



The Blue Coat School

POLICY FOR HEALTH AND SAFETY

Approved by the Governors' Safeguarding, Health and Safety Committee

Signed: _____

(H Andrews – Chair of Safeguarding, Health and Safety Committee)

Date: _____

The Health and Safety Policy was devised by the Bursar and the Estates & Operations Manager in consultation with the Headmaster and the Head of Prep.

Date of next review: Trinity 2027

The Blue Coat School Birmingham Limited

HEALTH AND SAFETY POLICY

I. AIMS

Legal Framework and Commitment

1.1

The Board of Governors and Headmaster of The Blue Coat School (“the School”) recognise their responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others affected by the School’s activities.

1.2

The School is committed to operating in accordance with relevant health and safety legislation, statutory requirements and guidance issued by appropriate regulatory authorities.

Purpose of the Policy

1.3

The aim of this Policy is to provide a clear framework for managing health and safety by identifying hazards, assessing risks and implementing appropriate control measures to minimise the risk of harm.

Leadership and Culture

1.4

The Headmaster, supported by the Bursar, will provide leadership in promoting a positive health and safety culture throughout the School and will ensure that appropriate resources, information and training are made available.

Staff Responsibilities

1.5

The School is committed to ensuring that staff are appropriately consulted and are able to contribute to the development and implementation of health and safety arrangements.

1.6

All staff are required to cooperate with the School in the implementation of this Policy by:

- taking reasonable care for their own health and safety and that of others
- following established procedures and safe systems of work
- using equipment and protective measures as required
- reporting hazards, defects or concerns promptly

Scope and Availability

1.7

This Policy applies to all activities undertaken by the School, including those involving pupils in the Early Years Foundation Stage.

1.8

This Policy is made available to staff, parents and other interested parties and is published on the School's website.

Legislative References

1.9

References to specific legislation and guidance are set out in Appendix A: Key Legislation and Guidance, which is reviewed periodically to ensure it remains current.

2. ORGANISATION

Governance and Accountability

2.1

The Board of Governors, as the proprietor of the School, retains overall responsibility for health and safety and for ensuring that appropriate arrangements are in place.

2.2

The Governors provide strategic oversight and receive assurance that health and safety arrangements are effective and appropriately implemented.

2.3

The Headmaster has day-to-day responsibility for the management of health and safety across the School and for ensuring that this Policy is implemented in practice.

2.4

The Bursar is the School's principal internal competent person for health and safety and is responsible for coordinating the implementation of health and safety arrangements, monitoring compliance, and advising the Headmaster and Governors.

2.5

The School will, where appropriate, appoint or procure additional competent persons to provide specialist advice in specific areas.

2.6

Overall legal accountability for health and safety cannot be delegated and remains with the proprietor.

2.7

The Board of Governors receives regular reports on health and safety and monitors the implementation of actions arising.

Competent Advice

2.8

The School ensures that access to competent health and safety advice is maintained at all times.

2.9

The Bursar has the necessary skills, knowledge and experience to provide advice on managing health and safety risks. Where specialist expertise is required, the School will seek appropriate external advice.

2.10

In the absence of the Bursar, the Headmaster will ensure that competent advice continues to be available.

Safeguarding, Health and Safety Committee

2.11

The Governing Body has established a Safeguarding, Health and Safety Committee to monitor all aspects of health and safety within the School.

2.12

The Committee meets at least once each term and is chaired by a Governor. The Chair reports to the Governing Body following each meeting.

2.13

The Committee's role is to:

- review health and safety performance
- consider reports, incidents and risk assessments
- monitor the implementation of actions
- provide assurance to the Governing Body

2.14

The membership of the Committee is set out below:

<ul style="list-style-type: none">● A School Governor (Chair)● At least two further School Governors● Headmaster● Bursar● Estates & Operations Manager	<ul style="list-style-type: none">● Main Designated Safeguarding Lead● Head of Prep● Head of Pre-Prep● Deputy Head Prep
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Consultation with Employees

2.15

The School recognises the importance of consulting with employees on matters relating to health and safety.

2.16

Staff are encouraged to raise health and safety concerns and contribute to the development of safe working practices through established channels, including line management, staff meetings and the Safeguarding, Health and Safety Committee.

2.17

Where appropriate, the School will consult with employees or their representatives on matters including:

- the introduction of new measures which may substantially affect health and safety
- arrangements for appointing competent persons
- health and safety information and training
- the planning and organisation of health and safety procedures

2.18

The School will ensure that relevant information is shared with staff and that their views are taken into account when making decisions affecting health and safety.

3. RESPONSIBILITIES

The Board of Governors

3.1

The Board of Governors will ensure that the School provides a safe environment for pupils, staff and visitors, and that appropriate health and safety standards are maintained.

3.2

Health and safety is a standing agenda item for meetings of the Governing Body and relevant committees.

3.3

The Board of Governors will ensure that there is effective communication on health and safety matters and that appropriate training is provided for staff.

Headmaster

3.4

The Headmaster is responsible for the overall leadership and management of health and safety within the School.

3.5

The Headmaster will:

- ensure that an effective Health and Safety Policy is in place and implemented
- periodically review the effectiveness of the Policy and ensure that any necessary changes are made
- ensure that adequate staff, resources and materials are available to support health and safety arrangements
- ensure that responsibilities for health and safety are clearly assigned and understood
- promote a positive health and safety culture across the School
- ensure that all areas of the School are inspected from a health and safety perspective at least once per term
- review reports from the Bursar and take action where appropriate
- ensure that staff receive appropriate training, including in relation to risk assessment
- ensure that all staff have read and understood the Health and Safety Policy, in full or as appropriate to their role

Bursar

3.6

The Bursar is the School's principal competent person for health and safety.

3.7

The Bursar will:

- support the Headmaster in ensuring that the Health and Safety Policy is effectively implemented
- monitor the day-to-day operation of health and safety arrangements
- develop safe systems of work where appropriate
- ensure that staff receive appropriate induction and training
- ensure that plant and equipment are maintained, tested and appropriately recorded
- ensure that defective equipment is taken out of use until repaired
- coordinate health and safety monitoring, inspections and compliance activities

- oversee the control of contractors and ensure that appropriate safeguards are in place
- monitor the effectiveness of health and safety arrangements
- report to the Headmaster and Governors on health and safety matters
- investigate accidents and incidents and recommend corrective action
- ensure that inspections of the School are carried out regularly
- arrange for specialist advice where required

Senior Leadership Team

3.8

Members of the Senior Leadership Team will:

- be familiar with the Health and Safety Policy
- support the implementation of health and safety arrangements within their areas of responsibility
- assist in ensuring that inspections are carried out as required
- support the provision of appropriate staff training
- ensure that staff are aware of and understand their health and safety responsibilities

Heads of Department

3.9

Heads of Department will:

- be familiar with the Health and Safety Policy
- develop safe systems of work within their areas where appropriate
- ensure that teaching and work areas are regularly checked for health and safety issues
- ensure that equipment is safe before use
- ensure that appropriate protective measures are used where required
- report hazards or concerns promptly
- ensure the health, safety and welfare of those within their areas of responsibility

Teaching Staff

3.10

Teaching staff will:

- be familiar with the Health and Safety Policy
- follow safe systems of work at all times
- ensure that classrooms and work areas are safe before use
- ensure that equipment is safe before use
- use protective measures where required
- report hazards or concerns promptly
- ensure the health, safety and welfare of pupils under their supervision

All Staff

3.11

All staff will:

- be familiar with the Health and Safety Policy and relevant procedures
- follow health and safety instructions and training
- take reasonable care for their own health and safety and that of others

- report accidents, hazards or concerns promptly
- use equipment and protective measures appropriately
- maintain safe and tidy working environments
- be familiar with emergency procedures, including fire and first aid arrangements
- report any defective equipment

Pupils

3.12

Pupils are expected to take reasonable care for their own safety and to follow instructions and rules intended to ensure a safe environment.

This process is undertaken in accordance with the School's Risk Assessment Policy (Section 4.2).

4. ARRANGEMENTS

Risk Control System

4.1

The School operates a Risk Control System (RCS) to plan, implement and monitor all aspects of health and safety.

Policy Review

4.2

The Board of Governors will review the Health and Safety Policy on an annual basis.

Organisation

4.3

Through the Safeguarding, Health and Safety Committee, the Board of Governors will review roles and responsibilities for health and safety on a regular basis.

Implementation

4.4

The Bursar, supported by the Estates and Operations Manager, will coordinate the completion of risk assessments across the School.

4.5

As part of the risk assessment process, hazards are identified, risks evaluated, and appropriate control measures implemented.

4.6

Copies of significant risk assessments are held centrally in an electronic format and are accessible to relevant staff.

4.7

This process is undertaken in accordance with the School's Risk Assessment Policy (Section 4.2).

Risk Assessment Policy

4.8

The School adopts a systematic approach to the identification, assessment and control of risks.

4.9

Risk assessments are carried out for all activities where there is a potential risk to the health, safety or welfare of pupils, staff or others affected by the School's operations.

4.10

The purpose of risk assessment is to identify hazards, evaluate the level of risk, and implement appropriate control measures to eliminate or reduce risk to an acceptable level.

4.11

Responsibility for completing and reviewing risk assessments rests with those in charge of the relevant area or activity, supported and overseen by the Bursar.

4.12

Risk assessments are:

- recorded where appropriate
- reviewed annually or sooner where there is reason to suspect they are no longer valid
- reviewed following any significant change, incident or near miss

4.13

Significant findings of risk assessments are communicated to relevant staff and, where appropriate, to pupils.

4.14

The Safeguarding, Health and Safety Committee monitors the effectiveness of risk assessment processes and ensures that appropriate action is taken to mitigate identified risks.

Monitoring, Audit and Review

4.15

The School maintains arrangements to monitor the effectiveness of its health and safety systems and to support continuous improvement.

4.16

This includes:

- regular site inspections and audits
- review of risk assessments
- monitoring of accidents, incidents and near misses
- review of maintenance, testing and compliance records

4.17

The Bursar is responsible for coordinating monitoring activities and ensuring that identified actions are recorded and addressed in a timely manner.

4.18

The Safeguarding, Health and Safety Committee receives regular reports on health and safety performance and will monitor performance by:

- ensuring that risk assessments are reviewed annually

- ensuring that site inspection reports undertaken by the Bursar or qualified safety professionals are reviewed and that any recommendations are acted upon
- reviewing maintenance, testing and compliance records (including PAT testing, fire alarm maintenance, fire extinguisher servicing, electrical certification, environmental health and swimming pool inspection)
- reviewing accidents, incidents and near misses recorded on the School's reporting system
- reviewing matters relating to safeguarding and child protection
- reviewing matters relating to trips, outings and off-site visits
- reviewing feedback from staff

4.19

The Governing Body receives assurance through committee reporting and oversight that health and safety arrangements are effective and appropriately implemented.

4.20

This Policy is reviewed annually, or sooner if required, to ensure it remains up to date and reflective of current practice and guidance.

5. METHODS AND PROCEDURES

5.1 Safe Systems

5.1.1

Heads of Department will implement safe systems of work, where appropriate, within their departments.

5.1.2

These systems are intended to minimise the risk of injury to pupils, staff and others and will, so far as is reasonably practicable, take account of:

- safe access to and egress from working areas
- analysis of tasks and provision of clear instructions
- the correct sequence of operations, where appropriate
- identification of safe procedures, including emergency procedures
- written procedures for the operation of potentially hazardous machinery or the use of potentially hazardous materials

5.1.3

Health and safety is a standing agenda item at staff and Senior Leadership Team meetings, enabling staff to raise concerns and receive updates.

5.1.4

The School will maintain a well-managed working environment and will take all reasonably practicable steps to minimise work-related stress. Where stress factors are identified, the School will work with employees to reduce and manage them appropriately.

Training

5.2.1

All staff will receive appropriate health and safety training relevant to their role.

5.2.2

All staff receive induction training in accordance with the School's induction arrangements. Staff undertaking

specialist, ancillary, grounds or maintenance duties will receive additional training as necessary for the safe performance of their work.

5.2.3

Training will ensure that staff are competent to carry out their duties safely, including, where appropriate, the completion of risk assessments.

5.2.4

Staff will receive appropriate information and training on health and safety, including identified risks, changes in procedures or circumstances, and any additional instruction required. Training will, wherever possible, take place during working hours.

5.2.5

All staff will receive appropriate training in the need for, and completion of, risk assessments necessary to maintain a safe working environment.

Safeguarding

5.3.1

All matters relating to safeguarding are set out in the School's Safeguarding and Child Protection Policy, which should be read in conjunction with this Policy.

Violence at Work

5.4.1

Violent, aggressive or abusive behaviour towards staff is not acceptable, and no member of staff will be expected to accept exposure to such behaviour as part of their role.

Playground Safety

5.5.1

Duty rotas are in place to ensure that adequate playground supervision is available at all times. Staff will ensure that pupils have appropriate freedom within a safe environment.

5.5.2

If a member of staff identifies an unsafe area of the grounds, they must report this to the Estates and Operations Manager or the Bursar. The area will be designated out of bounds until it is made safe.

5.5.3

Certain age groups play in more enclosed areas to support appropriate supervision. Higher staff-to-pupil ratios are used for Pre-Prep pupils to reflect their age and needs.

5.5.4

The School ensures that staff supervising playground activities are competent to undertake the task.

5.5.5

The Estates Team will inspect playground equipment weekly and take appropriate action where required.

Forest School

5.6.1

A comprehensive Forest School risk assessment is followed by all users of the Forest School area. Only

appropriately trained staff will lead Forest School activities. Other outdoor learning activities may also take place in this area under suitable supervision.

5.6.2

Pupils are fully supervised when using the Forest School area and appropriate staff-to-pupil ratios are observed.

5.6.3

If any area of Forest School is identified as unsafe, it must not be used. The matter must be reported to the Estates and Operations Manager, the Bursar and the Outdoor Learning Co-ordinator. The area will be designated out of bounds until it is made safe.

Sport, Including Swimming

5.7.1

Sport, including swimming, is coordinated by the Director of Sport, supported by relevant members of the Sports Department. The School ensures that staff supervising sport are appropriately trained and competent to do so.

5.7.2

Relevant staff hold appropriate lifesaving and first aid qualifications, as set out in the School's First Aid and Health Policy.

5.7.3

Risk assessments are completed for swimming and sporting activities and are reviewed at least annually.

5.7.4

Pupils are expected to participate in lessons unless a valid reason is provided or staff determine otherwise on the day.

5.7.5

Relevant protective equipment must be worn for all sports. Jewellery requirements will be determined in accordance with the safety requirements of the activity.

5.7.6

In the event of injury during sporting activities, first aid will be administered by an appropriately qualified member of staff or by the School Matron. Where necessary, the School Matron will attend the scene and arrange further medical assistance, including ambulance attendance if required.

The School Hall, Chapel, Sports Hall and Atrium

5.8.1

These areas are used for assemblies, drama, sport and other activities. Pupils are not permitted to use them without the knowledge of a member of staff.

5.8.2

Equipment in these areas is checked annually by a competent external contractor and is also checked by staff before use. If there is any doubt about the safety of equipment, it must not be used until repaired or replaced.

5.8.3

In the event of injury, first aid will be administered by a qualified member of staff. The School Matron will be contacted where appropriate.

5.8.4

Where these facilities are used by third parties, use must be agreed in advance and the hirer is responsible for ensuring that activities are appropriately risk assessed and managed in accordance with the terms of the hire agreement.

Fire Safety

5.9.1

The School maintains appropriate fire safety arrangements, including a fire risk assessment and regular inspection of fire precautions.

5.9.2

Fire procedures are displayed in classrooms and other relevant areas. Pupils are instructed in fire procedures at the beginning of each term and fire drills are carried out each term and recorded.

5.9.3

Further details are set out in the School's Fire Safety Policy.

Smoking and Vaping

5.10.1

Smoking, vaping and the use of e-cigarettes are not permitted anywhere on the School site.

Trips, Outings and Off-Site Visits

5.11.1

Health and safety arrangements for trips, outings and off-site visits are set out in the relevant School policies and procedures.

Minibus Safety

5.12.1

Further details relating to the safe operation of minibuses are set out in the School's Minibus Policy.

First Aid and Medicines

5.13.1

Further details relating to first aid and health matters are set out in the School's First Aid and Health Policy.

Catering

5.14.1

The School's catering operations are provided by an external contractor, which is responsible for relevant risk assessments, food safety and environmental health compliance.

Safe Place of Work

5.15.1

Cleaning is carried out in accordance with prescribed schedules.

5.15.2

The Bursar will ensure that appropriate information is available for the safe use, handling and storage of cleaning

products. Relevant records will be maintained and staff will be informed accordingly. Cupboards containing cleaning materials are kept locked when not in use.

Slips, Trips and Falls

5.16.1

Slips, trips and falls are minimised through good housekeeping. Areas are appropriately lit, cables and leads are secured, work areas and walkways are kept clear, deliveries are stored promptly, and warning signage is used where temporary hazards exist.

5.16.2

All staff are expected to remain alert to potential hazards and to report or remove them where appropriate.

Control of Vehicles

5.17.1

The movement of vehicles on site is carefully controlled. Drivers must observe the following:

- speed must be kept to a minimum, with a maximum speed of 5 mph on site
- the one-way system must be observed
- care must be exercised at all times due to the presence of pedestrians
- parking is permitted only in designated areas

Site Security

5.18.1

The School takes reasonable steps to prevent unauthorised access to the site. Entrance gates are controlled during the school day and monitored by CCTV.

5.18.2

Buildings other than Main Reception are accessible only through controlled entry arrangements. Staff are expected to remain vigilant and to challenge unfamiliar persons where appropriate.

5.18.3

Visitors must report to Reception on arrival and will be issued with identification.

5.18.4

Certain buildings are protected by intruder alarms outside school hours.

Machinery and Plant

5.19.1

Plant and equipment are maintained on a regular basis to ensure safe operation and compliance with relevant requirements.

5.19.2

This includes, as appropriate:

- checks of guards and mechanical equipment before use
- inspection and testing of portable electrical equipment
- servicing of heating equipment
- servicing of fire extinguishers and fire alarm systems
- servicing of catering equipment

- servicing of specialist school equipment
- periodic inspection of fixed electrical installations

Environmental Control

5.20.1

Conditions in classrooms and general areas are monitored to ensure that temperature, ventilation and lighting are suitable for the activities undertaken.

5.20.2

In specialist teaching areas, including art, design technology and science, conditions are monitored closely to ensure that hazardous substances are safely stored and used, and that appropriate ventilation and extraction systems are in place and maintained.

5.20.3

In science laboratories, gas safety arrangements are maintained, including emergency shut-off controls and appropriate supervision of practical activities.

5.20.4

The School kitchen is fitted with suitable extraction and isolation systems, which are serviced and maintained appropriately.

Noise

5.21.1

The School will take reasonable steps to reduce noise exposure where necessary, including by assessing equipment and installations and applying control measures where practicable.

5.21.2

Where significant issues are identified, specialist advice will be sought and appropriate remedial action taken.

Vibration

5.22.1

Where work activities may involve exposure to vibration, the School will assess the risk and take reasonable steps to minimise exposure.

5.22.2

Where necessary, specialist advice will be obtained and additional controls, including health surveillance where appropriate, will be considered.

Waste Disposal and Recycling

5.23.1

General waste, recycling and food waste are disposed of by licensed waste disposal contractors in accordance with relevant environmental requirements.

5.23.2

Where hazardous, chemical or electrical waste requires disposal, the School will use specialist contractors and follow relevant disposal requirements.

5.23.3

Main waste bins are kept away from buildings and within a designated compound. Waste bins are cleaned periodically to minimise the risk of pests.

Reporting Procedures – Accidents, Incidents and Near Misses

5.24.1

All accidents, incidents and near misses must be reported promptly in accordance with the School's reporting procedures.

5.24.2

Staff are required to record incidents using the School's designated reporting system and to inform their line manager as soon as practicable.

5.24.3

The Bursar, or another designated competent person, is responsible for:

- ensuring that appropriate investigations are carried out
- determining whether incidents are reportable to the relevant enforcing authority
- making any required reports

5.24.4

The School will ensure that:

- appropriate records of incidents are maintained
- trends and patterns are reviewed periodically
- lessons learned are used to inform risk assessments and preventative measures

5.24.5

Further details are set out in the School's First Aid and Health Policy.

Hazardous Substances

5.25.1

Where hazardous substances are used or stored, the School will identify them, assess the associated risks and implement appropriate control measures.

5.25.2

This includes:

- identifying substances in use
- assessing the risks presented
- considering substitution or other control measures where appropriate
- maintaining effective control measures
- monitoring effectiveness
- providing health surveillance where required
- ensuring that staff receive appropriate instruction and training in safe use, handling, storage, disposal, emergency procedures and protective measures

5.25.3

Relevant information will be recorded on the appropriate assessment forms.

5.25.4

Cleaning and Estates staff will receive appropriate training in relation to hazardous substances.

5.25.5

Hazardous substance assessments will be completed by the Bursar with assistance from other staff or specialists as required.

Asbestos Management

5.26.1

The School maintains an asbestos register, which is held by the Bursar and informed by specialist surveys.

5.26.2

Any contractor undertaking work in areas where asbestos may be present will be provided with relevant information before work begins.

5.26.3

The Bursar is responsible for ensuring the safe management of asbestos, including periodic review and appropriate control of works on site.

5.26.4

Further details are set out in the School's Asbestos Management Policy.

Radon Gas

5.27.1

The School is not located in an area considered to present a significant radon risk. A radon risk assessment is held by the Estates and Operations Manager and is reviewed periodically, or sooner if new information becomes available.

Personal Protective Equipment

5.28.1

Where hazards cannot be adequately controlled by other means, suitable personal protective equipment will be provided.

5.28.2

The School will:

- provide suitable PPE
- assess its suitability and compatibility
- maintain and replace PPE where necessary
- provide appropriate storage
- ensure that staff are instructed and trained in its use

5.28.3

Staff are required to:

- use PPE correctly
- wear PPE when required
- report any loss, defect or concern

Display Screen Equipment

5.29.1

Where staff use display screen equipment as part of their role, the School will assess the workstation and take appropriate steps to reduce associated risks.

5.29.2

This includes consideration of equipment, furniture, environment, breaks from screen work and eye and eyesight testing where applicable.

Risk Assessments

5.30.1

Risk assessments will be carried out for hazardous work activities and will identify:

- the hazards associated with the activity
- the potential frequency and severity of harm
- the control measures already in place
- any additional action required

5.30.2

Risk assessments will be completed by the Bursar with assistance from other staff or specialists as required.

Manual Handling

5.31.1

Where manual handling activities present a risk of injury, the School will seek to avoid them where reasonably practicable or reduce the risk through assessment and control measures.

5.31.2

This may include the use of mechanical aids or assistance from others.

5.31.3

Staff must assess risks before lifting objects and use appropriate techniques and support. Manual handling training will be provided where necessary.

Work at Height

5.32.1

Work at height will be properly planned, organised and supervised.

5.32.2

The School will ensure that:

- those involved are appropriately trained and competent
- suitable equipment is selected and maintained
- risk assessments are completed where required
- risks associated with fragile surfaces are properly controlled
- work at height is avoided where reasonably practicable

5.32.3

Where work at height cannot be avoided, suitable measures will be taken to prevent falls or reduce their consequences.

Legionella and Water Testing

5.33.1

The School will maintain suitable arrangements to manage the risk of legionella in hot and cold water systems, including risk assessment, monitoring and control measures.

5.33.2

Further details are set out in the School's Legionella Policy.

Pool Maintenance

5.34.1

The School maintains a written Pool Safety Operating Procedure, including a Normal Operating Plan and Emergency Action Plan, covering the pool, changing facilities and associated plant and equipment.

5.34.2

These arrangements are reviewed annually or following significant change. Records are maintained of water testing, servicing and filtration replacement, together with procedures for pool closure where necessary.

Control of Contractors

5.35.1

The School will ensure that contractors are selected and managed appropriately and that relevant health and safety requirements are addressed before work begins.

5.35.2

This includes consideration of:

- health and safety competence
- safe systems of work
- training standards
- site-specific hazards
- safeguarding considerations
- access, egress and supervision arrangements

5.35.3

Contractors are selected based on competence and overall suitability.

5.35.4

Contractors are required to comply with School site rules and to provide appropriate documentation, including method statements and evidence of competence, where required.

5.35.5

The School will monitor contractor activity on site and will ensure appropriate coordination, communication and oversight throughout the work.

Construction Projects

5.36.1

Where construction projects fall within relevant statutory requirements, the School will ensure that its duties as client are properly discharged.

5.36.2

This includes appointing competent duty holders where required, ensuring that suitable plans are in place before

work begins, providing relevant information about the premises, and retaining appropriate documentation on completion.

5.36.3

Where projects do not fall within those arrangements, the School will ensure that a competent person manages the health and safety aspects of the work.

6. MONITORING AND REVIEW

6.1

This Policy should be read in conjunction with other relevant School policies, including the:

- Safeguarding and Child Protection Policy
- Asbestos Management Policy
- Fire Safety Policy
- First Aid and Health Policy
- Legionella Policy
- policies relating to trips, outings and off-site visits

6.2

This Policy is presented annually to the Governors' Safeguarding, Health and Safety Committee for review and approval.

6.3

The minutes of that meeting are reported to the Governing Body.

Appendix A: Key Legislation and Guidance

This Policy is designed to provide a clear and practical framework for managing health and safety within the School.

In order to ensure that the Policy remains accessible, current and easy to maintain, detailed references to specific legislation and regulations are not included throughout the main body of the document. Instead, the Policy refers more generally to relevant legislation, statutory requirements and current guidance.

The key legislation and guidance applicable to the School is set out in this Appendix. This approach enables the School to:

- maintain clarity and readability within the Policy
- ensure that references to legislation remain current without requiring frequent amendments to the main document
- demonstrate clear awareness of the legal framework underpinning health and safety arrangements

Legislation / Guidance	Applicable to	Relevant Sections of this Policy
Health and Safety at Work etc. Act 1974	Overall health and safety duties and governance	Section 1; Section 2
Management of Health and Safety at Work Regulations 1999	Risk assessment and general management of health and safety	Sections 4.1; 4.2
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	Accident and incident reporting	Section 5.24
Control of Substances Hazardous to Health Regulations 2002 (COSHH)	Hazardous substances and cleaning materials	Sections 5.25; 5.15
Regulatory Reform (Fire Safety) Order 2005	Fire safety and fire risk assessment	Section 5.9
Personal Protective Equipment at Work Regulations 1992	Provision and use of PPE	PPE section
Display Screen Equipment Regulations 1992	Use of display screen equipment	Display Screen Equipment section
Manual Handling Operations Regulations 1992	Lifting and manual handling activities	Manual Handling section
Work at Height Regulations 2005	Work at height and use of access equipment	Work at Height section

Provision and Use of Work Equipment Regulations 1998 (PUWER)	Maintenance and safe use of equipment	Machinery and Plant section
Control of Asbestos Regulations 2012	Asbestos management	Section 5.26
Construction (Design and Management) Regulations 2015 (CDM)	Contractor management and construction works	Contractor section
Environmental Protection Act 1990	Waste disposal and environmental management	Section 5.23
Waste Electrical and Electronic Equipment Regulations 2013 (WEEE)	Disposal of electrical equipment	Section 5.23
Control of Vibration at Work Regulations 2005	Exposure to vibration	Section 5.22
Workplace (Health, Safety and Welfare) Regulations 1992	General workplace conditions (lighting, ventilation, welfare)	Environmental Control section
Health and Safety (First Aid) Regulations 1981	First aid provision	First Aid Policy
Department for Education (DfE) Guidance	School health and safety duties and expectations	Section I
Health and Safety Executive (HSE) Guidance	General health and safety best practice	Whole policy
UK Health Security Agency Guidance	Public health considerations	Section I

This Appendix is reviewed periodically to ensure that all references remain accurate and up to date.