



HEALTH & SAFETY POLICY

BCC Policy

Approved/reviewed by	
Date of review	March 2026
Date of next review	March 2027

AMENDED JUNE 2026
AMENDED SEPTEMBER 2026

Regulations for health & safety are continuously being refined to make much more clearly what must be done to ensure the safety of the whole school community. For Aided schools the Governing Body is the employer so they have an absolute responsibility for safety, which in turn will be delegated down to the Headteacher and other school based staff. Birmingham City Council are not the employer, but under SLA's can offer guidance and standards for safety to your school through official circulars/briefs or from Education Safety Services.

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HEALTH & SAFETY POLICY

1. **STATEMENT OF GENERAL POLICY**

The Governing Body for Lindsworth School acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere. This duty also extends to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1.1 On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc. Act 1974, The Occupiers Liability Acts 1957-84 and will through this policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at Lindsworth School whilst they are at work;
- b. Persons other than Lindsworth School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Lindsworth School whilst they are at work.

1.2 To effectively achieve this, Lindsworth School will provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work;
- b) Safe methods of using, handling, storing and transporting of articles and substances;
- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

1.3 The Governing Body for Lindsworth School will follow best practice policies, guidance and advice provided by Safety Services under a Service Level Agreement (SLA). The Governing Body for Lindsworth School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare

1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

1.5 It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety

All members of staff must co-operate fully with measures the School will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

Signed:  Chair of Governors (on behalf of FGB)

Date: 24 March 26

2. **ORGANISATION AND RESPONSIBILITIES**

Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all School staff.**

2.1 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Safety Advisory Group. The role of the Group will be to act as a communication link between the Governing Body, Headteacher and members of staff generally. It's terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing Body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the Schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 Members of the Group shall include the following:

Brian Parkes	Governor Representative
Kate Beale	Headteacher / Safety Coordinator
Richard Tearoe	Site Manager
Sam Briody	Building Services Manager
Julie Coombs	Deputy Headteacher

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by a full

Governing Body at its AGM. The Group will meet every at least each term and more often at the request of one Group member, the Headteacher or the Governing body.

2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principle cornerstone of Lindsworth School's Health and Safety Management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 Headteacher

The Governors charge the Headteacher, Kate Beale with the day-to-day responsibility of managing and enforcing Lindsworth School's Health and Safety at Work Policy. Where necessary the Headteacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Deputy Headteacher, Julie Coombs will assume these responsibilities in the absence of the Headteacher.

2.5 Health and Safety Co-ordinator

The Deputy Headteacher is appointed by the Headteacher to assist in the day-to-day implementation of the School safety plan. As Safety Co-ordinator their role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. They will also be responsible for convening meetings of the Safety Advisory Group, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that their delegated safety duties are actually carried out. They will also endeavour to keep up-to-date with safety regulations and through the Safety Advisory Group initiate steps that ensure arrangements for health and safety at Lindsworth School conform to both current regulations and best-known practice.

2.6 Staff Leaders

The nature of the School's activities can be diverse from an operational point of view and essential activities and priorities may vary between main departments and subjects. Staff Leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the Headteacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the SM/BSM Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in the School, steps will be taken immediately to ensure that health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Headteacher or Safety Co-ordinator. Staff Leaders will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Headteacher.

2.7 Classroom Teachers

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or a member of the Safety Advisory Group. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Staff members under their charge will be informed of any findings that will also be recorded and filed in the SM/BSM Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in the School, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their designated Staff Leaders / Headteacher. Classroom Teachers will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body / Headteacher.

2.8 Site Manager / Building Services Manager

The SM/BSM has a key role to ensure that the School premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Headteacher. They will be responsible for undertaking/assisting in the risk assessment process in matters relating to their work and that of other members of staff within the sphere of their work. This will include responsibility as first point of call and active liaison with contractors who are at the School premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the SM/BSM will identify quickly areas that threaten the safety of themselves, pupils or other members of staff.

The SM/BSM will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Headteacher. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what

measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the SM/BSM Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in School, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Headteacher. The SM/BSM will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body / Headteacher.

***The Finance Manager is responsible for the supervision of cleaning staff, materials and any equipment they use.**

All Other Staff (Non-Supervisory)

A vital role and responsibility for implementing Lindsworth School's safety plan is that of the individual member of staff who has a statutory duty to co-operate with the school's managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager or SM/BSM.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Lindsworth School's Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated duties.

Where specialist knowledge is required, under a Service Level Agreement (SLA) advice and support can be sought from Education Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff are encouraged to seek advice from their managers / to consult the school's safety manual and / or safety information available on the school's files server for guidance on specific safety topics.

The arrangements for managing health and safety within Lindsworth School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Schools Safety Services - Policies for Safety

Useful information, guidance and policies can be viewed on the School's files server for staff. Additional information may be found at Birmingham Education Support Services who can provide support and advice on 0121 303 2420, or email BESS@birmingham.gov.uk

3.2 Staff Induction

All staff and pupils are assigned a mentor who guides them through the induction process. A record of the induction process will be kept - Safety policies are available on the fileserver.

3.3 Fire Safety

The Headteacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps to be taken. Records of fire drills are retained by the Headteacher. Records relating to actual Fire Alarm systems and testing are kept in the SM/BSM Office.

3.4 Safeguarding/Security

The School has a written Safeguarding Policy that is available on the school fileserver: In addition, we will undertake a review of security annually. This will be undertaken by the Safety Advisory Group. Findings will be recorded and progressed onto action plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Headteacher

3.5 Supporting Pupils at School with Medical Needs

The Governing Body will ensure that a policy is drafted that complies fully with the Statutory Guidance that is required to be implemented from September 2014. This policy will incorporate arrangements requiring that steps are taken to identify any consequential health & safety risk to staff or pupils in the support provided for pupils with medical needs. Where necessary, in consultation with relevant staff a specific risk assessment will be undertaken that will also identify relevant staff training needs.

3.6 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

3.7 Dynamic Risk Assessment

This concept is for named staff that have been trained and can demonstrate a clear understanding of applying the risk assessment process prior to the commencement of hazardous work tasks; such as working at height. Alternatively, the school can create a Dynamic Risk Assessment Team (DRAT) who will be fully trained and will act as a 'permit to proceed' with hazardous tasks. See section 3.10 below where this may apply.

Following consultation with school staff, the Safety Advisory Group will identify and list specific work tasks where a significant risk of harm could arise. The staff consultation process and list of jobs/tasks identified will be reviewed annually

In order to ensure compliance with the requirement to undertake risk assessment a team of school staff have been trained in the risk assessment process and they will approve any plan for carrying out any of the listed tasks before work begins.

Staff are instructed not to undertake any of the listed tasks unless it follows a safe system of work and prior approval has been sought from a member of the Dynamic Risk Assessment Team.

3.8 Good Housekeeping Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff teams sweeping a designated safety zone within the School and findings will be recorded on a Safety Sweep check-list every term.

Completed, check-lists will be handed onto a member of the Safety Advisory Group to sign off and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

Any issues raised on the Safety Sweep forms will be collated into a 'job list' and distributed to those people who are required to action them. Completed check-lists along with 'job list' documentation of any remedial action taken will be retained in a Safety Sweep folder held in the SM/BSM Office for future audit inspection.

These arrangements will be closely monitored and check-lists inspected annually by the Safety Advisory Group. Any failure to comply with these arrangements must be brought to immediate attention of the Headteacher and Governing Body.

3.9 Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the SM/BSM sweeping designated safety zones within the school grounds and record findings on a check-list every term. Staff are reminded to report any issues immediately to the Safety Advisory Group. Evidence will be recorded and filed the same as 3.8 above.

3.10 Working at Height

Headteachers / Leaders / Managers and Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are **instructed** not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

The SM/BSM will be informed and will approve a plan for working at height before the task is carried out. Recorded approval/risk assessments will be passed onto the Headteacher for signature before commencing the task then filed for future staff reference and audit inspection. (*Consideration should be made to Dynamic Risk Assessment in 3.7 above*)

All relevant staff will be informed formally of the risk assessment findings. Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully inspected every 6 months by the SM/BSM and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the Safety Advisory Group every 12 months.

3.11 External Educational Visits

Andrew Jacques has been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in safety control measures.

3.12 Stress/Well-being

The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times**. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their Line Manager or School's Mental Health Lead who will if necessary seek external advice.

The School adopts the Mental Health & Well-Being Policy Guidance as recommended by Education Safety Services. Support for staff is provided through the Birmingham City Council Employee Assistance Programme (EAP).

Visit Health and Well-being at https://bcc.vivup.co.uk/users/sign_up to access the platform. The telephone helpline which is available 24/7, 365 days a year is 0800 0239324

3.13 First Aid

There are named First Aiders in school – see notices around school site. The Headteacher is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The School reinforces the First Aid plan by providing periodic awareness training for all staff.

3.14 Accident Reporting and Investigation

All accidents involving pupils will be recorded on the school's MIS system. Serious accidents involving students will be reported as required to Education Safety Services by the Headteacher.

All accidents involving staff must be reported and recorded. In the first instance either, Simon Richardson, Courtney Ballard (Assistant Headteachers) or Kate Knutton (Pastoral Manager), named First Aiders, must be notified of any accident involving staff, visitors and pupils. The appropriate actions for reporting and recording will follow and if required First Aid treatment will be arranged.

The 'Accident, Incident and Near Miss Reporting Form' is available from the Administration Office or the HR Manager.

Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR (by the Headteacher).

Information detailing Incident reporting in schools is available from the Health & Safety Executive - [HSE – Education Information Sheet No1](#)

Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any re-occurrence.

3.15 Key Duty Holders

The building duty holder/s for Lindsworth School are:

Fire	SM/BSM
Asbestos	SM/BSM
Legionella	SM/BSM
Statutory Testing	SM/BSM

Duty Holders understand and have been fully trained to discharge their duties.

3.16 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on various items of plant and equipment at appropriate frequencies.

This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

Further information on statutory testing can be obtained from Education & Skills Infrastructure Tel: 0121 303 8847.

This arrangement will be closely monitored by the Site manager / Building Services Manager to ensure evidence is stored into the Property Log Book. A matrix will also be displayed showing the ongoing status of test compliance.

3.17 Asbestos Management

The absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises is recognised and there will be strict compliance of the policy issued by Schools Safety Services.

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance. All work undertaken involving the disturbance of asbestos or changes to information set out in the Management Survey will be recorded in the Asbestos Register.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility

of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed **before any work begins**.

In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed.

The Duty Holder responsible for strict enforcement of this arrangement is the Headteacher and in her absence, the Deputy Headteacher.

3.18 Substances Hazardous to Health

Harmful substances used in Science or Technology workshops will be subject to guidance set out within standards referred to in 3.21 below.

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufacturers safety advice and stored away from pupils.

All cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002). Appropriate staff are formally trained to be aware of and understand the COSHH 2002 risk assessments.

3.19 Electrical Equipment

All electrical equipment used in School must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.16 above) staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of the BSM or a member of the Safety Advisory Group.

3.20 Tools and equipment

All tools and equipment, such as paper cutters, used in classrooms will be properly stored to ensure no unauthorised or unsupervised use.

As part of the planning process for curriculum activities that involve tools and equipment, Teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

3.21 Science, Technology and Physical Education Departments

Heads of Science and Technology Departments will ensure that all staff are familiar with, understand and apply safety guidance available in CLEAPSS guidance for science laboratories and BS 4163:2014 relating to Design and Technology Workshops. This arrangement should be reinforced by annual workshop training/briefings where any changes in standards or best practice can be cascaded down to staff.

As part of the planning process within science and technology Teachers will consider whether there are any opportunities within the curriculum to actively involve the pupils in order that they understand better how they could be harmed. This will underpin their understanding, cooperation and ownership in control measures.

The Head of Physical Education will ensure activities are planned and organised to comply with applicable sporting standards. Staff will undertake regular training

to maintain competence. All equipment used in PE is subjected to a formal inspection regime. (BAALPE)

3.22 Visitors and Contractors

All visitors to the School must sign in and be supervised by a member of staff at all times. Contractors must report to Reception who will contact the SM/BSM who will ensure appropriate Contractor School Rules or on larger jobs the Contractor's own risk assessment has been agreed and is in place.

3.23 Co-operation Liaison with other site/tenants users

Schools can have other agencies/partners working within the School. More recently Extended Schools programmes have introduced such circumstances that include wrap around type provision with Breakfast and After School Clubs that may be facilitated by external partners. Issues that would need co-operation and liaison are likely to include Security, Fire Safety and First Aid.

3.24 Vehicle/Pedestrian Traffic

If there is any possibility of a conflict between people and traffic a risk assessment must be undertaken. Such a risk assessment would identify the critical periods of the School day where there is a significant risk of accident involving vehicles moving on the site. Control measures may need to include corridors of time when vehicles do not move and in particular at the beginning and end of the School day.

3.25 Holiday Shut Down

Many Schools have deep cleans and refurbishment work undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture about.

3.26 Safety Audit Arrangements

The Safety Advisory Group needs to determine when specific arrangements are audited. For some areas this may be twice annually others may be every 2/3 years or even self-audited by the procedures in place i.e. External Educational Visits.

3.27 Policy Review Date

This policy will be reviewed annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

Matrix of delegated Health & Safety responsibilities

Area of responsibility		Line Manager/s responsible to ensure compliance	Staff responsible for implementing arrangement / task
3.1	ESS Safety Policies	Headteacher	SLT
3.2	Staff Safety Induction	Headteacher	SLT
3.3	Fire Safety	Headteacher	SM/BSM
3.4	Safeguarding/Security	Headteacher	DSL / Deputyhead / SM/BSM
3.5	Supporting Pupils at School with Medical Needs	Headteacher	DSL
3.6	Safety Training	Headteacher	SM/BSM / DSL
3.7	Dynamic Risk Assessment	Headteacher	BSM / Safety Advisory Group
3.8	Good House Keeping Safety Sweeps	Headteacher	SM/BSM
3.9	Grounds Safety Sweeps	Headteacher	SM/BSM
3.10	Working at Height	Headteacher	SM/BSM
3.11	External Education Visits	Headteacher	Andrew Jacques
3.12	Stress/well-being	Headteacher	Deputyhead
3.13	First Aid	Headteacher	Named First Aiders
3.14	Accident Reporting / Investigation	Headteacher	All staff / BSM / S. Richardson / C. Ballard / K Knutton / SLT
3.15	Key Duty Holders	Headteacher	SM/BSM
3.16	Statutory Testing	Headteacher	SM/BSM
3.17	Asbestos Management	Headteacher	SM/BSM
3.18	Substances Hazardous to Health	Headteacher	SM/BSM
3.19	Electrical Equipment	Headteacher	SM/BSM
3.20	Tools & Equipment	Headteacher	SM/BSM
3.21	PE, Science and Technology Departments	Headteacher	Teaching Staff
3.22	Visitors & Contractors	Headteacher	Reception / SM/BSM
3.23	Liaison with Other Site Users	Headteacher	SM/BSM
3.24	Vehicle Pedestrian Traffic	Headteacher	SLT
3.25	Holiday Shut Down Arrangements	Headteacher	SM/BSM / SLT
3.26	Safety Auditing	Governing Body	Safety Advisory Group
3.27	Safety Policy Review	Governing Body	Safety Advisory Group

AMENDED JUNE 2026 - 3.14

Accident reporting arrangements amended

AMENDED SEPTEMBER 2026 - 3.14

Accident reporting arrangements amended.

Named persons added to for Accident reporting arrangement

SM/BSM added throughout to correct job title

Line Manager to cleaning / domestic staff amended

Duplicated paragraph deleted