


# Forest Way School

## Health and Safety Policy

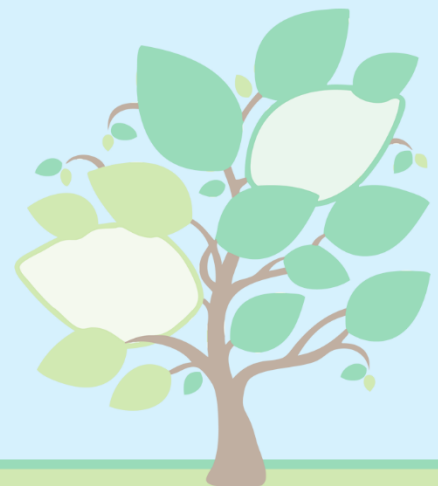
Name: **James Shanley**

Signature: 

Title: **Chair**

Date: **May 2023**

Next Review Date: **May 2024**



Statutory

Non-Statutory

## Statement of Intent

- 1.1 As a responsible employer, Forest Way School Academy Trust will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2 The Academy Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.
- 1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4 Forest Way School is committed to the prevention of accidents and ill health.
- 1.5 Forest Way School will work towards continual health and safety improvement.
- 1.6 To achieve these objectives, we will:
  - Conduct all our activities safely and in compliance with legislation and where possible, best practice
  - Ensure safe working conditions and safe equipment
  - Ensure a systematic approach to identify risks is developed and implemented and sufficient resources are allocated to control them
  - Ensure suitable information, instruction, training and supervision
  - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
  - Promote the principles of sensible risk management
  - Monitor, review and modify this policy and any arrangements as required.
- 1.7 All of Forest Way School's employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

# **Roles and Responsibilities**

## **Background & Context**

- 2.1 The Academy Trust is a charitable company established **2012**. The Members are the original signatories to the Memorandum of Association and agreed the Trust's first Articles of Association.

## **Structure & Organisational Responsibilities**

- 2.2 The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The board of Trustees is the corporate body accountable for the overall health and safety performance of the Academy Trust.
- 2.3 The Trust Board have appointed the Headteacher who has been delegated responsibility for the executive management and the performance of the Trust. The Board of Trustees will determine overarching H&S objectives for the organisation that are aligned to the vision and aims of the Academy Trust.
- 2.4 The Scheme of Delegation is derived from the organisation's Articles of Association.
- 2.5 The Headteacher leads the Senior Leadership Team (SLT) (the executive management team of the Academy) and will delegate executive management functions to the members of the SLT. The Trustees retain accountability to the Trust board for the performance of the SLT.
- 2.6 The Head Teacher and SLT recognises that governance within Forest Way School will be overseen by a The Governing Body.
- 2.7 The Governing Body comprises of representation from senior members of the Academy staff and additional elected Trustees, appointed independently by parents.
- 2.8 Forest Way School is required by paragraph 11 of the Education (Independent School Standards) Regulations 2014 (as came into force on 5th January 2015) to draw up and implement a written Health and Safety Policy.

## **Governing Body/Academy Trust Board**

- 2.1 Forest Way School is an academy whereby the governing body/academy trust has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare

employees, pupils, visitors and contractors and the self-employed. The Governing Body/Academy Trust is responsible for:

- determining the academy's health and safety policy and its implementation.
- allocating sufficient funds for health and safety.
- establishing clear lines of accountability for health and safety.
- periodically assessing the effectiveness of the policy and ensuring that any necessary changes are made.
- identifying and evaluating risks relating to possible accidents and incidents connected with Forest Way School.
- providing access to competent health and safety advice.
- Ensuring the provision of a business continuity plan and SEMT (Senior Emergency Management Team) for Forest Way School.
- ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved
- Setting health and safety aims and objectives for the school.
- Developing and maintaining a clearly defined health and safety audit program.
- ensuring that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented.
- Performing a health and safety inspection within the academy termly.
- The Governing Body is also responsible for planning and setting standards which include:
  - i) Ensuring hazards are identified, risk assessments are undertaken, and standards are set to achieve health and safety objectives.
  - ii) Ensure clear plans for coping with sudden emergencies are developed and maintained.
  - iii) Developing a positive health and safety culture.

## Head Teacher

2.2 Without limiting the responsibility of the Trust Board, the Head Teacher will oversee the day-to-day management of safety and implementation of this policy within Forest Way School. The Head Teacher will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this The Head Teacher will:

- will ensure compliance with Forest Way School's health and safety policy.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Forest Way School and maintain an up to date system of policies, procedures and risk assessments.
- co-operate and communicate with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties set out in Appendix 1.
- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Co-operate and communicate with the Governing Body
- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance.
- Provide a termly health and safety performance report to the Academy Trust/Governing Body.
- ensure that local procedures for the selection and monitoring of contractors are in place.
- take appropriate action under Forest Way School's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- ensure Forest Way School has access to competent health and safety advice.
- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate health and safety audits.

2.3 In addition to their statutory duties, the Head Teacher and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

- 2.4 Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy.

### **Senior Leadership Team**

- 2.5 The senior leadership team for Health and Safety will comprise of the following persons:-

Deputy Head Teachers  
Assistant Headteachers  
Business Manager

They will:

- make themselves familiar with and ensure the Academies compliance with this policy.
- Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the Governing Body.
- Provide a documented process for reporting and investigating all incidents, accidents and near misses.
- Provide termly health and safety performance reports to the Governing Body.

### **Heads of Departments**

- 2.6 Heads of Departments at Forest Way School will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Any member of staff with management responsibilities will: -

- make themselves familiar with and ensure their department complies with this policy, including any procedures, instructions and requirements for safe methods of work
- Science and Design Technology Heads of Department will ensure a departmental health and safety policy is devised and communicated to all staff concerned.
- identify new and existing hazards, provide risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety

procedures are effective and complied with and that any necessary remedial action is taken.

- provide information, instruction, training and supervision for the department staff they are responsible for.
- complete a health and safety induction checklist for all new employees at the commencement of their employment.
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.
- be responsible for all aspects of health and safety included in their job description.
- ensure that all statutory registers and records are retained and maintained.
- report property defects within their department to the Site Manager/Premises Manager via the Maintenance Issues Database
- Provide termly health and safety performance reports to the Head Teacher as required.
- Ensure the provision of adequate PPE free of charge for staff and pupils with their departments.
- Facilitate health and safety audits.

2.7 More specific duties for Forest Schools, Design & Food Technology, Science and PE and Swimming Curriculum Areas will be covered within the scope of this policy for Risk Assessments.

## 2.8 **Business Manager**

- Will be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.
- Will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- Notify the Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- Liaise with and report directly to the Headteacher on matters of Health and Safety.
- Ensure that all certification and statutory inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses, complete accident reports.
- Facilitate health and safety audits.

- Provide termly health and safety performance reports to the Head Teacher.
- Ensure the Academy has a Management of Medications Policy.
- Ensure the Academy adheres to the Local Authority's Management of Outdoor Learning and Off-site Activities Guidance.
- Ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- Ensuring there is a system in place for contractor procurement that identifies contractor competency.
- Ensure the provision of resources for staff health and safety training.
- Establish a health and safety training plan and matrix to identify staff training needs.

### **Site Manager**

2.9 The Site Manager is responsible for day to day management of property maintenance and compliance checks. The Site Manager will be responsible for:

- Have a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Business Manager and or Head Teacher.
- Will establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Business Manager/Head Teacher any defects, which need attention. Monitor their effective implementation by staff under their control.
- where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- advise the Head Teacher and/or Business Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.



- Carry out compliance checks in accordance with Appendix 1 and job description.
- Liaise and co-operate with The Head Teacher and/or Business Manager on property related matters
- Provide a termly health and safety report for the Headteacher.
- Retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completing.
- Conducting contractor induction and recording the process.
- Reporting incidents, accidents, dangerous occurrences and near misses to the Head Teacher/Business Manager.
- undertaking any training identified by the Business Manager/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

### **Catering/Kitchen Manager**

- 2.10 The Catering/Kitchen Manager is responsible for activities undertaken within the school kitchen and will:
- Take responsibility for the day to day management of health, safety and wellbeing within the school kitchen and the activities undertaken by kitchen staff.
  - Advise the Site Manager and or Headteacher of any health and safety concerns.
  - Provide risk assessments for activities associated with work and relevant employees in the kitchen. Monitor their effective implementation.
  - Ensure health, safety and wellbeing information is communicated to catering staff.
  - Report accidents, dangerous occurrences and near misses to the Business Manager.
  - Ensure a food safety management system is devised and communicate to kitchen staff.
  - Ensure the provision of adequate PPE for staff that they are responsible for.
  - Undertake any training identified by the Business Manager/Headteacher to enable them to perform their duties at the level of responsibility allocated to them.

## All Staff

2.11 All employees, agency, peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- cooperate with their line manager and senior management to work safely
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace.
- support Forest Way School in embedding a positive safety culture that extends to pupils and any visitors to the site.
- undertake any training identified by the Business Manager/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

## Pupils

2.12 All pupils are expected to behave in a manner that reflects Forest Way School's behaviour policy and in particular are expected to: -

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at Forest Way School
- cooperate with teaching and support staff and follow all health and safety instructions given.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to a teacher or other member of Forest Way School staff any health and safety concerns that they may have.

**NOTE: Forest Way School is a Special Academy and therefore pupils may not be able to take responsibility for their own actions.**

## **Lettings**

2.13 Forest Way School has a lettings policy. The policy covers procedures for fire evacuation, security arrangements, the requirements relating to accident, assault and near miss reporting and requirements for the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with Forest Way School on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of Forest Way School that may arise from their activities

Forest Way School will ensure that:

- the premises are in a safe condition for the purpose of use
- the health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises
- adequate arrangements for emergency evacuation are in place and communicated.

## **3.0 Organisational Arrangements for Health and Safety**

3.1 The following arrangements will be adopted to ensure that the Governing Body and Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site

### **Setting health and safety objectives**

3.2 The Governing Body/Academy Trust and the Principal/Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body/Academy Trust. Where necessary health and safety improvements will be identified and included within Forest Way School's action plan.

### **Provision of effective health and safety training**

3.3 The Governing Body/Academy Trust and the Principal/Head Teacher will consider health and safety training on an annual basis in line with Forest Way School's health and safety training matrix focussing on mandatory training as a priority.

### **Provision of an effective joint consultative process**

- 3.4 Forest Way School will conduct a health and safety inspection at least once per term with a report on findings submitted to the full Governing Body. The Head Teacher will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

### **Establishing adequate health and safety communication channels**

- 3.5 Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:
- senior leadership team meetings and staff meetings
  - provision of information relating to safe systems of work and risk assessments
  - training provided
  - communications with relevant specialist advisors and bodies
- 3.6 Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **Financial resources**

- 3.7 The Governing Body along with the Head Teacher and Business Manager will review Forest Way School budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### **Specialist advice/support**

- 3.8 Forest Way School will ensure that access to competent technical advice on health and safety matters is procured to assist Forest Way School in complying with statutory duties and meeting health and safety objectives; Forest Way School will do this by;
- Accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service

## **4.0 Organisation - Other Arrangements**

### **Accident and assaults**

- 4.1 All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Education Information Sheet No1 (Revision 3) will be reported to the HSE within the required timescales.
- 4.2 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- 4.3 Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.
- 4.4 Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

### **Audit**

- 4.5 Forest Way School's health and safety management will be audited by Leicestershire Local Authority every 18 months. Forest Way School reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across Forest Way School.

### **Contractor management**

- Forest Way School will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing contractors. Refer to Management of Contractors – page 67 in Premises Management Policy

### **Control of hazardous substances**

- 4.6 Forest Way School comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. Forest Way School will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any requirement for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the school's procurement systems can be used on site
- substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually

### **Dealing with health and safety emergencies - procedures and contacts**

- 4.7 As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.
- 4.8 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- 4.9 The school has a Business Continuity Plan and an Emergency Evacuation procedures policy including Lockdown that is reviewed annually.

### **Defect reporting**

- 4.10 Forest Way School has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported **via the**

Maintenance Issues Database that all staff have access to. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

### **Display screen equipment (DSE)**

4.11 Forest Way School acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. Forest Way School ensures that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health.
- DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back. This can be access through the SHINE online system. For access please call 0116 305 5515. <https://go-shine.co.uk/login/index.php>

### **Driving**

4.12 All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. 12 monthly licence and insurance checks are undertaken and documented. Staff driving company mini buses or other company vehicles will have undertaken appropriate training through MIDAS training scheme.

### **Electrical systems and equipment**

4.13 Forest Way School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

- 4.14 Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in low risk environments*' (INDG236), by a competent contractor with records maintained.
- 4.15 Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Forest Way School's defect reporting procedure via the Maintenance Issues Database is followed as required.

### **Fire safety**

- 4.16 Forest Way School is committed to providing a safe environment for both staff and pupils. Forest Way School manages the risk of fire by ensuring:
- a detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
  - An annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments.
  - statutory inspections are carried out on all fire related systems and equipment either both by competent contractors and in house by trained staff
  - all staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction
  - a fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
  - A fire log book is kept and maintained

### **First-aid and supporting pupils' medical conditions**

- 4.17 Adequate first aid arrangements are assessed, maintained and monitored at Forest Way School and for all activities that Forest Way School leads. Forest Way School ensures that:
- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
  - all first aiders and appointed persons hold a valid certificate of competence, Forest Way School maintains a register of all qualified staff and will arrange re-training as necessary
  - first aid notices are clearly displayed around Forest Way School



- sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked
- a suitable area is available for the provision of first aid
- staff are regularly informed of first aid arrangements within Forest Way School, through induction, teacher training days and the staff handbook which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed including those required under RIDDOR regulations
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency
- children with medical conditions will be cared for in line with the medical conditions policy
- medication shall be kept securely in line with the medical conditions policy

## **Glass & Glazing**

- 4.18 Forest Way School will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing
- 4.19 Forest Way School will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

## **Grounds - Safety/Security**

### **Safety**

- 4.20 Forest Way School will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. Forest Way School will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment

### **Security**

The perimeter of the school premises will be secured through locked gates after pupils have been dropped off in the morning and until they are picked up from school in the afternoon. All Visitors/Contractors will be asked to report to Reception where they will be vetted and screened before being allowed access inside school. Forest Way Schools "Visitors to School Policy" will be strictly applied at all times to ensure that appropriate clearance checks have been undertaken. All visitors will be given a lanyard, yellow indicating they must be accompanied by a member of staff at all times and not allowed unsupervised contact with our pupils, blue lanyard confirms pre-employment vetting checks have been undertaken and the visitor is allowed unrestricted access around school.

### **Housekeeping – storage, cleaning & waste disposal**

- 4.21 Forest Way School will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.
- 4.22 Forest Way School will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. Forest Way School will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.
- 4.23 Where applicable and to accommodate the requirements of environmental legislation Forest Way School will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.
- 4.24 Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

### **Lone working and Home Schooling**

- 4.25 Forest Way School will ensure through risk assessment that all staff who work alone or home school are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working or home schooling e.g. work at height. A Lone Working Policy is in place and reviewed regularly.

### **Management of asbestos**

- 4.26 Forest Way School complies with the HSE's approved code of practice *'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143)*. Forest Way School is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. Forest Way School has a site asbestos

'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. The Lamp along with the asbestos register will be kept up to date.

- 4.27 A minimum six-monthly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access are undertaken and documented: where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures details in the Forest Way School Lamp.
- 4.28 Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment and demolition survey (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance or the asbestos will be removed by competent licensed contractors prior to building works commencing.
- 4.29 Any changes to building where asbestos any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's Lamp.
- 4.30 The asbestos register will be communicated to all contractors who may disturb the fabric of the building or the building systems during their work.

NOTE: There is no asbestos materials within the fabrication of the Main School, The Lodge or the Den. A full and invasive survey of the Croft by a suitably qualified person has failed to identify any asbestos present although the survey could not exclude the Chimney fabrication. In these circumstances therefore Section 4.29 applies.

### **Moving and handling**

- 4.31 Forest Way School complies with the HSE's approved code of practice ***'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).***
- 4.32 Within Forest Way School there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. Forest Way School manages the risk associated with moving and handling tasks by ensuring that:
- moving and handling is avoided whenever possible

- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

## **Noise**

4.33 Forest Way School will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

## **Occupational health services and work-related stress**

4.34 Forest Way School acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.

4.35 Forest Way School will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within Forest Way School, the Head Teacher will actively seek support

to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation

### **Off-site visits including school-led adventure activities**

4.36 Forest Way School has an Off-Sites Visits Policy and uses the Evolve system

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders
- Forest Way School requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.
- Emergency contact numbers for Leicestershire County Council are:  
Pager 0765 917 0195  
Phone number 0116 331 0135
- [https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=LeicestershireCountyCouncil](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil) This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515
- Trustees will be provided details of all off-site visits
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit
- All off-site visits can only be approved by the Head Teacher

### **Driving on school business**

The Governing Body has read and agrees to comply with the guidance from the Local Authority detailed in:

- Driver and Vehicle Safety Policy
- Use of In Car Child Seatbelts and Restraint Systems

The governors have agreed that members of staff who drive any of the school vehicles for school purposes must have taken and passed a proficiency test as recommended in- Driver and Vehicle Safety Policy. The Governing Body agrees to comply with the guidance given in this guidance – no other members of staff are allowed to drive any of the vehicles.

Drivers who obtained their full car driving licence before the 1 January 1997 may drive a minibus in the UK (until their licence expires) if they:

- Hold a valid full driving licence for private cars (group A or B for automatics on an old style green or pink licence, or category B and D1 (101) on a pink and green or photocard licence).
- Are at least 21 years of age.
- The vehicle is not being used for hire or reward.

However, drivers whose licences expire when they reach 70 years of age, or because they develop certain medical conditions, will not automatically retain the D1 (101) entitlement on their licence. They must apply to retain their D1 (101) entitlement and also pass a medical to PCV standards.

The school has two Minibus Light vehicles which can be driven by drivers without D1 on their licence on satisfactory completion of Midas training.

Staff under the age of 25 and those who do not have Section D1 on the licence are permitted to drive the school Vauxhall Zafira cars if they have taken the competency test.

Where appropriate pupils must be taken to/from transport into and out of school in a buggy or wheelchair – they must not be carried.

A proposal must be submitted to the Governing body at least six weeks prior to a residential visit of 24 hours or more takes place. The Governors may agree that the Headteacher receives the proposal on their behalf to ensure adequate provision of care. The proposal should include details on the following aspects:

- Pupils/adult ratio
- Transport
- Level of qualification for certain activities
- First aid
- Any residential will require a member of the Leadership Team with the Residential Leadership Qualification

All off-site visits need a risk assessment completing and checking prior to the visit by the Educational Visits co-ordinator.

All pupils leaving the school on trips/visits must wear their identity badges. A mobile phone must be taken on the outing and left switched on. If staff take their personal mobile phone, the number must be left on the signing out sheet. (See Forest Way Code of Conduct.)

## **Outdoor Play Equipment and Playgrounds**

All outdoor play equipment must be installed by a competent and approved contractor. Equipment will have a maximum fall height of 1.0m and impact absorbing surface beneath. Slides will be set into an embankment. The play

equipment will safely allow valuable challenges and provide children with a safe outlet for natural energy and sense of adventure.

### **Use of play equipment**

- Whenever the outdoor play equipment is used at break or lunch time its use must be properly supervised in line with the risk assessment.
- Pupils must wear suitable footwear that will provide secure traction between them and the equipment.
- Pupils must be shown how to use the equipment correctly and be advised to be aware of others using the equipment.
- Some equipment will be suitable for when pupils are dressed for winter conditions, care should be taken to ensure that bulky or loose outdoor clothing does not get caught up or cause a slip whilst using the equipment.
- Equipment should not be used when underfoot conditions are wet and the equipment is made dangerous by wet that could cause hands or feet to slip.
- Staff must be familiar with the equipment, the school's risk assessment for its use, the abilities of the pupils, the capacity of the equipment and know what activities can be reasonably allowed as safe.
- Play on the equipment must be orderly arranged, adequately supervised and properly controlled.
- Older pupils must be prevented from interfering with or endangering younger pupils using whilst they are using the equipment.
- The number of pupils allowed at any time on a piece of equipment must be controlled by staff.

### **Maintenance**

- All outdoor equipment on the playgrounds and woodland areas must be inspected and maintained by a competent person on a routine basis.
- Daily checks of all equipment on the playgrounds and woodland areas must be undertaken by the site managers and a daily log sheet completed and signed. The log sheets are available for checking by an authorised officer of the school at any time and are also available to the governing body for inspection.
- The daily checks must include the following:
  - 1) No evidence of dangerous wear or any damage
  - 2) The area safe from any hygiene hazard – area clear of glass, bricks, stones, litter, animal faeces.
  - 3) Impact absorbing areas – no cuts, tears, wear or unstuck areas.
  - 4) All fastenings tightly secured.
  - 5) No splinters or split wood.
  - 6) No broken chains, stretched links or loose or twisted shackles
  - 7) Uprights unbroken and firm in the ground.
- When a defect is identified appropriate steps must be taken to resolve it or prevent use until the problem is rectified.
- A competent person must inspect all equipment annually. This inspection will usually be by an independent professionally qualified person registered with 'Register of Play Inspectors International' who will also be equipped to carry out in depth servicing and any repairs required. This work is currently undertaken by the Play Inspection Company who provides a full report to the school.

## **Playgrounds**

- The use of the playgrounds will vary according to the weather. Rain, snow and frost will be assessed by a member of the senior leadership team and reacted to accordingly. If there is a real risk then the areas should not be used and indoor play arrangements made.

## **Maintenance**

- All playground areas should be regularly maintained by a site manager using visual inspections and required maintenance e.g. sweeping, litter picking, removal of dangerous objects (leaves, broken glass, animal faeces).

Risk assessments will be reviewed on a regular basis to ensure that conditions for the use of the play equipment remain safe.

## **Risk assessment**

- 4.37 Risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health
- 4.38 Within Forest Way School various persons are tasked with the development of risk assessments based on their knowledge, experience and competence (See Appendix 1). Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times both by hard copy and electronically.
- 4.39 New and expectant mothers risk assessments will be conducted in line with HSE Guidance
- 4.40 Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable

## **Smoking**

- 4.41 Forest Way School complies with UK law on smoking in both indoor and external spaces. Forest Way School has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the used of substitute inhalers and all types of vaping devices including e-cigarettes. Forest Way School has signage on site and will ensure that persons seen smoking onsite are instructed not to do so

## **Statutory Inspections**



4.42 Forest Way School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Site Manager / Premises Officer and monitored by the health and safety committee

### **Swimming Pool Operating Procedures**

4.43 Full Operating and emergency procedures are included within the Premises Management Policy.

### **Secondary Drowning**

If a PMLD pupil goes underwater or any ambulant students unexpectedly submerge and are unable to get their footing in the pool, staff must immediately seek medical advice. If the submersion is for several seconds or longer, the medical team/SLT will call 111 for further advice or in severe cases ring 999.

You may have heard of the terms "[dry drowning](#)" and "secondary drowning." Those aren't actually medical terms. But they do point to rare complications that you should know about and that are more common in children.

With so-called dry drowning, water never reaches the [lungs](#). Instead, breathing in water causes the vocal cords to spasm and close up. That shuts off the airways, making it hard to [breathe](#). You would start to notice those signs right away - it wouldn't happen out of the blue days later.

"Secondary drowning" is another term people use to describe another drowning complication. It happens if water gets into the [lungs](#). There, it can irritate the lungs' lining and fluid can build up, causing a condition called [pulmonary edema](#). It is likely that you would notice a pupil having trouble breathing right away, and it might get worse over the next 24 hours.

Both events are very rare. They make up only 1%-2% of all drowning cases.

### **Symptoms**

Drowning complications can include:

- Coughing
- Chest pain
- Trouble breathing

- Feeling extremely tired

A pupil may also have changes in behaviour such as irritability or a drop in energy levels, which could mean the brain isn't getting enough oxygen.

### **What to Do**

If a pupil has any breathing problems after getting out of the water, get medical help immediately and notify SLT. Although in most cases the symptoms will go away on their own, it's important to get the pupil checked out.

## **Preventing workplace harassment and violence**

4.44 Forest Way School is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from a situation or escalating situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- contact emergency services, as appropriate.
- inform the Head Teacher or a member of the senior management team if confrontation has taken place

Forest Way School will:

- ensure the Head Teacher or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- review the appropriate risk assessments following any incident.

## **Vehicles on Site**

4.45 The Site operates a "No unsupervised Reversing On Site" policy during pupil drop off and collection times. Traffic and pedestrians are also strictly controlled and supervised during these busy times. A full and comprehensive Traffic Management system is in place and reviewed on a frequent basis.

## **Water hygiene management**

4.46 Forest Way School will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

Forest Way School will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- employ a competent external contractor to provide a suitable survey/risk assessment every 2 years. An indication of when to review the assessment and what to consider should be recorded. This may result from, e.g.
  - changes to the water system or its use;
  - changes to the use of the building in which the water system is installed;
  - the availability of new information about risks or control measures;
  - the results of checks indicating that control measures are no longer effective;
  - changes to key personnel;
  - a case of legionnaires' disease/legionellosis associated with the system.
- Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment.
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable
- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

## **Working at height**

4.47 Forest Way School will follow the principles of the HSE guidance '*The Work at Height Regulations 2005 (as amended) A brief guide*' (INDG401). Forest Way School use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. Forest Way School ensures that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe

- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

### **Workplace inspections**

4.48 Forest Way School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety meetings. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per Forest Way School's defect reporting procedure.

### **Monitoring and review**

4.49 This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governing Body/Academy Trust and the Principal/Head Teacher on a regular basis (every two years as a minimum), or as required.

4.50 In order to substantiate that health and safety standards are actually being achieved, Forest Way School will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

4.51 Forest Way School will use different types of systems to measure health and safety performance.

### **Active monitoring systems**

- spot checks and termly site inspections will be undertaken
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed

- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

### **Reactive monitoring systems**

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

### **Reporting and response systems**

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- The Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance

### **Investigation systems**

- investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

### **Third Party Monitoring/ Inspection**

- Forest Way School will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within Forest Way School action plan with appropriate target dates for completion

### **4.52 Business Continuity**

- Forest Way School will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.

- In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the Headteacher and Senior Leadership Team..
- A copy of the Forest Way School Business Continuity Plan will be distributed/available electronically to all members of the School Emergency Management Team (SEMT).

The Business Continuity Plan and the Emergency Evacuation Plan are part of the Premises Management Policy and are reviewed annually.

### **Retaining and Maintaining Documentation**

- Forest Way School will retain all health and safety related documentation as required.
- Health and safety related documentation will be backed up/scanned in and stored within the Academies computer system for future reference.

### **Infection Prevention and Control (Inc Covid 19)**

- Forest Way School will refer to its infection prevention and control guidance, ensuring it has been communicated and is available to all staff. In addition, the school will follow the LA guidance on Infection Prevention and Control in Educational Settings.
- In the event of a communicable infection/disease the guidance contained within the Academy's infection control guidance will be followed.
- The Academy will engage with PHE and the DfE should there be an outbreak of a communicable infection/disease and follow any advice given.
- The Academy will ensure a robust cleaning regime is followed and adequate ventilation is achieved at all times when the site is occupied.

### **Infectious disease adverse events**

For adverse events such as epidemic/pandemic flu and other infectious diseases/ viruses, the following measures may also be considered/implemented:

- ✓ Staff (and pupils) will be instructed to stay at home if they are ill, or displaying certain symptoms to suggest they are becoming ill and are likely to spread the infection
- ✓ Use of personal protection equipment and anti-bacterial hand-wash/wipes may be implemented
- ✓ None essential internal and external meetings/ forums/ training courses will be postponed, or where possible, held using remote electronic communication methods (web meetings, conference calls etc.)
- ✓ Flexible working arrangements will be introduced on a case by case basis to cater for temporary changes in individual staff's personal circumstances (e.g. provision of care to ill family member)

Additional Supply staff may be sourced and the use of staff from other local schools considered, if appropriate.

## **Occupational Health**

- Forest Way School has ensured provision of occupational health services through the Local Authority Human Resources Department, currently Health Management.
- The Academy will follow HR guidance to determine when an occupational Health referral or health surveillance is required.

## **Automatic Gates and Doors**

- Automatic Doors and Gates will be serviced , maintained and inspected in line with manufacturer's recommendations – usually 6 months.
- The Academy will complete documented inhouse inspections of automatic doors and gates to ensure their safe operation.
- Defects will be reported immediately, and a contractor will be procured to make the relevant assessment and repairs.

## 5.0 Appendix 1 Table of Delegation of Specific Duties:

| <b>Responsibility</b>   | <b>Frequency</b>                     | <b>Delegated to Job Role</b> | <b>Signed</b> |
|---|--------------------------------------|------------------------------|---------------|
| Reviewing Health and Safety Policy                                | Annually                             | Business Manager             |               |
| Digitally Backing up Compliance and Safety Documents              | When Created or Received             | IT Manager                   |               |
| Allocating Budget for Health and Safety                           | Annually                             | Headteacher                  |               |
| Display Energy Certificate Renewal                                | As Instructed on Current Certificate | Business Manager             |               |
| Organising Type 2 Fire Risk Assessment                            | Every 5 Years                        | Business Manager             |               |
| Conducting and reviewing Type 1 Fire Risk Assessment              | Annually                             | Business/Site Manager        |               |
| Internal Checking of the Fire Alarm Panel                         | Daily                                | Site Manager                 |               |
| Internal Fire Evacuation Drill Organisation                       | Termly                               | Site Manager                 |               |
| Internal Manual Call Point Checks                                 | Weekly on Rotation                   | Site Manager                 |               |
| Internal Emergency Lighting Checks                                | Monthly                              | Site Manager                 |               |
| Internal Extinguisher Checks                                      | Monthly                              | Site Manager                 |               |
| Internal Sprinkler System Checks                                  | Weekly                               | Site Manager                 |               |
| Internal Fire Door Checks   | Monthly                              | Site Manager                 |               |
| Organising Service of The Fire Alarm System                       | Six Monthly                          | Site Manager                 |               |
| Organising Service of Fire Extinguishers                          | Annually                             | Site Manager                 |               |
| Organising Service and Maintenance to the Sprinkler System        | Manufacturer Stipulated              | Site Manager                 |               |
| Organising Service and Maintenance of Emergency Lighting          | Annually                             | Site Manager                 |               |
| Organising Service and Maintenance of Air Conditioning Units      | 6 Monthly                            | Site Manager                 |               |
| Organising Service and Maintenance of Air Handling Units          | Annually                             | LCC/Site Manager             |               |
| Reviewing the Emergency Evacuation Plan                           | Annually                             | SLT                          |               |
| Creating and Reviewing PEEP (Personal Emergency Evacuation Plans) | When Necessary                       | SLT                          |               |
| Creating and Reviewing the Winter Gritting Plan                   | Annually                             | Business/Site Manager        |               |
| Winter Gritting Pavements and Carparks                            | Consult Weather Forecast             | Business/Site Manager        |               |
| Reviewing the Business Continuity Plan and Emergency Procedures   | Annually                             | SLT                          |               |
| Reviewing the LAMP (Local Asbestos Management Plan)               | Annually                             | Business/Site Manager        |               |



|   |                                    |                       |  |
|---|------------------------------------|-----------------------|--|
| Organising Asbestos Management Surveys  | 5 Yearly                           | Business/Site Manager |  |
| Monitoring the Condition of Asbestos on the Premises  | Termly                             | Business/Site Manager |  |
| Organising Water Hygiene Surveys  | When Necessary                     | Site Manager          |  |
| Flushing of Little Used Outlets   | Weekly                             | Site Manager          |  |
| Water Temperature Monitoring  | Monthly                            | Site Manager          |  |
| Signing Off Water Temperature Monitoring  | Monthly                            | Business Manager      |  |
| Organising Water Heater Service and Maintenance   | Annually                           | Site Manager          |  |
| Organising Water Tank Inspections   | Annually                           | Site Manager          |  |
| Organising Electrical Installations Condition Reports   | 5 Yearly                           | Business/Site Manager |  |
| Organising PAT (Portable Appliance Testing)   | Annually                           | Site Manager          |  |
| Organising Service of Stage Lighting  | Annually                           | N/A                   |  |
| Organising Servicing of Gas Boilers   | Annually                           | Site Manager          |  |
| Organising Gas Risk Assessment  | Annually                           | Site Manager          |  |
| Conducting Workplace Inspections  | Weekly                             | Business/Site Manager |  |
| Conducting Workplace Inspections (Governor and SLT)   | Termly                             | Trustees/Business Man |  |
| Organising Building Condition Surveys   | 5 Yearly                           | Business Manager      |  |
| Internal Inspections of Playing Fields and Playground Equipment   | Weekly                             | Site Manager          |  |
| Organising RPII Inspections of Outdoor Play Equipment   | Annually                           | Site Manager          |  |
| Inspecting PE Equipment   | Before Use                         | Site Manager          |  |
| Organising External Inspections of PE Equipment   | Annually                           | Site Manager          |  |
| Organising Glazing Surveys  | 10 Yearly                          | Site Manager          |  |
| Procuring and Commissioning Contractors   | When Necessary                     | Business/Site Manager |  |
| Managing and Supervising Contractors  | When Necessary                     | Site Manager          |  |
| Contractor Inductions   | When Necessary                     | Site Manager          |  |
| Internal Inspection of Passenger Lifts and Hoists   | Monthly                            | Site Manager          |  |
| Organising Service and Maintenance of Lifts and Hoists  | 6 Monthly                          | Site Manager          |  |
| Organising Service and Maintenance of The Kiln  | Annually                           | N/A                   |  |
| Organising the Service and Maintenance of Work Equipment  | Follow Manufacturer's Instructions | Site Manager          |  |
| Organising the Service and Maintenance of The Kitchen Equipment   | Follow Manufacturer's Instructions | LCC/Site Manager      |  |
| Organising a Deep Clean of The School Kitchen   | Termly                             | LCC                   |  |
| Organising the Service and Maintenance of Local Extract Ventilation (LEV) Systems e.g. fume cupboards, dust extraction in D&T | Every 14 months                    | N/A                   |  |

|  |                         |                         |  |
|--|-------------------------|-------------------------|--|
| Creating and Reviewing Classroom Risk Assessments  | Annually                | SLT                     |  |
| Creating and Reviewing Premises Related Risk Assessments                                     | Annually                | Site Manager            |  |
| Creating and Reviewing PE Risk Assessments   | Annually                | SLT                     |  |
| Creating and Reviewing Design Technology Risk Assessments                                    | Annually                | SLT                     |  |
| Creating and Reviewing Science Risk Assessments  | Annually                | SLT                     |  |
| Creating and Reviewing Other Risk Assessments  | Annually                | SLT                     |  |
| Conducting Pregnancy Risk Assessments  | When Necessary          | SLT                     |  |
| Conducting Return to Work Risk Assessments   | When Necessary          | SLT                     |  |
| Selecting Staff Health and Safety Training   | Review Termly           | SLT                     |  |
| Recording Staff Health and Safety Training in a Central Record                               | When Necessary          | Administration          |  |
| Creating and Reviewing COSHH Risk Assessments for Premises                                   | Annually                | Site Manager            |  |
| Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices. | When Necessary          | Site Manager            |  |
| Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff          | Annually                | Site Manager            |  |
| Logging Accidents onto the AssessNet system  | When Necessary          | Administration          |  |
| Reporting RIDDOR   | When Necessary          | Business/Administration |  |
| Reviewing Accident Statistics  | Termly                  | Headteacher             |  |
| Reviewing the Management of Medications Policy   | Annually                | Headteacher             |  |
| Checking First Aid Kit Contents  | Monthly                 | Medical                 |  |
| Checking the Condition of First Aid Facilities   | Weekly                  | Medical/SLT             |  |
| Reviewing Pupil Individual Care Plans  | When Necessary          | SLT                     |  |
| Reviewing Individual Behaviour Plans   | When Necessary          | SLT                     |  |
| Creating and Reviewing Off-Site Visit Risk Assessments                                       | When Necessary          | SLT                     |  |
| Approving Off-Site Visits  | When Necessary          | Headteacher             |  |
| Creating a Health & Safety Report for Governors  | Termly                  | Business Manager        |  |
| Communicating Emergency Procedures to Lettings   | When Necessary          | Site Manager            |  |
| Emergency Contact during Lettings  | When Necessary          | Site Manager            |  |
| Work Experience Co-ordination  | When Necessary          | SLT                     |  |
| Organising Service of The School Minibus(es)   | When required/ Annually | Site Manager            |  |
| Pre-Use/Daily Minibus Driver Checks  | Daily / Before Use      | Site Manager            |  |
| Driving for Work Drivers Licence and Insurance Checks  | 6 Monthly               | Administration          |  |
| Organising Tree Surveys  | 3 Yearly                | Site Manager            |  |
| Organising Service/Inspection of The Lightening Protection Rod                               | 11 Monthly              | Site Manager            |  |

**Swimming Pool Management Responsibilities:**

|  |               |              |  |
|--|---------------|--------------|--|
| Creating and Reviewing Normal Operating Procedures for The Swimming Pool | Annually      | SLT          |  |
| Creating and Reviewing Swimming Pool Risk Assessments                    | Annually      | Site Manager |  |
| Ensuring Water Samples are Submitted for Bacteria Testing                | Monthly       | Site Manager |  |
| Conducting Water PH Testing  | 3 Times a Day | Site Manager |  |
| Conducting Deep Cleans of The Swimming Pool Area and Changing Rooms      | Termly        | Site Manager |  |
| Organising Service and Maintenance of Pool Plant                         | Annually      | Site Manager |  |
| Creating and Reviewing an Emergency Action Plan for the Pool             | Annually      | SLT          |  |

**6.0 Appendix 2 Forest Way School's Additional Policies and Guidance for Reference: please ask at the office  
If you require further information**

|  |  |
|--|--|
| <b>Policy Documents</b>                          |  |
| Off-site Visits Policy                           |  |
| Management of Medications Policy                 |  |
| Supporting Pupils with Medical Conditions Policy |  |
| Lettings Policy                                  |  |

|   |  |
|---|--|
| <b>Guidance Documents</b>                                 |  |
| Accident, Incident and Near Miss Guidance                 |  |
| Asbestos - Information and Guidance                       |  |
| Forest Way School's LAMP Local Asbestos Management Plan   |  |
| Schools Gate Safety Guidance                              |  |
| Blood Borne Viruses & Needle Stick Injury                 |  |
| Notification of Construction Works in Academies & Schools |  |
| CDM Guidance  |  |
| Challenging Behaviour and Violence at Work                |  |
| Contractor Management                                     |  |
| COSHH Guidance  |  |
| Door Safety in Schools                                    |  |
| Driving School Minibuses Guidance                         |  |
| Driver and Vehicle Safety Guidance                        |  |
| Display Screen Equipment Guidance                         |  |
| Electrical Safety Guidance                                |  |
| Excavations Guidance                                      |  |
| Fire Safety Guidance                                      |  |
| First Aid Guidance  |  |
| Food Safety Information and Guidance                      |  |
| Glazing - Information and Guidance                        |  |

|  |  |
|--|--|
| Growing Plants and Vegetables in Schools Guidance                |  |
| Infection Prevention and Control in Educational Settings         |  |
| Intimate Care Guidance   |  |
| Lettings Guidance  |  |
| Lone Working/Home Schooling                                      |  |
| Manual Handling  |  |
| Moving and Handling of People Guidance                           |  |
| Pregnancy and Breastfeeding                                      |  |
| Noise at Work  |  |
| Guidance and Information   |  |
| Outdoor Play Equipment, Outdoor Gyms and Playing Fields Guidance |  |
| Risk Assessment Procedure Guidance                               |  |
| Stress Management in Schools Guidance                            |  |
| Supervision of Pupils by Others Guidance                         |  |
| Swimming Pool Safety Operating Procedures                        |  |
| Violence at Work Guidance  |  |
| Water Hygiene Procedure Guidance                                 |  |
| Winter Gritting & Snow Clearing Guidance                         |  |
| Work at Height Guidance  |  |
| Work Equipment Guidance  |  |
| Young Persons and Work Experience Guidance                       |  |