BREDON

SCHOOL

Health & Safety Policy

Reviewing Member of Staff: Estates Manager

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Contents

	Page
1. Statement of Intent	4
2. Organisation	6
3. General Arrangements	7
3.1. Culture	7
3.2. Documentation	8
3.3. Communication and Training	9
3.4. Governor Oversight	9
3.5. Risk Assessment	10
3.6. Accidents, Incidents	10
3.7. First Aid	11
3.8. Serious Incident Management	11
3.9. Medical Needs and Vulnerabilities	12
3.10. Control of Contractors	13
3.11. Display Screen Equipment	14
3.12. Doors, Gates and Windows	14
3.13. Drinking Water	15
3.14. Electrical Installations	15
3.15. Cleaning	16
3.16. Sanitary and Washing Facilities	16
3.17. Floors and Traffic Routes	17
3.18. Lighting	17
3.19. Restaurants and Canteens	18
3.20. Resting and Eating Meals	18
3.21. Waste Management	19
3.22. Workplace Environment	19
3.23. Security	20
3.24. Driving for Work	20
3.25. Lettings	21
3.26. COSHH (Control of Substances Hazardous to Health)	21
3.27. Legionnaire's Disease	22

3.28. Manual Handling 22
3.29. Working at Height 23
3.30. Confined Spaces 23
3.31. Noise 24
3.32. Vibrations 24
3.33. Work Equipment – Machinery 25
3.34. Work Equipment – Storage Racking 25
3.35. Work Equipment – Lifting Equipment 26
3.36. Work Equipment – Office Equipment 26
3.37. Work Equipment – Pressure Systems 26
3.38. Work Equipment – Mobile Plant 27
3.39. Playground and Gym Equipment 27
3.40. Science Teaching 28
3.41. Design & Technology Teaching 28
3.42. P.E. Teaching 29
3.43. Educational / Offsite Visits 29
3.44. Swimming Pool 30
3.45. Outdoor and Adventurous Activities 30
3.46. Agricultural learning 31
3.47. Animal Care 31
3.48. Radon 31
3.49. Asbestos 32
3.50. Engineering 32
3.51. Pets on site 33
3.52. Catering & Hospitality 34
3.53. Combined Cadet Force 34

1. Statement of Intent

The Governing Body (Board of Directors) and Headmaster of the school fully recognise their legal responsibilities, under national health and safety. As employers and those responsible for the premises, they are committed to providing a safe and healthy environment for all staff, pupils, and anyone else affected by the school's activities.

We are dedicated to managing health and safety risks by conducting thorough risk assessments, implementing effective control measures, and ensuring ongoing monitoring and review of safety systems. This commitment is driven by the leadership of the Governing Body and Headmaster.

Key responsibilities include:

- Provide adequate control of the Health and Safety risks arising from our work activities
- Consult with our staff on matters affecting their Health and Safety.
- Provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained; and offers protection from danger by being suitably guarded (where appropriate)
- Ensure safe handling, use, storage and transport of articles and substances
- Provide adequate information, instruction, and training to enable adults and pupils to carry out activities in a healthy and safe manner and enable them to contribute positively to their own Health and Safety and that of others.
- Ensure all employees are competent to do their tasks.
- Prevent accidents and cases of work-related ill health.
- Make arrangements within the school for the reporting of all accident/violent incidents.
- Make positive arrangements for fire evacuation, first aid and other emergency situations.
- Provide and maintain a safe and healthy school building/s with safe access and egress, paying particular attention to the structure of the building/s, the electrical installation, draining, glazing, maintenance of floors / corridors / steps / doorways / fire escape routes and security arrangements to minimise the risk of acts of violence.
- Provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation.
- Provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings.
- Maintain safe and healthy working conditions.
- Have robust procedures in place in case of emergencies

- Maintain the welfare of livestock and those that come into contact with them.
- Review and revise this policy as necessary at regular intervals.

This policy is based on advice from the Department for Education on Health and Safety in schools and the following legislation:

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

The Control of Substances Hazardous to Health Regulations 2002

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

The Health and Safety (Display Screen Equipment) Regulations 1992

The Gas Safety (Installation and Use) Regulations 1998

The Regulatory Reform (Fire Safety) Order 2005

The Work at Height Regulations 2005

The Rules for Farmers and Land Managers DEFRA

Pressure Systems Safety Regulations 2000 (PSSR

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Animal Welfare Act 2006

The school follows national guidance published by the UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

In addition, the Governing Body and Headmaster are committed to safeguarding the health and safety of non-employees, including pupils, visitors, contractors, and the wider community. We will provide the necessary training, supervision, and information to ensure the safety of everyone affected by our operations.

The Governing Body and Headmaster will allocate the necessary resources, including financial support, to implement this policy.

All staff are expected to comply with this policy and actively support the Governing Body and Headmaster in maintaining and improving the school's health and safety standards. The cooperation of all employees and others using the premises is essential for the successful implementation of this policy.

This Policy Statement, along with the organisational structure and safety procedures, will be reviewed annually or updated as required.

Approved by the Governing Body:

Signed:

Headmaster's Name: Rory Vokes-Dudgeon

Date: August 202-

Signed: 

Chair of Governors' Name: Koen Claeys

Date: August 202-

2. Organisation

Organisation Overview

To meet the health and safety (H&S) requirements of the Governing Body and Headmaster, extra responsibilities are assigned within the school's management, as outlined in this H&S Policy.

Governing Body

Cavendish Education is responsible for ensuring the school complies with the H&S Policy. They work with the Headmaster to put in place and review safety measures, making updates as needed.

Headmaster

The Headmaster Mr Rory Vokes-Dudgeon manages the daily implementation of the H&S Policy. They collaborate with the Governors to maintain safety standards, review procedures, and ensure safe working conditions.

Member of staff responsible for H&S

While the Headmaster ultimately remains responsible they may delegate carrying out their duties to Stephen Giles - Bursar.

Employees

All staff must ensure their own safety and that of others by following the H&S Policy, using equipment safely, reporting hazards, use of systems adopted by the school, such as the use of Sign In App and adhering to any training. Any issues with safety should be reported to their line manager.

Pupils

Pupils are expected to take responsibility for their own safety, follow school rules, wear appropriate clothing for safety or hygiene, and follow staff instructions during emergencies. They should use school equipment properly and not interfere with safety measures.

Temporary Staff

Temporary staff receive health and safety instructions, including fire and emergency procedures. They report to the designated Line Manager during their time at the school.

Teachers

Teachers ensure compliance with the H&S Policy in their classrooms. They are responsible for pupils' safety and must maintain a safe learning environment.

Teaching Assistants

Teaching assistants follow the H&S Policy and report to the class teacher, helping ensure safety during lessons.

Off-Site / Educational Visit Coordinator (OVC / EVC)

The OVC / EVC ensures school trips follow safety standards, working with trip leaders to align activities with school policies.

Estates Manager

The Estates Manager handles day-to-day safety concerns in the school buildings and grounds. They address or report any safety issues and stop unsafe practices when necessary.

Volunteers and Parent Helpers

Volunteers and parent helpers receive health and safety guidance and report to the supervising teacher during their time at the school.

3. General Arrangements

3.1. Culture

A strong safety culture will be fostered through open communication, active engagement, and leadership by example. Senior management will champion health and safety initiatives, modelling positive behaviours and attitudes. Staff, pupils, and visitors will be encouraged to report hazards, accidents, and near-misses through accessible systems. Health and safety will be integrated into the curriculum and daily activities, promoting personal responsibility and awareness. Collaborative approaches will foster a shared sense of ownership for health and safety among all members of the school community. Regular evaluation and continuous improvement will ensure that the school's safety culture remains robust and effective.

Training Requirements

All employees have to complete periodical training designated by the member of staff responsible for H&S within the allocated time period. Departmental managers should allocate any additional training relevant to their role over and above core courses to employees in their department.

Ethos

Our ethos is based on the following principles:

- **Prevention First:** We prioritise proactive measures to eliminate hazards and reduce risks, rather than simply reacting to incidents.

- **Open Communication:** We encourage open and honest communication about safety concerns, without fear of reprisal.
- **Continuous Improvement:** We are committed to ongoing learning and improvement, regularly reviewing our safety practices and procedures.
- **Employee Empowerment:** We empower our employees to take ownership of their safety and the safety of others.
- **Compliance and Best Practice:** We adhere to all relevant health and safety regulations and industry standards.
- **Report:** Using the H&S Helpdesk report it including low jeopardy situations

3.2. Documentation

The school will maintain all legally required health and safety documentation, including risk assessments, training records, accident reports, and inspection reports. These documents will be regularly reviewed and updated to reflect changes in legislation, practices, or risk profiles. Training records will be securely stored, both electronically and as required in hard copy. Accident, incident, and near-miss reports will follow a standardised format and be thoroughly investigated. Safety inspections and audits will be documented and archived for future reference. All documentation will be organised and stored in a clear and accessible manner. A system will be implemented to track changes in legislation and policies affecting school safety. Confidential health and safety documentation will be managed in accordance with data protection regulations. The school will maintain a comprehensive archive of policies and procedures to ensure ongoing compliance.

Training Requirements

- Employees, Pupils, Visitors and Contractors need access to all relevant H&S information in order for them to be aware of the arrangements in place for their safety.
- New Staff will be inducted and shown how to access all the relevant information and portal for reporting.
- Pupils will be instructed by employees
- Visitors & Contractors will be signed in on arrival via the signing in system which confirms receipt of arrangements put in place for their safety.

Document log

The following systems are used to ensure the school has all the relevant information:

Google Workspace

School MIS

TES MyConcern

CAFM software (BSEOS)

SchoolPro TLC

Riskbase

Risk Assessment Portal

Business safe portal (archived)

Google Drive (policies)

3.3. Communication and Training

The school will effectively communicate health and safety information to all stakeholders. Key strategies include:

- Clear and accessible communication of the health and safety policy to all staff and pupils.
- Timely updates on health and safety matters through various channels, including email, Bredon Online Briefing, and meetings.
- Regular health and safety training for staff, covering topics such as fire safety, first aid, Health & Safety in Education, Safeguarding, GDPR and emergency procedures.
- Flexible delivery of training through online platforms and in-person sessions.
- A comprehensive induction process for new staff, pupils, and contractors to familiarise them with safety policies and procedures.
- Clear and concise communication of changes in health and safety practices through various channels.
- Regular evaluation of training effectiveness to identify areas for improvement.
- Clear communication of health and safety requirements to contractors and visitors.
- Establishing accessible channels for staff and pupils to report health and safety concerns.
- Ensuring that all communication is clear, accessible, and inclusive, considering the needs of diverse learners and staff.

3.4. Governor Oversight

The Proprietary Body and Board of Directors are committed to ensuring that the school maintains a safe and healthy environment for all pupils, staff, and visitors.

Responsibilities of Board of Directors

The Board of Directors will contribute to the formulation and periodic review of the school's Health and Safety Strategy, ensuring it reflects current legislation, statutory guidance, and recognised best practice.

They will monitor the school's health and safety performance by reviewing regular reports on accidents, incidents, and risk assessments.

Responsibilities of the Local Governing Body

Training and updates on health and safety legislation and governance responsibilities will be provided to the local governing body through briefings/updates.

Health and safety will be a standing agenda item at Local Governing Body and Board meetings, with discussions taking place at least once per term.

The Local Governing Body will scrutinise reports on incidents, trends, and risk management outcomes and will advise the Board where resources need to be allocated to support health and safety measures.

Oversight of high-risk areas, including science laboratories, physical education, and other specialist environments, will be maintained through targeted monitoring, audits, and site visits.

The Local Governing Body will support the development, approval, and periodic review of the school's health and safety policies to ensure their continued effectiveness.

Systems such as internal audits, staff consultation, and feedback mechanisms will be in place to enable the Board to assess the strength of the school's safety culture.

In discharging their duties, the Board will ensure that the school is meeting all legal obligations in respect of health and safety, and will provide effective challenge and support to the senior leadership team to promote a culture of continuous improvement

3.5. Risk Assessment

The school will implement a dynamic risk assessment approach, prioritising practical risk management over excessive paperwork. Risk assessments will be conducted for significant activities and hazards, focusing on identifying and mitigating risks to staff, pupils, and visitors. These assessments will be regularly reviewed and updated as necessary to reflect changes in circumstances or legislation. The school will promote a culture of care and responsibility, empowering staff to identify and address potential hazards in their daily work. By adopting a flexible and proactive approach to risk management, the school aims to create a safe and supportive learning environment for all.

Training requirements

Staff required to carry out risk assessment will be instructed on how they should be recorded and should be reviewed by the member of staff responsible for H&S before being published.

Risk assessment/log

Risk assessment must be accessible by those who they are controlling risk for, utilising a central system for storing and sharing documents.

Risk Assessment Policy

3.6. Accidents, Incidents

The school recognises that accidents can happen, even in the most carefully planned environments. However, the school is committed to minimising risks and responding effectively to incidents. A robust system is in place to record, investigate, and learn from all accidents and near-misses.

- All accidents and incidents will be recorded in an accident book and electronically.
- Records will be securely stored.
- A thorough investigation process will be implemented to determine root causes.
- Lessons learned will be communicated through training and safety bulletins.
- Designated individuals will review and follow up on accident reports.
- Accident and incident trends will be monitored, and corrective actions will be taken to prevent future occurrences.
- Parents and guardians will be notified promptly of accidents involving their children.
- Near-miss reporting will be encouraged.
- Near-miss incidents will be analysed to identify potential hazards and implement preventive measures.
- Serious accidents will be reported to external authorities as required by law.
- The school will provide support to staff and pupils involved in serious accidents, including counselling and other appropriate assistance.

3.7. First Aid

- The school will ensure that an adequate number of trained first aiders are available, with regular refresher training to maintain their skills.

- First aid kits will be strategically located throughout the school and will be regularly checked and restocked by the school nurse.
- Clear procedures are in place for providing first aid during school hours, including the administration of medication and the use of automated external defibrillators (AEDs).
- For off-site activities and school trips, appropriate first aid provision will be arranged, including the identification of local medical facilities.
- First aid incidents will be recorded and monitored to identify trends and inform future training needs.
- Staff will receive training in dealing with medical emergencies, such as anaphylaxis, and will be equipped with the necessary knowledge and equipment.
- The effectiveness of first aid provision will be assessed through regular reviews and feedback.
- Parents will be informed if their child receives first aid, with details of the incident and any treatment provided.
- Procedures will be in place to manage infectious diseases and illnesses, including hygiene practices and isolation measures.
- First aid provision will be extended to after-school activities and events, with appropriate staffing and equipment.

First aid policy

Positive Mental Health & Wellbeing policy

Safe Practice and Management of Medicines

3.8. Serious Incident Management

Effective preparation is key to responding to serious incidents. By implementing robust emergency plans, conducting regular drills, and training staff, schools can minimise the impact of unforeseen events and ensure the safety of everyone

- The school will designate a senior leader to be responsible for managing and coordinating responses to serious incidents.
- Clear procedures will be in place for evacuating or locking down the school, with regular drills to ensure staff and pupils are familiar with these procedures.
- Effective communication with emergency services and parents will be crucial, with designated individuals responsible for informing them of the situation and providing updates.

- Staff receive regular training in emergency procedures, including first aid, fire safety, and crisis management. The Headmaster will arrange scenario based training for SMT. Fire, lockdown, and other serious incident drills will be conducted at least annually.
- Plans will be in place to support vulnerable pupils during a serious incident, including identifying their needs and providing appropriate assistance.
- The school will have a well-defined process for returning to normal operations after an incident, including cleaning, repair work, and psychological support.
- Serious incidents will be thoroughly reviewed to identify lessons learned and implement improvements to future emergency response plans.
- Coordination with external agencies will be managed through clear communication channels and established protocols.

Critical incident policy

Fire policy

Fire procedures

Inclement weather policy

3.9. Medical Needs and Vulnerabilities

The school's nursing team, comprising highly qualified and experienced professionals, plays a vital role in promoting the health and well-being of all pupils. They are trained to provide essential medical care, administer first aid, and support pupils with chronic health conditions. By working collaboratively with teachers, parents, and other healthcare providers, school nurses contribute significantly to the overall health and safety of the school community. HR is available to all employees who need assistance.

- The school will maintain accurate records of pupils' and staff's medical conditions and healthcare plans, ensuring confidentiality.
- Procedures will be in place for administering medication to pupils, with parental consent and staff training.
- Staff will receive training to support pupils with specific medical needs, such as diabetes and asthma.
- Medical conditions and vulnerabilities will be considered in risk assessments and safety plans.
- Medical information will be communicated to relevant staff in a confidential manner.

- The school will ensure accessibility and accommodations for pupils with physical disabilities, including wheelchair access and adapted facilities so far as reasonably practicable.
- In the event of a medical emergency, trained staff will respond promptly and administer first aid as necessary, while contacting emergency services if required.
- The school will have protocols in place for addressing mental health issues and emotional vulnerabilities, including access to counselling and support services.
- The school will work closely with parents and healthcare providers to ensure appropriate medical care for pupils.
- Individual healthcare plans and vulnerability assessments will be reviewed regularly to ensure their effectiveness and to reflect any changes in a pupil's needs.
- Wellness action plan to be completed with employees by HR and shared as agreed.
  Wellness Action plan

3.10. Control of Contractors

To ensure the safety of pupils, staff, and the school environment, it is crucial to implement effective control measures when engaging contractors.

- The school will implement a vetting process to ensure contractors meet health and safety requirements, including checking insurance, qualifications, and previous safety records.
- The school's health and safety policies will be clearly communicated to contractors through induction sessions and written documentation.
- Contractors will be required to provide detailed risk assessments for their work, identifying potential hazards and control measures.
- The school will monitor contractor compliance through regular inspections and site visits.
- Procedures will be in place to minimise disruption to normal school activities, such as scheduling work outside of school hours or during holidays.
- Contractors will be supervised, particularly in high-risk areas, to ensure they follow safe working practices.
- Contractors will be required to submit relevant documentation, such as method statements and risk assessments.
- The school will implement measures to protect pupils and staff, such as clear signage, designated walkways, and emergency procedures.

- Contractor incidents and accidents will be reported and investigated, with lessons learned incorporated into future risk assessments and procedures.
- A review process will be in place to assess contractor performance and compliance after project completion, providing feedback and identifying areas for improvement.

Contractors Induction

Contractor Safety Evaluation Questionnaire

Agency and temporary staff safer recruitment policy

3.11. Display Screen Equipment

The school acknowledges the significance of Display Screen Equipment (DSE) and its potential impact on staff well-being. The school is committed to providing a positive and safe working environment for all employees.

- The school will ensure that display screen equipment (DSE) is set up ergonomically to minimise strain and injury.
- Staff who use DSE daily, for continuous periods of an hour or more, will require workstation assessments.
- Regular DSE assessments will be conducted to identify potential risks and implement corrective measures.
- The school will provide adjustable furniture to accommodate different users and reduce the risk of musculoskeletal disorders.
- Steps will be taken to reduce glare and improve lighting, such as using anti-glare screens and adjusting window blinds.
- A system will be in place for reporting and resolving issues with faulty or poorly set-up equipment.
- Staff and pupils will be made aware of the risks associated with prolonged screen use, such as eye strain, headaches, and back pain through the health and safety bulletin.

HSE Display screen equipment (DSE) Workstation Checklist

3.12. Doors, Gates and Windows

- The school will regularly assess and maintain the safety of doors and gates, including automated systems.
- Doors and gates will be fitted with safety features such as door hold open mechanisms and slow-closing devices on main traffic routes.
- Emergency exits will be clearly marked and easily accessible, with regular checks to ensure they are unobstructed.
- A maintenance schedule will be in place to ensure that doors and gates are in good working order.
- The safety of young children and those with disabilities will be considered, with appropriate door and gate designs and access controls.
- Measures will be taken to prevent fingers from being trapped in doors, such as finger guards or safety sensors.
- Doors in high-traffic areas will be designed and maintained to minimise the risk of accidents.
- Gates, especially outdoor ones, will be secured when necessary to prevent unauthorised access.
- Staff and pupils will receive training on the safe use of automated doors and gates.
- Faulty or damaged doors and gates will be promptly repaired or replaced to minimise safety risks.
- Automated gates will be serviced and maintained by device specialist engineers.

3.13. Drinking Water

- The school will provide clean, safe drinking water through a variety of sources, including water fountains and dispensers.
- Regular maintenance and cleaning will be carried out to ensure the hygiene and functionality of these facilities.
- Water quality will be monitored through consultation with Severn Trent Water.
- Procedures will be in place to respond to water contamination or supply breakdowns, including alternative water sources and communication with relevant authorities.
- The school will ensure that drinking water is accessible to all pupils, including those with disabilities, through appropriate adaptations and signage.

- Drinking water points will be strategically located throughout the school to encourage hydration.
- The school will promote the importance of drinking water, especially during warmer months, through educational campaigns and reminders to carry a water bottle.
- For outdoor activities and field trips, adequate drinking water will be provided and accessible.

3.14. Electrical Installations

- The school will ensure the safe installation and maintenance of electrical systems by engaging qualified employees and electricians for all work.
- Regular inspections and testing will be conducted to verify compliance with safety standards, including periodic PAT testing of portable electrical equipment.
- Safety measures will be in place to prevent electrical overloading, such as the use of circuit breakers and distribution boards.
- Staff will receive training to recognise and report electrical hazards, such as frayed cables, damaged plugs, and overheating equipment via the estates Helpdesk.
- Temporary electrical installations will be subject to rigorous safety checks and will be removed promptly after use.
- In areas with high water exposure, electrical systems will be designed and maintained to minimise the risk of electric shock.
- Guidelines will be established for the safe use of electrical appliances and equipment in classrooms, including avoiding trailing cables and overloading sockets.
- Staff and pupils will be educated about the dangers of tampering with electrical systems, emphasizing the importance of reporting any issues to qualified personnel.
- Procedures will be in place for safely isolating electrical systems during maintenance work, minimising the risk of accidents.
- In older buildings, electrical installations will be assessed to identify potential hazards and remedial actions will be taken to ensure safety.

3.15. Cleaning

- The school will maintain a comprehensive cleaning schedule to ensure hygienic conditions throughout the premises.
- Cleaning products will be carefully selected based on their effectiveness and safety, and staff will be trained in their proper use and handling.
- High-touch areas will be prioritised for frequent cleaning to minimise the spread of germs.
- Hazardous areas, such as science labs and kitchens, will be cleaned using specialised procedures and equipment to ensure safety.
- Cleaning activities will be scheduled to minimise disruption to normal school operations and avoid creating safety hazards.
- Cleaning staff will be provided with appropriate protective equipment to minimise exposure to harmful substances.
- Waste disposal will be carried out in accordance with environmental regulations, with hazardous waste disposed of separately.
- The effectiveness of cleaning will be monitored through regular inspections, with particular attention to areas where infections may spread, such as toilets and communal areas.

3.16. Sanitary and Washing Facilities

- The school will provide adequate sanitary and washing facilities for all staff and pupils, ensuring they are accessible, clean, and well-maintained.
- Regular cleaning schedules will be in place, with particular attention paid to high-touch areas.
- Soap, towels, and hand dryers will be regularly maintained and restocked to ensure they are always available.
- Sanitary facilities will be designed to meet the needs of all pupils, including those with disabilities, with appropriate adaptations and support.
- Hand hygiene will be promoted through educational campaigns and regular reminders, especially in early years and primary settings.

- Privacy and dignity will be ensured through appropriate design and supervision.
- Sanitary facilities can be adapted for pupils with specific medical needs, such as incontinence or catheterisation.
- Sanitary waste will be disposed of safely and hygienically, in accordance with local regulations.
- The cleanliness and functionality of sanitary facilities will be monitored through regular inspections and feedback mechanisms.
- Procedures will be in place to quickly address any plumbing or water supply issues, minimising disruption and ensuring continued access to clean facilities.

3.17. Floors and Traffic Routes

- The school will maintain floors in good condition, free from hazards such as spills, debris, and uneven surfaces.
- Damaged or uneven floors will be repaired promptly to minimise the risk of accidents. Some surfaces are uneven due to the age of our site, this will be managed appropriately.
- Slip, trip, and fall risks will be addressed through regular inspections, cleaning, and the use of non-slip floor coverings in high-traffic areas.
- Traffic routes will be clearly marked and free from obstructions, with signage and barriers used to guide pedestrians.
- Traffic management plans will be implemented during drop-off and pick-up times to prevent collisions between vehicles and pedestrians.
- Outdoor routes will be maintained to ensure they are safe and accessible in all weather conditions, with appropriate drainage and surface treatments.
- The school will ensure that floors and walkways are accessible to pupils with mobility issues, with ramps, handrails, and level pathways.
- Staff and pupils will be encouraged to report any hazards or obstructions on floors and traffic routes, with a system in place to address these promptly.
- The school will have clear procedures for managing the safe movement of large groups, including designated routes and marshalling points.

- Wet or slippery floors will be managed through immediate cleaning, warning signs, and temporary barriers to divert foot traffic.

3.18. Lighting

- The school will ensure that all working and learning areas have adequate lighting levels to support safe and productive activities.
- Lighting levels will be maintained to prevent eye strain and improve concentration, with regular checks and adjustments as needed.
- Emergency lighting systems will be regularly tested and maintained to ensure they are fully functional in the event of a power failure.
- Natural light will be maximised through the use of large windows and skylights, optimising daylighting in classrooms and workspaces.
- In areas prone to glare or shadowing, such as those with display screens or scientific equipment, appropriate lighting controls and glare reduction techniques will be implemented.
- Regular inspections and maintenance of lighting fixtures will be carried out to identify and address any issues.
- Outdoor lighting will be designed to provide adequate illumination during early mornings and evenings, ensuring the safety of staff and pupils.
- Energy-efficient lighting solutions will be implemented to reduce energy consumption and minimise environmental impact, without compromising lighting quality.
- Corridors and stairwells will be well-lit to prevent accidents and ensure safe movement.
- Staff and pupils will be educated about the importance of good lighting for safety and health, encouraging them to report any lighting issues promptly.

3.19. Restaurants and Canteens

The school will ensure that canteens and food preparation areas adhere to strict hygiene and safety standards. Key measures include:

- **Food Safety Monitoring:** Regular monitoring of food temperatures, hygiene practices, and allergen control.
- **Staff Training:** Staff will be trained in food hygiene, allergen awareness, and safe food handling practices.
- **Allergen Information:** Clear communication of allergen information to staff, pupils, and parents.
- **Safe Waste Disposal:** Proper procedures for the disposal of food waste to prevent pests and contamination.
- **Safe Facilities:** Well-maintained canteen seating and facilities, ensuring accessibility for all pupils.
- **Hygiene Maintenance:** Regular cleaning and sanitisation of canteen areas, especially during and after mealtimes.
- **Dietary Needs:** Accommodation of pupils with special dietary needs or allergies through appropriate menu options and preparation practices.
- **Crowd Control:** Effective management of traffic flow and overcrowding in canteens, especially during peak times.
- **Compliance Monitoring:** Proactive response to food hygiene inspections and audits, implementing any necessary corrective actions.

Allergy Policy

3.20. Resting and Eating Meals

- The school will provide clean, comfortable, and accessible rest and meal areas for all staff and pupils.
- Adequate seating will be provided, and meal areas will be kept clean and free from hazards, particularly food-related ones.
- Staff will have access to facilities for storing and reheating food safely.
- To encourage healthy eating, the school will promote a balanced diet and limit the availability of unhealthy snacks and drinks.
- Food-related waste will be managed responsibly to prevent pest infestations and other health risks.
- Staggered lunch breaks will be implemented to avoid overcrowding, and rest areas will be designed to accommodate pupils and staff with specific needs.

- The school will comply with all relevant food hygiene and health and safety regulations to ensure a safe and pleasant environment for all.

3.21. Waste Management

The school will implement robust waste management procedures to ensure a clean and safe environment.

- General waste and recycling will be segregated and disposed of correctly, with clear signage and training provided to staff and pupils.
- Hazardous waste, such as chemicals and sharps, dead livestock, will be stored and disposed of in accordance with relevant regulations, and specialised contractors will be engaged for safe removal.
- Medical waste will be disposed of in designated, secure containers.
- Regular waste collection and removal will be scheduled to prevent buildup.
- Outdoor waste bins will be regularly cleaned and maintained to prevent pests.
- Confidential documents will be securely shredded or pulped by a specialist contractor.

The school will monitor and review its waste management practices to identify opportunities for improvement and promote sustainable waste management.

3.22. Workplace Environment

The school is committed to providing a safe, comfortable, and healthy working environment for all staff and pupils.

- Classrooms and workspaces will be designed to optimise natural light and minimise noise distractions.
- Temperature and ventilation will be controlled to ensure a pleasant and productive environment. So far as reasonably practical
- Air quality will be monitored, and measures will be taken to improve ventilation in areas where necessary.
- Regular cleaning and maintenance will be carried out to keep all areas clean and tidy.
- Ergonomic assessments will be conducted for staff workspaces, and appropriate adjustments will be made to prevent musculoskeletal disorders.
- The school will actively manage environmental hazards, such as damp, mold, and pests, through regular inspections and preventative measures.

- To create a welcoming and inclusive environment, the school will prioritise mental health and well-being, and accommodate the needs of pupils with specific health conditions.

3.23. Security

The school will prioritise the safety and security of all staff and pupils by implementing robust security measures.

- Access control systems, such as secure entry points and visitor management procedures, will be in place to aid in preventing unauthorised entry.
- During drop-off and pick-up times, staff will be vigilant and implement procedures to ensure pupils safety.
- Emergency procedures, including lockdown drills, will be practiced regularly to prepare staff and pupils for unexpected events.
- Security incidents will be promptly reported and investigated, and lessons learned will be incorporated into future security practices.
- The school will comply with data protection regulations when using security cameras and other surveillance systems.
- Security policies will be reviewed and updated regularly to adapt to changing threats and best practices.

Security Policy

3.24. Driving for Work

The school will ensure that all staff who drive on school business are fit to do so.

- Regular medical checks(PSV), valid driving licenses and driver declaration will be required.
- The use of personal vehicles for work purposes will be subject to strict guidelines, including adequate insurance coverage and regular maintenance.
- Staff drivers will receive appropriate training, including CPC Driver safety where license classification requires.
- School vehicles will be regularly serviced and maintained to ensure roadworthiness.
- Any accidents, near-misses, or traffic violations will be promptly reported and investigated.
- To address driver fatigue, the school will implement policies to ensure adequate rest periods and avoid excessive driving hours.

- Adverse weather conditions will be monitored, and driving plans may be adjusted accordingly.
- The safe transport of pupils and equipment will be prioritised, with clear procedures in place.
- Driving policies and procedures will be reviewed and updated regularly to reflect changes in legislation and best practice by the School Transport Manager.
  Transport Policy
  Driver Declaration

3.25. Lettings

The school will implement robust procedures to ensure the safety of all individuals during external lettings.

- Before each letting, the school will conduct a risk assessment to identify potential hazards and implement appropriate control measures.
- External users will be provided with clear information about emergency procedures, including evacuation routes and assembly points.
- The school will ensure that all external groups have adequate insurance coverage and comply with relevant safeguarding regulations.
- Regular inspections will be carried out to maintain the safety and security of the premises, including fire safety checks.
- Any accidents or incidents during lettings will be promptly reported and investigated.
- The school will establish clear protocols for the handover of the premises before and after each letting, ensuring that the site is left in a safe and secure condition.
- The use of school facilities and equipment by external groups will be subject to specific guidelines and supervision.
- The school will regularly review and monitor its lettings procedures to identify and address any potential risks.

3.26. COSHH (Control of Substances Hazardous to Health)

The school will prioritise the safety of staff and pupils by implementing robust COSHH procedures.

- Hazardous substances will be identified and assessed, and appropriate control measures will be implemented to minimise exposure.

- Staff will receive comprehensive training on the safe handling, storage, and disposal of hazardous substances, including the use of personal protective equipment (PPE) where necessary.
- Safety Data Sheets (SDS) will be readily accessible to all relevant staff.
- Regular monitoring of chemical use in classrooms and laboratories will be conducted to identify potential hazards. Guidance can be found on CLEAPSS Link.
- Hazardous substances will be stored securely in designated areas, and clear labelling will be used.
- Emergency procedures will be in place to respond to spills or accidental exposure.
- Staff and pupils will be trained on the correct use and disposal of hazardous substances.
- COSHH assessments will be regularly reviewed and updated to reflect changes in practices and legislation.
- Contractors working on site will be required to comply with COSHH regulations and provide relevant risk assessments.

3.27. Legionnaire's Disease

The school will implement robust measures to prevent the risk of Legionnaires' disease.

- Water systems, including showers and taps, will be regularly inspected, cleaned, and disinfected.
- Water temperatures will be monitored and maintained to minimise the growth of Legionella bacteria.
- Staff responsible for water safety will receive appropriate training to ensure compliance with relevant regulations.
- Records of water system inspections, testing, and maintenance will be kept and reviewed regularly.
- In the event of any signs of Legionella contamination, prompt action will be taken to address the issue.

- Contractors working on water systems will be required to follow strict Legionella control guidelines.
- Infrequently used water systems will be flushed regularly to prevent stagnation.
- The school will remain up-to-date with the latest legislation and guidance on Legionella control.
- Regular reviews of the Legionella management plan will ensure its effectiveness and identify any areas for improvement.

Water Management & Legionella Assessment

3.28. Manual Handling

The school is committed to minimising the risk of manual handling injuries among staff and pupils.

- A general risk assessment has been completed for manual handling.
- Specific risk assessments will be conducted to identify high-risk tasks and implement appropriate control measures.
- Staff will receive comprehensive training on safe manual handling techniques, including proper lifting and carrying procedures.
- Suitable equipment, such as trolleys and lifting devices, will be provided to reduce the need for manual handling.
- Staff and pupils will be encouraged to seek assistance when lifting heavy objects or performing tasks that exceed their capabilities.
- Manual handling tasks will be planned and managed carefully, with consideration given to factors such as load weight, distance, and posture.
- The school will monitor and report any manual handling injuries or near-misses to identify trends and implement corrective actions.
- Regular reviews of manual handling risk assessments will ensure that control measures remain effective and up-to-date.

HSE Guidance on manual handling at work

Manual handling assessment charts (the MAC tool)

3.29. Working at Height

The school will prioritise the safety of staff and pupils by implementing robust procedures for working at height.

- All work at height activities will be assessed to identify and mitigate risks.
- Staff and contractors will receive comprehensive training on safe working at height practices, including the use of appropriate equipment, such as harnesses and guardrails.
- Ladders and access equipment will be regularly inspected and maintained to ensure they are safe for use.
- Tasks requiring working at height will be carefully assessed to determine the most suitable method, and alternative approaches, such as using mobile elevating work platforms, may be considered.
- Staff will be trained to recognise hazards associated with working at height, such as falling objects and unstable surfaces.
- Contractors will be required to adhere to strict safety standards and provide evidence of appropriate training and qualifications.
- Areas where work at height is taking place will be cordoned off to prevent unauthorised access by pupils.
- Any incidents related to working at height will be promptly reported and investigated to identify lessons learned.
- The school will regularly review and update its working at height policies and risk assessments to reflect changes in legislation and best practice.

Safe Use of Ladders and Stepladders

HSE Working at Height

3.30. Confined Spaces

The school will establish comprehensive procedures to effectively manage the risks associated with confined spaces.

- Confined spaces will be identified and assessed to determine the potential hazards, such as oxygen deficiency, toxic gases, and structural instability.
- Staff and contractors who may need to work in confined spaces will receive comprehensive training on safe entry, exit, and working practices.

- Before entry, confined spaces will be adequately ventilated and monitored for hazardous gases.
- Safe systems of work will be established, including the use of appropriate PPE, such as breathing apparatus.
- Emergency procedures, including rescue plans, will be in place to respond to incidents.
- Only authorised personnel will be permitted to enter confined spaces, and they will be equipped with the necessary training and equipment.
- Regular inspections and maintenance of confined spaces will be conducted to identify and address any potential hazards.
- Contractors working in confined spaces will be required to comply with relevant regulations and provide evidence of appropriate training and qualifications.
- The school will regularly review and update its confined space risk assessments and procedures to ensure they remain effective and compliant with current legislation.

Confined Spaces policy

3.31. Noise

The school will take proactive steps to manage noise exposure and protect the hearing health of staff and pupils.

- Noise levels in high-risk areas, such as workshops and shooting areas will be regularly monitored to identify potential hazards.
- Staff and pupils will be trained on the risks of noise exposure and the importance of using hearing protection when necessary.
- Appropriate hearing protection, such as earplugs or ear defenders, will be provided and used in high-noise environments.
- The school will identify and address sources of excessive noise, such as noisy equipment or machinery.
- During special events or construction work, temporary noise control measures may be implemented to reduce noise levels.
- Regular reviews of noise exposure will be conducted, particularly for staff who are at greater risk.

- The school will ensure compliance with noise exposure regulations and guidelines.

By implementing effective noise control measures, the school aims to minimise the long-term health effects of noise exposure on staff and pupils.

3.32. Vibrations

The school will implement robust procedures to manage the risks associated with vibration exposure.

- High-risk activities involving power tools and machinery will be assessed to identify potential hazards.
- Noise and vibration levels will be monitored and measured to ensure they are within safe limits.
- Staff will be trained to recognise the risks of exposure to hand-arm and whole-body vibrations, and the importance of using appropriate protective measures.
- Vibration-causing equipment will be regularly maintained and inspected to minimise vibration levels and checked with a HAVI monitor.
- The school will identify and address sources of excessive vibration, such as poorly maintained tools and replace them for new models that have a lower exposure rate.
- Appropriate protective measures, such as anti-vibration tools purchased for task and consideration to an individual's overall daily/weekly exposure using a multitude of equipment.

3.33. Work Equipment – Machinery

The school will prioritise the safety of all staff and pupils by implementing robust procedures for the use and maintenance of machinery.

- All machinery will undergo regular inspections and maintenance to ensure it is safe and operational.
- Staff and pupils will receive comprehensive training on the safe operation of machinery, including the use of appropriate safety guards and personal protective equipment (PPE).
- Regular monitoring will be conducted to ensure compliance with safety procedures and identify any potential hazards.

- Emergency procedures will be in place to safely shut down and isolate machinery in case of emergencies.
- Pupils will only be permitted to use machinery under the direct supervision of qualified staff.
- Machinery risk assessments will be regularly reviewed and updated to reflect changes in technology, legislation, and best practice.

3.34. Work Equipment – Storage Racking

The school will implement robust procedures to ensure the safety and integrity of storage racking systems.

- All racking systems will be properly installed and regularly inspected to identify and address any damage or wear.
- Staff will receive training on the safe loading, unloading, and maintenance of storage racking.
- Clear guidelines will be in place to prevent overloading and ensure that items are stored safely and securely.
- Access to racking systems will be restricted to authorized personnel, and safe access methods will be provided.
- Any damage to racking systems will be promptly reported and addressed. The school will ensure that storage racking is suitable for the type and weight of items stored, and appropriate load capacities will be clearly marked.
- Safeguards will be in place to prevent falls or injuries, such as guardrails and safety netting.
- The storage of hazardous materials on racking systems will be carefully controlled and monitored.
- Regular reviews of storage racking practices will be conducted to identify and implement improvements.

3.35. Work Equipment – Lifting Equipment

The school will prioritise the safety of staff and pupils by implementing robust procedures for the use and maintenance of lifting equipment.

- All lifting equipment, including hoists and front loader, will undergo regular inspections and maintenance to ensure it is safe and operational.
- Staff will receive comprehensive training on the safe operation of lifting equipment, including the use of appropriate PPE.
- Clear procedures will be in place to ensure that lifting equipment is used within its rated capacity and for its intended purpose.
- Any faults or defects in lifting equipment will be promptly reported and addressed.
- The school will implement safe manual handling practices to minimise the risk of injury when lifting equipment is unavailable or unsuitable.
- Lifting equipment will be securely stored when not in use to prevent unauthorised access and damage.
- Passenger lifts will be serviced and maintained in working order by a contractor and will have a thorough examination every 6 months

3.36. Work Equipment – Office Equipment

The school will ensure that all office equipment is maintained regularly and is safe to use.

- Staff will be trained to use office equipment ergonomically, including proper posture and screen height adjustments.
- Regular reviews of office equipment usage and safety policies will be conducted to ensure compliance with current regulations and best practices.
- A system will be in place for reporting faults or malfunctions, and safe disposal or recycling procedures will be followed for old or broken equipment.
- Electrical cables and plugs will be managed safely to prevent accidents.
- The school will also implement measures to reduce the risks associated with prolonged DSE use, such as regular eye breaks and screen adjustments.

3.37. Work Equipment – Pressure Systems

The school will identify and manage the risks associated with pressure systems, such as boilers and compressors, by adhering to relevant UK legislation.

- Regular inspections and maintenance will be conducted by competent personnel to ensure the safe operation of these systems.

- Staff will receive appropriate training to safely operate and monitor pressure systems, and emergency procedures will be in place to respond to accidents or failures.
- Pressure systems will be used within safe operating limits, and securely isolated during maintenance or when not in use.
- Appropriate PPE will be provided and used when working with or near pressure systems.
- Contractors and external engineers will be managed to ensure compliance with PSSR.
- The school will regularly review and update its pressure system safety policies and risk assessments to maintain a safe working environment.

3.38. Work Equipment – Mobile Plant

The school will ensure that mobile plant equipment, such as mowers and tractors, is properly maintained and inspected in accordance with relevant UK legislation.

- Staff and contractors operating mobile plant will receive appropriate training and certification.
- The school will manage risks associated with operating mobile plant on or near school grounds by implementing safe operating procedures and designating specific areas for use.
- Appropriate PPE will be required for operators.
- Unauthorised access to or operation of mobile plant will be prevented through secure storage and access control measures.
- Mobile plant will be operated safely in areas where pupils or staff may be present, with clear signage and designated safe zones.
- A system will be in place for reporting and addressing faults or defects.
- Mobile plant will be stored and parked securely when not in use.
- Operators will be trained to operate within safe capacity limits.

3.39. Playground and Gym Equipment

The school will ensure that all playground and gym equipment is safe, properly installed, and regularly maintained.

- Regular inspections will be conducted to identify and address any potential hazards.
- Staff will be trained to supervise the use of equipment safely, and appropriate procedures will be in place for reporting and addressing faults or damage.
- Playground surfaces will be maintained to minimise the risk of injury from falls.
- Pupils will be supervised during gym activities, and appropriate PPE or safety gear will be provided as necessary.
- During periods of bad weather or reduced supervision, access to certain equipment may be restricted.
- The school will regularly review and update its safety procedures to ensure the ongoing safety of all users.
  [safety procedures hyperlink]

3.40. Science Teaching

The school will ensure that science laboratories and equipment are maintained and regularly inspected to comply with relevant UK legislation, including the Working with Substances Hazardous to Health (COSHH) guidance.

- The department implements a dynamic risk assessment approach, prioritising practical risk management over excessive paperwork. Risk assessments are conducted for higher risk activities. Guidance is followed from CLEAPSS.
- Staff and pupils will receive comprehensive training in the safe use of chemicals, equipment, and protective gear.
- Appropriate PPE, such as goggles, gloves, and lab coats, will be provided and used as necessary.
- Hazardous materials and substances will be stored and disposed of safely according to COSHH regulations.

- Emergency procedures will be in place to respond to accidents or incidents, such as chemical spills or burns.
- SDS/Hazcards will be readily available and understood by staff and pupils.
- The use of specialised science equipment will be supervised, and appropriate levels of supervision will be maintained during practical lessons.
- Regular reviews and updates of science lab safety protocols and risk assessments will ensure a safe and controlled learning environment.
- CLEAPSS Link

3.41. Design and Technology Teaching

The school will ensure that all design and technology equipment, including power tools and saws, is maintained and inspected regularly.

- Staff and pupils will receive comprehensive training in the safe use of machinery and tools, including the appropriate use of PPE like safety goggles, aprons, and gloves.
- Sharp or hazardous tools will be stored safely and handled with care.
- Workshops will be equipped with adequate dust extraction and ventilation systems to maintain a safe working environment.
- A system will be in place for reporting faults or damage to equipment.
- Staff and pupils will be trained in fire safety and emergency procedures.
- Appropriate levels of supervision will be maintained during practical lessons to ensure the safe use of equipment.
- The safe use of potentially hazardous materials, such as adhesives, paints, and chemicals, will be strictly controlled and supervised.
- Regular reviews and updates of risk assessments and safety policies will be conducted to maintain a safe and secure learning environment for all.

3.42. P.E. Teaching

The school will assess and manage risks related to physical education (PE) activities and sports.

- PE equipment will be maintained and inspected regularly to ensure safety.
- Staff and pupils will receive training in the safe use of equipment and facilities, and appropriate measures will be in place to manage the risks of injuries during high-risk sports or activities.
- Adequate first aid provisions will be available, and staff will be trained to recognise and respond to common PE-related injuries.
- Procedures will be in place for reporting and managing accidents or near-misses.
- Appropriate footwear and clothing will be required for PE activities, and weather-related risks for outdoor sports will be managed effectively.
- Regular reviews and updates of risk assessments based on national governing bodies guidance for PE lessons and sporting events will ensure ongoing safety.

3.43. Educational / Offsite Visits

The school will conduct comprehensive risk assessments for all offsite visits, identifying and mitigating potential hazards.

- Parental consent and medical information will be obtained for all pupils participating in educational trips.
- Staff will be trained to manage health and safety during offsite visits, including emergency procedures.
- Transport used for offsite visits will be safe and well-maintained, and staff will be trained to manage emergencies or accidents.
- Adequate first aid provisions will be available, and staff will be trained in first aid.
- Appropriate supervision ratios will be maintained throughout the trip.
- Procedures will be in place to manage pupils with medical or special needs, and activities will be suitable for pupils' abilities.
- Regular reviews and updates of offsite visit policies will ensure compliance with best practices and the safety of all participants.

Trips and visits Policy

International trips policy

3.44. Swimming Pool

Staff will receive comprehensive training in pool safety, lifeguarding, and emergency procedures.

- Pupils will be supervised at all times during swimming lessons or activities.
- Appropriate PPE, such as floatation devices, will be used as necessary, and clear pool signage will be displayed.
- The school will manage the risks of drowning, slips, trips, and falls by implementing safety measures, such as supervised trained staff, regular water quality testing and maintenance.
- Emergency procedures will be in place to respond to accidents or medical emergencies.
- Pupils with medical conditions will be accommodated safely, and pool evacuation procedures will be practiced regularly.
- Regular reviews and updates of swimming pool safety procedures will ensure the ongoing safety of all users.

Swimming pool operating procedures

3.45. Outdoor and Adventurous Activities

The school will conduct comprehensive risk assessments for all outdoor and adventurous activities, such as climbing, biking and hiking, to identify and mitigate potential hazards.

- Staff will receive appropriate training in managing the specific risks associated with these activities.
- Outdoor activity equipment will be maintained and inspected regularly to ensure safety.
- Procedures will be in place to accommodate pupils with medical conditions, and adequate first aid provisions will be available.
- Staff will be trained to respond to injuries.
- Appropriate supervision ratios will be maintained, and measures will be in place to manage the risks of adverse weather conditions.
- Personal protective equipment, such as life jackets and helmets, will be provided and used as necessary.

- Pupils and staff will be prepared and equipped for outdoor and adventurous activities.
- Regular reviews and updates of risk assessments and safety protocols will ensure the ongoing safety of all participants.

3.46. Agricultural learning

The school will ensure that agricultural learning activities are conducted safely and responsibly.

- Risk assessments will be conducted for all agricultural activities, identifying and mitigating potential hazards.
- Staff and pupils will receive training in safe working practices, including the use of agricultural machinery and the handling of animals.
- Appropriate personal protective equipment (PPE) will be provided and used as necessary.
- First aid provisions will be available, and staff will be trained to respond to accidents or injuries.
- Safe storage and disposal of chemicals and fertilizers will be ensured.
- Pupils will be supervised at all times during agricultural activities, and emergency procedures will be in place.
- Regular reviews and updates of risk assessments and safety protocols will be conducted to maintain a safe learning environment.

3.47. Animal Care

The school will ensure that animal care activities are conducted safely and responsibly, adhering to relevant UK legislation.

- Risk assessments will be conducted for all animal handling activities, identifying and mitigating potential hazards.
- Staff and pupils will receive training in animal care and handling, including hygiene practices and the signs of animal distress.
- Appropriate personal protective equipment (PPE) will be provided and used as necessary.

- First aid provisions will be available, and staff will be trained to respond to animal-related injuries.
- Safe storage and disposal of animal waste will be ensured.
- Pupils will be supervised at all times during animal care activities, and emergency procedures will be in place.
- Regular reviews and updates of risk assessments and safety protocols will be conducted to maintain a safe and humane environment for both animals and pupils.

3.48. Radon

The school will comply with the Ionising Radiations Regulations 2017 to manage the risks associated with radon gas.

- The school is in a low Radon area on the UK Radon Map - Maximum radon potential is 1-3%.
- If radon levels exceed the action level of 300 Bq/m³, the school will take appropriate mitigation measures, such as ventilation improvements or radon reduction systems.
- Regular monitoring of radon levels will be conducted to ensure ongoing compliance with regulations.
- Staff and pupils will be informed about the potential risks of radon exposure and the steps taken to mitigate those risks.
- UKRadon.org

3.49. Asbestos

To ensure the safety of all occupants and comply with the Control of Asbestos Regulations 2012, the school will implement the following measures:

- A comprehensive asbestos survey will be conducted to identify and locate all Asbestos Containing Materials (ACMs).
- An Asbestos Management Plan will be developed and implemented, detailing procedures for the safe management of ACMs.
- Staff will receive appropriate training on asbestos awareness, including the identification of ACMs, potential risks, and safe work practices.
- Contractors working on site will be made aware of the presence of ACMs and will receive specific instructions on how to avoid disturbing them.

- All work activities that may disturb ACMs will be carefully planned and supervised, with appropriate control measures in place to prevent fibre release in consultation with our consultant.
- Regular inspections will be conducted to ensure the integrity of ACMs and the effectiveness of control measures.
- Any suspected asbestos incidents will be investigated promptly, and remedial action taken as necessary.
- The Asbestos Management Plan will be regularly reviewed and updated to reflect changes in building usage, maintenance activities, and regulatory requirements.

3.50. Engineering

The paramount concern in the workshop is pupil safety, while simultaneously fostering the practical engineering skills essential to the curriculum.

- Comprehensive risk assessments will be conducted for all metalwork and engineering activities, including the use of machinery, tools, materials, and processes.
- PPE is available for all pupils (overalls, gloves, masks, eye & ear protection as required to the correct specification.
- All machinery and equipment will be CE marked and maintained in accordance with manufacturer's instructions and relevant legislation. (PUWER)
- Regular inspections and testing will be carried out by competent personnel, with records maintained.
- Guards and safety features will be fitted to all machinery and used correctly. Interlocks and emergency stops will be regularly checked.
- Students will receive thorough training and instruction on the safe use of all machinery and equipment before being permitted to operate them. This will include practical demonstrations.
- Only authorised and trained personnel will operate specific machinery.
- Safety Data Sheets (SDS) will be readily accessible. Ensuring appropriate storage and handling will be followed for all substances.
- Local exhaust ventilation (LEV) will be used to control fumes and dust generated by processes such as welding, grinding, and soldering.
- Hot work in metalwork *does* require a hot work permit. While a teacher's lesson plan and safety arrangements are crucial, they do not replace the formal requirement of a hot work permit. The permit serves as a separate, documented authorisation that

outlines specific hazards, precautions, and emergency procedures for the *particular* hot work activity being performed. It's a critical safety measure, ensuring a systematic approach to risk management beyond general classroom safety protocols.

- Students will be trained on the safe handling and use of all materials and substances.
- The workshop will be kept clean, tidy, and well-organised. Clear walkways will be maintained to prevent trips and falls.
- Adequate lighting and ventilation will be provided.
- Spill kits will be available for dealing with spills of hazardous substances.
- Waste materials will be disposed of safely and responsibly.

3.51. Pets on site

These guidelines ensure the safety and well-being of everyone when dogs are on school grounds. Anyone bringing a dog onto campus is responsible for its behaviour and must prevent any harm or distress to people or animals. Dogs are allowed for various purposes, such as assisting individuals with disabilities, providing therapy, or as pets belonging to staff, but require advance permission. Specific procedures must be followed before a dog can come to school, including vaccinations, insurance, microchipping, and training. Different rules apply to different types of dogs, such as assistance, therapy, visitor, and staff dogs, as well as dogs belonging to parents. Procedures are also in place for stray dogs and unauthorised dogs on campus. Insurance requirements are outlined, along with procedures for addressing misbehaviour or complaints. The school can ultimately decide to restrict or prohibit any dog from being on campus.

Bredon School Dog

3.52. Catering and Hospitality

The safety of pupils is paramount in all educational settings, and Hospitality and Catering lessons require particular attention due to the inherent risks associated with food preparation and cooking. To ensure a secure learning environment, the cooking practicals are risk assessed.

3.53. Combined Cadet Force

The school has a large CCF contingent that follows all Ministry of Defence guidelines and procedures. The MOD carry out their own audits of the risk assessments for exercises and visits off site alongside our own trips and visit procedures.

3.54. Blank