



Gilbertstone Primary School

Health and Safety Policy

Regulations for health & safety are continuously being refined to make much more clearly what must be done to ensure the safety of the whole Gilbertstone Primary School community.

This General Statement expresses the current relationship between the parties concerned.

Table of Contents

1. Statement of General Policy
2. Organisation and Responsibilities
Matrix of delegated H&S responsibilities
3. Arrangements
 - 3.1 Education Safety Services policies for safety
 - 3.2 Staff Induction
 - 3.3 Fire Safety
 - 3.4 Safe Guarding/Security
 - 3.5 Supporting Pupils at School with Medical Needs
 - 3.6 Safety Training
 - 3.7 Dynamic Risk Assessment
 - 3.8 Good Housekeeping Safety Sweeps review Feb 2027
 - 3.9 Grounds Safety Sweep review Feb 2027
 - 3.10 Working at Height review Feb 2027
 - 3.11 External Educational Visits review Feb 2027
 - 3.12 Stress/Well-being review Feb 2027
 - 3.13 First Aid review Feb 2027
 - 3.14 Accident Reporting and Investigation review Feb 2027
 - 3.15 Key Building Duty Holders review Feb 2027
 - 3.16 Statutory Testing review Feb 2027
 - 3.17 Asbestos Management review Feb 2027
 - 3.18 Substances Hazardous to Health review Feb 2027
 - 3.19 Electrical Equipment review Feb 2027
 - 3.20 Tools and equipment review Feb 2027
 - 3.21 Visitors and Contractors review Feb 2027
 - 3.22 Cooperation Liaison with other site/tenants users review Feb 2027
 - 3.23 Vehicle/Pedestrian Traffic review Feb 2027

3.24	Holiday Shut Down	review Feb 2027
3.25	Safety Audit Arrangements	review Feb 2027
3.26	Policy Review Date	review Feb 2027

1. STATEMENT OF GENERAL POLICY

The Governing Body for Gilbertstone Primary School acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the Gilbertstone Primary Schools premises or carrying out the Gilbertstone Primary Schools business elsewhere.

This duty also extends to ensuring that other agencies or contractors on the Gilbertstone Primary 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 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:
 - a. All persons employed at Gilbertstone Primary School whilst they are at work;
 - b. Persons other than Gilbertstone Primary School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Gilbertstone Primary School whilst they are at work.
- 1.2 To effectively achieve this, Gilbertstone Primary 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 Gilbertstone Primary School will adopt best practice safety policies, guidance and advice issued by BCC, and advice from Safety Services. Gilbertstone Primary 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 Gilbertstone Primary 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.

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 Gilbertstone Primary 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 Gilbertstone Primary 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 Improvement Group**. The role of the Group will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its 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 following any accident investigation (see most current accident forms on Birmingham Education Support Services Portal).
- 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 Gilbertstone Primary 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:

Head teacher	Karen O'Reilly
Deputy head	Rebeca Hoo
Governor Representative	Vacant
Business Manager/Safety Coordinator	Jayne Potter
Building Services Supervisor	Gregg Fogo
Staff Representative	Stacy Gothard

Gilbertstone Primary School has a strong ethos about empowering its pupils including an opportunity to make a contribution for a safer Gilbertstone Primary School. The Gilbertstone Primary School Council therefore is actively consulted and is able to make representation to the Safety Improvement Group.

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 **at least each term** and more often at the request of one Group member, the Head Teacher or the Governing body.

2.3 Supervisory Gilbertstone Primary 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 improved knowledge or technical change. This is the principal cornerstone of Gilbertstone Primary School 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 Head Teacher

The Governors charge Head Teacher with the day-to-day responsibility of managing and enforcing Gilbertstone Primary School Health and Safety at Work Policy. Where necessary the Head Teacher 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 Head Teacher will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator

Business Manager is appointed by the Head Teacher to assist in the day-to-day implementation of the Gilbertstone Primary School safety plan. As Safety Co-ordinator her 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. She will also be responsible for convening meetings of the Safety Improvement 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 risk assessments are actually carried out She will endeavour to keep up-to-date with safety regulations and through the Safety Improvement Group initiate steps that ensure arrangements for health and safety at Gilbertstone Primary School conform to both current regulations and best-known practice.

2.6 SEN Leaders

The nature of the Gilbertstone Primary Schools activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. 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 Head Teacher. 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 risk. Relevant staff will be informed of any findings that will also be recorded and filed in the Gilbertstone Primary School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in Gilbertstone Primary 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 Head Teacher or Safety Coordinator. 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/Head Teacher.

2.7 Classroom Teachers/Office Manager

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 inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or a member of the Safety Improvement 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 risk. Staff members under their charge will be informed of any findings that will also be recorded and filed in the Gilbertstone Primary School office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in Gilbertstone Primary 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 SMT member/Head Teacher. Classroom Teachers/Office Manager 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/Head Teacher.

2.8 Building Services Supervisor (BSS)

The BSS has a key role to ensure that the Gilbertstone Primary 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 Head Teacher. The BSS is also responsible for the supervision of cleaning staff, materials and any equipment they use. He will be responsible for undertaking/assisting in the risk assessment process in matters relating his work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with

contractors who are at the Gilbertstone Primary 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 BSS will identify quickly areas that threaten the safety of himself, pupils or other members of staff.

The BSS will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher/Line Manager. 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 Gilbertstone Primary School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in Gilbertstone Primary 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 Head Teacher or Safety Co-ordinator. The BSS 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/Head Teacher.

2.9 All Other Staff (Non-Supervisory)

A vital role and responsibility for implementing Gilbertstone Primary School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the Gilbertstone Primary Schools 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 Gilbertstone Primary 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.

3. ARRANGEMENTS

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

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

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

3.1 Safety Services – Gilbertstone Primary Schools - Policies for Safety

Useful information, guidance and policies can be viewed on the Gilbertstone Primary Schools internal site. Information and guidance can also be found at www.birminghameducationsupportservices.co.uk

Safety Services provide support and advice on 0121 303 2420, or email schoolsafety@birmingham.gov.uk

3.2 Staff Induction

The SLT will conduct induction with all new staff and students are assigned a mentor who guides them through the induction process. A record of the induction process will be kept. Safety policies are available through the internal Gilbertstone Primary School share point.

3.3 Fire Safety

The Head Teacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. 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 needed to be taken. In addition, it will be ensured that arrangements for staff training are undertaken and recorded, and procedures to be followed in the event of a fire emergency are set out.

All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in BSS office.

3.4 Safeguarding/Security

Our DSL on the Senior Leadership Team is Karen O'Reilly. Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL. This responsibility should not be delegated.

3.4.1 The deputy DSLs will support the DSL within the role and deputise when the DSL is not on-site. They are: Rebeca Hoo and Laura Carrington

3.4.2 Our expectations of all staff and visitors will be to:

- Familiarise themselves with the Safeguarding Policy;
- Understand their role in relation to safeguarding;
- Be subject to Safer Recruitment processes and checks, whether they are new staff, supply staff, contractors, volunteers etc.;
- All Governors must be subjected to an enhanced DBS check and should be checked against the Teaching Regulation Agency 'Barred list' (so called 'section 128' check)
- Be involved, where appropriate, in the implementation of individual Education Programmes, Early Help Assessments and support plans, Child In Need plans and inter-agency Child Protection plans;
- Be alert to signs and indicators of possible abuse (See Appendix 1 for current definitions and indicators);
- Record concerns and give the record to the DSL, or deputy DSL, and
- Deal with a disclosure of abuse from a child in line with the guidance in Appendix 2 - you must inform the DSL immediately and provide a written account as soon as possible.

The Gilbertstone Primary School will undertake a review of security annually. This will be undertaken by the Safety Improvement 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 Head Teacher.

Supporting Pupils at Gilbertstone Primary School with Complex Medical Needs and any other additional needs as outlined in the pupils EHCP

We already have a medicines, asthma and intimate care policies that cover the general medical areas within school. This is for those pupils with more complex needs. The Governing Body will ensure that a policy is drafted that complies fully with the Statutory Guidance. 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.

3.5 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.

3.6 Dynamic Risk Assessment

Following consultation with Gilbertstone Primary School staff, the Safety Improvement 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 (See Appendix Tasks)

In order to ensure compliance with the requirement to undertake risk assessment a team of Gilbertstone Primary 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

Premises 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 Gilbertstone Primary School and findings will be recorded on a Safety Sweep checklist (see appendix B) **every term**.

Completed, checklists will be handed onto a member of the Safety Improvement 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 checklists along 'job list' documentation of any remedial action taken will be retained in a Safety Sweep folder held in the Gilbertstone Primary School Business Managers Office for future audit inspection.

These arrangements will be closely monitored and checklists inspected annually by the Safety Improvement Group. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body.

3.7 Play Area and 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 BSS and Lunch Time Supervisors sweeping designated safety zones within the playground or grounds and record findings on a checklist every term. Staff are reminded to report any issues immediately to the Safety Improvement Group.

Working at Height

Head Teachers/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 always exercised 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

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 Building Services Supervisor 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 Improvement Group every 12 months.

3.8 External Educational Visits

Inclusion Manager 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 to underpin their understanding and cooperation in control measures. See share point for forms.

3.9 Stress/Well-being

The Gilbertstone Primary 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**. Gilbertstone Primary School has adopted the Mental Health & Well-Being Policy recommended by Safety Services.

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 who will if necessary, seek external advice from Gilbertstone Primary

Schools Employee Relations, BCC Occupational Health or other Service or external provider.

First Aid

Inclusion Manager has been appointed and trained as a senior first-aider and she is supported by H/t for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The Gilbertstone Primary School reinforces the 1st Aid plan by providing periodic awareness training for all staff.

3.10 Accident Reporting and Investigation

Accidents involving pupils will be recorded and copies kept in the main office, classrooms, and kitchen and will include an entry into a 1st Aid treatment book. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to Education Safety Services.

All accidents involving staff must be reported and recorded on the Accident form and sent to Education Safety Services.

All accidents referred to on the A1 form will be investigated by a member of the Safety Improvement Group in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

3.11 Key Building Duty Holders

The main building duty holder for Gilbertstone Primary School is the Head Teacher and the following staff are appointed as Support Duty holders:

Fire	BSS & Business Manager
Asbestos	BSS & Business Manager
Legionella	BSS & Business Manager
Statutory Testing	BSS & Business Manager

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

3.12 Statutory Testing

As a result of delegated responsibilities, Gilbertstone Primary 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 Infrastructure and Development, Asset Management, Education & Skills Infrastructure Tel: 0121 303 3767

This arrangement will be closely monitored by Building Services Supervisor to ensure test results are entered into the Property Log Book.

3.13 Asbestos Management

Recognising the absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Education Safety Services Health & Safety:

We have no asbestos on site as the school was built after 2000.

3.14 Substances Hazardous to Health

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

Contractors will ensure 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).

NOTE: it is critically important that appropriate staff are formally trained to be aware of and understand the COSHH 2002 risk assessments. Where chemicals other than those listed are used then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

3.15 Electrical Equipment

All electrical equipment used in Gilbertstone Primary 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 a member of the Safety Improvement Group.

3.16 Tools and equipment

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. So, a dynamic risk assessment should be adapted to the age and needs of the pupils together with the level of supervision they will be given in order to access whether it is safe to use the equipment.

3.17 Visitors and Contractors

All visitors to the Gilbertstone Primary School must sign in and anyone without a DBS will always be supervised by a member of the Gilbertstone Primary School staff. Contractors must report to the Gilbertstone Primary School office who will contact either the BSS or Business Manager who will ensure appropriate contractor Gilbertstone Primary School Rules and/or for the Contractor RA to be completed for larger jobs.

3.18 Cooperation Liaison with other site/tenants users

Gilbertstone Primary Schools can have other agencies/partners working within the Gilbertstone Primary School. Any lettings at Gilbertstone Primary School that may be facilitated by external partners should have their own policies concerning security, fire safety and first aid. This should be included in their lettings service level agreement.

Vehicle/Pedestrian Traffic

The main vehicle gates are shut at 8.15am, access is only through a buzzer system answered by the main office.

Pedestrian gate is open from 8.00am until 9.20am for parents at the start of the day. At the end of the day it opens from 3.00pm until 4.00pm unless there is a club on site and its left open until they have left site, usually 5pm

Pedestrians use the footpaths around the car park. A risk assessment is undertaken every year. There are critical periods during the school day where there is a significant risk of accident involving vehicles moving on the site. Control measures are put in place so that vehicles are restricted from moving on site from 8.30am until 9.10am and 3.00pm until 3.30pm. the only exception to this is the pupil transport minibus and authorised parents using the disabled bay.

3.19 Holiday Shut Down

All staff should sign into school during the holiday periods, so the Building Services Manager knows who is on site in case of a fire.

If contractors or staff undertake tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture about then please refer to this policy and use common sense. Also speak to the Building Services Manager to ensure that we are fully Health and Safety compliant.

3.20 Safety Audit Arrangements

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

3.21 Policy Review Date

Will be undertaken 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.

Reviewed and agreed by the Governing Body: 11 February 2027

Date of annual review: February 2027

Area of responsibility	Line Manager/s responsible to ensure compliance.	Staff responsible for implementing arrangement/task.
3.1 Safety Guidance	Head teacher	Building Services Manager Business Manager
3.2 Staff Safety Induction	Head teacher	SLT
3.3 Fire Safety	Business Manager	Building Services Manager
3.4 Security Assessment	Building Services Manager	Building Services Manager
3.5 Supporting Pupils at Gilbertstone Primary School with Medical Needs	Head teacher	Building Services Manager Office manager & all office staff
3.6 Safety Training	Head teacher	Business Manager
3.7 Dynamic Risk Ass	Head teacher	Business Manager
3.8 Good House Keeping Safety Sweeps	Head teacher	Phase Leaders Class teachers Teaching assistants Kitchen staff Mid day supervisors Office manager Building Services Manager Business Manager Deputy Head teachers
3.9 Grounds Safety Sweeps	Head teacher	Building Services Manager
3.10 Working at Height	Head teacher	Building Services Manager
3.11 External Education Visits	Head teacher	Building Services Manager
3.12 Stress/wellbeing	Head teacher	SLT
3.13 First Aid	Head teacher	Stacy Gothard
3.14 Accident Reporting	Head teacher	Office Manager
3.15 Accident Investigation	Head teacher	SIG Group
3.16 Key Building Duty Holders	Building Services Manager Business Manager Head teacher	Building Services Manager Business Manager Head teacher
3.15 Statutory Testing	Business Manager	Building Services Manager
3.17 Asbestos Management	None on site	
3.18 Substances Hazardous to Health	Business Manager	Building Services Manager
3.19 Electrical Equipment	Business Manager	Building Services Manager
3.20 Tools & Equipment	Business Manager	Building Services Manager
3.21 Visitors & Contractors	Office Manager	All office staff
3.22 Liaison with Other Site Users	Business Manager	Building Services Manager
3.23 Vehicle Pedestrian Traffic	Office Manager	Building Services Manager

3.24	Holiday Shut Down Arrangements	Building Services Manager	Building Services Manager/ Office Manager
3.25	Safety Auditing	Governing Body	Safety Improvement Group
3.26	Safety Policy Review	Governing Body	Safety Improvement Group