



# Health & Safety Policy

**Ratified by trustees: March 2024 To  
be reviewed: March 2025**

Regulations for health & safety are continuously being refined to ensure it is clear what must be done to ensure the safety of the whole school community. For Academies, the trustees are the employer so they have an absolute responsibility for safety, which in turn will be delegated down to the Headteacher and other school-based staff. Birmingham Safety Services can provide guidance and support for safety in school.

This General Statement expresses the current relationship between the parties concerned.

Westminster Primary School places a high priority on health and safety and expects all staff and visitors to exercise their responsibilities in this respect. The overall day to day responsibility for health & safety lies with the Headteacher but the responsibility for co-ordinating this is delegated to the School Business Manager (SBM), who will work with the Site Manager (SM) in order to implement the policy and any strategies involved. All staff in school should be familiar with this policy, co-operate to implement its aims and procedures, and proactively ensure that health and safety remains a high priority within school.

This policy is to be read in conjunction with:

- DFE 2014: Health and safety advice and legal duties and powers
- The Safeguarding Policy (including child protection procedures)
- Code of Conduct policy
- Fire Risk assessment
- The Medical Needs policy
- The Educational Visits policy

## **Table of Contents**

1.0	Statement of General Policy
2.0	Organisation and Responsibilities
<b>3.0</b>	<b>Arrangements</b>
3.1	Education Safety Services policies for safety
3.2	Staff Induction
3.3	Fire Safety
3.4	Safeguarding/Security
3.5	Supporting Pupils at School with Medical Needs
3.6	Safety Training
3.7	Dynamic Risk Assessment
3.8	Safety Sweeps
3.9	Grounds Safety Sweep

3.10	Working at Height
3.11	External Educational Visits
3.12	Stress/Well-being
3.13	First Aid
3.14	Accident Reporting and Investigation
3.15	Key Building Duty Holders
3.16	Statutory Testing
3.17	Asbestos Management
3.18	Substances Hazardous to Health
3.19	Electrical Equipment
3.20	Tools and equipment
3.21	Visitors and Contractors
3.22	Cooperation Liaison with other site/tenants/ users
3.23	Vehicle/Pedestrian Traffic
3.24	Holiday Shut Down
3.25	Safety Audit Arrangements
3.26	Policy Review Date

## **1. STATEMENT OF GENERAL POLICY**

The Trustees for Westminster Primary School acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the school's premises or carrying out the school's business elsewhere.

This duty also extends to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1.1 Duties and obligations are imposed on the school under the Health and Safety at Work Act 1974 and The Occupiers Liability Acts 1957. The school will through this Policy, so far as is reasonably practicable, ensure the health and safety of:

- a. All persons employed at Westminster Primary School whilst they are at work
- b. Persons other than Westminster Primary School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Westminster Primary School whilst they are at work.

1.2 To effectively achieve this, Westminster Primary School will provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work
- b) Safe methods of using, handling, storing and transporting of articles and substances
- c) Information, instruction, training and supervision
- d) A safe working environment
- e) Safe access to a place of work and procedures for evacuation in an emergency.

1.3 The Trustees for Westminster Primary School will adopt best practice safety policies, guidance and advice issued by BCC, and advice from Safety Services. Westminster Primary School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

1.5 It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of health and safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and as healthy as possible.

## **2. ORGANISATION AND RESPONSIBILITIES**

### **2.1 Trustees:**

Trustees are responsible for the strategic overview of health and safety including that of ensuring full implementation of the school's health and safety at work policy. This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.

2.2 The Trustees consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a safety group. The role of the group will be to act as a communication link between the Trustees, Head Teacher, trade union appointed safety representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement

- Consider/assess any safety issues for- new- equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented in response to any health and safety concern
- Identify opportunities for further improvement to safety arrangement
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the school's management structures or by the Head Teacher, through to the immediate attention of the chair of Trustees.

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety commitment by all staff to meet their challenging goals.

Members of the group shall include the following:

Trustee representative	Vacancy
Headteacher	Maneer Samad
H & S Manager	Tahira Parveen
School Business Manager	Tahira Parveen
Site Manager	Timothy Dummigan

Westminster Primary School has a strong ethos about empowering its pupils including an opportunity to make a contribution for a safer school. The School Parliament therefore is actively consulted and is able to make representation to the safety group.

The school group will meet at least termly and more often if required or at the request of one group member, the Head Teacher or the Trustees.

## 2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Westminster Primary School health and safety management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others and will inspect their designated area of responsibility at periodic intervals.

## **2.4 Headteacher**

The Trustees charge the Headteacher, Maneer Samad, with the day-to-day responsibility of managing and enforcing Westminster Primary School Health and Safety at Work Policy. Where necessary the Headteacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The SBM will assume these responsibilities in the absence of the Headteacher.

## **2.5 Health and Safety Co-ordinator**

The SBM is appointed by the Head Teacher to assist in the day-to-day implementation of the school safety plan. As safety coordinator, the role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this health and safety policy. She will also be responsible for convening meetings of the safety group, ensuring that minutes are taken and stored in a place accessible to all interested parties. The safety co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. She will endeavour to keep up-to-date with safety regulations and through the safety group initiate steps that ensure arrangements for health and safety at Westminster Primary School conform to both current regulations and best-known practice.

## **2.6 Phase leaders:**

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated zones are inspected regularly to identify hazards and bring any concerns to the attention of the SBM or SM. Where significant hazards are identified, a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed with the Site Manager or in the main office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. H&S hazards should be reported to the safety group via email and to the SM in person or via phone. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or SBM. Leaders will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Trustees /Head Teacher.

## **2.7 Classroom Teachers**

Classroom teachers will be responsible for initiating, undertaking and assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff and others in their sphere

of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or SM or SBM. Where significant hazards are identified, a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. H&S hazards should be reported to the safety group via email and to SM in person or via phone. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to Headteacher/SBM. Classroom Teachers will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Trustees/Head Teacher.

## **2.8 Site Manager (SM)**

The SM has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the SBM. The SM is also responsible for the supervision of cleaning staff, materials and any equipment they use. He will be responsible for undertaking/assisting in the risk assessment process in matters relating his work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of health and safety policy and arrangements.

It is expected that particular work undertaken by the SM will quickly identify areas that threaten the safety of him/herself, pupils or other members of staff.

The SM will inspect specified designated areas regularly to identify hazards and will raise any concerns with the SBM. Where necessary, a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the main office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the School Business Manager or Head Teacher. The SM will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Trustees/Head Teacher.

## **2.9 All Other Staff (Non-Supervisory)**

A vital role and responsibility for implementing Westminster Primary School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the school's managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. H&S hazards should be reported to the safety group via email and to the SM in person or via phone. This may require immediate intervention actions (such as restricting exposure to the hazard) before reporting the matter to the SBM.

### **3. ARRANGEMENTS**

The Trustees will ensure that those appointed and charged with responsibility for implementing Westminster Primary School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required under a service level agreement (SLA) advice can be sought from Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety policy and/or Safety Services website for guidance on specific safety topics. The arrangements for managing health and safety within Westminster Primary School are designed to eliminate hazards or adequately control risks to staff and pupils as follows:

#### **3.1 Safety Services — Schools - Policies for Safety**

Useful information, guidance and policies can be viewed on the schools' shared drive. Additional information may be found from School Safety Website Safety Services provide support and advice on 0121 303 2420, or email [schoolsafety@birmingham.gov.uk](mailto:schoolsafety@birmingham.gov.uk)

#### **3.2 Staff Induction**

All NQTs and students are assigned a mentor who delivers the induction process. During their induction, staff are provided with basic safety procedures and provided with some policies. Policies are available through the schools' shared drive or the school website.

#### **3.3 Fire Safety**

The Head Teacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. In addition, it will be ensured that arrangements for staff training are undertaken and recorded, and procedures to be followed in the event of a fire emergency are set out.

All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log which is held by the SM.



### **3.4 Safeguarding/Security**

The Designated Safeguarding Lead in school is AHT, Ben Hughes. At this school we are committed to the highest standards of safeguarding the children entrusted to our care. We aim to:

- Create an atmosphere where our children can feel secure, valued and listened to
- Promote a caring, safe and positive environment within the school
- Encourage self-esteem and self-assertiveness.

The school will undertake a review of the safeguarding policy annually as well as adopt a dynamic approach to address any issues as they arise.

The school will undertake a review of security annually and through regular site safety sweeps. This will be undertaken by the safety group. Findings will be recorded and progressed onto action plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the SBM.

### **3.5 Supporting Pupils at School with Medical Needs**

The Trustees will ensure that a policy is in place that complies fully with the statutory guidance. This policy will incorporate arrangements requiring that steps are taken to identify any consequential health & safety risk to staff or pupils in the support provided for pupils with medical needs. Where necessary, in consultation with relevant staff, a specific risk assessment will be undertaken that will also identify relevant staff training needs.

### **3.6 Safety Training**

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

### **3.7 Dynamic Risk Assessment**

At school, we adopt a dynamic approach towards risk assessments. Where possible, school policies and procedures ensure that risks are identified and risk assessments are in place prior to any potentially hazardous tasks taking place. However, all staff are encouraged to respond to any hazard as it presents itself and follow school safety policy.

### **3.8 Premises Safety Sweeps**

These will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the SM sweeping zones within the school and findings will be recorded on a safety sweep checklist on a regular basis.

Completed checklists will be handed to the School Business Manager to sign off and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

Any issues raised on the safety sweep forms will be actioned by the SM or other (if deemed necessary). Completed checklists or documentation of any remedial action taken will be retained in a safety sweep folder held in the School Business Manager's office for future audit inspection.

The chair of Trustees also conducts an annual safety walk alongside the SBM and the SM.

These arrangements will be closely monitored and checklists inspected annually. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Trustees.

### **3.9 Play Area and Grounds Safety Sweeps**

These will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the SM sweeping the playground daily. In addition, lunchtime supervisors (LTSs) complete a check of their areas to ensure that they are safe. In both cases, the SM should raise any issues with the SBM. The play and sports equipment are also checked annually by a company (Mercury Sports). Checklists will be kept in the SBM's office. Staff are reminded to report any issues immediately to the SM/SBM. Evidence will be recorded and filed the same as 3.6 above.

### **3.10 Working at Height**

Headteachers, leaders or teachers must not instruct staff under their charge to undertake any work at height unless a suitable and sufficient risk assessment has been carried out and approved/recorded. If it is deemed necessary and a suitable risk assessment has been carried out, then any tasks must be carefully supervised. For any such tasks, staff must use the correct equipment (ladders)

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

The SBM will be informed and will approve a plan for working at height before the task is carried out. Recorded approval/risk assessments will be passed onto the SBM for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings.

Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully checked (visual check) every 6 months by the SM and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use.

### **3.11 Off Site Educational Visits**

One Deputy Headteacher and one Assistant Headteacher have been trained as Educational Visit Coordinators (EVC). In addition, the Headteacher has also been trained by Birmingham Safety Services. The EVC will ensure all external visits are planned and detailed arrangements are recorded. (See educational visits policy.) All visits are planned in accordance to the regulations set out in Outdoor Education Advisors Panel (OEAP). Where appropriate, additional risk assessments are undertaken and signed off by the Headteacher. As part of the planning process for external educational visits, the EVC will consider whether a pre-visit is required. Where possible, opportunities to involve the pupils are encouraged in order to help them understand how they could be harmed during the visit and thus participate with necessary control measures. In the Assistant Headteachers' absence, this role will be undertaken by the Headteacher. All risk assessments are evaluated after each trip and all records are checked and kept by the EVC.

### **3.12 Stress/Well-being**

The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related. These conversations will remain confidential unless it is deemed necessary to report to the HT. In such cases the member of staff will be informed. Any information shared will be done so strictly on a need to know basis.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their phase leader who will, if necessary, seek advice from SLT or external advice from Schools Employee Relations, BCC Occupational Health or other service.

### **3.13 First Aid**

A list of staff who have been appointed and trained as first-aiders is displayed in the KS2 staffroom and around school. SBM is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. (See appendix 2 for school trained staff).

The school reinforces the first aid plan by providing periodic awareness training for all staff e.g. training on epi-pens and allergies.

### **3.14 Accident Reporting and Investigation**

Minor accidents involving pupils at lunchtime / break time will be recorded on green accident slips by the member of staff who deals with the accident. For KS1 & 2 pupils, the member of staff must inform the class teacher. Copies of these accidents are kept in the duplicate book kept in the cupboards in the main corridor. If an accident is not deemed serious (i.e not requiring doctor/ hospital treatment) but the child / adult is significantly hurt the Headteacher/ SBM must be informed.

Serious accidents involving pupils (where a pupil has been taken to the doctor/ hospital for treatment) must be reported to the Headteacher/SBM immediately. These accidents will be recorded on the Accident Reporting Form then sent to Education Safety Services.

All accidents involving staff must be reported and recorded on the Accident Reporting Form and sent to Education Safety Services.

All Accident Reporting Form accidents will be investigated by a member of the safety group in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

### **3.15 Key Building Duty Holders**

The main building duty holder for Westminster Primary School is the Site Manager and the Headteacher is the support duty holder.

### **3.16 Statutory Testing**

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on various items of plant and equipment at appropriate frequencies. An annual return (Statutory Testing of Plant and Equipment & Key Safety Arrangements) is completed and any issues are completed.

This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

This arrangement will be closely monitored by the SBM to ensure tests results are entered into the safety folder.

### **3.17 Asbestos Management**

The school recognises the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises. There is strict compliance of the policy issued by Education Safety Services Health & Safety:

The asbestos management survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy, members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the asbestos survey, management plan and guidance.

Landlord approval must be sought for any work that may disturb the fabric of the building. An asbestos test must be completed before any work is undertaken.

Contractors will be made aware of the asbestos management survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an intrusive survey will be undertaken in areas to be disturbed before any work begins.

The asbestos management arrangement will be reviewed annually by the Safety Group.

The Duty Holder responsible for strict enforcement of this arrangement is the Head Teacher and, in his absence, the SBM.

### **3.18 Substances Hazardous to Health**

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

Contractors will ensure all cleaning chemicals will be used and stored to comply with suppliers' safety data sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002).

NOTE: It is critically important that appropriate staff are formally trained to be aware of and understand the COSHH 2000 risk assessments. Where chemicals other than those listed are used, then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

### **3.19 Electrical Equipment**

All electrical equipment used in school must be authorised for use. In addition to the statutory portable appliance testing (PAT testing), staff are reminded to regularly carry out a visual inspection of electrical equipment and should any defects be identified they must stop using the equipment and bring concerns to the immediate attention of a member of the safety group.

### **3.20 Tools and equipment**

All equipment/tools will be properly stored to ensure no unauthorised or unsupervised use where there is a risk of harm. As part of the planning process for curriculum activities that involve tools and equipment, teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

### **3.21 Visitors and Contractors**

All visitors to the school must sign in and be supervised by a member of the school staff at all times. Contractors must report to the school office who will contact either the SM or the SBM who will ensure appropriate contractor school rules are followed. Alternatively, a risk assessment might need to be completed for larger jobs. The majority of contractors have DBS clearance. If this is not the case the SM must accompany the contractor at all times All visitors must wear ID using a red 'visitors' lanyard. Any member of staff should challenge any person walking around school whom they do not recognise as a member of staff and who is not wearing a red lanyard / visitor badge.

### **3.22 Co-operation Liaison with other site/tenants/ users**

Schools can have other agencies/partners working within the school. Any third- party use of the school premises must include need cooperation and liaison in the areas of include security, fire safety and first aid. Any third-party users of the school site should be made aware of the fire procedures and security procedures (including evacuation procedures)

### 3.23 Vehicle/Pedestrian Traffic

At Westminster School, the Stamford Road entrance is shared by traffic and pedestrians therefore deeming it as high risk. To try and reduce the risk, cones are placed immediately outside the school gates to prevent parents parking on the yellow lines. The situation is monitored by members of the leadership team and if necessary further action is taken. We liaise with the Highways Agency who have advised us to pass on registration numbers of persistent offenders. Separate pedestrian access is also provided and the vehicular driveway is gated.

### 3.24 Holiday Shut Down

The school may have deep-cleans and refurbishment work undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture. The contractors must have their own H&S arrangements in place and a designated member of staff to ensure compliance with the arrangements. The SM oversees all these jobs. Members of staff are provided with clear dates and times when they can access school in the holidays.

### 3.25 Safety Audit Arrangements

The safety group needs to determine when specific arrangements are audited. For some areas this may be twice a year - others may be every 2/3 years or even self-audited by the procedures in place i.e. External Educational Visits.

### 3.26 Policy Review Date

Review will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

## APPENDIX 1 Matrix of delegated H&S responsibilities

Area of responsibility	Line Manager/s responsible to ensure compliance	Staff responsible for implementing arrangement
3.1 Safety guidance	Headteacher	SBM/SM
3.2 Staff safety guidance	Headteacher	SBM / AHT Inclusion
3.3 Fire safety	Headteacher	SBM/SM
3.4 Security assessment	Headteacher	SBM/SM
3.5 Supporting pupils with medical needs	Headteacher	AHT Inclusion
3.6 Safety training	Headteacher	SBM
3.7 Dynamic risk assessment	Headteacher	SBM/SM
3.8 Good housekeeping – safety sweeps	Headteacher	SBM/SM

3.9 Grounds safety sweeps	Headteacher	SM
3.10 Working at height	Headteacher	SBM/SM
3.11 External education Visits	Headteacher	Phase leaders
3.12 Stress / wellbeing	Headteacher	Line Managers
3.13 First aid	Headteacher	SBM
3.14 Accident reporting	Headteacher	SBM
3.15 Accident investigation	Headteacher	SBM
3.16 Key building duty holders	Headteacher	SM
3.17 Statutory testing	Headteacher	SBM/SM
3.18 Asbestos management	Headteacher	SBM/SM
3.19 Substances hazardous to health	Headteacher	SBM/SM / External company
3.20 Electrical equipment	Headteacher	SBM/SM
3.21 Tools & Equipment	Headteacher	SBM/SM
3.22 Visitors and contractors	Headteacher	SBM/SM
3.23 Liaison with other site users	Headteacher	SBM/SM
3.24 Vehicle pedestrian traffic	Headteacher	SM
3.25 Holiday shutdown arrangements	Headteacher	SM
3.26 Safety Auditing	Trust Board	Safety Improvement Group
3.27 Safety Policy Review	Trust Board	Safety Improvement Group

## APPENDIX 2: Staff who are First Aid trained

Adult First Aid trained	Tahira Parveen Nicola Sutcliffe
Paediatric First Aid Trained	Aisha Aziz Yogita Patel Shabana Nahid Parveen Akhter Nargis Khan Koli Begum Nomaan Khan Nicola Sutcliffe Gulshan Bage Khalida Faruk

