"Through Faith, Friendship and Fun we Learn and Grow"

Health & Safety Policy

Ratified by Governing Body : June 2026
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1.General Requirements

The Governors of Defford and Besford CE Primary School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- provide safe systems of work, plant and equipment;
- provide for the safe use, handling, storage and transport of articles and substances;
- provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- provide a safe place of work with safe means of access and egress for all persons using the premises;
- provide a safe and healthy working environment with adequate welfare arrangements;
- provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- encourage all staff to take reasonable care for their own health and safety and to cooperate with the management of the school in the carrying out of their statutory duty;
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

2.Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety and of others, within the limitations of the training, instructions and equipment provided for them.

3.Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

4.The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

5.Local Management of Schools and Delegated Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

6.Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- the Management of Health and Safety at Work Regulations 1999 amended 2006,
- the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
- the Manual Handling Operations Regulations 1992 as amended,
- the Provision and Use of Work Equipment Regulations 1998 and
- the Display Screen Equipment Regulations 2002.

7.Acknowledging Responsibility

Chair Of Governors	Mrs Sue Rees
Headteacher	Mr Liam Hanson
Date	29/6/26

A copy of this statement will be displayed in school and all staff will be given access to this statement.

8.The Organisation

The following have responsibility for Health and Safety within the school

- The Local Authority
- The Governors
- The Headteacher
- Teaching staff, Teaching Assistants and Childcare Supervisors.
- Contract cleaner
- Lunchtime Supervisors
- The First Aider

Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services (Voluntary Controlled

school)

- has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Defford and Besford CE Primary School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

Governors

The Governing Body, through the Headteacher, is responsible for:

- ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- the adoption of safe working practices by staff and pupils, and by contractors on site.

- acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

Head Teacher

The Headteacher is responsible for:

- The implementation of the school safety policy.
- Advising the Governing Body of the need to review the school safety policy.
- The day-to-day responsibility for health and safety in the school.
- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- Ensuring that staff receives appropriate health and safety training.
- Carrying out the annual safety audit required by the LA.
- Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- Emergency procedures, including evacuation in case of fire or bomb threats.
- Ensuring that adequate provision is made for the administration of First Aid.
- Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.
- (NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance.)

Subject Co-ordinators

Subject Co-ordinators are responsible for:

- all matters of health and safety in their subject area.
- bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their classroom or subject area.
- having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.

- producing a subject safety policy and revising it as necessary
- ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

Other Teaching, Teaching Assistant and Technician Staff

Other Teaching, Teaching Assistant and Technician Staff are responsible for:

- ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)
- reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or Subject Co-ordinator to the Headteacher (or School Safety Officer).
- co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

Contract Cleaning staff

Contract cleaning staff from A&E Services are responsible for:

- Ensuring that he/she is familiar with and complies with the school safety policy.
- Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).
- Ensuring that any staff under his/her direct control (ie. noncontract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- The safe use and maintenance of all plant and equipment (eg. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers, swimming pool chemicals etc.).

The First Aider

The First Aider / Appointed Person is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).

Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- Carry out annual inspections of the premises and any findings to be recorded and actioned accordingly.
- Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- Receive such training as may be necessary for them to perform their duties.

Catering / Kitchen Manager

Catering / Kitchen Manager (if employed by the school) is responsible for:

- Ensuring that he/she is familiar with and complies with the school safety policy.
- Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

NB. External caterers will be provided with a copy of the school's H&S Policy and relevant risk assessments. The school will request copies of any external providers H&S Policy and risk assessments.

9.The Arrangements

Access and Egress, Housekeeping, Cleaning & Waste disposal

- A copy of county guidelines is kept in the cleaning cupboard, in which acceptable standards are detailed.
- Cleaning standards will be audited at least half termly – the Headteacher will be responsible for implementing any required actions following the audit, the Governing Body may be consulted on this.
- Wet floors will be clearly marked by hazard warning signs.
- All staff will dispose of glass and other sharp objects by wrapping the object in an appropriate way to ensure that it is not harmful to themselves or others e.g. newspaper or cardboard and the disposed of in the non-recycling bin.
- County guidelines about the removal of leaves and clearing paths that are usually issued every autumn are actioned throughout the year to avoid blocked up drains and gutters and slipping hazards.
- Systems are in place to manage hazards such as mud on the playground that need attention.
- External bins are kept at the back of the school out of public view. All staff should only dispose of rubbish in appropriate bins. The Governing Body will ensure that appropriate external bins are available.
- Computers and monitoring equipment will be disposed of through a reputable recycling company recommended by County Advisors, arranged by the Office manager.

Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the Headteacher or staff member deputising for them in their absence who will record the information via the WCC County Council accident/incident reporting system.

All minor accidents should be recorded in the school's own minor accident book / safeguard system. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher, or person deputising in their absence, is responsible for investigating following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

Contractors (Management of)

- The Headteacher or Office Manager is responsible for managing the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.

Where needed advice is sought from County.

- Contractors are selected by referring to Property Services Approved Jobbing Contractors booklet or obtaining recommendations for contractors via Property Services or from other schools.
- Upon arrival in school the Headteacher or Office Manager will make contractors aware of school safety arrangements, fire procedure and where necessary the Asbestos register.
- The Headteacher or Office Manager is responsible for checking method statements and risk assessments prior to commencement of work. Where County are involved with school projects they will be consulted over this.
- Staff should report health and safety concerns to the Headteacher or Office Manager.
- Workmen on site will be made aware of the areas that they are allowed access to and if necessary these areas will be placed out of bounds to pupils.
- The Headteacher and or the Office Manager will liaise regularly with contractors whilst in school.
- When needed, ensure that a contractor provides suitable facilities for workman on site e.g. temporary toilet facilities.

Management of Asbestos

- The Asbestos Register will be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors from the Property Resources list are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy or contact Property Resources for advice.

Contractors and Visitors on Site

- Contractors will be required to report into school upon arrival and sign into the school visitors book. Proof of identity will be asked for on first meeting. Safeguarding and Health and Safety procedure guidelines will be issued to all contractors.

Control of substances hazardous to health (COSHH)

At Defford and Besford C.E. Primary School we understand the importance of COSHH regulations in ensuring a safe environment. This will be achieved by:

- Selection and use of substances: less hazardous alternative substances are purchased and used wherever possible.

- COSHH file is maintained in the Cleaner in Charges cupboard and monitored by the Office Manager and/or the Headteacher.
- Purchasing Policy - Products are ordered through reputable suppliers by the Office Manager.
- All COSHH materials will have the appropriate safety data sheet
- As identified by the safety data sheets, tasks using the most hazardous substances will have an appropriate Risk Assessment completed as per the WCC COSHH Policy. The Headteacher and/or the Office manager, with the support of the Governors for H&S will be responsible for ensuring that Risk Assessments are completed and stored with the General Risk Assessments file. The COSHH file will be clearly marked to show where these are held.
- The Cleaner in Charge is responsible for safe storage of the COSHH products. Class Teachers must ensure that any hazardous products in classrooms and other storage areas are appropriately stored, if necessary, locking them in a secure area.
- COSHH awareness training will be made available to all staff.
- Decanted substances must be labelled correctly and should be avoided where possible.
- Provision and instruction on the use of specific Personal Protective Equipment will be given. This may be as part of COSHH awareness training or as part of specific training, depending on need. Individual safety data sheets and risk assessments will make clear correct procedures.
- When substances and products are delivered, they are promptly put in an appropriate safe storage area.
- Risk Assessments will identify appropriate cleaning of spills/escapes. In the event of an emergency evacuation, fire safety procedures will be followed and hazardous areas placed out of bounds, as part of the evacuation procedure.
- Product Safety Data Sheets and Risk Assessments will identify substances that require specialist disposal.

Defects Reporting

Defects that are identified both in and outside of the school are logged in the Defect and Maintenance Record kept in the office. This is monitored by the Headteacher and/or Office Manager and appropriate action taken to rectify the defect.

All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.

A report is produced for governors at termly intervals. The report is discussed at governors' meeting / management committee where recent defects should be identified and outstanding works discussed.

Display screen equipment (DSE)

In accordance with the Display Screen Regulations:

- All staff who are classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE Self assessments for all staff members using display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.
- The Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.
- Records are held in the whole school Risk Assessment File.

Electricity at work

All hardwired equipment checked is checked every five years via Property Services. Office Manager and/or the Headteacher are responsible for ensuring that these checks are up to date and recorded.

- Portable appliances testing (PAT) takes place annually be a contractor approved by County Services. This is currently being undertaken by Isolec Ltd.
- Donated equipment may be used following a visual inspection if new or less than a year old, without PAT testing. All other equipment should be tested before use.
- PAT registers are retained in the office.
- All defective items should be removed immediately for repair or replacement (see defective reporting procedure).

Fire Precautions and Emergency Plans

- The Headteacher and/or the Office Manager, along with the Governor responsible for H&S are responsible for undertaking and reviewing the fire risk assessment, emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground etc.
- Procedures for dealing with the worst foreseeable contingency are laid out in our Emergency Plan. The school will follow WCC guidelines - Coping with Emergencies/Critical Incidents in Schools.
- Emergency evacuation drills are completed termly.
- Assembly points are in the playground at the front of the school.
- County Fire Safety Officers will undertake an inspection of fire exits/escape routes annually. The Headteacher, Class teachers and/or Office Manager and all responsible staff, will visually inspect fire exits/escapes daily and ensure that they are kept free of hazards.
- The Headteacher and/or Office Manager is responsible for checking and updating the Fire Evacuation Notices.
- County Fire Safety Officer is responsible for regular inspections and maintenance of fire extinguishers.
- Fire safety Training will be given to staff every 3 years.
- The Headteacher and/or the Office Manager, or in the absence of the Headteacher, the staff member deputising is responsible for calling the emergency services and coordinating the evacuation. A high-vis jacket will be made available in the Grab bag for the coordinator to wear, to enable them to be identified by staff and emergency services.

- The Office Manager and/or Headteacher should sweep the school and take registers to the assembly point.
- In the absence of the Office Manager or Headteacher, the HLTA or deputising teacher will be responsible for sweeping the school and ensuring the grab bag and registers are taken to the fire assembly point.
- The school is responsible for the weekly testing of the fire alarms and monthly testing of emergency lighting. Records are stored in the entrance hall in a box on the storage units.
- HFAS carries out the six-monthly inspections and maintenance of the systems.
- Details of Liaison with emergency services and Local Authority Emergency planning Dept are found on the Emergency Response Information Cards (ERIC) as part of the Emergency/Critical Incident Plan.
- Back up devices for all sensitive data are placed in different locations throughout the school in order to minimise the impact of significant damage to school property of school data.

First Aid and Medication

- Details of the school qualified First Aider will be displayed in the entrance hall, staff room, on the first aid cupboard, in the school hall and in the nurture room. Copies of qualifications will be held on staff files.
- Our first aiders have First Aid at Work qualifications, and our childcare staff have paediatric first aid training, updated every three years. Forest school leaders have Forest school first aid training.
- The Headteacher and/or HLTA are responsible for checking that First Aid qualifications are up to date.
- First Aid Kit is located in the First Aid cupboard opposite the staff room door.
- Vicki Whitehead as lead First Aider, along with Toni Gibbens and Kirstie Brown are responsible for checking first aid equipment and kit on a termly basis.
- The Office Manager or Headteacher will summons an ambulance if this is needed. In the absence of a parent being able to accompany their child in an ambulance, the Headteacher or a staff member nominated by the Headteacher or Office Manager will accompany them.
- In the absence of a First Aider, basic non-invasive 'Mummy' First Aid will be given and if needed medical assistance called for.

Medication

- Qualified First Aiders can administer prescribed medication to children, with consent from parents, in accordance with the prescription.
- Training is sought to respond to a medical need e.g. epi-pen, diabetes support.
- Controlled medication such as Ritalin, will be retained in a locked drawer. All other medication will be stored in accordance with their storage requirements, in a safe place where pupil access is restricted.
- Records of administration of medication are retained in the First Aid box by the First Aiders.
- Two members of staff should sign to say they have given dose of medication.

Health and Safety Advice

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement

Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

Employees:

- Staff will be informed of Policies and Procedures relating to Health and Safety.
- Hardcopies of the Policies are kept in a master Staff Policy File in the Staff Room and electronic copies can be found on the shared server area.
- Staff Handbook information will be updated every 3 years or as needed by the Headteacher.
- Health and Safety will be a standing agenda item for staff meetings and updates advised at these meetings and minuted.

Pupils:

Children are made aware of the importance of keeping safe and how to do this in lessons etc… as part of their curriculum and as part of our PSHE education. This may be done by staff during lessons, assemblies, playtimes, lunchtimes etc…

Visitors / contractors:

- The Office Manager and/or the Headteacher will ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)
- This will be done verbally, using registers, such as the asbestos register and through displayed H&S information.

Governors:

- Health and safety is a standing item on the agenda at half termly Governors' meetings and also reported in the Headteacher's Report. The H&S Governor will feedback to Full Governing Body as required.

Trade unions:

- There is not a Trade Union health and safety representative in school. However, all staff are kept informed of all updates and changes to H&S Policies and Procedures.

Lettings/Shared use of premises/Extended Services:

- The Headteacher and/or Office Manager will ensure that all users of the school premises are aware of H&S Policies and Procedures.
- Third party users are made aware of 'out of bounds' areas, such as the pond and Forest School and that unsupervised use of play equipment is prohibited.

- Wrap around Childcare is staffed in accordance with recommended adult: child ratios and by suitably trained staff.
- Childcare staff are all fully trained first aiders.
- All users are aware of fire evacuation procedures and safe exits.
- The committee of the Friends Association are responsible for agreeing to and overseeing school fetes and other fundraising events, completing appropriate risk assessments and applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003. (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
- There is Emergency lighting availability throughout the main areas of the school.
- The Headteacher and/or the Office Manager are responsible for ensuring that risk assessments are in place.
- Authorised key holders will ensure that the school is secure and alarms activated after an event.
- The school is covered by the DFE insurance cover policy (RPA).

Lone working and Personal Safety

- All staff must follow the recommendations in WCC Guidance for lone working.
- All staff may at some point be Lone Working and must adhere to the guidance given.
- Personal safety awareness information is provided/discussed with staff annually on review of lone working practices.
- Staff must ensure that they are able to be contacted in school whilst working alone and must make sure that someone is aware that they are in school alone and when they leave. If this is not a family member they must inform the headteacher.
- Risk assessments on Lone Working are in the Risk Assessment File.

Maintenance/Inspection of equipment

The following equipment requires periodic inspection, examination, testing:

- Ladders and steps, PE equipment, D&T machines, fire alarm and smoke detection, emergency lighting, fire extinguishers, etc.
- Visual checks by staff members before use of equipment. Annual Health and safety Audit, external H&S inspectors as per inspection schedules.
- All staff using equipment will visually check. H&S Governor and Headteacher complete H&S Audit and approved contractors inspect specialist equipment. Records are retained in the office.

Manual handling

- Staff are made aware of the importance of correctly handling, lifting and moving equipment.
- Training is provided every 3 years or more regularly if required.
- Risk assessments are completed by the Headteacher and H&S Governor.

Monitoring Arrangements

- Periodic health and safety inspections will be carried out by WCC Health and Safety school team. Annual H&S inspections are carried out by Governors, and the Management Team
- The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Headteacher or Office Manager.

To help this process, the governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE),Trade Union health and safety representatives and any other bona fide health and safety officials.

Offsite and Educational Visits

Make Reference to the Offsite Visit Policy and Manual are kept in the Staff room.

- Mrs Jennifer Robinson is the school's Educational Visits Co-ordinator
- Visit Leaders must use the EVOLVE offsite visit software system to set up visit requirements and forward this information onto the school EVC.
- EVC to via the EVOLVE software system to monitor request for visits and respond accordingly.
- Headteacher to sanction visit once EVC Visit leader and EVC has completed the necessary arrangements and checks.
- Adequate Insurance is provided by the DFE Insurance Policy (RPA).

Outdoor Play Equipment

- The Adventure Playground is regularly inspected by the ROSPA Team. Inspection records are retained in the Health and Safety File in the Heads Office.
- Playground equipment installed will be inspected alongside the Adventure Playground.
- Staff on playground duty will visually inspect equipment before allowing children to use it. These will be recorded daily on a Playground Equipment, Visual Check Recording Sheet.
- Risk Assessment are updated annually for use of outdoor play equipment by the Headteacher and H&S Governor.

PE equipment

- PE equipment will be inspected annually, by a county approved contractor, currently this is Sportsafe. Records are retained in the Office

- Pre-use visual checks will take place by staff using the equipment and recorded on a PE Equipment, Pre-Use Visual Check Record.
- Equipment will be put out by pupils under the supervision of staff.

Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- Staff will make the appropriate arrangements to ensure that they have the specialist protective equipment required. This will be ordered through the Office Manager.
- Where needed, staff will be given training in the use of personal protective equipment.
- Respiratory protection (face masks and shields) are available to staff in the event of a pandemic.

Pond

- Pupils are only permitted in the area of the school pond under the supervision of at least one authorised adult.
- Warning signs are in place to alert to the presence of a pond area and pupils are taught not to go near the area unsupervised.
- Access to the school grounds out of hours will be restricted using padlocks on the main gates.
- All pupils and staff who use the pond area are made aware of the importance of thoroughly washing their hands after use and NOT drinking water from the pond.
- Risk Assessment are reviewed annually by the Headteacher and H&S Governor and retained in the whole school Risk Assessment File.
- Staff regularly inspect and maintain this area.

Risk Assessments

- At Defford School we understand the need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The Headteacher and Governing Body is responsible for ensuring risk assessments are undertaken.
- If required WCC Policy & Risk Assessment Guidance (Arrangements for New and Expectant Mothers) – and risk assessments updated.
- Risk Assessments are all reviewed and signed off by a responsible person, such as the Headteacher.
- Risk Assessments will be reviewed annually by the Headteacher and H&S Governor.
- Risk Assessments will be retained in the general Risk assessment file in the staff room and on the School Shared area of the server.
- All staff are made aware of the Risk Assessment File and sign to say that they have read the relevant Risk Assessments.
- Every off-site visit is risk assessed. These are kept in the Offsite Risk Assessment File.

Smoking

- The site is a 'NO SMOKING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

Playing fields

- The school grounds are maintained by a county approved grounds-maintained contractor, this is currently Smartcut Ltd.
- Staff and volunteers using the grounds will carry out a visual inspection before use.
- Sand pits and other similar areas are covered, to prevent animals fouling inside them.

Staff Consultation / Trade Unions

Defford-cum-Besford CE First School understands its duty under the Health and Safety at work Act to provide a safe working environment.

- Staff are regularly consulted on health & safety matters, and this is a standing item on the Staff Meeting Agenda. All staff have access to the minutes of these meetings, and it is their responsibility to ensure that they are aware of these. Copies of the minutes are kept in the staff room.
- Latest Trade Union health and safety information will be displayed in the staff room.
- The health and safety law poster is situated on the cupboard next to the staff room.

Stress and Staff Wellbeing

- The school follows the WCC guidelines for managing stress within a school.
- Staff experiencing difficulties should discuss these as soon as possible with the Headteacher.
- Staff are required to complete a stress Risk Assessment proforma annually as part of the Stress Policy. School management will make reasonable adjustments to working practices if needed.
- If required individual stress risk assessments will be carried out by referral to the Occupation Health Service.
- Human resources will be consulted to support procedures to obtain health advice, counselling etc. for employees e.g. referral to Occupational Health Service.
- Expectant mothers are encouraged to report as soon as possible to the Headteacher.
- Facilities will be made available for nursing mothers.
- A staff room and staff toilets are made available for staff to use.

Swimming lessons (Public Pool)

- Swimming lessons take place at Pershore Leisure Centre.
- A lifeguard is provided for up to 46 children and there is an adult/pupil ratio of a maximum 1:8 whilst in the pool.
- The school employs the services of a qualified swimming instructor through the management of the Leisure Centre.
- Trained lifeguards are on duty at the swimming pool, employed by the leisure centre.
- At least one qualified school first aider must accompany the swimming trip.

- Lifesaving equipment is supplied and checked by Pershore Leisure Centre. All pupils are given a safety briefing at the start of their block of swimming lessons.

Training and Development related to Health and Safety

- The Headteacher and Governors are responsible for ensuring that minimum health and safety competencies for certain activities are established, (e.g. use of hazardous substances, manual handling, work at height).
- The Headteacher and/or the Office Manager are responsible for new staff inductions and briefings.
- The Headteacher and Governors are responsible for establishing minimum health and safety competencies for certain roles (e.g. lunchtime supervisor, Forest School leaders, Risk Assessors)
- Staff training records are recorded on staff files. Governor training is audited and recorded in Governor Meeting Minutes.
- Headteacher and H&S Governor ensures that staff and Governor training is up to date.

Vehicles on Site/car park arrangements

- The Headteacher and/or the Office Manager is responsible for management of vehicles on site.
- During school hours, main gates are closed to minimise traffic movement on the school site.
- Staff are made aware of the expectation to drive with extreme caution on the school site and to park considerately, not blocking access.
- Vehicle access for parents dropping off and picking up children in the school grounds is restricted to disabled access only.
- Where possible deliveries are arranged for out the normal school teaching hours.
- Risk Assessments for the car park are reviewed annually and retained in the Risk Assessment File.
- Outside school hours, parents can use the school car park to drop off and collect their children from wraparound care.

Violence to Staff / School Security

- The main reception area door is kept locked to visitors, and they are only admitted through the authorisation of a member of staff. All visitors must sign in and produce appropriate identification upon request.
- Positive Handling training is provided to all staff who may need to physically intervene with a pupil.
- As part of the PPI training, staff are aware of the recording procedure to report all incidents of verbal & physical violence involving a child. All incidents involving an adult must be recorded in accordance with WCC guidelines.
- Risk assessment carried out for dealing with hazardous incidents involving children and/or adults and staff will be offered training.

Water Hygiene

At Defford and Besford CE Primary School we follow WCC Legionnaires and Water Hygiene Policy. A copy of this is retained in the Water Quality file.

Work experience pupils

- The Office Manager or Headteacher will give an induction.
- The Headteacher will carry out the risk assessment this will be retained in the general risk assessment file.
- During their time in school, they will be assigned to different teachers and staff members. A senior staff member will mentor them and ensure that they are aware of health and safety risk assessments and practices.

Working at Height

- A 2-step ladder and a kick step are kept for working at height and retained in the cleaner's cupboard.
- The Headteacher and H&S Governor will inspect the ladders as part of the annual H&S audit.
- The Headteacher, Office Manager or Cleaner in Charge will carry out pre use checks and record them in the equipment log.
- The Headteacher and/or the H&S Governor will carry our risk assessments.
- Risk assessments and lone working policies highlight restrictions on the use of ladders.
- Staff are made aware of the safe use of ladders above 2 steps.
- Staff are made aware of suitable footwear and clothing that should be worn whilst using ladders.
- Pupils are prohibited from using ladders. They may use the kick step under the supervision of a staff member.
- WCC approved contractors will be used by the school and other contractors will be asked to provide evidence of insurance before using their services. They will be expected to provide their own ladders and other equipment for working at height.

Agreed/Ratified by: Signature:	
Date:	29th June 2026
Chair of Governors: Sue Rees	
Health and Safety Governor: Sally Hunt	
Head teacher: Liam Hanson	
Next review date – June 2028	

respect, perseverance, trust, forgiveness and truthfulness.