Health and Safety Statement & Policy

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Template approved by: F & GP

1. Statement of Intent:

The Board of Governors of Colville and Marlborough Federation are committed to fulfilling its responsibilities under the Health and Safety at Work Act and other relevant health and safety legislation.

The school will, as far as reasonably practicable:

- Provide sufficient resources to uphold and maintain health and safety standards.
- Conduct thorough risk assessments and review them periodically or when necessary.
- Ensure that the school environment and work systems are safe and free from health risks.
- Provide staff with adequate instruction, information, training, and supervision to safeguard their safety and health and that of pupils and others who may be affected by their actions.
- Ensure suitable welfare are available for both staff and pupils.
- Maintain all machinery and equipment to ensure they remain safe.

This Statement outlines the organisation and arrangements for addressing different risk areas. The arrangements section of this policy provides specific details on how these risks will be managed.

To ensure the effectiveness of this policy and its arrangements, the Board of Governors and the Executive Headteacher will:

- Review the policy and arrangements annually or in response to significant changes within the school.
- Communicate any amendments to all staff to ensure understanding and compliance.

2. Organisation:

Responsibilities of the Board of Governors

The Board of Governors of Colville and Marlborough Federation are responsible for:

- Develop and maintain a Health and Safety Statement that defines responsibilities for ensuring health and safety within the school.
- Regularly monitor health and safety arrangements and work with school staff to implement any necessary changes.
- Allocating appropriate resources within the school's budget to implement health and safety arrangements.
- Receive reports on health and safety matters from the Executive Headteacher or other designated staff members and ensure that any required actions are taken promptly.

- Seeking specialist advice on health and safety matters where the school lacks the necessary expertise.
- Promoting and maintaining high standards of health and safety across the school.
- Conducting termly Health and Safety inspections of the school premises and reporting findings to the Executive Headteacher and the Finance and General Purposes Committee.

Responsibilities of the Executive Headteacher

The Executive Headteacher is responsible for:

- Taking overall responsibility for implementing the school's health and safety arrangements.
- Acting as the central point of contact on health and safety matters, offering or seeking external advice when necessary.
- Reporting to the Board of Governors any hazards requiring their attention or budgetary approval for matters that are not within their spending limitations.
- Ensuring that plant, equipment, and other resources are not misused.

Responsibilities of the Site Manager

The Site Manager will:-

- Regularly (daily/weekly/monthly/6 monthly and annual) carry out appropriate inspections of the premises.
- Communicate concerns regarding health & safety to the Executive Headteacher.
- Ensure that they themselves and other colleagues only use equipment or machinery which they are competent to use or have been trained to use.

Responsibilities of All Employees

All employees of Colville Primary School have a responsibility to:

- Take reasonable care of their health and safety, as well as that of others, while undertaking their duties.
- Cooperate with the Board of Governors and the Executive Headteacher on all health and safety matters.
- Avoid intentionally interfering with or misusing any equipment or provided in the interest of health, safety, and welfare.
- Report any immediate or serious dangers to their line manager without delay.

- Report any deficiencies in the health and safety arrangements to their line manager promptly.
- Only use machinery or equipment for which they are trained and competent.

3. Arrangements

The school has established arrangements to manage the key risks and hazards effectively. These include:

1. **Fire Evacuation and Other Emergency Arrangements**
2. **Fire Prevention and Testing of Equipment**
3. **First Aid**
4. **Incident Reporting Procedures**
5. **Lone Working**
6. **Health and Safety Training**
7. **Work Equipment**
8. **Flammable and Hazardous Substances**
9. **Manual Handling of Loads**
10. **Health and Safety Inspections**
11. **Play and PE Equipment**
12. **Premises, Grounds, and Contractors**
13. **Vehicle Movements**
14. **Out-of-School Activities and Visits**
15. **Asbestos Management**

Arrangement 1: Fire Evacuation and Other Emergency Arrangements

The **Fire Risk Assessment** and emergency arrangements are documented and stored in the main admin office and is maintained by the Site Manager.

Written Emergency Procedures

The school has established written procedures to manage various hazardous situations, including:

- Fire
- Gas leaks
- Severe weather
- Electrical faults

These procedures and the **Evacuation Plan** are stored in the following locations:

- **School Office Grab Bag: This bag includes** an Evacuation Plan and first aid supplies (with additional copies of the plan stored off-site).

Evacuation Responsibilities

- **Head of School or Deputy Headteacher**: Responsible for coordinating the evacuation of pupils and others to the designated assembly point in case of a fire alert/alarm.
- **The Site Manager:** Responsible for summoning emergency services as required.

Evacuation Priorities

- The **safe evacuation of all persons** is the school's absolute priority.
- Staff may use portable firefighting equipment to address small fires, but only if they are safe and confident in its use.
- During evacuation, staff should safeguard the premises by closing doors and windows where possible without delaying their own or others' safety.

Post-Emergency Actions

- After an emergency event, the **Head of School** or, in their absence, a senior teacher or office staff member, must notify the **Executive Headteacher on the same day**.

Fire Drills

- Fire drills are conducted **termly** and coordinated by the Head of School. Records of these drills are maintained in the fire safety file in the admin office.

Inspections

- The Health and Safety Committee conducts regular inspections of the premises and grounds, including fire safety arrangements, at least **once per term**.

Service Isolation Points

- The Fire Log Book provides details of service isolation points (gas, water, electricity).
- Gas meter 1: Main entrance next to doors.
- Gas meter 2: Laundry centre next to recycle bins in the floor.
- Gas meter 3: Early years small gate entrance.
- Water meter: Main Street by Early years entrance.
- Electric: School kitchen office behind shutter.

Emergency Procedures for After-Hours Incidents:

- Procedures for handling emergencies occurring outside regular working hours are held by the Site Manager and reviewed annually.

Arrangement 2: Fire Prevention and Testing of Equipment

To ensure that fire prevention and safety measures are effective, the school undertakes the following actions:

1. **Weekly Testing of Fire Alarm Systems**
    - The site manager tests the fire alarm system weekly. Results are recorded in the Fire Log Book.
    - Any faults identified during these tests are reported immediately to Site Manager for rectification.
2. **Annual Inspection and Maintenance of Firefighting Equipment**
    - All firefighting equipment is inspected and maintained annually by Fire Plus Security Ltd. The contractor ensures that fire extinguishers and other firefighting tools are in good working condition.
    - Any defective equipment is repaired or replaced without delay.
3. **Testing of Emergency Lighting**
    - Emergency lighting is tested monthly by the Site Manager. Results are documented in the Fire Log Book.
    - Any defects are reported to Site Manager for immediate action.
4. **Smoke Detectors and Fire Detection Systems**
    - Smoke detectors and fire detection systems are inspected and maintained annually by Fire Plus Security.
    - The Site Manager ensures that inspection results are recorded and issues are resolved promptly.
5. **Staff Responsibilities**
    - Staff must ensure that fire exits, routes, and escape doors remain unobstructed. Any obstructions or hazards must be reported immediately to the Site Manager.
6. **Contractor Compliance**
    - Contractors working on the premises must comply with all fire safety regulations as part of the site induction carried out by the Site Manager They must familiarise themselves with the school's fire prevention measures and ensure their activities do not compromise safety.

All actions, testing, and maintenance activities are logged in the Fire Log Book, which is reviewed periodically by the Executive Headteacher and the Health and Safety Governor.

Arrangement 3: First Aid

1. **First Aid Provision**
    - The school ensures that adequate first aid provision is available at all times, both during school hours and for activities outside normal school hours for clubs which are directly contracted by the school.
    - The list of trained first aiders is maintained by the Site Manager who provides updated lists to the main office for display.
2. **Trained First Aiders**
    - The school maintains a sufficient number of staff trained in first aid, including paediatric first aiders for Early Years provision. An approved provider provides training.
    - Tina Hammond monitors certificates and informs the Site Manager if any are due to expire so further training can be arranged.
3. **First Aid Equipment:**
    - First aid kits are provided in classrooms and offices throughout the school.
    - The Partner Teacher in each classroom is responsible for ensure that the class First Aid Kit is complete. Tina Hammond is responsible for check First Aid Kits not in classrooms. Any replenishment of stock that is needed should be reported to Tina Hammond.
4. **Incident Reporting:**
    - An Accident Form must be completed for incidents of cuts, scratches or other minor accidents that require treatment
    - A Head/Face Injury Form musts be completed for all head and/or face injuries and the parents must be informed by telephone/email as soon as possible by the person reporting the injury.
    - All accidents that require hospital or other medical treatment also need to be reported via the following link: https://rbkcie2.info-exchange.com/incidents. Guidance for how to complete this form has been provided to all staff.
5. **Notifying Parents and Guardians:**

- For accidents not requiring treatment, class teachers should be informed and then the parents informed at the end of the school day.
- A Head/Face Injury Form musts be completed for all head and/or face injuries and the parents must be informed by telephone as soon as possible by the person reporting the injury.
- All accidents that require hospital or other medical treatment also need to be reported via the following link : https://rbkcie2.info-exchange.com/incidents. Guidance for how to complete this form has been provided to all staff.

6. **Medical Emergencies**
    - In a medial emergency, the nearest first aider will provide immediate assistance whilst another staff member contacts emergency services (999) and informs a member of SLT.
    - The child's medical records, held securely in the School Office, will be available to emergency responders.
7. **Paediatric First Aid**
    - In line with statutory requirements for Early Years settings, at least one paediatric first aider is present on site when children aged 0-5 attend.
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8. **Monitoring and Review**
    - The Executive Headteacher and the Health and Safety Governor review first aid arrangements annually to ensure compliance with statutory requirements and the school community's needs.

All first aid procedures comply with the Health and Safety (First Aid) Regulations 1981 and statutory guidance for schools.

Arrangement 4: Reporting Procedures

1. **Accident and Incident Reporting**
    - All accidents, injuries, near misses, and hazardous situations must be reported immediately to the Head of School.
    - Faulty equipment or unsafe conditions must be removed immediately, clearly labelled as unsafe, and reported to the Site Manager for corrective action.
2. **Recording Accidents**
    - All minor accidents must be recorded as per incident Reporting.

- The person responsible for recording accidents is the member of staff who witnessed the incident or provided assistance. The information required will include:
    - Date, time, and location of the accident
    - Name and class of the injured person
    - Details of the injury and how it occurred
    - Action taken, including first aid administered
    - Name of the person recording the details

3. **Serious Incidents**
    - Incidents resulting in serious injury, significant risk, or fatalities must be reported immediately to the Executive Headteacher and recorded on the RBKC info exchange : https://rbkcie2.info-exchange.com/incidents
    - The Executive Headteacher will ensure that serious incidents have been reported to the local authority's Health and Safety team via the RBKC online reporting system.
    - Any injuries requiring medical attention beyond first aid or absences from school exceeding three days due to an incident must also be reported to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations).

4. **Notification to Parents**
    - Parents or guardians are informed of accidents or incidents involving their child by a direct phone call.
    - In the event of a serious injury, parents or guardians are contacted immediately, and arrangements for further medical attention are discussed.

5. **Follow-Up Actions**
    - The Executive Headteacher ensures that all accidents and incidents are reviewed to identify patterns, risks, or required changes to procedures.
    - Recommendations for reducing risks are communicated to the relevant staff and implemented promptly.

6. **Monitoring and Evaluation**

- Accident and incident records are reviewed termly by the Health and Safety Governor to identify trends or areas of concern.
- Any recommendations are reported to the Board of Governors to ensure continuous improvement in health and safety practices.

This procedure complies with all relevant health and safety regulations and statutory reporting requirements.

Arrangement 5: Lone Working

1. **Definition of Lone Working**
    - Lone working refers to a staff member working alone or carrying out tasks off-site without direct supervision or immediate assistance from colleagues.

7. **Approval for Lone Working**
    - Staff must seek approval from the Head of School or Executive Head before engaging in any lone work. Approval is granted on a case-by-case basis, considering the nature of the task and the associated risks.

2. **General Lone Working Guidelines**
    - Staff should:
        - Inform a colleague, friend, or family member of their lone working plans, including expected start and finish times.
        - Keep their mobile phone charged and accessible at all times.
        - Ensure that all external doors are secured but not locked in a way that would prevent escape in an emergency.
        - Avoid carrying out hazardous tasks, such as working at height alone.
        - Maintain awareness of fire exits and evacuation procedures.

8. **Home Visits**
    - Home visits must always be conducted with at least one other staff member present.
    - Staff undertaking home visits must:
        - Notify the School Office of their destination, expected return time, and contact details.
        - Record their departure and return times via the Inventry system.

9. **Risk Assessment**

- The Site Manager will provide a risk assessment to the Head of School for all lone working scenarios. The assessment considers the nature of the task, location, time of day, and the individual's health and experience.

3. **Emergency Procedures**
    - Staff should:
        - Call 999 in the event of an emergency.
        - Report any incidents or near misses to the Head of School immediately after the event.
        - Familiarise themselves with the location of first aid kits and emergency contact numbers.

10. **Monitoring and Review**
    - Lone working arrangements are reviewed annually by the Health and Safety Governor to ensure they remain effective and aligned with the school's operational needs and legal requirements.

This procedure complies with relevant health and safety legislation, ensuring the safety and well-being of staff while working alone.

Arrangement 6: Health and Safety Training

11. **Staff Training Requirements**
    - All staff must receive appropriate health and safety training relevant to their roles and responsibilities. Training is booked by the Site Manager or school office on Smartlog. Training includes:
        - Fire evacuation procedures.
        - First aid awareness.
        - Incident and hazard reporting.
        - Safe use of equipment and machinery.

12. **Induction Training**
    - New staff members receive health and safety induction training on their first day at work. Training is provided by the Site Manage and includes:
        - Familiarisation with evacuation routes and assembly points.
        - Introduction to key health and safety policies and procedures.
        - Location of first aid kits, fire extinguishers, and emergency contact details.

13. **Specialist Training**
    - Staff undertaking specific tasks (e.g., manual handling, working at height, or handling hazardous substances) receive additional training from certified providers. The Site Manager ensures that all specialist training is arranged and records are maintained.
14. **First Aid Training**
    - The school ensures adequate staff are trained as first aiders, including paediatric first aiders for Early Years settings. Training is updated every three years as required by statutory guidelines.
15. **Refresher Training**
    - Refresher training is provided periodically to ensure staff remain competent and updated with health and safety procedures. The frequency of refresher training is determined by the nature of the role and associated risks.
16. **Monitoring and Review**
    - The Health and Safety Governor reviews training records annually to ensure compliance and identify any gaps in training provision. The Executive Headteacher will inform the Site Manager who will arrange the training and ensure that any deficiencies are addressed.
17. **Record Keeping**
    - The Smartlog system or School office maintains a central record of all staff training, including:
        - Dates of training sessions.
        - Names of attendees.
        - Copies of Certificates and qualifications obtained.
    - Training records are reviewed for the school's annual health and safety audit.

This arrangement complies with statutory requirements and best practices to ensure that all staff are equipped to work safely and responsibly.

1. Arrangement 7: Work Equipment

1. **Provision and Maintenance of Equipment**
    - All equipment provided by the school is maintained in good working order and is safe for use.
    - Regular inspections and servicing of work equipment are conducted by qualified personnel to ensure compliance with safety standards.

2. **Staff Responsibilities**
    - Staff must:
        - Use equipment by training and instructions provided.
        - Conduct pre-use checks and immediately report any faults or defects to the Site Manager.
        - Only attempt to use equipment for which they are trained and authorised.
3. **Portable Electrical Equipment**
    - The Site Manager maintains records of testing, and portable appliances are tested annually by a qualified contractor under the Portable Appliance Testing (PAT) programme.
    - Staff must visually inspect portable equipment before use and report any concerns promptly to the Site Manager.
4. **Specialist Equipment**
    - An external specialist contractor inspects PE and playground equipment annually to ensure they meet safety standards.
    - The Site Manager will carry out daily and monthly checks, record findings and take action as required.
    - Staff supervising the use of such equipment must ensure pupils follow safe practices and guidelines and report any concerns to the Site Manager.
5. **Hazardous Machinery**
    - Equipment with potential hazards (e.g., ladders, cleaning tools, or maintenance machinery) is used only by authorised personnel trained in its operation.
    - Risk assessments are carried out by the Site Manager for hazardous machinery tasks, and will ensure that control measures are implemented.
6. **Training and Supervision**
    - Staff are provided with training on the safe use of equipment relevant to their roles. Training records are maintained by the Site Manager.
    - Newly appointed staff are supervised when using equipment until deemed competent.

7. **Fault Reporting and Repairs**
    - Any faults or damage to work equipment must be reported to the Site Manager immediately via Smartlog where a ticket will be produced.
    - Faulty equipment is taken out of service, labelled appropriately, and repaired or replaced as soon as possible.
8. **Monitoring and Review**
    - The Health and Safety Governor reviews the maintenance and safety records of work equipment termly.
    - Recommendations from the reviews are reported to the Site Manager to action promptly. The Executive Headteacher will be provided with progress updates by the Site Manager.

This arrangement complies with statutory requirements under the Provision and Use of Work Equipment Regulations 1998 to ensure the safety of staff and pupils.

Arrangement 8: Flammable and Hazardous Substances

1. **Inventory and Risk Assessment**
    - The Site Manager maintains a comprehensive inventory of all flammable and hazardous substances on-site.
    - Risk assessments are conducted for each substance, identifying potential hazards and implementing control measures to minimise risks.
    - The inventory and risk assessments are reviewed annually by the Site Manager.
2. **Storage Requirements**
    - Flammable and hazardous substances are stored in clearly marked, secure, and ventilated areas, away from ignition sources.
    - The storage comply with statutory requirements, including fire safety regulations.
3. **Control of Substances Hazardous to Health (COSHH)**
    - The school adheres to the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
    - COSHH assessments are completed for all hazardous substances and include:
        - Identification of health risks.
        - Guidelines for safe handling, usage, and disposal.

        - Emergency procedures in case of accidental exposure or spillage.

4. **Labelling and Handling**
    - All containers of hazardous substances are clearly labelled with hazard symbols and safety information.
    - Staff are trained to handle substances safely, following the manufacturer's instructions and COSHH guidelines.
5. **Personal Protective Equipment (PPE)**
    - Appropriate PPE is provided for staff handling hazardous substances. This includes gloves, goggles, masks, and protective clothing, as necessary.
    - Staff are responsible for wearing PPE as instructed and reporting any defects or shortages to the Site Manager.
6. **Spillage Procedures**
    - In the event of a spillage, staff must:
        - Evacuate the immediate area if necessary.
        - Contain the spill using appropriate materials.
        - Notify the Site Manager immediately for clean-up and disposal.
    - Spillage response kits are kept by the Site Manager
7. **Disposal of Hazardous Substances**
    - Statutory regulations and local authority guidelines carry out disposal of hazardous substances.
    - The Site Manager maintains records of hazardous waste disposal.
8. **Monitoring and Review**
    - The Health and Safety Governor reviews the management of flammable and hazardous substances termly to ensure compliance with safety standards.
    - Recommendations from the reviews are reported to the Site Manager to action promptly. The Executive Headteacher will be provided with progress updates by the Site Manager.

This arrangement complies with COSHH regulations and other statutory requirements to safeguard staff, pupils, and the environment.

Arrangement 9: Manual Handling of Loads

1. **Definition of Manual Handling**
    - Manual handling includes lifting, carrying, pushing, pulling, or moving loads by hand or bodily force.
2. **Risk Assessment**
    - All manual handling tasks that pose a significant risk of injury are assessed, and control measures are implemented to minimise the risks.
    - Risk assessments are carried out by the Site Manager and reviewed annually or following an incident.
3. **Staff Training**
    - Staff are trained on safe manual handling techniques via Smartlog to reduce the risk of injury.
    - Training includes guidance on:
        - Correct posture and lifting techniques.
        - Identifying risks associated with different types of loads.
        - Using mechanical aids and equipment effectively.
4. **Provision of Mechanical Aids**
    - Appropriate mechanical aids, such as trolleys and sack barrows, are provided to assist with manual handling tasks.
    - Staff must use these aids where necessary and immediately report any defects to the Site Manager.
5. **Staff Responsibilities**
    - Staff must:
        - Avoid lifting or moving heavy loads beyond their capability.
        - Follow the safe manual handling techniques taught during training.
        - Report any manual handling-related injuries or near misses to their line manager immediately.
6. **Storage of Loads**
    - Loads are stored in a way that minimises manual handling risks, with heavier items placed at waist height where possible.

- Storage areas are kept tidy to prevent unnecessary handling and reduce the risk of trips or falls.

7. **Incident Reporting**
    - All manual handling injuries or incidents must be reported to the Siste Manager who maintains a log of incidents.
    - Serious injuries are escalated to the Executive Headteacher and reported to the local authority's Health and Safety team.
8. **Monitoring and Review**
    - The Health and Safety Governor reviews manual handling practices and risk assessments termly to ensure compliance and identify areas for improvement.
    - Recommendations from reviews are implemented promptly under the direction of the Executive Headteacher.

This arrangement complies with the Manual Handling Operations Regulations 1992 to ensure the health and safety of staff and pupils during manual handling tasks.

Arrangement 10: Health and Safety Inspections

1. **Purpose of Inspections**
    - Regular health and safety inspections ensure the school premises and practices meet required safety standards and identify potential risks.
2. **Inspection Schedule**
    - Health and safety inspections are conducted termly by the Health and Safety Governor and report to the FGB.
    - Additional inspections may be scheduled following an incident, complaint, or significant change in school operations.
3. **Inspection Areas**
    - Inspections cover all areas of the school, including:
        - Classrooms and learning spaces
        - Corridors and staircases
        - Toilets and washrooms
        - Outdoor play areas and sports facilities
        - Kitchens and storage areas
        - Equipment and machinery
        - Fire exits and escape routes

4. **Inspection Process**
    - A standard checklist is used to ensure consistency and thoroughness during inspections.
    - The inspection team documents findings, including:
        - Identified hazards
        - Areas requiring improvement
        - Recommended actions
    - Immediate risks are addressed during the inspection, and long-term actions are prioritised.
5. **Responsibility for Actions**
    - The Site Manager oversees the implementation of corrective actions for identified issues.
    - Significant findings are reported to the Executive Headteacher and the Board of Governors.
6. **Record Keeping**
    - All inspection reports are kept in the Health and Safety file located in the Office.
    - Inspection records include:
        - Date of the inspection
        - Names of inspection team members
        - Findings and corrective actions taken
7. **Monitoring and Review**
    - The Health and Safety Committee Governor reviews inspection reports to evaluate progress and identify recurring issues.
    - The Executive Headteacher ensures that inspection recommendations are shared with the Site Manager who is responsible for taking prompt and effective action to rectify the issues raised. Progress must be reported to the Executive Headteacher.

This arrangement ensures that the school complies with health and safety legislation and maintains a safe environment for staff, pupils, and visitors.

Arrangement 11: Play and PE Equipment

1. **Inspection and Maintenance**
    - All play and PE equipment is subject to annual inspections by an approved external contractor to ensure safety compliance.
    - The Site Manager carries out daily and monthly inspections to identify any visible defects or hazards. The checks are recorded.
2. **Record Keeping**
    - Records of all inspections and maintenance work are maintained in the Health & Safety file located in the Office.
    - These records include:
        - Inspection dates
        - Findings and observations
        - Actions taken to address any issues
3. **Staff Responsibilities**
    - Staff supervising the use of play and PE equipment must:
        - Ensure pupils follow safety guidelines during use.
        - Report any faults or concerns immediately to the Site Manager.
        - Restrict access to equipment identified as unsafe until repairs or replacements are completed.
4. **Pupil Safety**
    - Pupils are instructed on the safe use of play and PE equipment as part of their physical education curriculum.
    - Equipment deemed unsuitable for a specific age group or activity is restricted accordingly.
5. **Storage of Equipment**
    - PE equipment is stored securely in designated areas to prevent unauthorised access or accidental damage.
    - Staff are responsible for ensuring that equipment is returned to its proper storage location after use.
6. **Incident Reporting**
    - Any accidents or injuries involving play or PE equipment must be reported immediately to the Head of School who will inform the Site Manager. The Site Manager will keep a log of incidents and action taken to rectify issues.

- Serious incidents are escalated to the Executive Headteacher and reported to the local authority's Health and Safety team if required.

7. **Monitoring and Review**
    - The Health and Safety Governor reviews inspection and maintenance records to identify trends and address recurring issues.
    - Recommendations from these reviews are implemented promptly to ensure ongoing safety.

This arrangement ensures the safety and proper maintenance of play and PE equipment in compliance with statutory health and safety requirements.

Arrangement 12: Premises, Grounds, and Contractors

1. **Premises and Grounds Maintenance**
    - The Site Manager conducts daily inspections of the school premises and grounds to ensure they remain safe and well-maintained.
    - Any identified hazards, such as uneven flooring or damaged equipment, are reported immediately to the Site Manager who will take prompt action to rectify the issue.
2. **Routine Checks**
    - Daily visual checks of classrooms, corridors, and communal areas are performed by teaching and support staff.
    - The Site Manager ensure termly inspections of:
        - External play areas and equipment
        - Boundary fencing and gates
        - Lighting and signage
        - Paths, driveways, and car parks

    These inspections and their outcomes are recorded and maintained by the Site Manager.
3. **Contractor Management**
    - All contractors working on-site are required to:
        - Provide a risk assessment and method statement before commencing work.
        - Undertake induction with the Site Manager on their first visit.
        - Adhere to the school's Health and Safety Policy and safeguarding procedures.

        - Wear identification badges and sign in and out of the Inventry system for minor works or on the sheets provided by the Site Manager for major works.
    - The Site Manager is responsible for monitoring contractor activities to ensure compliance with safety protocols.

4. **Staff Responsibilities**
    - Staff must immediately report any concerns about the premises or grounds to the Site Manager who will keep a log of these reports.
    - Class teachers are responsible for ensuring their teaching areas are free of hazards and properly organised.

5. **Incident Reporting**
    - Any accidents or near misses occurring on the premises or grounds must be reported to the Site Manager who maintains a log of reports.
    - Serious incidents are escalated to the Executive Headteacher and, if necessary, reported to the local authority's Health and Safety team.

6. **Monitoring and Review**
    - The Health and Safety Governor conducts termly reviews of maintenance records and contractor compliance.
    - The Executive Headteacher ensures that inspection recommendations are shared with the Site Manager who is responsible for taking prompt and effective action to rectify the issues raised. Progress must be reported to the Executive Headteacher.

This arrangement ensures the safety and proper maintenance of the school premises and grounds and the effective management of contractors in compliance with health and safety legislation.

Arrangement 13: Vehicle Movements

No vehicles are allowed onto the site except on the service ramp with Head of school or Site Managers approval.

1. **Delivery Vehicles**
    - Deliveries should be received via the main entrance on Lonsdale road where a member of the Team will meet the driver and sign for the goods.
    - Delivery drivers who report to the main office will be met by the Admin Team and the Team informed.

2. **Parking Areas**

- Use of the service ramp parking must be agreed in advance by the Executive Headteacher or Head of School.
- Entry and Exit must be supervised by a member of the Team.

- A strict speed limit of 5 mph is enforced on school grounds. Signage is prominently displayed at all entry points.

3. **Incident Reporting**
    - Any accidents or near misses involving vehicles must be reported to the Site Manager who will maintain a log of incidents.
    - Serious incidents are escalated to the Executive Headteacher and, if required, reported to the local authority's Health and Safety team.
4. **Monitoring and Review**
    - The Health and Safety Governor reviews vehicle movement arrangements termly to identify areas for improvement.
    - Recommendations from these reviews are implemented promptly under the direction of the Executive Headteacher.

This arrangement ensures the safe management of vehicle movements on school grounds, reducing risks to pupils, staff, and visitors.

Arrangement 14: Out-of-School Activities and Visits

1. **Planning and Approval**
    - All out-of-school activities and visits are planned and approved by the Head of School.
    - A comprehensive risk assessment is completed for each activity, identifying potential hazards and implementing control measures to mitigate risks.
2. **Parental Consent**
    - Written consent is obtained from parents or guardians for all off-site activities.
    - Consent forms include details of the activity, location, duration, and associated costs.
3. **Supervision and Staffing Ratios**
    - Adequate supervision is provided for all out-of-school activities in line with statutory guidelines.
    - Staff-to-pupil ratios are determined based on the activity's nature, the pupils' age, and any identified risks. Additional support may be arranged for pupils with special educational needs or disabilities.

4. **Transport Arrangements**
    - Transport for off-site visits is arranged through reputable providers, ensuring vehicles are maintained and drivers are appropriately licensed.
    - Pupils are supervised during boarding and disembarkation, and seat belts are always used.
5. **Emergency Procedures**
    - Staff are briefed on emergency procedures before the activity, including:
        - Contacting the school and emergency services.
        - Administering first aid.
        - Managing pupil welfare during unexpected situations.
    - The lead staff member carries a first aid kit and a mobile phone during all activities. The mobile phone number must be confirmed with the School Office before leaving the school site.
6. **Medical and Dietary Considerations**
    - Pupils' medical needs and dietary requirements are considered during planning.
    - Medication and care plans for pupils with specific needs are carried by designated staff members.
7. **Insurance**
    - All off-site activities are covered under the school's insurance policy, ensuring adequate protection for pupils, staff, and volunteers.
8. **Evaluation and Feedback**
    - Following each activity, feedback is gathered from staff, pupils, and parents to evaluate the visit's success and identify improvement areas.
    - The Health and Safety Governor reviews feedback and updates procedures as necessary.

This arrangement ensures that all out-of-school activities and visits are conducted safely and align with statutory requirements and best practices.