry School is committed to continuously improving its health and safety performance through regular monitoring and systematic review of all health and safety arrangements. These processes ensure compliance with legal requirements and promote a proactive safety culture.

This policy will be formally reviewed annually, and additional reviews may be triggered by:

- Significant changes to relevant health and safety legislation or guidance.
- Introduction of new processes, equipment, or technologies.
- Changes to the organisational structure or management responsibilities.
- Relocation, refurbishment, or significant alterations to buildings or facilities.
- Findings from inspections, audits, or risk assessments indicating deficiencies.
- Following a serious accident, incident, or near miss.
- Staff or pupil feedback highlighting safety concerns.
- Recommendations from external regulators, insurers, or consultants.

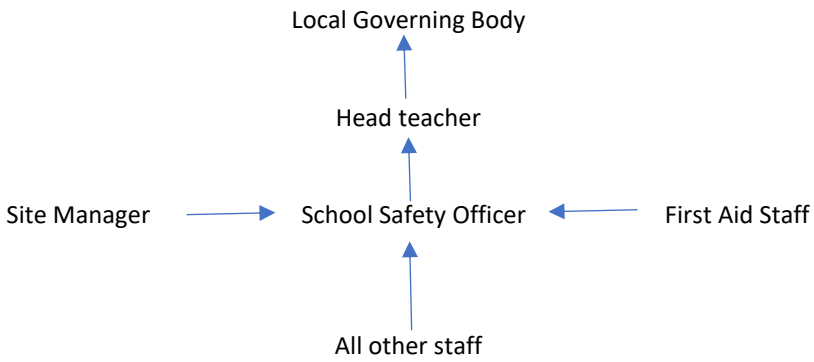
Document Control

Date of review	Reviewed by	Date agreed	Amendments
July 2025	Charlie Lewis		Document reviewed and updated so it aligns with the Trusts' overarching Health and Safety Policy.
September 2026	Dave Darling		Policy reviewed and arrangements updated.

Distribution List

All staff by email, staff shared area and a hard copy in the staff room and School Safety Officer's office.

7 School Organisation Chart showing reporting lines for health and safety



8 Appendix 1

Health and safety related policies, procedures and guidance that need to be read in conjunction with this policy are detailed below. Further advice, guidance and the school Health and Safety Manual can be found in the staff shared area and in the School Safety Officer's office.

Heart of Mercia

Guidance for Heart of Mercia Staff on Safer Working Practices

Heart of Merica Health and Safety Policy

Heart of Mercia Safeguarding and Child Protection Policy

School Arrangements

8.1 Access and Egress

All walkways, paths and corridors should be free from slip / trip hazards and movement around school is controlled. Staff should inform the School Safety Officer or Site Staff if they discover slip / trip hazards but should take immediate action to reduce the risk if possible. The school operates a strict behavioural policy enforced by staff in relation to children moving around school i.e. no running or pushing. All staff are expected to tackle poor behaviour around the school site.

External pathways / steps are kept in good order. Site staff deal with loose, damaged and uneven slabs or floors as they are identified. Site staff are also responsible for slippery pathways. The School Safety Officer (SSO) ensures there is adequate lighting where there is movement during the dark. The SSO reviews site management risk assessments annually including slips and trips and the clearance of ice and leaves and these are discussed and distributed to appropriate staff.

8.2 Accident Recording and Reporting

Pupil accidents are recorded on the Medical Tracker system by the qualified first aid staff who dealt with the incident and form PAF01 is completed for more serious accidents where the pupil was taken to hospital or sent to their GP. The first aider will follow up information to complete the documentation. Serious incidents are recorded by staff on the online H&S portal provided as part of the LA SLA as well as Medical Tracker. First Aid staff will also advise relevant staff of any issues if appropriate. Head bump communications are sent to parents through Medical Tracker if considered appropriate with telephone calls in advance.

All staff and visitor accidents are recorded on Medical Tracker and form RIDDOR 3 is completed by the first aider responding if the accident is considered serious. Accidents will be investigated if appropriate by the SSO. Queries from the LA, HSE or insurers will be dealt with by the SSO as required. The SSO ensures that accident recording is completed effectively. Accident reports are presented to the LGB / MAT as required.

See separate First Aid Policy for more detail.

8.3 Asbestos Management

The SSO deals with asbestos management on a day to day basis. An Asbestos Management Plan is in place (December 2024) and has been shared with the LGB. This document replaces all previous surveys and registers. The school has access to specialist asbestos advice through PR Associates that have a dedicated Asbestos team. Before entering into any school led building projects the SSO should consult with these specialists. For large projects, a building surveyor is appointed and they will take on this responsibility.

Site staff receive basic asbestos awareness training (November 2024) and must discuss any maintenance work with the Safety Officer where any potential asbestos issues can be reviewed. The Site Manager carries out periodic visual checks of identified asbestos areas and logs the result. It should be noted that the school now has very low levels of asbestos across the site. The AMP is reviewed annually by the SSO.

Refer to the Asbestos Management Plan held in the Site Managers office for further details.

8.4 Audit of Safety Arrangements

The SSO will present health and safety related reports to the Governing Body and MAT as required. This could include safety policy and system changes, accident data, compliance information and reviews from internal audits and from specialist external safety professionals e.g. fire brigade, insurance company.
The SSO will follow up on any remedial actions and communicate to staff if required. Any issue of significance will be reported to the LGB.

The Safety Officer and Headteacher will carry out monthly walk about inspections or when reviewing a particular area or service in school. Defects and general maintenance needs will be logged and monitored on the Freshdesk site ticketing system until completion. See also section on Defect Reporting.
Union Safety Representatives are free to carry out inspections and report their findings to the Headteacher.

The SSO arranges and facilitates reviews and audits by safety professionals and reports the findings to the LGB. The SSO carries out annual review of the Health and Safety Policy and will test areas of the policy against actual practice. Any improvements will be formalised and reported to the LGB.

Inspection or testing reports from service contractors are checked by the Safety Officer and any urgent works will be dealt with as appropriate. The Safety Officer keeps a central log of inspections and when they are next due using the MAT compliance portal. See MAT Compliance Portal.

8.5 Bodily Fluids / Blood-borne Diseases

Staff must inform the office immediately if there is any bodily fluid to clean up.

Site staff will deal with this, and protective clothing must be worn at all times. Disposable gloves are available to staff. Hard surface areas are then disinfected and mopped. Carpets are cleaned, hoovered and stains removed. Any fluid is disposed of in the medical bins available (see also 1.9). If site staff are unavailable and no other staff can be identified to deal with it, then the area should be cordoned off by staff until it can be dealt with by the site team.

8.6 Break Time Safety and Supervision

Duty Teaching Staff and Lunchtime Supervisors should report any potential hazards in social areas e.g. slips and trips. This is reported to the SSO immediately and action taken to reduce the risks as 1.1. Pupils are also encouraged to do this during breaks. Pupil behaviour is constantly monitored during breaks and children are reminded about certain activities e.g. contact sports and play fighting. Staffing levels have been increased to deal with increased pupil numbers.

Lunchtime Supervisors are responsible for keeping up standards of behaviour at lunchtimes and should report any problems to Senior Management or Year Heads. Senior Management are often on duty during lunchtimes. Lunchtime Supervisors should also deal with any food and drink spillage in the eating areas immediately. Members of the lunchtime staff should report to Pupil Services any first aid issues during that time. All staff on duty during lunch periods carry a walkie talkie and can liaise with senior staff, site or first aid staff as required.

Due to the open nature of the site, staff should be vigilant of any unauthorised person on the school site. Staff should be prepared to challenge anyone not carrying a pass who is not known to them and report any incidents immediately to senior staff. Staff should ensure that pupils remain within the identified pupil boundary and any pupils going outside these areas must be moved to the areas allowed. See also 1.31.
Also refer to the whole school risk assessment for intruders on site.

8.7 Cleaning and Housekeeping

The school employs its own cleaning team monitored by the Site Manager. The Site Manager manages cleaning on a day-to-day basis. The Site Manager checks the standards of cleaning and carries out administration as appropriate including monitoring forms, health and safety risk assessments and the recruitment and induction of new staff. The Site Manager is supported by the SSO as required.

Cleaning staff are issued with a pack of updated COSHH, method statements and risk assessments on induction and annually thereafter. They must follow the guidance set out in the 'pack' e.g. wet floors, manual handling and COSHH.

All staff are encouraged to keep their room in a tidy, safe manner. Storerooms can be particularly hazardous if storing hazardous substances or heavy equipment. Shelving should not be overloaded and heavier items kept nearer the floor. Steps should always be used when loading / unloading higher level shelving. Staff should not create a fire hazard by blocking

electrical boards, heaters or fire exits. Staff need to consider sockets and extension leads used in their rooms and not leave electrical items on unnecessarily. Any problems should be reported to the SSO.

As 1.4 the SSO will carry out periodic inspections, and this will include general housekeeping, and any issues will be logged. Staff will be expected to comply with any requests to improve their area. External audits will also identify any housekeeping issues e.g. Fire Risk Assessment.

8.8 Contractors (Management of)

The SSO is responsible for contractors on site. He delegates the duty for arranging contractors for repairs and maintenance to the Site Manager or other Site Team staff who liaise with them during the work. The school makes every effort to complete building works when children are not around but this is not always possible and then procedures are put in place to ensure there is no risk to school users including using methods to segregate contractors and pupils. Staff and pupils are made aware of any related safety issues as appropriate.

Contractors are selected using appropriately recommended sources and must have the required public liability insurance. Many contractors are already used in school and a relationship has been built up over time. All contractors must sign in when visiting school and wear the appropriate passes. For Safeguarding all contractors are supervised by a member of the site team. Contractors are made aware of any risks to them whilst carrying out work e.g. asbestos, fire procedures.

For larger building projects the appointed Building Surveyor will ensure the necessary Health and Safety documentation is produced including method statements. Planning will be done with the SSO to ensure that work is carried out at the appropriate time and that safety is continually monitored by school, main contractor and appointed building surveyor.
School staff are encouraged to report any safety concerns that they have regarding the work of contractors to the SSO.

8.9 Control of Substances Hazardous to Health (COSHH & Radiation)

The school operates a policy of purchasing alternative low risk substances where applicable. COSHH data sheets are usually sent with orders for goods and Finance will forward these on to the appropriate Head of Department. These HOD's are Art, D & T, Science, caretaking and cleaning.

Each Head of Department is responsible for keeping COSHH assessments on file and sharing with their staff as part of their risk assessment process. See 1.7 also. They are responsible for the safe storage of hazardous substances and for the appropriate training of staff in their department. Science, in particular, should refer to CLEAAPS and the COSHH Regulations 2002 for risk assessment of very hazardous substances. Each department should include in their risk assessments training, storage, transportation, spillages and wearing of protective clothing.

The school has a contract for the disposal of feminine hygiene and medical waste with PHS who service these bins monthly. This contract, which includes other hygiene services, is monitored by the SSO. See also 1.6 for the disposal of bodily fluids.

The Radiation Supervisor has been delegated by the Head of Science to the Senior Science Technician who has received the appropriate training. He will carry out all the risk assessment

and record keeping and share this with department staff. The school uses the LA Safety Advisor as the Radiation Protection Officer as required under the annual SLA.

8.11 Defect Reporting

The school has a ticketing request system for site maintenance and site organisation. Staff will email sitesupport@chantryschool.com and this logs a ticket for the SSO and site team. These tickets are prioritised daily by the team and there is a weekly review at a site team meeting chaired by the SSO. All emergency safety issues are dealt with immediately by the team through any contact means available to staff and this may include the ticketing system.

As 1.4, annual and ad hoc audits will be recorded by the SSO and prioritised with Site staff. External contractors will be called if it is a more specialist or technical issue.
If the defect presents an immediate safety risk it will be dealt with immediately, removed, labelled or cordoned off by the site staff and will be monitored by the SSO. Significant defects are reported to the LGB by the SSO and further action agreed.

8.11 Display Screen Equipment (PC Monitors)

In accordance with DSE Regulations the SSO ensures that all staff classed as DSE Users (those that use DSE for a significant part of their normal work) have a DSE assessment every 3 years (last done October 2023 as an online course). Staff are provided with guidance or training enabling them to risk assess their situation and they can request help from the SSO if they are unsure about any of the guidance.

Relevant new staff will have an initial assessment, and assessments will be carried out if staff move locations. The SSO will deal with any issues following DSE assessments.
Those who qualify under DSE are entitled to a free eye test at least every 2 years and they can also claim towards the cost of new glasses at a rate agreed by the school.

8.12 Educational and Off-site Visits

The Educational Visits Coordinator (EVC) is currently a Senior member of staff with this additional responsibility. Staff must follow the school trips and visits procedure before embarking on an educational visit. This is available on the staff shared area under ‘Educational Visits’. This incorporates all the good practice identified in key documents provided by specialist bodies like the OEAP. There are a number of useful documents for staff to view in this area. Periodic educational visit training is delivered by the EVC.

Please refer to the separate Trips Policy and Procedures documents.

8.13 Electricity at Work

The SSO ensures there is a rolling programme of electrical testing in school. This is purchased using a SLA with PR Associates. They arrange approved contractors to make fixed wire tests at 30 months (interim) and 60 months (full). Contractors will recommend any remedial work to the school. All test reports should be provided to the school and any urgent defects identified with specialist advice provided by PR Associates.

The school carries out its own Portable Appliance Testing (PAT) on an annual rolling programme across the school using the Senior Science Technician as part of his extended duties. He follows the latest PAT testing guidelines issued including visual checks on specific plugs. Where the school is hired out and the hirer uses their own electrical equipment (rare) we will ask for evidence that equipment has been PAT tested or carry out our own visual checks where appropriate. The Science Technician keeps an on-going record of testing including any items that have failed. These are put out of commission and replaced if appropriate. The Site Manager is also trained to PAT test as a back-up.

The SSO ensures that stage lighting rigs are tested annually using an approved contractor and all urgent defects are addressed. The SSO arranges an annual inspection of lightning conductors. All urgent defects are addressed.

All electrical work is carried out by approved contractors only.
The school also lead on electrical work and testing at Sport Martley.
The Site and IT Team carry out online training in electrical safety every 3 years.
Staff are encouraged to visually check plugs, sockets, cables and report any defects immediately

8.14 Extreme Temperatures

The school will make every effort to reduce temperatures in excessively hot rooms. Members of staff should liaise with the Safety Officer as needed. Fans will be provided if necessary. Some rooms are covered by air conditioning systems, but the school policy is not to install school wide air conditioning due to cost, maintenance and for environmental reasons. However, the headteacher will consider the appropriateness of this in certain circumstances.
The Headteacher may decide to close the school if there are prolonged periods of extreme temperatures that become hazourdous to health but will try and keep school open by adopting the following control measures:

- relaxing dress codes
- stricter controls on social time / PE
- supplying free extra water or cold drinks
- room changes to best use the cooler rooms on site based on need
- regular temperature checks
- reduced days

If rooms are too cold staff should report this to the Safety Officer or Site Team and they will ensure there are checks done on the heating system and will provide portable fan heating if necessary. If there are heating issues that can't be resolved internally, they will liaise with relevant contractors and WCC who control the BEMS heating control and can monitor issues.

8.15 Fire Safety

The Safety Officer leads on fire safety in school. The school have a number of preventative measures to reduce the risk of fire as follows:

- Termly fire drills with reviews to test response and practice for emergencies (see also Fire Evacuation Procedure shared with all staff before each planned event)
- Annual fire training for all staff
- A new staff induction programme that includes fire safety awareness
- Service contracts by specialist contractors for all fire related equipment e.g. fire panels, fire extinguishers (see also MAT Compliance Portal)
- Regular testing and internal checks of fire related equipment e.g. bell tests, emergency lighting.
- Periodic external audits by the Fire Brigade and insurance company.
- A 5-year Fire Risk Assessment carried out by a fire specialist which is reviewed annually (last carried out 2023).

The school has a Critical Incident Plan for serious incidents affecting the normal operation of school, including fire. This is reviewed annually by the Safety Officer.

8.16 First Aid and Supporting Students with Medical Conditions

The Safety Officer leads on first aid. There are a team of qualified first aid staff who are co-ordinated by the Pupil Services Administrator to ensure there is adequate cover. There is a dedicated lead first aider and medical administrator in place who works closely with Pupil Services. They will ensure that all incidents are dealt with and recorded on the Medical Tracker system. Serious incidents are recorded in Medical Tracker and the HSE notified if considered appropriate by the school.

Pupil Services and lead first aid will also deal with controlled medication, parental communication, IHCP admin, trip first aid and first aid stock. The Medical Tracker system is the key software used by staff to record all accident and medical data and this is kept up to date by these staff.

Pupils with medical conditions will have an Individual Health Care plan (IHCP). Staff are made aware of any conditions that could impact them e.g. allergies. Children with temporary physical conditions will have a risk assessment put together by key staff.

All school staff receive annual allergy and epipen training in order to comply with Benedicts Law (2026).
The training helps staff understand the signs of anaphylaxis, how to respond in emergencies including using an epipen and best practice for schools in organising allergy measures.

The school has access to a number of defibrillators on site. These are located:
in the staff room
the outside wall on the headteachers office
the sports hall reception

The lead first aider will ensure these units are maintained and are accessible to all.

See also First Aid Policy for more detail.

See also Allergy Awareness Policy for more detail.
See also Supporting Children with Medical

8.17 Kiln

There is one pottery kiln located in Art. The Head of Art and other key staff are trained to use pottery kilns and can obtain advice from the kiln maintenance company. The Head of Art is responsible for kiln risk assessments and sharing with staff.
The kiln is located in the lockable Art store preventing access to pupils. The room provides suitable ventilation by way of mechanical ventilation and vented door grilles. The kiln has a temperature cut off mechanism for added safety. The kiln is subject to an annual safety inspection organised by the Safety Officer.

8.18 Legionella

A full legionella audit was carried out by an approved water management specialist in August 2026. The company have provided an up-to-date risk assessment, logbook and provided follow on training and advice on how to use the logbook. This risk assessment should be reviewed termly ensuring remedial works are carried out by the Safety Officer using specialist advice. The audit is valid until there is significant building change.

The Site Team carry out water sampling on a monthly basis or as required by the guidelines based on the logbook requirements provided above. All sampling is recorded in the logbook. The logbook is reviewed by the Safety Officer. Any concerns are reported immediately and professional advice is sought. There are maintenance contracts in place for the servicing of water tanks and air conditioning systems. All details are kept with the Safety Officer.

See Legionella Risk Audit

8.19 Lettings

All administration is dealt with by the Safety Officer. Applications to use the school facilities are assessed and costed and are counter signed by the Headteacher. Safety aspects of the hire are discussed with the hirer before the letting takes place.

See Letting Policy for more detail.

8.20 Lifts and Evacuation Chairs

There is a passenger lift in the main school block and the Humanities block. The lifts are serviced and repaired through a maintenance agreement with bi-annual visits. The school lifts are serviced bi-annually through an agreement arranged by PR Associates. Lifts are independently inspected by the insurance company to meet LOLER regulations.

The school also has an Evacuation Chair on the main block first floor that is serviced annually. Demonstrations and training of the evacuation equipment is provided on an ad hoc basis depending on the needs of school users e.g. a temporary or permanent disability.

8.21 Lockdown

The school has a lockdown process and is tested at least annually and termly if possible. Lockdown key switches are located in Reception and in the Admin office. When activated the bell system will ring and stop continuously until switched off. This is the signal for staff and pupils to stay where they are and to lock themselves in their room. The current advice is to stay rather than run but advice specific to each individual issue will be communicated during a real event depending on the incident. Staff and pupils receive advice prior to any lockdown drill. The Safety Officer has attended major critical incident training and a Critical Incident Policy is in place.

See Critical Incident Policy.

8.22 Lone Working

The school has a Lone Working policy. The policy is sent to all staff annually. The policy states best practice and practical advice for staff working on their own out of school hours e.g. responding to alarm callouts, making sure you notify the Site Manager that you are on site, regular reporting back to someone and not carrying out heavy lifting or climbing.

See Lone Working Policy

8.23 Maintenance and Inspection of Equipment and Plant

The school has an inspection and service regime for a number of key areas of equipment, as well as those already mentioned. These include:

- Equipment used in curriculum areas such as gym equipment, DT machinery, Art Kiln, dining tables and hygiene equipment.
- Security alarms
- Heating systems
- Air conditioning systems
- Stage Lighting
- Lightning conductors

Please see the Safety Officer for full inspection and service details and visit the MAT Compliance Portal for logged information.

See MAT Compliance Portal

8.24 Manual Handling

Staff lifting heavy items on a regular basis should attend a manual handling course and carry out a risk assessment. This has to be identified by their line manager as part of their annual performance review (or sooner if needed). Site staff / cleaning staff are key target groups and undertake refresher training periodically. Staff should use a common-sense approach to lifting i.e. get help, adopt the correct posture (bend knees / straight back).

If in doubt staff should seek advice from the School Safety Officer where a risk assessment will be carried out if necessary.

Canteen tables are used that require no lifting by Lunchtime staff as they fold up and down and are on wheels. These tables are serviced annually.

See whole school risk assessment.

8.25 Minibuses

Only staff who have passed the necessary minibus test are allowed to drive school minibuses. All drivers must renew their test every 3 years. WCC Driver Training Team support the school with this. The Site Manager monitors license renewals and arranges tests with Driver Training. Staff who have D1 on their license should take any renewal tests in the D1 vehicle. Drivers without D1 should take the test in the Minibus Lite vehicle.

Minibuses are maintained and inspected by the Site Manager and annual servicing, MOT, tax, and any repairs are managed by the Site Manager. All documentation is held by the Safety Officer.

All staff are advised to carry out safety checks before using the vehicle by using the checklist provided. All minibus requests should be booked through the Site Manager beforehand. All drivers without D1 can only book the Minibus Lite bus.

Staff should apply common sense and caution when loading / unloading children particularly on main roads. Children must be asked to wear seatbelts and any child over 14 is personally liable if stopped by police. It is the responsibility of the driver to ensure children are behaving appropriately and they should not continue to drive if there is any risk of distraction. It is very rare for drivers to drive for long periods of time but if they plan a distance trip they need to seek advice from the Safety Officer.

Drivers should ensure that the first aid kit is stocked and that they are aware of where the fire extinguisher is located. They also need to ensure they are aware of the procedure if the vehicle breaks down. The annual break down cover contacts are located in the vehicle. When driving primary school children below the regulation height booster seats should be provided by the primary school.

The minibus insurance is covered through the Trust's annual insurance policy.

8.26 Noise at Work

In order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where this is likely to happen the Safety Officer will carry out periodic noise monitoring checks. Control measures will be put in place to reduce noise levels as far as reasonably practical. If it is not possible to reduce the noise level below 80dB employees will be issued with hearing protection and hearing protection zones will be set up. In circumstances where the noise level remains above 80dB hearing protection will be supplied to employees working in these areas.

8.27 Notifiable and Infectious Diseases

The school still refers to the WCC 'Handbook of Safety Information' list and process to follow. Staff are asked to check with the Safety Officer for further advice. The Attendance Officer will notify the Safety Officer when pupils are off with notifiable diseases and this information will be

passed to staff as necessary e.g. pregnant staff. The school will continue to follow local and national advice around infectious diseases such as Covid.

8.28 Personal Protective Equipment

Where the need for PPE has been identified for staff through line management meetings, performance review or lesson planning it will be provided free of charge to employees to enable them to carry out their duties. For teaching departments, requests will go to the Department Head and ordered through their budget. For non-department support staff requests should be made to the Safety Officer e.g. site staff, first aid.

8.29 Pregnant Staff

When staff have notified the Headteacher of their pregnancy a risk assessment will be carried out by the Safety Officer with the member of staff and their Line Manager (if necessary). They will discuss any potential hazards and then put in place any necessary workplace adjustments. They will review the risk assessment monthly or sooner if there are any significant changes to the individual or their work.

Pregnant staff will complete the necessary maternity forms for HR.

8.30 Risk Assessments

The school understand the need to undertake risk assessment for all activities which present significant foreseeable hazards as per Regulation 3 in the Management of Health and Safety at Work Regulations 1999.

For relevant teaching departments the Head of Department should ensure that risk assessments are reviewed annually and shared with their staff. They should ensure staff sign risk assessments as evidence they have read and understood them. A copy of the Department Safety Policy with risk assessments should be provided to the Safety Officer for reference.

For non-teaching activities, risk assessments are reviewed annually by the Safety Officer and shared with relevant staff. Relevant staff will be asked to sign each risk assessment as evidence they have read and understood it. Site Team meetings are used as a tool to review relevant risk assessments that impact on them. It acts like a safety reminder. The Safety Officer keeps a list of risk assessments. The Safety Officer may be asked to carry out one-off risk assessment for staff and pupils who may be injured, ill, or pregnant. Permanently disabled staff or pupils should be annually risk assessed by the Safety Officer or SENCo (pupils) and should be kept on personal files once shared with relevant staff. There are a number of statutory RA's that are reviewed annually by the Safety Officer.

Ad-hoc activities e.g. trips, gardening projects, should be risk assessed by the leader of the activity and shared with the group. A copy should be provided to the Safety Officer.

Please see separate Risk Assessment Policy for more detail.

8.31 Safeguarding

The school adopts many active processes to address safeguarding in schools. This includes:

- a dedicated Safeguarding Team
- annual staff training and safeguarding updates for staff

- visitor control systems
- safer recruitment processes
- incident recording and follow up through the CPOMS software
- safeguarding lessons and assemblies for pupils

The school follows Keeping Children Safe in Education statutory guidance.

For more information see the dedicated Safeguarding Policy

See also the Online Safety Policy

8.32 Security

Security is the overall responsibility of the Safety Officer. Day to day responsibility is delegated to the Site Manager who lives on site.

Signage and Visitor Control

Signs are in place directing visitors to reception, but it is acknowledged that the school is very open. There are clear signs saying that the school site should not be used out of hours without prior permission. All visitors must sign in and carry visitor passes. Staff should be prepared to challenge staff without visitor passes. See also the Safeguarding Policy. A record is kept of visitors who gain access in school without properly going through the normal visitor control process e.g. accessing blocks directly. See also 1.6 for break time safety.

Locks and Keys

The school has a suited lock system in place. Suited keys have to be ordered and cannot be cut. Spare keys and a list of key holders is held in a key safe and kept updated by the Site Manager. Only certain staff have access to external door keys and only the Safety Officer can issue keys to appropriate staff.

Burglar Alarms and CCTV

The school operates a fully maintained security alarm system through a service contract and a list of key holders is in place to respond to alarm calls.

The Site Manager has responsibility for security during the evenings and weekends although he is not expected to be on site out of his normal working hours unless it has been pre-arranged. Please see Lone Working Policy for dealing with out of hours alarm calls.

The school operates a comprehensive CCTV system. This is maintained internally by the IT team and acts as a deterrent to pupils as well as criminals. A limited number of staff have full access to this system.

8.33 Smoking and Vaping

The school site including the grounds is a no smoking or vaping site. The site team organise appropriate signage around school and particularly on main entrances. All staff are aware of this policy and it is included in the staff code of conduct. Any pupil that contravenes this policy will go through the normal behaviour process.

8.34 Sports Pitches

The Head of PE carries out regular inspection of sports pitches (including hard surfaces) and refers any issues to using the ticketing system. The school Site team will carry out any remedial action e.g. filling holes, animal waste. Grass cutting is carried out regularly (weekly during the growing season) to keep pitches maintained. When grass pitches are very wet or very hard (heat / ice) the PE staff will assess the risk before using the pitch.

For external hirers of sports pitches the Safety Officer will ensure pitches are checked and safe to use. He will liaise with the hirer and will make decisions whether the hire can go ahead.

Please refer to Letting Policy for further information.

8.35 Staff Wellbeing

Staff are encouraged to raise concerns or make recommendations for improving health and safety by either:

- discussing with their line Manager through daily / scheduled meetings or as part of their annual performance review. They should also discuss any safety training requirements as part of this process. The Line Manager will forward this to the appropriate senior staff for consideration.
- approaching their trade union representative who will investigate the matter and liaise with the Headteacher or School Safety Officer to resolve the matter.
- approaching the School Safety Officer direct to discuss further. The Safety Officer may have to refer the issue to the Headteacher if necessary for a final decision.
- approaching the Headteacher direct to discuss further. The Headteacher will involve the School Safety Officer as appropriate.
- approaching Governors who sit on the LGB to consider the matter although it is hoped that staff would approach relevant school staff first.
- approaching the staff well-being group that meets termly.
- contacting the free Education Support service purchased by school
- using our external HR support for advice, usually through the Headteacher or Safety Officer.
- using staff surveys that are sent out periodically.
-

Trade Union safety information can be obtained from the staff room notice boards or direct from their representative. The Health and Safety Law poster is situated in reception.

The school takes staff wellbeing very seriously and provides clear channels for staff to raise any personal or work-related problems they have. They can use any of the communication channels open to them as stated above. The Headteacher will ultimately take the lead on specific staff wellbeing issues and will involve other staff as required and take the necessary decisions to improve the situation for the member of staff or staff as a whole. An active Staff Well-Being group is in place.

The school has a clear and fair absence from work policy (please see reverse of absence request form). The majority of requests for time off are granted to help staff.

School make referrals to Occupational Health where appropriate for health-related matters and other support agencies may be identified for the individual.

The school provides comfortable and clean facilities for staff to use. This includes a dedicated staffroom providing free drinks and snacks. The Safety Officer takes a proactive approach

ensuring that rooms, equipment and furniture are fit for purpose and safe to use and will recommend changes when identified. The school has generous non-contact time and adopt a 'rarely cover' policy which mostly equates to considerably lower than cover limits laid down in law.

The school has an agreement with Education Support. This online service offers wellbeing support to staff on a range of issues and can sign post staff to follow on services. Staff can access trained counsellors using the staff intranet link at any time.

8.36 Training

Line Managers / Department Heads are responsible for identifying minimum health and safety training for their staff. They should also review training needs including refresher training through annual performance review. Training requests go to the Deputy Headteacher responsible for professional development for budget approval. All training records are kept with the Deputy Headteacher and training administrator. A record of safety training for support staff is also kept by the Safety Officer.

The staff induction process includes a section on Health and Safety with the Safety Officer. This covers areas such as Fire, First Aid and any risk associated with their area of work.

Whole school training and advice is provided periodically in relation to safeguarding, allergy awareness (epipens), fire safety and trips and visits. School pays for online safety training software,

and courses can be allocated to individuals or the whole staff using this service.

Specialist training is arranged as needed to meet developing needs e.g. epilepsy training for a pupil with severe epilepsy or for SEN pupils with particular needs.

8.37 Vehicles on Site

Coach companies transporting pupils in and out of school are contracted by WCC Transport. The coach companies should ensure their drivers are adequately trained and comply with WCC risk assessment processes. Coaches are restricted to the yard which provides adequate space for parking and turning. Parents are not allowed to drop / collect pupils on the yard during coach drop off and pick up times.

Pupils are advised of the risks posed by the amount of coach traffic at the school and a heavy staff presence (duty team) is in place each day to supervise this daily event. Leadership Team staff provide daily supervision as part of this team. Site team members also help with traffic management each day. Parents are periodically reminded about safe parking and best practice when dropping off and collecting pupils.

Delivery drivers should restrict their speed to 5 mph as directed by the school entrance signs. Larger vehicles require a member of the site staff to help them reverse out of the main car parking areas and to keep an eye on children's movements. When practical, site staff will meet with delivery drivers as they arrive on site to provide additional safety. This will include banks-man for vehicles whilst pupils are around. Signage is in place for delivery drivers. When building projects are in place the school requires restrictions in vehicle movement and also a banks-man provided by the contractor for larger vehicles.

A barrier system is in place to prevent cars and deliveries unauthorised access and to provide restrictions on moving around the main school site during the day when pupils are active. This barrier is automated and monitored by reception staff and will be lifted to allow access if appropriate.

Staff and visitors should park in the designated parking spaces around the school and sports hall. They should park with due care for others and may be asked by the Safety Officer to move their vehicle if inappropriately parked. They must not park on the yard where it will impact on school buses.

8.38 Violence Towards Staff and Pupils

Staff should be aware of the potential threat from aggressive / agitated pupils and parents and must take certain steps to reduce the risk. If staff believe there is the potential for violence from visitors and pupils they should not interview / confront them alone. Staff should make sure other staff are nearby and aware of their situation. Staff should always remain calm and try to defuse the situation and situate themselves close to a door so that they can escape quickly if necessary. Staff should also refer to the Lone Working Policy.

All visitors should sign in at reception and carry a visitor's pass. Staff should confront anyone who is not carrying a visitor pass but should do this with other people around if possible. The site is very open so staff are asked to be vigilant and raise the alarm if they consider there to be a threat. There are restrictions for pupils on going beyond certain areas during breaks and they are not allowed off the school site. See also Safeguarding Policy and 1.31 on Security.

All incidents should be recorded and reported to the Headteacher or Safety Officer.

8.39 Work Experience Pupils

The Head of PHSE has responsibility for organising work experience placements for year 10 pupils. The school pays for a service agreement from Worcestershire EBP Ltd who carry out all the necessary safety checks and risk assessments on behalf of the school. Teaching staff will visit pupils during their placement to see how they are getting on. Staff will have due regard for Health and Safety and will remove pupils if they feel they are at risk. Placements are evaluated afterwards. See also Work Experience Policy.

8.40 Working at Heights

Ladder / Scaffold Tower Safety

Only Site staff or staff (including contractors) in the presence of site staff are allowed to use school ladders. They are stored and maintained by the site staff in their store areas. They carry out visual inspections and record these on each occasion when they use them. The Site Manager also carries out a comprehensive annual check which is recorded.

Site Staff should make sure the ladder is at the correct angle and secured top and bottom where possible. Ideally there should be a second member of staff around to assist and foot the ladder. This is extra important in circulation areas because of the number of children around. Site staff receive periodic working at heights training.

Site Staff using the scaffold tower must follow the manufacturer's safety guidelines when building and using the tower and follow the above process for inspection.

Step ladders are made available to classroom staff to avoid any overstretching and use of chairs. They should be visually checked by staff each time they are used. They will also be

periodically checked by Site staff for condition. Pupils are allowed to use low step ladders under the immediate supervision of staff.

Contractors are allowed to bring their own ladders and scaffold towers in, without the need for site staff supervision. However, the contractor is responsible for the condition of this equipment and also for ensuring that they are secured and do not present a risk to pupils e.g. ladders left unattended when pupils are present. If a contractor is working alone they should request assistance from site staff to ensure they are safe.

Working on Roofs

Only Site staff and the Safety Officer (to assess any issues) are allowed on the roofs to carry out basic work. They must not do this on their own and in poor weather conditions. They must also wear appropriate clothing particularly safety boots that have good grip.

For more specialist work, roofing contractors will be used and the Safety Officer will organise Hot Works Permits (if required). Most roofing repairs can be done without hot works being required. For larger roofing projects a building surveyor will be appointed and they will deal with all safety issues including method statements and risk assessments.

Cherry Pickers

These can be hired from specialist companies. The school must check the rules regarding licensing before hiring as there are some restrictions in place. All safety and training advice will be given by the company. Site staff must work in pairs when using this equipment. A risk assessment will be carried out by the Safety Officer.

Please refer to the Working at Heights risk assessment for more detail. The risk assessment for working at heights is reviewed annually and shared with relevant staff by the Safety Officer.