

MARISH

ACADEMY TRUST



Health and Safety and Premises Management Policy

Approved by:

Strategic Board

Date: December 2025

Last reviewed on:

December 2023

Next review due by:

December 2027

Contents

PART ONE	
Statement of Intent	5
PART TWO - ORGANISATION	
Organisation – Introduction.	7
The Duties of the Strategic Board	7
The Duties of the Executive Headteacher	7
The Duties of Employees	8
Pupils	8
School Health and Safety Representatives	9
Temporary Staff	9
Teaching Staff	9
Teaching Assistants	10
The Duties of Off Site Visit Coordinators	10
The Duties of Premises Manager (Bursar, Business Manager, Site Manager)	10
Volunteer and Parent Helpers	10
PART THREE - ARRANGEMENTS	
Arrangements	10
Communication	11
Consultation with Employees	11
Section 1 - RISK ASSESSMENT	
Risk Assessment	11
School Trips/Off Site Visits	11
Working at Height	12
Noise	12
Violence to Staff	12
Security Arrangements Including Dealing with Intruders	12
Personal Security/Lone Working	13
Hazardous Substances (Control of Substances Hazardous to Health CoSHH)	13
Personal Protective Equipment	13
School Transport	13
Manual Handling (typical loads and handling pupils)	13
Curriculum Safety (including extended schools activity/study support)	14
Display Screen Equipment	14
Parent Teacher Association	14
Playground Supervision/Play Equipment and Maintenance	15
Section 2 - PREMISES	
Mechanical and Electrical (fixed and portable)	15
Maintenance of Machinery and Equipment	16
Asbestos	16
Service Contractors	16

Building Contractors	17
Small Scale Building Works	17
Lettings (shared working – playgroups etc)	18
Slips/Trips/Falls	18
Cleaning	18
Transport Arrangements (on-site)	19
Bus Duties (supervision of pupils boarding school buses)	19
Caretaking and Grounds Maintenance (and grounds safety)	19
Gas and Electrical Appliances	19
Glass and Glazing	20
Water Supply/Legionella	20
Snow and Ice Gritting	20
Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS	
Infectious Diseases	20
Dealing with Medical Conditions	21
Drug Administration	21
First Aid	21
Reporting of Accidents, Hazards, Near Misses	22
Fire Safety and Emergency Evacuation	22
Section 4 - MONITORING AND REVIEW	
Monitoring	22
Inspections	22
Review	23
Auditing	23
Section 5 - TRAINING	
Staff Health and Safety Training/Competence	23
Supply and Student Teachers	24
Volunteer and Parent Helpers	24
Section 6 - HEALTH AND WELLBEING	
Pregnant Members of Staff	24
Health and Well Being Including Absence Management	25
Section 7 - ENVIRONMENTAL MANAGEMENT	
Environmental Compliance	25
Disposal of Waste	25
Section 8 - CATERING AND FOOD HYGIENE	
Catering and Food Hygiene	25
Section 9 – HEALTH AND SAFETY ADVICE	
Information	25

Appendix I	26
List of First Aiders	
Appendix II	28
Marish Fire Evacuation Procedures	
Appendix III	29
Willow Fire Evacuation Procedures	
Appendix IV	30
Fire Warden and Fire Marshal duties	
Appendix V	31
Fire Marshalls tick sheet	
Appendix VI	32
Major Incident Action Plan and Lockdown Procedures	

PART ONE
STATEMENT OF INTENT

The school's Strategic Board and Executive Headteacher as responsible employers recognise and accept their responsibilities to provide a safe and healthy working environment for all employees and others affected by its activities.

The school is committed to managing risk by ensuring that where required appropriate risk assessments are undertaken control measures implemented and systems monitored and reviewed led by the school's Strategic Board and Executive Headteacher.

In particular the Strategic Board and Executive Headteacher are responsible for:

- providing a safe and healthy working and learning environment and keeping premises maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work-related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to ensure they are relevant and effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- the provision of adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Strategic Board and Executive Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the school's activities with the necessary information and supervision to ensure the safety of those affected.

The Strategic Board and Executive Headteacher will endeavour to ensure adequate resources, including finance, are available to implement the Policy.

The Strategic Board and Executive Headteacher are committed to this Policy and all staff are required to comply with it. They are encouraged to support the Strategic Board and Executive Headteacher's commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full cooperation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least every two years and revised as and when necessary.

All users of the school and its premises must ensure they are proactive, particularly in regard to their own health and safety and nothing in the foregoing removes from them the need to be observant and careful at all times.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Strategic Board.

Signed:	Signed:
Executive Headteacher's name: Gillian Denham	Chair of Strategic Board name:
Date: December 2025	Proposed review date: December 2027

PART TWO – ORGANISATION
Introduction.

<p>In order to achieve compliance with the Strategic Board and Executive Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.</p>		
<p>The Duties of the Strategic Board</p> <p>The Strategic Board has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Executive Headteacher, The Trustee's will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>		
<p>The Duties of the Executive Headteacher.</p> <p>The Executive Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Trustees the Executive Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Executive Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.</p>	<p>Facilities Manager will oversee annual checks in all areas of health and safety as outlined in this policy.</p>	

<p>The Duties of Employees.</p> <p>All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, cooperate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.</p>	<p>All employees will carry out visual checks on any equipment before it is used. Caretakers will carry out routine checks on climbing frames and outdoor play equipment and furniture each week</p>	
<p>PUPILS.</p> <p>Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<p>Pupils are encouraged from an early age to keep themselves safe and to use equipment carefully. They are taught to visually check equipment before using it and to report any defects or hazards to an adult.</p>	

School Health and Safety Representatives.		
The Strategic Board and Executive Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Executive Headteacher or Strategic Board.		
Temporary Staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are accountable to the Executive Headteacher via phase leader.	Temporary staff and all new staff are provided with a staff handbook which includes all this information.	
Teaching Staff.	Teachers must bring to the attention of the facilities manager/caretaking staff, any defects.	
Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.		

Teaching Assistants. Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.		
The Duties of Off -Site Visit Coordinators. The Offsite Visit Coordinator (OVC) works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School and ensures that for all off-site activities and Educational Visits where appropriate a Risk Assessment is carried out and a copy lodged in the school records	Deputy Headteacher, PA to SLT and Business manager share this role.	
The Duties of Premises Manager. The Premises Manager has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Executive Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.	This role is shared by the Facilities Manager and Caretakers.	
Volunteer and Parent Helpers. Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.	Parents and volunteers are inducted through a training programme delivered by HLTA's and which includes Health and safety information	
PART THREE - ARRANGEMENTS		
Arrangements. The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	Responsibility of:	Action/Arrangements

Communication. The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	SLT, Facilities Manager and Business Manager ensure this happens	Induction given by Office manager and/or team leader to include handbook with Health and safety information
Consultation with Employees. The school recognises the importance of consulting with employees on health and safety matters.	Facilities Manager leads on this	Facilities Manager attends Staff Meetings as and when required.
Section 1 - RISK ASSESSMENT		
Risk Assessment. Risk assessment is the responsibility of the School's Leadership Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. The leading staff are responsible for completion of risk assessments for their planned visits	Delegated responsibility to all teachers for their classrooms and school visits they lead. The Schools Administrative officer ensures all risk assessments are completed	
School Trips/Off Site Visits. The school complies with DFE Guidance and the SBC standards on off site visits and school journeys. A separate school trips procedure has been implemented based on SBC Guidance.	Administrative Officer	Administrative Officer ensures all risk assessments are completed and filed.

<p>Working at Height.</p> <p>Only staff who hold current Working at Height Certification are allowed to work at height. Other members of staff can use two or three step ladders only. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discusses and agrees arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	Facilities Manager	<p>Refer to Caretakers re:</p> <p>Working at height tasks and who carries out those tasks</p> <p>Caretakers are responsible for carrying out periodic documented ladder checks</p> <p>Caretakers manage risk by providing simple briefing on safe working and information on areas within the school where small ladders may be used.</p>
<p>Noise.</p> <p>The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>	Music specialist	<p>Area where there is most noise is the Music room but no significant risk on daily basis as away from general classrooms</p>
<p>Violence to Staff.</p> <p>The school is aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensures appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded by the school and to the police if threats have been made by an adult.</p>	All staff	<p>Every staff member has the responsibility to call the police if anyone is verbally or physically attacked on school premises or nearby.</p>
<p>Security Arrangements Including Dealing with Intruders.</p> <p>Risks to security of the premises and property are assessed through the risk assessment process</p>	Facilities manager, caretakers	<p>Responsible for the security of the site.</p>

<p>Personal Security/Lone Working.</p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>	Caretakers	Lone working is not approved with the exception of caretaker opening up and locking up.
<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH). Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>	Caretakers	CoSHH is applied and assessments and Data sheets are kept within the maintenance cleaning file held by caretakers.
<p>Personal Protective Equipment.</p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	Caretakers	Contractors may carry out such work in a controlled area or when school is not in session and caretakers will ensure they are complying with PPE guidelines. Use of cleaning materials by cleaning staff requires the use of protective gloves.
<p>School Transport.</p> <p>Risks associated with driving are evaluated within assessments for activities. Drivers of the school minibus undergo appropriate training.</p>	Children are transported only by enhanced CRB holders	Numerous staff members are qualified to drive a school minibus.
<p>Manual Handling (typical loads and handling pupils). Activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Executive Headteacher is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from Occupational Health as necessary.</p>	Caretakers. Designated officers for CP	Receive training in manual handling. Moving and handling of children is an issue for some of our staff and training is given and updated at least annually.

<p>Curriculum Safety (including extended schools activity/study support).</p> <p>Team leaders or SLT ensure that risks related to curriculum areas are identified and controlled following National Guidelines. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by each subject leader and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>Subject team leaders and as necessary school caretaker</p>	
<p>Display Screen Equipment.</p> <p>The majority of staff within the school are not considered to be DSE users. The school adheres to appropriate guidelines and procedure—Working with Display Screen Equipment. The Executive Headteacher ensures that DSE workplace assessments are conducted for all those who are regular users.</p>		
<p>Parent Teacher Association.</p> <p>The school offers support to the Parent Teacher Association (PTA) and provides a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p>	<p>PSA insured by NCPTA</p>	<p>Risk assessments are held by the schools Administrative Officer</p>

<p>Playground Supervision/Play Equipment and Maintenance.</p> <p>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.</p> <p>Equipment layout.</p> <p>ages of children using the equipment</p> <p>security and visitors using entrances and exits</p> <p>traffic and parking facilities</p> <p>pupils with special needs</p>	<p>Staff make visual checks on equipment before it is used.</p>	<p>Risks have been minimised by:</p> <p>High staff/pupil ratios</p> <p>staggered lunchtimes</p> <p>use of playground equipment on a rota basis to reduce pressure of numbers</p> <p>familiarity of staff and users with emergency protocol</p> <p>availability of a senior leadership team member at all times during the mid session or lunch breaks when the pupils are using the playground</p> <p>Rules on behaviour and use of equipment</p> <p>What to do if there is an emergency</p>
<p>Section 2 - PREMISES</p>		
<p>Mechanical and Electrical (fixed and portable).</p> <p>The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable. Persons carrying out the testing and/or repair of electrical equipment, or carrying out work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of portable appliance testing of electrical items are recorded on the equipment tested</p>	<p>Facilities Manager</p>	<p>The Facilities Manager and caretaking staff monitor this activity</p>
<p>Maintenance of Machinery and Equipment.</p> <p>The school inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is much dependent on the use and type of equipment.</p>	<p>Facilities Manager</p>	

<p>Asbestos.</p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by: complying with all regulations concerning the control of asbestos; arranging for the removal of asbestos containing materials where the risk to building users is unacceptable; Were necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.</p>	<p>Facilities Manager</p>	<p>All accessible asbestos containing materials have been removed from the site.</p>
<p>Service Contractors.</p> <p>Service contractors have regular access to the site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods consider how they will impact upon staff, students and other visitors on site. The school provides details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.</p>	<p>Facilities Manager</p>	<p>Annual service checks of the Fire Alarm system, the intruder alarm system and the central heating Gas boilers are made by appointed contractors. The subsequent visit reports are kept with the Facilities Manager's records</p>

<p>Building Contractors. This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	<p>Facilities Manager</p>	<p>In all cases the relevant work area is isolated from the school with appropriate fencing. Whenever possible such building work is only undertaken during school holiday periods or at weekends. The Facilities Manager and his caretaking staff are responsible for supervising the contractors' activities whilst on site. All contractors must produce copies of their current Public liability insurance for the approval of the Business manager.</p>
<p>Small Scale Building Works. This includes day-to-day maintenance work and all work undertaken on site where a pre-site meeting has not taken place.</p>	<p>Facilities Manager</p>	<p>In all cases if any maintenance work is to be undertaken the work area is isolated by use of suitable barriers. Small scale building works are always carried out outside of normal school hours and the school's caretakers supervise the activities throughout the period. All contractors must produce copies of their current Public liability insurance for the approval of the Business manager</p>

<p>Lettings (shared working – playgroups etc). The school ensures that the hirer/tenant has employee and public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Executive Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	<p>Business Manager</p>	<p>The school Business Manager maintains copy records of all Lettings including copies of appropriate public liability insurance</p>
<p>Slips/Trips/Falls. The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Executive Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>All staff</p>	<p>In the event of an incident involving a slip, trip or fall then an incident report form is completed and filed in the incident log folder held by the school's administrative officer. Any identified hazard is immediately dealt with by action by the caretakers or other suitably qualified personnel.</p>
<p>Cleaning. A cleaning schedule is in place which is monitored by the Executive Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>Facilities Manager</p>	<p>The school employs their own cleaning staff and the quality of their work is supervised by the cleaner supervisor.</p> <p>A deep clean of the kitchen area is carried out during the summer holiday period by an approved contractor</p>

Transport Arrangements (on-site). The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoids the same access for all.	Facilities Manager	Access to the site is controlled by the reception office staff who control a pedestrian gate and a vehicular access gate at the main entrance to the school.
Bus Duties (supervision of pupils boarding school buses)	Staff leading the school visit	Buses when used for a school visit park immediately alongside the school pedestrian gate. Pupils are supervised according to the ratios specified in the appropriate risk assessment form for the visit being undertaken
Caretaking and Grounds Maintenance (and grounds safety). The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.	Caretaker	The general safety of the buildings and grounds is visually monitored on a regular basis by the caretakers
Gas and Electrical Appliances. Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.	Facilities Manager	Annual service checks of the Fire Alarm system, the intruder alarm system and the central heating Gas boilers are made by appointed contractors. The subsequent visit reports are kept with the Facilities Manager's records

<p>Glass and Glazing. A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low-level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p>All staff</p>	<p>Broken glass is reported to the school office who advise the caretaker who will immediately attend and make the area safe.</p>
<p>Legionella. A risk assessment has been completed according to HSE publication L8 and the manner in which the schools water supply is dispensed does not present any legionella risk.</p>	<p>Facilities Manager</p>	
<p>Snow and Ice Gritting. Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>	<p>Caretaker</p>	<p>A supply of de-icing salt is kept on site and in adverse conditions the caretakers use this to create ice free routes in and out of the school.</p>
<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>		
<p>Infectious Diseases. The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on Infection Control in Schools and other Child Care Settings'.</p>	<p>ECM team leader, school office and SIMS manager</p>	

<p>Dealing with Medical Conditions. The school accommodates pupils with medical needs wherever practicable and refers to DFE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>	INCO	SEN records, SIMS and medical records held in school
<p>Drug Administration. The school accommodates pupils with medical needs wherever practicable and refers to DFE Guidance Managing Medicines in Schools and Early Years Settings. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	All staff	See school policy on administration of medicines.
<p>First Aid. The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The Guidance issued by the DFE on first aid for schools is followed</p>	All staff	See Appendix detailing list of current first aiders

Reporting of Accidents, Hazards, Near Misses. The school reports and investigates all accidents, incidents and near misses. In line with this procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported.	Office Manager	Accident book held in medical room● RIDDOR ● procedures to get help in an emergency
Fire Safety and Emergency Evacuation including Major Incident or Bomb Threat. The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place. The school will plan to follow the local Rainbow Plan suitably modified for our use.	Facilities Manager	See appendix I, II and III
Section 4 - MONITORING AND REVIEW		
Monitoring. Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors		
Inspections. Regular safety inspections are carried out by the nominated person/s of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.	Facilities Manager Site controllers Equipment users	Visual inspections of the safety aspects of the school are carried out by the Facilities Manager and the caretaker on a regular basis. In addition, all staff are required to report any safety hazard to the school office for action

<p>Review.</p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.</p>	<p>Facilities Manager</p>	<p>An annual Health and Safety Report is presented to Trustees each year which includes a breakdown of incidents, if any. The Health and Safety Policy Document will be reviewed biannually and approved by the Trustees.</p>
<p>Auditing.</p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>	<p>Executive Headteacher</p>	<p>Audits are undertaken on a 3-yearly basis by an appropriately qualified person/s or organisation</p>
<p>Section 5 - TRAINING</p>		
<p>Staff Health and Safety Training/Competence.</p> <p>The school is committed to ensure staff are competent to undertake the roles expected of them. The Executive Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.</p>	<p>Executive Headteacher and ALT</p>	<p>HR keeps copy records of all formal training courses undertaken by staff.</p>

Supply and Student Teachers. The school's expectations are made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies.	HR officer	The schools HR officer issues documentation to new staff as appropriate
Volunteer and Parent Helpers	Class Teacher	
Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitor's badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.		
Section 6 - HEALTH AND WELLBEING		
Pregnant Members of Staff. The First Aid Room/Rest Room has rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SBC SHE guidance.	HR lead on this	

Health and Well Being Including Absence Management. The school refers to SBC SHE Stress Risk Assessment Toolkit and has carried out a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The school endeavours to promote a culture of cooperation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.	HR lead on this	
Section 7 - ENVIRONMENTAL MANAGEMENT		
Environmental Compliance. The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	Facilities Manager Site Controllers	The school ensures recyclable waste is separated and collected by certified contractors
Disposal of Waste. All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner	Facilities Manager Site Controllers	The school ensures all disposable waste is separated and collected by certified contractors
Section 8 - CATERING AND FOOD HYGIENE		
Catering and Food Hygiene. The school has in place a food hygiene management system and competent health and safety advice.	Facilities Manager Chef	
Section 9 – HEALTH AND SAFETY ADVICE		
Information and Health and safety advice is obtained from a wide range of sources including HSE publications and websites.		

Appendix I

Trust Wide First Aiders as of November 2025

Name	Certificate	Expiry date
Valerie Collier Trust Wide First Aid Lead	First Aid at Work Pediatric First Aid (2 day)	November 2027 December 2027
Ayta Patel (Marish)	Pediatric First Aid	September 2027
Andrea Balazs (Marish)	Pediatric First Aid	November 2027
Anjana Basnet-Pokarel (Marish)	Pediatric First Aid	November 2027
Bhavna Dhaliwal (Marish)	Pediatric First Aid	September 2027
Bidisha Burman (Marish)	Pediatric First Aid	September 2027
Bushra Akmal (Marish)	Pediatric First Aid	October 2026
Chris Nicholls (Marish)	Pediatric First Aid	November 2027
Richard Parris (Marish)	Pediatric First Aid	November 2027
Gurleen Handa (Marish)	Pediatric First Aid	October 2026
Harriet Henley (Marish)	Pediatric First Aid	September 2027
Neena King (Marish)	Pediatric First Aid	November 2027
Hayleigh Hing (Marish)	Pediatric First Aid	September 2027
Atia Bhatti (Marish)	Pediatric First Aid	November 2027

Durdana Waaheed (Marish)	Pediatric First Aid	November 2027
Karyn Kirkham (Marish)	Pediatric First Aid	December 2027
Isha Butani (Marish)	Pediatric First Aid	November 2027
Kim Scott (Marish)	Pediatric First Aid	November 2027
Louise Imariagbe (Marish)	Pediatric First Aid	November 2027
Manju Joshi (Marish)	Pediatric First Aid	September 2025
Nahla Hassan (Marish)	Pediatric First Aid	November 2027
Rushi Baldev (Marish)	Pediatric First Aid	September 2027

Sharon Beard (Marish)	Pediatric First Aid	November 2027
Shote Muneka (Marish)	Pediatric First Aid	October 2026
Tracey Davies (Marish)	Pediatric First Aid	October 2026
Sukhdeep Chana (Marish)	Pediatric First Aid	November 2027
Laden Christophhe (Willow)	Pediatric First Aid	November 2027
Kostadinka Spasova (Willow)	Pediatric First Aid	November 2027
Akhtiaj Khan (Willow)	Pediatric First Aid	November 2027
Devarshi Dhillon (Willow)	Pediatric First Aid	September 2027

Eva Leslie (Willow)	Pediatric First Aid	November 2027
Leena Aziz (Willow)	Pediatric First Aid	November 2027
Fozia Javed (Willow)	Pediatric First Aid	November 2027
Gurjeet Jodha (Willow)	Pediatric First Aid	November 2027
Kiran Gill (Willow)	Pediatric First Aid	September 2027
Navita Gupta (Willow)	Pediatric First Aid	November 2027
Nazia Khan (Willow)	Pediatric First Aid	October 2026
Rafya Hussain (Willow)	Pediatric First Aid	November 2027
Sakshi Sharma (Willow)	Pediatric First Aid	September 2027
Samia Azeem (Willow)	Pediatric First Aid	November 2027
Yvonne Ndlovu (Willow)	Pediatric First Aid	November 2027
Sina Mannke (Willow)	Pediatric First Aid	November 2027
Victor Alves (Willow)	Pediatric First Aid	November 2027
Lyndsey Sharkey (Willow)	Pediatric First Aid	November 2027

EYFS across the Trust

Eve Ndlovu (Marish)	Pediatric First Aid (2 day)	September 2027
Kasha Peabody (Marish)	Pediatric First Aid (2 day)	November 2027
Kerry-Anne Wakley (Marish)	Pediatric First Aid (2 day)	September 2027
Sharron Goulding (Marish)	Pediatric First Aid (2 day)	September 2027
Fozia Javid (Willow)	Pediatric First Aid (2 day)	November 2027
Emma McRae (Willow)	Pediatric First Aid (2 day)	September 2027

MARISH SCHOOL FIRE DRILL GENERAL INSTRUCTIONS AND PROCEDURE

FIRE ALARM WARNING: A CONTINUOUS BELL SOUNDS.

On hearing this continuous bell all staff and children must evacuate the school buildings to the designated assembly point as indicated on the Fire Escape Route Plan in the room they are occupying.

ASSEMBLY POINTS: In general, the following will apply but if a class is out of position they must go to the Assembly point applicable to the room they are in.

Nursery	KS1	Playground
KS1	KS1	Playground
KS2	KS2	Playground

TEACHERS: Assemble children in register order, If possible without taking any risks or creating any delay, close classroom windows whilst pupils line up. Take all children **in silence** to the designated assembly point using the route shown on the Fire Escape Route Map displayed in the classroom occupied at the time the alarm sounds. Close the classroom door as you leave.

FIRE WARDENS/FIRE MARSHALLS: Personnel designated as Fire Wardens/Marshalls will perform the duties as outlined in the Fire Wardens/Fire Marshalls sheet of instructions and Fire Marshalls must fill in the Fire Marshalls tick sheet to confirm all personnel are accounted for. Fire Marshals will inform the Headteacher of any irregularity.

WILLOW SCHOOL FIRE DRILL GENERAL INSTRUCTIONS AND PROCEDURE

FIRE ALARM WARNING: A CONTINUOUS BELL SOUNDS.

On hearing this continuous bell all staff and children must evacuate the school buildings to the designated assembly point as indicated on the Fire Escape Route Plan in the room they are occupying.

ASSEMBLY POINT: The staff car park at the front of the school adjacent to Fernside.

TEACHERS: Assemble children in register order, if possible without taking any risks or creating any delay close classroom windows whilst pupils line up. Take all children **in silence** to the designated assembly point using the route shown on the Fire Escape Route Map displayed in the classroom occupied at the time the alarm sounds. Close the classroom door as you leave.

FIRE WARDENS/FIRE MARSHALLS: Personnel designated as Fire Wardens/Marshalls will perform the duties as outlined in the Fire Wardens/Fire Marshalls sheet of instructions and Fire Marshalls must fill in the Fire Marshalls tick sheet to confirm all personnel are accounted for. Fire Marshals will inform the Headteacher of any irregularity.

Appendix IV Fire Warden and Fire Marshal duties

In the event of a fire alarm the School Administrative Officer will ring the fire brigade.

Fire Wardens

On a time by time basis individuals will be nominated as the fire warden for a particular area of school, when the fire alarm sounds they should endeavour to carry out the following duties providing they are not putting themselves or others at additional risk.

Fire Warden Duties:

Fire wardens will as they exit the building check along their designated route to ensure that all rooms are empty and that the doors to the corridor side are closed.

They will instruct any people delaying exiting the building to exit quickly and to not stop to gather personal possessions.

On exiting the building, they should report to the designated Fire Marshall that their area is clear, or alternatively state that an individual has not yet exited the building.

Fire Marshalls

The first member of Senior Leadership Team to arrive at the muster point will become the designated FIRE MARSHALL at that assembly point

Fire Marshals Duties:

Collect Tick sheets and Megaphone from the front office staff member.

Confirm all present and correct and that building is empty by coordinating with Front office staff member (class registers and visitors) and with Fire Wardens

Fire Marshals will decide when to allow staff and or pupils back into the building after consultation with the Fire Brigade and or the Executive Head Teacher as necessary.

Fire Marshalls Tick sheet

	All	Fire Warden	OK ✓
Nursery		Fire Warden	
Reception	Class 1	Fire Warden	
	Class 2		
	Class 3		
Year 1	Class 1	Fire Warden	
	Class 2		
	Class 3		
Year 2	Class 1	Fire Warden	
	Class 2		
	Class 3		
Year 3	Class 1	Fire Warden	
	Class 2		
	Class 3		
Year 4	Class 1	Fire Warden	
	Class 2		
	Class 3		
Year 5	Class 1	Fire Warden	
	Class 2		
	Class 3		
Year 6	Class 1	Fire Warden	
	Class 2		
	Class 3		
Signing in /out log			

Major Incident Threat or Bomb Threat

Action plan

1. On receipt of a threat to safety of the school and its occupants from a source other than a verified police communication. This threat would normally come as a telephone call or letter to the school office.
 - 1.1 If it is a telephone call, try to engage the person and find out as much as you can from them particularly regarding the nature and or location and or timing of the threat
2. First action will be to notify the police via 999 and inform them of both the nature of the threat and if possible the timings of any threatened action. A colleague must also immediately advise the Executive Headteacher or in their absence the next most senior member of staff.
3. The police will give clear instructions for the Headteacher as to what action the school should implement.
 - 3.1 Lockdown.
 - 3.1.1 Should the police advise lockdown all senior staff and office staff will go to each classroom and advise the teacher in charge that Lockdown is in force and nobody leaves the classroom.
 - 3.1.2 When advising staff that a lockdown is in force the expression 'code three one one' will be used e.g., use the words "a code 'three one one' is now in operation".
 - 3.2 Evacuate.
 - 3.2.1 Should the police advise evacuation then the fire alarm bell will be sounded. Once all children and adults are accounted for all personnel will proceed to the furthest point from the buildings (normally the usual Assembly Point) and stay there until further advice is received.
4. In the event that further actions are required other than those dictated by the police, staff will refer to the Rainbow Plan for additional advice.

Lockdown Procedures

If the school is informed by a responsible outside agency or the Senior Staff member present determines that a lockdown should be instituted then the following shall apply:

The request for lockdown will be communicated by a staff member visiting you and telling you that a code 311 is in operation. (We do not want to communicate to the children that a lockdown is in force as this might generate some panic reactions).

All staff should respond to the lockdown request quietly and calmly without any undue panic being communicated to the children

Any pupils or staff outside the buildings will be brought inside immediately

Teachers will keep all pupils in their classrooms in which they are currently teaching, closing all doors and windows ensuring that external doors are properly fastened closed to prevent any unauthorised access

Children should sit quietly, preferably reading, but if you have alternative quiet options use them, until the lockdown instruction is revoked

All other staff will ensure that all access doors and windows to their area are closed to ensure any external person cannot gain access.

Front office staff will ensure that main entrance doors are locked shut

The ending of the lockdown instruction will be signalled with three short rings of the fire alarm bell or a member of staff coming to your room and confirming that Lockdown is over.
