HEALTH AND SAFETY POLICY 2026-2027

Approved by: Trustees ~ March 2026

Review Date: July 2027

Version 1.0

CLEEVE SCHOOL
AND SIXTH FORM CENTRE OF EXCELLENCE

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The school's Board of Trustees and Executive Head recognise and accept their responsibilities under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Board of Trustees and Executive Head.

In particular the Board of Trustees and Executive Head are responsible for:

- ensuring a senior non-teaching role has operational oversight of health and safety on a daily basis, namely the Head of Operations and facilities;
- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work-related ill health, this includes both physical and mental ill health;assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

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

The Board of Trustees and Executive Head will ensure adequate resources, including finance to implement the Policy.

The Trust Board and Executive Head are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to support the Board of Trustees and Executive Head's commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

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

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

Signed

Chair of Trustees **Executive Headteacher**

Date 6/3/26.

Section 1 – ORGANISATION Roles and Responsibilities	
Organisation – Introduction. In order to achieve compliance with the Board of Trustees and Executive Head's Statement of Intent, the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.	The school's Board of Trustees and Executive Head recognise and accept their responsibilities both under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.
Board of Trustees	The schools board of Trustees has the responsibilities to set the strategic direction and objectives of all health and safety matters across the school. The board is responsible for ensuring that high standards of corporate governance are maintained. The board of trustees shall ensure, so far as reasonably practicable • compliance with all legal requirements • formulate and ensure the implementation of policies and procedures which it is intended will achieve a consistently high standard of health and safety across the school • exercise reasonable care and skill, using personal knowledge and experience to ensure the school is well run and efficient. • ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors.
The Duties of the Executive Head The Executive Head has ultimate responsibility for ensuring compliance with this H&S Policy Document. However, the operational responsibility for day-to-day oversight is delegated to the Head of Operations and facilities. In consultation with the Trustees, the Executive Head will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions	As well as the general duties of all members of staff, the Executive Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others as appropriate. The Executive Head is required to take all, necessary and appropriate, action to ensure that proper health and safety standards are maintained at all times. In particular, the Executive Head (via the Head of Operations and facilities) will on a day-to-day basis be responsible for: • Ensuring safe working conditions of the school premises and facilities;

are made to determine the policy and monitor its implementation. The Executive Head, via the Head of Operations and facilities, will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.	• Ensuring, at all times, the health, safety and welfare of staff, students and others using the school premises, facilities or services or attending or taking part in school-sponsored activities; • Ensure safe working practices and procedures throughout the school so that all risks are controlled; • Arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Board of Trustees and the LA are made aware of the findings; • Identify the training needs of staff and students and ensure, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters; • Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe in a timescale commensurate with the risk; • Collate accident and incident information and, when necessary, carry out accident, incident and near miss investigations and implement any remedial action to prevent reoccurrence; • Monitor the standards of health and safety throughout the school, including all school-based activities; • Monitor the management structure, in consultation with the Trustees; • Consult with members of staff, including Safety Representatives, on Health and Safety issues; and • Encourage staff and others to promote Health and Safety.
The Duties of Employees All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in	In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Executive Head or the member of staff nominated by the Executive Head, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As part of their day-to-day responsibilities they will ensure that: • Safe methods of working exist and are implemented throughout their area of responsibility; • Health and safety regulations, rules, procedures and codes of practice are being applied effectively; • Staff, students and others under their jurisdiction are instructed in safe working practices;

equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.	• New employees working within there are given instructions in safe working practices Risk assessments are conducted in their area of responsibility as required by the Head of Operations or as necessary; • Regular safety inspections are made of their area of responsibility as required by the Head of Operations and facilities, or as necessary; • Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others; • Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work; • They monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest practicable standards of health and safety; • All health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Head of Operations and facilities • Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons. • Adopt all instructions on health and safety issued by the Local Authority, school or any other person delegated to be responsible for a relevant aspect of health and safety Apart from any specific responsibilities which may have been delegated to them, all employees must: • Act in accordance with any specific health and safety training received. • Report all accidents in accordance with current procedure. • Co-operate with other persons to enable them to carry out their health and safety responsibilities. • Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger. • Inform their line manager of any shortcomings they consider being in the school's health and safety arrangements. • Exercise good standards of housekeeping and cleanliness. • Know and apply the procedures in respect of fire, first aid and other emergencies. • Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

	• All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered; and employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy them that those responsibilities as appropriate are re-assigned in their absence. **The employee's immediate line manager must approve such re-assignments.**
Students Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.	• Students know the procedures in respect of fire, first aid and other emergencies, and how to carry them out. • All relevant aspects of safety is integrated for students into the teaching and where necessary, special lessons and Assemblies on health and safety/notices are given. • Students require the use of protective clothing and guards where necessary.
School Health and Safety Representatives The Board of Trustees recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Representatives are entitled to certain information and paid time away from the work place to train for carrying out their health and safety functions. Representatives are not part of the management structure and do not carry out duties on behalf of the Executive Head or Board of Trustees.	The school Health and Safety Co-ordinator – Head of Operations and facilities (directed by the Executive Head) has the following responsibilities: • To co-ordinate and manage the annual risk assessment process for the school. • To co-ordinate the annual general workplace monitoring inspections and performance monitoring process. • To make provision for the inspection and maintenance of work equipment throughout the school. • To manage the keeping of records of all health and safety activities. • To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and • Carrying out any other functions devolved by the Board of Trustees.

Temporary Staff Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc issued by the HR Team and are suitably inducted to their role. Temporary staff are directly accountable to the Executive Head whilst on the school site.	Apart from any specific responsibilities which may have been delegated to them, all employees must: • Act as per duties of employees; • Note that the school has a no smoking policy that applies to all staff, contractors and visitors
Teaching Staff Teaching Staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the students in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.	Class Teachers as per duties of employees are expected to: • Exercise effective supervision of their students and to know the procedures in respect of fire, first aid, and other emergencies, and to carry them out. • Follow the particular health and safety measures as laid down in relevant Codes of Practice e.g. CLEAPS, if issued, and ensure that they are applied. • Give oral and written instructions and warn students. • Follow safe working procedures personally. • Require the use of protective clothing and guards where necessary. • Make recommendation to the health and safety on safety equipment. • Integrate all relevant aspects of safety into the teaching. • Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authority. • Report all accidents, defects and dangerous occurrences to the health and safety officer.

Teaching Assistants Teaching assistants have a day-to-day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.	• As per duties of employees
The Duties of Education Visit Coordinators (EVC) The Education Visit Coordinator (EVC) ensures that standards for off-site activities and educational visits are followed. The EVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.	• The EVC completes risk assessments before any off site visit takes place and logs information with the GCC SHE unit. • Foreign or hazardous trips (i.e. skiing) H&S risk assessments are reviewed by Trustees before trip is sanctioned.
The Duties of Senior Premises Officer The Senior Premises Officer, via the Head of Operations and facilities, has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Executive Head and Head of Operations and facilities if any health and safety issues are brought to their attention, this includes the stopping of any practices or the use of any tools, equipment, school facilities etc. which are considered unsafe.	• The Senior Premises Officer (via input from technical teams such as: Premises, IT, DT, Art, Science and Music/Drama, and support from the Head of Operations and facilities) will be responsible for identifying all equipment/plant needing maintenance. • The Senior Premises Officer / Head of Operations and facilities will be responsible for ensuring effective maintenance procedures are drawn up. • The Senior Premises Officer / Head of Operations and facilities will be responsible for ensuring that all identified maintenance is implemented. • Any problems found with plant / equipment should be reported to the Senior Premises Officer / Head of Operations and facilities by way of the site helpdesk system.

Volunteer and Parent Helpers Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher/duty lead in charge whilst on the school site.		• For all intents and purposes they will be regarded as employees (see above). • The school mentor ensures that volunteers have received information, instruction, training and supervision for the tasks they will be undertaking.

Section 2 - RISK ASSESSMENT		
Risk Assessment Risk assessment is the responsibility of the schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. The following staff are responsible for completion of risk assessments within the following areas:	Various Heads of Department, Head of Operations and facilities (as designated Health and Safety Officer) Senior Premises Officer,	• The Executive Head and Board of Trustees for general site Risk Assessment, delegated to Head of Operations and facilities. • Class teachers responsible for risk assessments arising from activities they plan outside the classroom and within the room (Science, Sports Centre, DT, Catering, PE, Expressive Arts). • Head of Operations and facilities/Senior Premises Officer for any building or maintenance work on site.
School Trips/Offsite Visits The school complies with DfE Guidance and the GCC SHE Unit standards on offsite visits and school journeys. A separate school trips policy has been produced and is available on FROG and the website	Deputy Head: Lead for Trips and Visits	The school complies with DfE and GCC SHE Unit guidance on educational visits and school journeys. Executive Head nominates an EVC who is responsible for: • Approval and other decisions. • Assessing the competence of leaders and other adults proposed for a visit. • Organising the training of leaders and other adults. • Organising the emergency arrangements and for ensuring there is an emergency contact for each visit. • Review systems and, on occasion, monitor practice.

Working at Height The risks associated with working at height are identified through a risk assessment Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.	Head of Operations and facilities/Senior Premises Officer	Line managers will ensure that working at height is risk assessed in accordance with the working at Height regulations 2005 guidance and that appropriate control measures are put in place to mitigate those risks. • Displays restricted to head height wherever practicable • Kick stools/steps are available and used to access higher displays • Staff are instructed not to use tables/chairs etc. as make shift steps • Floor surfaces suitable for use of ladders and steps • Staff wear appropriate footwear • Long handle poles or mechanical openers are used to open high level windows • Ladders only used for short duration work < 30 minutes and where three points of contact can be maintained whilst climbing the ladder • Pre-use checks are carried out of ladders and steps • A register of step ladder and ladders is maintained • Faulty ladders or step ladders are taken out of use • Ladder used at correct angle i.e. one metre out for four metres up • Lone working avoided when using ladders • Area where ladder being used is fenced off or coned appropriately • Work not undertaken in adverse weather conditions e.g. high wind/rain etc.
Noise The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.	Head of Operations and facilities/Senior Premises Officer	• Where high levels of noise are expected, exposure times are limited. • Adequate PPE will be supplies e.g. ear plugs, ear defenders • Individual risk assessments etc. will be carried out include details of protection issued to staff.
Violence to Staff The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or	Heads of School/ Executive Head	• Risks to personal security, premises and property will be assessed through a risk assessment. Security is the responsibility of the Executive Head and the Board of Trustees who will liaise with their local Crime Prevention Officer. • Senior staff and managers are responsible for assessing the risks of violence to staff

violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Assure system.		• Where violence is identified, as a significant risk, managers will ensure that appropriate control measures are put in place. • Staff report incidents of violence and aggression in the same manner as accidents.
Security Arrangements Including Dealing with Intruders Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.	Head of Operations and facilities	The side gates are locked during school hours; there are two points of entry to the school. We have in place: • Entry system access. • Signing in system for visitors/ visitors accompanied to wear a red visitor's badge at all times while on the school site. • Un-badged persons are challenged and any intruders reported to the office.
Personal Security/Lone Working The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. At any given time, there are members of staff who are working alone, whether as a substantial part of their working life or on an occasional basis. The Trustees have a responsibility to assess the risks to lone workers and take steps to avoid or control the risks where necessary; and staff have responsibilities to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone. The Health and Safety Executive (HSE) defines lone workers as those 'who work by themselves	Head of Operations and facilities Executive Head Senior Leadership Team Heads of Departments	• School staff have been instructed to leave the site by 6pm every day, unless there are scheduled evening school events/activities. • SLT, PA, PLC, PE, Sports Centre and Premises staff have access to radio equipment. • Staff have a responsibility to ensure their own health and safety by having their own mobile phones and ensure that someone at home is aware that they are working/working hours. • Sports Centre staff to adhere to the Emergency Duta rota while lone working, ensuring phone numbers are stored in their mobile phones. • Sports Centre to ensure the Centre mobile phone is on them at all times, while on shift. • • SLT via Heads of Department to identify people and situations where lone working will possibly occur and to identify frequent and occasional lone workers

without close or direct supervision'. They may include: • People working separately from others in a building • People who work outside 'normal' hours • People who work away from their fixed base without colleagues, e.g. visiting people in their homes • People who work at home The definition can cover staff in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures. This policy will refer to high risk and low risk activities. Some staff members may spend most of their working lives with others but find themselves working alone occasionally, for example, when working late. Others will work alone daily. This policy will refer to frequent lone workers and occasional lone workers. Staff assist in the operation of any systems designed to provide for their safety. A Specific Lone Working Risk Assessment has been carried out		• HoDs to ensure their staff are aware of this policy and their responsibilities under it.
Hazardous Substances (Control of Substances Hazardous to Health CoSHH) Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Where necessary this H&S Policy Document is	Head of Departments Science Technicians DT Technician Art Technician	• Chemicals relating to cleaning are all assessed and documented by the cleaning contractors • Chemicals relating to the catering operations are all assessed and documented by the catering contractors • Chemicals used in Science are assessed by department • Art Paints and photographic Chemicals assessed by department • DT Chemical items assessed by department

supplemented by a local Departmental Policy (e.g. in D&T and Science) relating to the specific activities of the Department or area.	Senior Premises Officer Contractors	• Premises/Grounds items assessed by Senior Premises Officer
Personal Protective Equipment (PPE) Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.	Head of Operations facilities Senior Premises Officer	• PPE is available free of charge to all staff members who require it to carry out their work, and will be replaced as and when required.
School Transport The school uses the SHE guidance on occupational driving as a basis to ensure safe transportation of students for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.	Head of Operations	• All Staff who drive the minibus should be competent and qualified to drive any of the school vehicles. • A register is kept by the Head of Operations and facilities of all staff who are able to use the school vehicles • Each bus is checked and recorded on a weekly basis. • Drivers should carried out a visual check on the buses before each journey • A copy of driving licenses of all staff who drive school vehicles will be kept by the Head of Operations and facilities checked annually to ensure drivers are legally entitled to drive.
Manual Handling (typical loads) The school refers to the Manual Handling Operations Regulations and risks of manual handling for all staff	Head of Operations and Facilities / Senior Premises Officer	• The school will ensure that any significant manual handling tasks are risk assessed, and that these are eliminated where possible • No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must inform the site helpdesk system

Any activities that involve significant manual handling tasks are completed by the Premises team and risk assessed. The Senior Premises Officer is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from Health and Safety Advisors and Occupational Health, as necessary.		
Curriculum Safety (including extended schools activity/study support) Heads of Departments ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and Health and Safety guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the Head of Department and all tools/equipment/machinery are checked, maintained and stored correctly.	Heads of School Head of Departments Department Technicians	The school recognise that students should be taught how to identify and reduce risks. A balance must be achieved between independent learning and the necessary supervision to ensure safety. Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for student to use. All teaching assistants must be told of the safety procedures and practices. Schemes of work will be reviewed in order to determine: • Where close supervision is required. • Suitable group size. • Suitability for whole class participation. • Where particular skills need to be taught. • Personal protective equipment (PPE)
Work Experience Placements The Employability Officer follows the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'. Work experience placements are managed through the unifrog system.	Sixth Form Manager and Employability Officer	• Unifrog is the system used to manage the work experience placements • Work experience providers need to ensure the correct risk assessments and health and safety considerations are in place to be able to allow the student to access the placement • High risk placements would have additional checks carried out by a suitable provider students are supported in securing an appropriate placement especially vulnerable and disadvantaged students. • Students are not placed in areas where there is any identified risk.

Display Screen Equipment The majority of staff within the school are not considered to be DSE users. The school refers to the HSE's workstation assessment checklist. Line Managers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.	Line Managers with IT Network Manager	Risk assessments are carried out by individuals in conjunction with the Network Manager. Assessments will be made on: • Appropriate furnishing, desk height, seating etc. • Appropriate lighting • Regular breaks
Parent Teacher Association The school offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.	Head of Operations and facilities	The committee (with the Head of Operations and facilities) are responsible for conducting risk assessments and insurance, these should be carried out before all organised functions

Section 3 – PREMISES		
Mechanical and Electrical (fixed and portable) The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.	Head of Operations and Facilities / Senior Premises Officer	• Annual PAT (Portable Appliance Testing) testing • Annual mechanical and electrical audit undertaken as required; • Five-year fixed wire testing takes place; • Annual lightening conductor inspection; • All records kept within the school site helpdesk system

Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely.		
Maintenance of Machinery and Equipment The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment.	Head of Operations and facilities / Senior Premises Officer	• Five year fixed wiring testing takes place on a rolling program, with the school being split up into five zones. • DT machinery is routinely checked and inspected according to relevant Health and Safety Guidance
Asbestos To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by: • complying with all regulations practices concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • having a named officer who has responsibility for implementing the Asbestos Management Plan. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.	Head of Operations and facilities Head of Operations and facilities	• See separate policy document on Asbestos Management
Service Contractors	Head of Operations and facilities	The school follows the guidance issued by government regarding tendering, appointment and monitoring of anyone undertaking large scale contracts.

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.		Regarding any building works, key areas of focus are: • Segregation of traffic and pedestrians • Segregation of contractors and occupants of the school (where possible) • Safe systems to ensure that works undertaken within occupied areas of the premises are adequately controlled. • Implications on fire precautions due to possible increased risk and interference with fire alarm (and contact with Insurance Company prior to works commencing). • Safe system and routes of evacuation.
Building Contractors This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.	Head of Operations and facilities	• Pre-contract meetings undertaken by the Head of Operations /Senior Premises Officer, and the contractor to ensure full safety compliance.
Small Scale Building Works This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.	Senior Premises Officer	Procedures: • Contractors are expected to report to office prior to start of work; • All contractors to sign in and wear a visitors' badge; • Contractors made aware of fire procedures and shown asbestos log if necessary; • Contact details of Senior Premises Officer and Head of Operations and facilities given to contractors should a problem arise; • Timescales agreed prior to start of work; • Equipment and services available e.g. access to services.

Lettings The school takes lettings through an online booking catalogue, called SchoolHire. If any part of the school is let, the Head of Operations and facilities is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. Each customer is to agree the School Hire Terms and Conditions online, before payment of booking and, if required, a risk assessment is to be carried out	Sports Centre/Head of Operations and Facilities	The Board of Trustees will ensure that the school has public liability insurance. • Fire practices are carried out occasionally–all are aware of procedures. • Risk assessments are carried out • Any electrical items have been PAT tested • The Schools Hire Term and Conditions are reviewed annually.
Slips/Trips/Falls . It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Head of Operations and facilities or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.	Head of Operations and facilities	• The school will report and investigate of accidents, incidents and near misses seriously • In line with the procedure, all staff will be encouraged to report (via their Line Manager) accidents, incidents and near misses. The Health and Safety Officer will investigate such incidents and identify and implement means to prevent a recurrence.

Cleaning A cleaning schedule is in place which is monitored by the Head of Operations and facilities. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage.. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.	Head of Operations and facilities	• Cleaning is carried out to a specific specification agreed when the contract was tendered. • Regular audit checks and meetings are held with the appointed contractor by the Senior Premises Officer, Executive Head and Head of Operations and facilities.
Transport Arrangements (on-site) The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.	Senior Premises Officer	• Pedestrian gates are open first thing in the morning to ensure that students do not walk in areas where vehicle have access. Internal gates and doors are locked to stop students being in any unsafe areas and to enhance overall student safety.
Bus Duties and Crossings The school ensure a member of the Senior Management is on duty at the beginning and end of each day to facilitate safe boarding of the buses and students accessing the crossings.	Senior Leadership Team	• There are always 1-2 members of SLT on duty at the beginning and end of the school day, with other duty staff to supervise students on and off school buses. At the end of school, staff stay out on bus duty until all students are safely clear of the school premises.
Premises Management and Grounds Maintenance (and grounds safety) The school identifies risks associated with premises management and grounds maintenance and	Head of Operations and facilities / Senior Premises Officer	• Defects/grounds issues are recorded on the site help desk and all work to be undertaken. • Security alarms checked annually. • Water hygiene checks carried out monthly • Premises team checks fire alarms weekly, fire extinguishers monthly • Emergency lighting checked by premises team monthly.

identifies the risks through the risk assessment process.		• Controlled fire evacuation drills at least termly. • Fire Risk Assessment conducted every 3 years. • Weekly checks of the fire alarm system.
Gas and Electrical Appliances Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.	Head of Operations and facilities / Senior Premises Officer	• Portable electrical equipment inspected on an annual basis. • Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician.
Glass and Glazing A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.	Head of Operations and Facilities / Senior Premises Officer	• All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, continual assessment of premises where there are areas which due to glass being of low standard and consequently covered in plastic film will be undertaken.
Water Supply/Legionella An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a	Head of Operations and facilities / Senior Premises Officer	• Premises Team completes legionella checks and these are recorded. • Premises Team attended training and will update as necessary.

timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.		
Snow and Ice Gritting Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.	Head of Operations and facilities / Senior Premises Officer	• Premises Team are responsible for maintaining pathways and steps in adverse weather. • COSHH assessments on any chemicals & salt to be carried out. • Each occasion snow and ice gritting takes place a risk assessment is carried out prior to clearing.

Section 4 – MEDICAL, FIRE AND EMERGENCY ARRANGEMENTS		
Infectious Diseases The school follows guidance produced by Public Health England, which is summarised on the poster, '*Guidance on Infection Control in Schools and other Child Care Settings*.'	Head of Operations and facilities	• *See hyperlink for detailed information:* https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities
Dealing with Medical Conditions The school accommodates students with medical needs wherever practicable and makes reference to DfE circular - *Supporting pupils at school with medical conditions* which sets out the legal framework for the health and safety of students and staff. Responsibility for students' safety is clearly defined within individual care plans where necessary and each person involved with students with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those students with special needs.	Student Reception	• Any pupil who has medical condition that all staff need to be aware of will have an individual health care plan undertaken and uploaded to the pupil's record. • Responsible person/s, receive relevant training and engage with health professionals and advisory teachers on best practice. • See hyperlink for detailed information: • https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

Drug Administration The school accommodates students with medical needs wherever practicable and makes reference to DfE guidance *Supporting pupils with medical conditions at school.* Parents/Guardians have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.	Student Reception	• There is no legal duty requiring staff to administer medicines. However, for prescribed medicines we will make the appropriate arrangements. Parents/Guardians are required to complete a medicine administration form, managed by Student Reception. • The school has adopted the DfE guidance, *Supporting pupils with medical conditions at school.* • For more complex needs the school works closely with parents and professionals. • See hyperlink for detailed information: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf
First Aid The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The guidance issued by the DfE on first aid for schools.	Head of Operations	• A staff register of qualified first aid trained staff is kept centrally, and staff requalification training is updated when required • The school adhere to the processes outlined in the First Aid Procedure and Policy document, Whole School Medical and First Aid Policy. This is a live document that can be updated throughout the academic year, should internal methods of First Aid delivery change or new medical legislation is released. • All First Aiders on site have access to a radio. • All First Aiders on site have access to a first aid kit

Reporting of Accidents, Hazards, Near Misses The school report and investigate all accidents, incidents and near misses and adhere to relevant guidance. In line with the schools procedures, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Assure accident database.	Head of Operations and facilities/ Student Reception	• Student Reception reports to SHE Assure as soon as possible after the incident • All Accident details are held in the Student Reception office – all entries are also made into the school Management Information System (SIMS) so that any trends in accidents can be analysed • Student Reception/Head of Operations and facilities will report all RIDDOR incidents as soon as practicable.
Fire Safety and Emergency Evacuation A risk assessment has been carried out and a safety management plan is in place.	Head of Operations and facilities	A full risk assessment is carried out every 3 years by an outside agency. A report is produced to review: • Any significant findings from the risk assessment and any action to be taken • Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices; • Testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person; • Records of alarms; • Conduct and timings of regular evacuations; • Testing and maintenance of emergency lighting systems; • Testing and maintenance other fire safety equipment; • Training relevant people;

		• Planning, organisation, policy and implementation, monitoring, audit and review; • Maintaining and audit systems that are provided to help the fire and rescue service; • Arrangements for a co-ordinated emergency plan in case there is a fire; • Monitoring of alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.
Crisis and Emergency Management A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident.	Senior Leadership Team	• The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all stakeholders. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies, First Aid kits and appropriate building plans. • The school Business Continuity Plan is followed, dependent on the type and level of risk and emergency. This plan is reviewed annually.

Section 5 - MONITORING AND REVIEW		
Monitoring Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, students, contractors and other visitors.		• Monitored and reviewed through the Board of Trustees.
Inspections Regular safety inspections are carried out by the nominated person(s). All hazards and risks associated with the premises/departments/grounds are monitored and controlled**.**		• Head of Operations and facilities has overall responsibility for monitoring the buildings and grounds, and regular site walk-arounds. • Executive Head to carry out regular unannounced checks.
Review The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.		• Head of Operations and facilities has overall responsibility for monitoring the buildings and grounds. • Executive Head to carry out regular unannounced checks
Auditing As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.		• Head of Operations and facilities has overall responsibility for monitoring the buildings and grounds. • Executive Head to carry out regular unannounced checks.

Section 6 - TRAINING		
Staff Health & Safety Training/Competence The school is committed to ensure staff are competent to undertake the roles expected of them. The Line Managers/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.		• The Head of Operations and facilities will provide periodic reminders to Heads of Department regarding any Department-based training needs • The relevant Line Manager/Head of Department will assess training needs as part of the annual performance management review process. • Line managers conducting annual performance management will consider health and safety performance and address areas of concern with employees. • Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency will address as a matter of priority.
Supply and Student Teachers Teachers on supply and student teachers are given a copy of the Health & Safety Policy Document and other relevant policies The HR Team are responsible for liaising with the supply/student teachers on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Head of Department/responsible person gives guidance on the work to be covered.		The HR Team ensures safeguarding, code of conduct and all security arrangements are provided to student teachers. The Cover Manager has responsibility for supply teachers. All supply and student teachers must: • Act as per duties of employees • Note that the school has a no smoking policy and all staff, Contractors and visitors are expected to comply with this policy when on site.
Volunteer and Parent Helpers Volunteer and parent helpers are subject to the school's safeguarding arrangements. Volunteers		The HR Team is responsible for ensuring that all correct procedures have been followed with regard to volunteers and parent helpers. It is her/ his

receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitor's badge at all times and follow the school procedures. Volunteers work under the direction of the immediate manager. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.		responsibility to co-ordinate all types of induction, via the area lead. For example, safeguarding will be via the Senior Delegated Officer. The SENCO and the Assistant Heads for KS 3,4 &5 are the designated Child Protection Leads.

Section 7 - HEALTH AND WELLBEING		
General Wellbeing We recognise that staff wellbeing is impacted by a range of factors – health, relationships, the environment, security and purpose. Staff wellbeing is at the heart of our employment strategy, and we are committed to listening to our staff, and taking actions through our people plan to support them. A wellbeing policy is currently under development	HR Manager, Wellbeing Officer	Our Wellbeing Officer is responsible for researching staff wellbeing issues at work, providing guidance, recommending action, and helping to drive activities to support Wellbeing in the school. Individual staff are supported through: - Regular 121s with their manager - Access to Wellbeing Officer and wider HR team - Network of Mental Health First Aiders at Cleeve - Employee Assistance programme through which they are able to access helplines, as well as advice/information on wellbeing issues, and tools for improving their own wellbeing - Occupational Health Support as needed In addition, we provide Reflective Supervision to those members of staff having to deal with a high level of student welfare/safeguarding issues to help them maintain their wellbeing.

Pregnant Members of Staff Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to appropriate guidance.	Head of Operations and facilities/ HR Manager	The Head of Operations and HR Team are responsible for completing pregnant workers risk assessments.
Stress ***At Cleeve we are committed to following HSE guidance on the management of stress.*** We will train our managers on mental health, including spotting the signs of stress.	HR Manager, Wellbeing Office, Line Manager(s)	Where workplace stress arises, the HR team will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff Any individual identifying as experiencing work related stress will be offered an individual workplace stress risk assessment and action plan, in line with HSE guidance. This will be developed with the individual, line manager and support of the Wellbeing Officer/HR Team. Where more than one individual in a team is impacted by stress, we will take a wider view and where it would be of benefit, will conduct wider team-based assessments.
Absence Management Members of staff who have longer term sickness issues will be monitored and Occupational Health will be advised where appropriate.	HR Manager	The HR Manager is responsible for proactively monitoring absence, via the immediate manager. The use of Occupational Health should be seen as a proactive and supportive resource.
Smoking on Site	Head of Operations ad Facilities	No smoking is permitted on the school site. This includes e-cigarettes.

Section 8 - ENVIRONMENTAL MANAGEMENT		
Environmental Compliance The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	Head of Operations and facilities	
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.	Head of Operations and facilities	All waste classified as 'hazardous' is collected by a specialist firm. This includes sanitary and medical waste.

Section 9 - CATERING AND FOOD HYGIENE		
Catering and Food Hygiene All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).	Head of Operations and facilities	• Currently the school have external catering contractors. • Last inspection September 2024Environmental Health gave a food hygiene rating of 5*

Section 10 – HEALTH AND SAFETY ADVICE		
Information Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.go.uk www.gloucestershire.gov.uk/she		she@gloucestershire.gov.uk