



Health & Safety Booklet

The Sullivan Centre & Boulevard Centre

January 2026



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one of the team

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Health & Safety Policy – Statement of Intent

1. The Sullivan Centre & Boulevard Centre (The School) recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Chief Executive Officer, Simon Witham, recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The school, so far as is reasonably practicable, proposes to pay particular attention to:
 1. The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
 2. The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
 3. Ensuring the safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances and equipment
 4. Making regular assessments of risks to employees
 5. Taking appropriate preventative/protective measures as identified by risk assessment.
 6. Appointing Stallard Kane Ltd to advise on statutory duties.
3. In order that the school can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the school or anyone else concerned, to ensure that their obligations are performed or complied with.
4. The school will ensure adequate resources both in terms of time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety policy will also be undertaken to ensure it is relevant to the work being undertaken by the school and all legislation quoted is up to date, where necessary the policy will be developed and expanded.
5. The school is also committed to the continuous development and improvement of the school's health and safety management system. The school will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the school agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the school so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:

Simon Witham
Chief Executive Officer Responsible for Health & Safety
31/01/2026



Health and Safety Responsibilities

The School

Our policy is to provide and maintain safe and healthy working conditions for all personnel employed by the school.

In addition, we will seek to ensure that the work we carry out does not affect the health and safety of others, e.g. our clients, contractors, visitors and members of the public.

The Chief Executive Officer of the school recognise/s and accept/s their responsibilities under the Health and Safety at Work Act 1974, for ensuring that all aspects of the health and safety policy are complied with.

Along with the CEO, it is also the responsibility of the Executive Principal and SLT to ensure that health and safety arrangements are implemented on a day-to-day basis. Employees are free to contact any member of the SLT regarding any health and safety matter.

Employees

It is the responsibility of all employees to co-operate in the implementation of this health and safety policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example a duty of care to themselves, their fellow workmates, clients and visitors) under the Health and Safety at Work Act 1974.

Employees must therefore:

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
- Know and keep to the rules and procedures relating to their work and report all difficulties or hazards liable to endanger them or other persons
- Co-operate with the management team with regards to agreed health and safety arrangements and procedures
- If involved in an accident resulting in, or which may have resulted in, injury, report the details to your line manager as soon as possible
- Arrange for any spillage of liquid to be dealt with immediately, having due regard to the nature of such spillage
- Use equipment only when authorised and properly trained to do so
- Report any defects in equipment to your line manager
- Develop a personal concern, a duty of care for themselves and for others, particularly new starters, young people, visitors and contractors
- Avoid improvisation which entails unnecessary risks
- Warn new employees/visitors of known hazards

Health and Safety Policy Communication

Employees, contractors and visitors will be made aware of the school Health & Safety policy by the following means:

- A copy of the Health & Safety policy will be available in the office
- When appropriate, instructions will be posted on noticeboards - these instructions will alert all employees to new legislation and the procedures to follow to avoid risks
- All employees will be provided with a copy of the school Health & Safety Booklet on an annual basis

Safe Working Procedures

Housekeeping

The school will consider housekeeping issues on a day-to-day basis and all employees have a general responsibility to keep the work areas tidy and report hazards. Employees should:

- Help keep the workplace clean and tidy
- See that walkways are kept clear of materials and rubbish that may trip you or your workmates
- Stack materials in a tidy manner
- Help keep toilets, kitchens etc. clean and tidy

Slips, Trips and Falls

Slips and trips are the most common cause of major injuries at work and can happen almost anywhere. 95% of major slips result in broken bones and they can also be the initial cause for a range of other types of accident, such as a fall from height.

Slips and trips are responsible for, on average:

- On average a third of all reported specified injuries, including two fatalities per year.
- 50% of all reported accidents to members of the public that happen in workplaces.

Common hazards

- Poor floor conditions, damaged or uneven surfaces and/or poor lighting levels in the area.
- Poor cleaning practices, e.g. floors left wet, spillages not cleaned up immediately or incorrect cleaning products used for the job.
- Obstacles, e.g. trailing cables, boxes, equipment, rubbish bags and other waste left in walkways and in work areas.
- Wearing unsuitable footwear for the task being carried out.
- Poor ground conditions due to bad weather, such as standing water, ice and snow, wet and decaying leaves.

Should an employee identify any of the above, this must be reported to a member of the Senior Leadership Team immediately. Where possible, put-up warning signs until the hazard has been eliminated.

Safety Tips

Here is a list of workplace safety tips that all employees should incorporate into their daily routine. Employees should:

- Not ignore risks such as spillages, by assuming they are someone else's responsibility.
- Not just think of their own safety. Employees must consider the safety and wellbeing of others.
- Never assume accidents only happen to others.
- Not take short cuts, they can change safe situations into dangerous ones. Procedures exist to keep workers safe.
- Consider the consequences before taking the action.
- Be mindful that just because a task has been done before, without incident, doesn't mean it's safe.
- Always point out potential risks to others before they learn the hard way.

Visiting other Locations

When representing the school at external sites, such as other schools, local authority buildings, training venues, or partner organisations, employees must take all reasonable steps to protect their own health and safety.

Staff are expected to:

- Familiarise themselves with and follow the host organisation's health and safety procedures, including any site-specific rules or emergency arrangements.
- Remain alert to potential hazards and avoid entering any area or engaging in any activity that appears unsafe or unauthorised.
- Sign in and out using the host's visitor system or logbook. This is essential not only for safeguarding but also to ensure accurate records are available in the event of an emergency evacuation.

Employees should represent the school professionally at all times and report any incidents, near misses, or concerns encountered while off-site to their line manager as soon as possible.

Procedure for Reporting Accidents

All accidents must be reported as soon as is safe to do so, by using the online H&S portal Every. All accidents are reviewed by the Nominated Person. If they are not available, then ensure you inform a member of the Senior Leadership Team. For every accident, near miss or damage incident, this will be logged on the H&S portal Every, in order that a proper investigation can take place. This is not to apportion blame but to aid in identifying and preventing a re-occurrence.

All reported accident will be recorded, this includes pupil, contractors and visitors.

Following an accident where the person is absent from work for 7 consecutive days, the school will complete the relevant documentation and pass the information on to Stallard Kane Ltd.

It is vital that all accidents are reported, even if they are considered to be small or insignificant. In this way the school can look for trends appearing such as unsuitable working conditions or areas of play equipment being used with sharp edges etc.

First Aid

Employees have a responsibility to be aware of first aid arrangements in the workplace and to act appropriately in the event of an incident.

- Employees should know the location of the nearest first aid box and the identity of the designated First Aider or Appointed Person.
- They must report any injuries or health concerns promptly and follow the guidance provided by trained first aid personnel.
- Employees should not interfere with first aid equipment and must notify management if supplies are missing or depleted.
- Any changes to first aid arrangements, personnel, or equipment locations should be noted and followed.

By staying informed and responsive, employees help ensure a safe and prepared working environment for themselves and others.

Mental Health First Aid

It is expected that all employees will take reasonable care for their own health, safety and wellbeing whilst at work and also take reasonable care to ensure their acts or omissions do not adversely impact and affect the health, safety and wellbeing of other workers. All employees have a responsibility to:

- Inform their Line Manager should they feel they may be developing a mental health problem, experiencing a worsening of an existing mental illness or experiencing a mental health crisis so that appropriate support can be put in place.
- Raise concerns with their Line Manager about workplace pressures and asking for help.
- Participate in appraisals and respond to training and development opportunities.
- Treat all team members with consideration and dignity and support steps taken to promote a culture of co-operation, trust and mutual respect.
- Contribute towards a non-stigmatizing culture.
- Uphold confidentiality (wherever safety is not compromised).
- Support peers within appropriate limits and boundaries.

Safety Information and Training

The school recognises the value of training as an essential and effective means of helping to create a safe working environment. We will provide in house training to all new employees at the induction stage which will relate to the schools H&S arrangements. Any specific, further training e.g. Manual Handling will be carried out at later stages when the Senior Leadership Team feel that it is required. Other training is dependent on the scope of work to be undertaken. We will undertake periodic reviews of all training requirements to ensure all our employees are provided with the necessary instruction, information and training to allow them to undertake their work safely without risk to themselves and others who may be affected by their work activities. In addition, safety information is provided in the form of this periodically updated Health & Safety Booklet, which is circulated to all employees.

Periodic refresher training will also be provided for employees where required, especially where it has been deemed necessary such as following an investigation of an incident.

Smoking

The school operates a strict 'No Smoking' policy. Smoking, including the use of electronic cigarettes, is prohibited throughout the entire workplace, including company vehicles, with no exceptions, other than the designated smoking area where applicable. These arrangements will be communicated at induction. This policy applies to all employees, pupils, contractors and visitors.

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006 are also liable to a fixed penalty fine and possible criminal prosecution.

Drugs and Alcohol

The school's policy on alcohol and drugs recognises that it is a health hazard with implications for safety, by impairing the ability of an individual to make decisions and to work effectively. Alcohol or drug abuse by an employee can adversely affect the safety and health of not only themselves, but the safety of all other personnel who work with them.

Employees must not consume alcohol or illegal non-prescription drugs on the premises or attend work whilst under the influence of them. If you are taking prescription or legal non-prescription medication that may affect your ability to undertake your work safely, you must inform a member of the Senior Leadership Team, who will make alternative work arrangements until the course of medication is complete and you can resume your normal role.

Consumption of alcohol or illegal non-prescription drugs in breach of this policy may result in immediate dismissal.

Lone Working

It is the school's duty to protect the health and safety of lone workers or employees working in isolated areas of the premises. Lone working will be avoided where possible at all times. In the event that lone working has to be undertaken, a site-specific risk assessment will be conducted before work commences.

A suitable means of communication will be provided to make contact with the lone worker on a regular basis, and on completion of the task. This is particularly important when working in isolated areas of the building such as basements, plant rooms, storage areas, or remote outbuildings.

Certain tasks should be avoided by lone workers, for example:

- Working at height
- Working in confined spaces.
- Live electrical work/testing
- Any other activity deemed too dangerous by the site-specific risk assessment.

Lone workers responsibility to:

- Take reasonable care to look after their own health and safety.
- Safeguard the health and safety of other people affected by their work.
- Co-operate with their employer's health and safety procedures.
- Use tools and other equipment properly, according to relevant safety instructions and any training they have been given.
- Not misuse equipment provided for their health and safety.
- Report any accidents, injuries, near misses and other dangerous occurrences.

When working in isolated areas, even during normal hours, staff should ensure that:

- A colleague or SLT member is aware of their location and expected duration
- Doors are not locked in a way that would prevent assistance if needed
- A mobile phone or radio is kept on hand in case of emergency

Only competent employees will be allowed to undertake lone working. New starters and apprentices are not permitted to undertake any lone working. Any additional training or equipment required for lone workers will be provided by the school.

Control of Substances Hazardous to Health (COSHH)

Many of the substances used or created could be harmful to health if not properly managed. The school acknowledges their duty and will assess the risk from exposure to employees or other persons to substances used, stored or created.

The school will apply the hierarchy of control measures outlined below before any substances are introduced:

1. Avoid using the substance altogether
2. Replace it with a less hazardous substance
3. Introduce control measures/training on how it is used, handled and stored
4. Limit the time employees work with the substance
5. Provide PPE if other control measures are not reasonably practicable



Employees should comply with any instructions given to them on how to work safely with hazardous materials. COSHH assessments will be undertaken for all hazardous substances used by the school to identify the necessary control measures required to ensure that health is not affected. If an employee has an adverse reaction to any substance used, such as dizziness, headaches, reddening, broken or itchy skin, they must inform their Line Manager without delay. Where necessary, health surveillance will be provided for employees and records maintained in line with data protection legislation.

Legionella

Legionnaires' disease is a serious lung infection caused by Legionella bacteria, which can grow in poorly maintained water systems. Employees play a key role in helping prevent its spread.

General Responsibilities

- Employees must report any concerns about water systems, such as unusual smells, discolouration, or poor water flow, to the responsible person.
- Follow any site-specific instructions related to water use, especially in areas with showers, taps, or storage tanks.
- Do not interfere with monitoring or maintenance equipment used for water safety.
- Employees should be aware that clean water systems are regularly disinfected and maintained to prevent bacterial growth.

Support for Control Measures

- Employees must cooperate with the written scheme of control, which outlines how risks are monitored and managed.
- Suitable and sufficient training will be given to the person responsible for maintaining the water system and recording all tests/results
- Questions or concerns should be directed to the statutory duty holder or responsible person.

Emergency Spill Control

Accidents and spillages can happen in within the school premises. In order to minimise the impact of a spill, employees need to be aware of what to do and who to contact.

Employees should ensure they are familiar with the emergency arrangements on site and that they know where the emergency spill kits, and oil absorbent materials are stored.

In the event of a spillage, employees must contact a member of the Senior Leadership Team, along with the Nominated Person that was communicated during at the induction stage.

If a spill occurs

- Stop work immediately.
- Prevent unauthorised access.
- Identify the source of the spill and prevent further spillage (if it is safe to do so).
- Ensure suitable PPE is worn in accordance with the associated COSHH assessment.
- Contain the spill with spill kits or absorbent materials. Avoid the substances entering any drains, water course or land.

All spills to be recorded as an incident.

Fire Prevention

Employees should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of a fire. Any acts or omissions that you believe may constitute a fire risk should be reported to a member of the Senior Leadership Team.

All employees should:

- Obey 'No Smoking' signs
- Know the location of fire exits, fire-fighting equipment and break glass points
- Keep fire-fighting equipment, fire exits and passageways clear and ready for immediate use
- Report all fire hazards
- Not put clothes on or near heating appliances

If you discover a fire:

- Immediately raise the alarm
- Only tackle the fire if it is necessary to aid your means of escape – do not take any unnecessary risks
- Proceed to the designated fire assembly point
- Report to a fire warden or to a member of the Senior Leadership Team

If you hear the fire alarm:

- Leave the premises by the nearest available exit
- Proceed to the designated fire assembly point
- Ensure that there is clear access for the emergency services
- Report to a fire warden or to a member of the Senior Leadership Team
- Do not re-enter the building until you have been told that it is safe to do so

How to Use a Fire Extinguisher



Employees should make themselves aware of the location of the fire extinguisher nearest to their working area. Know how to operate each kind and know the type of fire on which each kind should be used - **Use of improper types of extinguishers can cause fire to spread and endanger the operator.**

RED labelled **Water Fire Extinguishers** are good for tackling fires involving burning paper, wood and soft furnishings, as the water soaks into the materials and cools them, while extinguishing the fire. However, water is an electrolyte and conducts electricity. Care must be taken with regard to accidental use on exposed power cables. Water fire extinguishers are slowly being replaced by either a foam or E series water mist fire extinguisher, to prevent accidental electrocution.

RED Lettering ON WHITE BACKGROUND labelled **Water Mist Extinguisher** *Note: This is an E Series Water Mist Fire Extinguisher.* These extinguishers can tackle almost all common fires including class A, B, C and F type fires as well as fires involving live electrical equipment of up to 1000V. As with all fire extinguishers, when using them on electrical fires keep at least one metre distance. The water mist extinguisher sprays droplets as small as 25 microns in diameter which creates an ultra-fine mist. Any droplets that encounter the heat of flames convert to steam which removes the oxygen, any droplets further away have a cooling effect. The fire extinguishers are good for the environment as they only contain de-ionised water.

BLUE labelled **Powder Fire Extinguishers** are good for tackling fires involving burning paper, wood and soft furnishings, petrol, diesel, thinners, oils, paints, wax, plastics that melt and flammable gasses. As visibility is seriously reduced when using a powder extinguisher, the regulations now state that unless there is a specified risk they are only to be used outside. Care must be taken to ensure the powder is not inhaled.

CREAM labelled **Foam Fire Extinguishers** are suitable for tackling fires involving flammable solids and liquids, including petrol, diesel, oils, thinners, paints, wax, and melting plastics. However, as foam can conduct electricity, caution must be exercised to avoid accidental use on exposed electrical sources. In the UK, Aqueous Film Forming Foam (AFFF) extinguishers are being phased out, with a ban on their use effective from 4 July 2025. If any AFFF extinguishers are identified on site, staff must consult the school's nominated Fire Protection Supplier to arrange for their safe removal and replacement with legally compliant chemical foam alternative.

BLACK labelled **CO₂ (Carbon Dioxide) Fire Extinguishers** are suitable for use on fires involving burning liquids but are also an excellent solution for quenching fires involving computer equipment, and other electrical appliances. It is important to remember that when using CO₂ extinguishers there is a possibility that once the smothering CO₂ gas has floated away, the fire may re-ignite if the source of the fire is not removed (e.g. switching off the power supply) or if the materials are still very hot.

CANARY YELLOW labelled **Wet Chemical Extinguishers** are ideal for Class F fires, involving cooking oils and fats, such as lard, olive oil, sunflower oil, maize oil and butter. The number and size of the wet chemical fire extinguishers is dependent on the size of the aperture of the deep fat fryer and/or the size of the frying pan.

Manual Handling

Manual handling includes any transporting or supporting of a load, including lifting; putting down; pushing; pulling or carrying by hand or bodily force.

Manual handling injuries can be avoided if lifting is carried out in the correct manner, i.e. with leg and arm muscles rather than back muscles. Employees should be mindful of their own capabilities and should not lift anything that they believe to be too heavy. Where provided, employees must make full and proper use of mechanical lifting equipment, e.g. forklift trucks, pallet trucks etc.

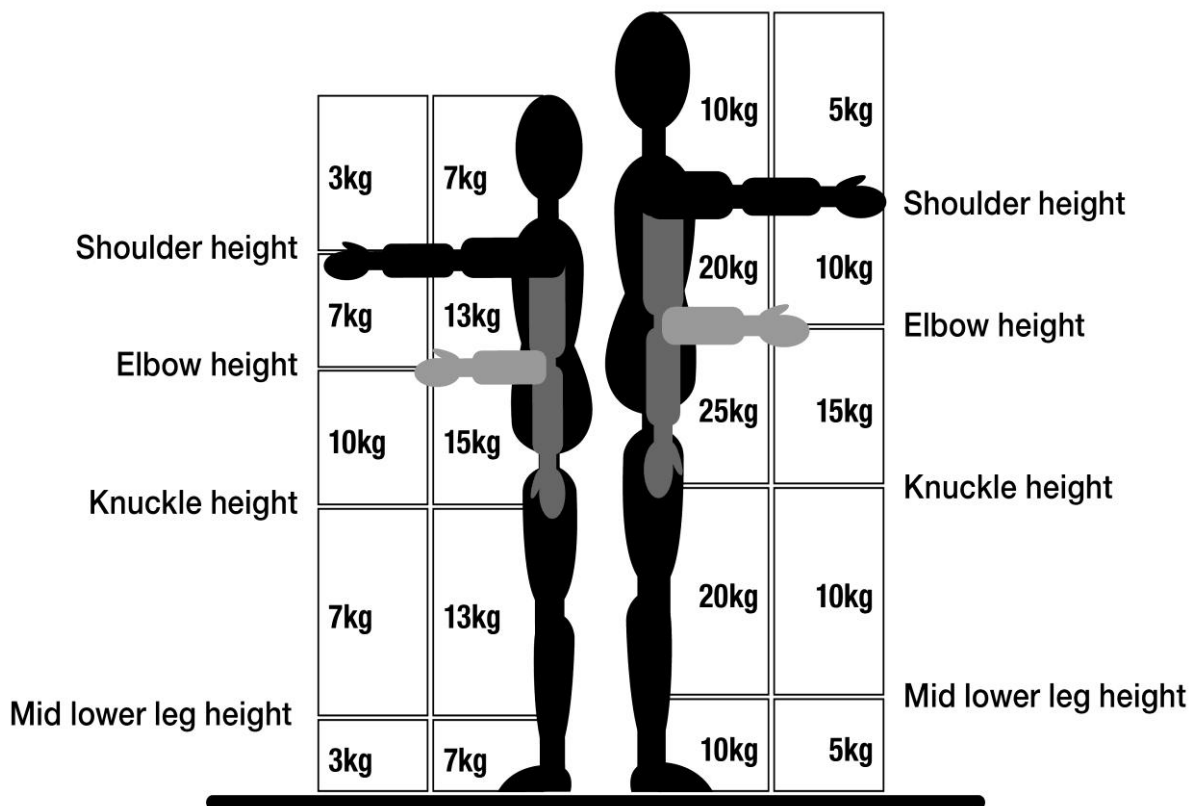
Under the Manual Handling Operations Regulations 1992, the school has to carry out assessments on activities that pose a risk due to manual handling. We have identified such activities and carried out subsequent assessments. As a result of these assessments we have implemented control measures to reduce the risk of injury, including the provision of lifting aids and training.

Remember the following rules:

- **Plan the lift.** Think: where is the load to be placed; can handling aids be used; do I need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench in order to change grip.
- **Adopt a stable position.** The feet should be apart, with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Prepare to move feet during the lift to maintain stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible, the load should be hugged as close to the body as possible. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



The table below shows the HSE lifting guidelines. Use your own judgement when assessing whether you can lift more or less than indicated in the table. It is important to recognise your personal limitations, as well as any restrictions imposed by the environment in which the lift is to take place.



PUWER – Provision of Work Equipment Regulations 1998

Work equipment can be defined as any equipment supplied by the school for business uses.

Under the Provision and Use of Work Equipment Regulations 1998 (PUWER) the school must maintain and supply work equipment suitable for its intended use. Therefore, whenever an employee uses work equipment they must:

- Only use equipment when authorised and trained to do so.
- Avoid modifying equipment outside of the manufacturers' specification.
- Check the equipment beforehand for any defects.
- Only use equipment suitable for the task.
- Use all equipment in compliance with Health and Safety Regulations.
- Report any defects to a member of the Senior Leadership Team / Nominated Person.
- Co-operate with the Senior Leadership Team / Nominated Person when asked to return equipment for inspection/maintenance/calibration.

Portable and Transportable Tooling

Portable tools are those which can be carried in the hands. Transportable tools are those that can be manually moved around on wheels, sleds or other similar means.

- Wherever possible, portable and transportable tooling must operate on 110v supply. In the event that 240v tooling is required, this MUST be protected with a RCD device
- We will ensure portable appliance testing (PAT) is undertaken in line with industry best practice/HSE guidance
- Employees are reminded to check all portable and transportable tooling before use, checking for damage to cables, plugs and the main body of the tooling
- Electrically powered tooling must not be tampered with. Any repairs required must be undertaken by competent electricians only
- Hand tools must be maintained in good order and checked before use.

Office Safety

Working in an office may present fewer risks than working elsewhere within the school but that's not to say there are no risks. You must act sensibly and responsibly to keep yourself safe whilst at work.

General safety: You are provided with a clean, comfortable, place in which to work. You can help by keeping your personal workspace clean and tidy and treat other areas considerately. Report any hazards to a member of the Senior Leadership Team so action can be taken to address them.

Computer workstations: A display screen assessment will be undertaken for your workstation – please let a member of the Senior Leadership Team know if you experience discomfort which you feel may be attributed to using your computer whilst at work, or if you have any issues with any part of your workstation or working environment.

Work equipment: You should not use work equipment unless you are competent to do so. Some equipment may require training. Before using any equipment, check for any obvious faults and that any safety devices are present and working.

Electrical safety: All electrical equipment will be PAT tested in line with HSE guidance for office environments. For portable electrical equipment, check the cable, plug and body of the equipment for any obvious signs of damage. Report any defects to a member of the Senior Leadership Team without delay and do not use the equipment.

Slips, trips and falls: Ensure you maintain a neat and tidy workstation at all times. Avoid trailing cables across walkways and ensure boxes etc. are stored safely and do not pose a risk to others or obstruct emergency exits and signage. Ensure you wear suitable footwear for the office environment.

Accidents and fire: Make yourself familiar with the location of your nearest first aider, the location of the fire alarm call points or other means of raising the alarm in the event of a fire, and finally, the location and type of fire extinguishers available in your office. Report any fire hazards or missing extinguishers to a member of the Senior Leadership Team immediately.

Display Screen Equipment (DSE) - Seated Workstations

Some employees may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors. The following may help:



Getting comfortable

- Forearms should be approximately horizontal, and eyes should be in line with the top of the screen.
- Make sure there is enough workspace to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
- Adjust curtains or blinds to prevent intrusive light.
- Make sure there is space under the desk to allow legs to be moved.
- Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for shorter users.

Keyboards and keying in (typing)

- Space in front of the keyboard to allow hands and wrists to be rested when not keying.
- Try to keep wrists straight when keying.
- Good keyboard technique is important – this can be done by keeping a soft touch on the keys and not overstretching the fingers.

Using a mouse

- Position the mouse within easy reach, so it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the keyboard out of the way if it is not being used.
- Support the forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

Reading the screen

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- Adjust the brightness/contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
- Select colours that are easy on the eye (e.g. avoid red text on a blue background)

Stress

- Take regular breaks (at least five minutes every hour) away from the screen, ideally with exercise or movement. Employees should try not to have lunch at their desk.
- Do some different types of work during the day and take control of the order in which tasks are carried out.
- Limit pressure to meet deadlines – do what is realistic. Avoid sudden changes in workload.
- Employees should communicate effectively with people who affect their work.
- If stress becomes a problem, consult a member of the Senior Leadership Team.

Personal Protective Equipment (PPE)

PPE stands for Personal Protective Equipment - it is defined in the Personal Protective Equipment at Work Regulations as:

'All equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health and safety'.

Typical examples of PPE you may be required to wear/use during your working day may be;

- Overalls to protect against contamination of clothing from substances such as paints, oils etc. depending on lessons being carried out.
- Safety glasses or goggles to protect against flying particles and debris.
- Dust masks which offer protection to protect against dust, fumes and vapours.
- Various gloves to protect against contact with substances, hot/cold or sharp objects etc.
- The Site Team may require further PPE depending on the works that they are carrying out including hearing protection, safety boots, hard hats etc.



Ensure that when on school trips all PPE requirements are adhered to throughout the visit.

Key Points

- Wear safety boots/shoes that provide protection to your toes and to the soles of your feet.
- Wear gloves where there is any risk to your hands.
- Wear hi-visibility clothing/vest when required.
- Keep clothing reasonably clean to protect against dermatitis, fire etc.
- Avoid loose ends that can get trapped.

During Lessons

Staff and the pupils must wear the correct PPE throughout relevant lessons. Items of protective clothing such as aprons, goggles and gloves should be worn where required.

Also ensure that sufficient information and instruction is given to pupils on how to wear the PPE correctly before they are allowed to undertake any work which has the need for personal protective equipment.

Respiratory Protective Equipment (RPE)

In certain tasks, such as using strong cleaning chemicals, painting in enclosed spaces, clearing mould, or working with dust-generating tools, RPE may be required to protect your health from airborne hazards.

Employees should:

- Use RPE properly whenever it is required to be used.
- Report any defects in, or damage to, the RPE immediately.
- Participate in any training or instruction provided on RPE.
- Inform their employer of any medical conditions they have that might be affected by the use of the RPE provided to them.
- Complete suitable and sufficient, recorded inspections of the RPE provided.

Face Fit Tests

To ensure effective protection, tight-fitting RPE must be fit tested by a competent person during selection, as required by the Approved Code of Practice (ACoP). Poorly fitting facepieces can allow harmful substances to leak in, posing serious health risks.

Facial hair, including stubble and beards, prevents a proper seal and renders RPE ineffective. Employees must be clean shaven when performing tasks that require tight-fitting RPE. Failure to comply with this requirement breaches Company policy and may lead to disciplinary action.

Where facial hair is maintained for religious or medical reasons, employees must inform their Line Manager so reasonable adjustments can be considered.

Health Surveillance

Responsibility

The CEO Responsible for Health and Safety will ensure that employees shall be asked about their general health in relation to the work tasks they will undertake.

Where necessary, reasonable adjustments will be made for employees who have any existing health conditions that may be aggravated or made worse by any work activities undertaken by the school.

Procedure

Should an employee have a health problem which could affect their safety while at work, they must inform a member of the Senior Leadership Team.

The school will, where work activities could cause health problems, regularly check on the welfare of personnel with regard to conditions such as dermatitis from oils, greases and fluids, audiometry checks from noise at work and respiratory tests for employees working with solvents, paints or chemicals.

Medical practitioners shall be approached whenever assessments/pre-contract information identifies possible health risks. Where necessary, a health surveillance programme will be introduced, and suitable records maintained.

Risk Assessments and Safe System of Works

Risk assessments and safe system of works are highly important documents which are created to help identify and control hazards in the work that is carried out by the school and its employees.

Risk Assessments

A risk assessment will identify hazards in the operations, tasks and processes for the activities carried out. It will then look at the possibility of this hazard being realised and the potential consequences that might then occur – this is the risk.

Once the risk has been calculated it will then look at ways at which the risk can be controlled. This will be done following the same method all the time, this method being called “the hierarchy of controls”.

This being;

- **Elimination** – this is definitely the most effective control. Physical removal of the hazard is the most effective hazard control.
- **Substitution** – the next most effective control is to substitute the risk for something far safer.
- **Engineering Controls** – the next most effective method does not eliminate the hazard but rather reduce the risk of the hazard occurring.
- **Administrative Controls** – this control helps change the way people work. This is usually done at management level.
- **PPE** – this is the least effective method of controlling the hazards and should always be a last resort. This is not to say that PPE cannot be very effective when used correctly.

Safe Systems of Work

A safe system of work is a document that details the way a work task or process is to be completed. The safe system of work will outline the hazards involved and include a step-by-step guide on how to do the job safely.

The safe system of work must also detail which control measures have been introduced to ensure that safety of anyone who is affected by the task or process. The safe system of work will be written as a result of a risk assessment being completed.

New and Expectant Mothers

Employees who are pregnant, have recently given birth, or are breastfeeding, it's important they must let their Line Manager / Headteacher know in writing as soon as possible so the school can support their health, safety, and wellbeing at work.

Once notified, a risk assessment will be carried out to identify and reduce any risks related to their role, such as exposure to physical, chemical, or biological agents, or unsuitable working conditions. Where needed, adjustments may be made to their duties, hours, or environment. If risks cannot be removed and no suitable alternative work is available, they may be placed on paid leave for their protection.

Duties of New and Expectant Mothers - New and expectant mothers must:

- Inform their general practitioner or midwife of the nature of their work.
- Notify their employer in writing, as soon as possible, if they are pregnant, have just given birth or are breastfeeding.
- Follow any safety arrangements implemented for their protection, including attending training sessions, complying with control measures etc.
- Not act in a manner that adversely affects their own health and safety, that of their child and/or anyone else.
- Report any perceived or real shortcomings in protection to their employer.

Information and Training

Suitable information, instruction and training will be provided to new and expectant mothers to ensure their health and safety. Training needs will be identified and reviewed by a competent person and support given to allow new and expectant mothers to attend any required training sessions. The effectiveness of any training provided will be monitored and training regularly reviewed. Training should also include ensuring that those people responsible for carrying out risk assessments are competent to do so.

The school will treat all disclosures confidentially and ensure that any necessary adjustments or support are handled sensitively and in line with legal requirements.

Asbestos

Asbestos exposure poses serious health risks. Employees must follow all safety procedures when working in buildings where asbestos or asbestos-containing materials (ACMs) may be present.

- No intrusive work should begin unless a risk assessment and Asbestos Survey have been completed and shared.
- Employees must review asbestos information during site induction and be aware of any known ACMs in their work area.
- If suspected asbestos is discovered, work must stop immediately and a member of the Senior Leadership Team must be informed.
- Suspected materials must not be disturbed, and the area should be kept clear until specialist advice is obtained.
- Only licensed contractors may carry out asbestos removal and disposal.
- Employees must attend asbestos awareness training, including annual refreshers, and follow all safe working procedures to prevent exposure.

Food Safety

The school is dedicated to consistently serving high-quality, safe food to all customers pupils. This commitment is backed by compliance with the Food Safety Act 1990 and other key food safety regulations.

To protect food safety, the school applies HACCP principles to identify potential hazards and implement control measures at critical points. These procedures are monitored and reviewed regularly.

Employee Responsibilities

Employees play a vital role in maintaining food safety. They must:

- Follow all procedures outlined in the school's Food Safety policy.
- Apply safe food handling practices at all times.
- Cooperate with monitoring and control measures.
- Report any food safety concerns to management immediately.

It is the duty of each employee to complete all food safety training, instruction, and supervision assigned to them. This ensures they are fully competent in their role and able to apply food safety practices correctly and consistently. Failure to complete required training may compromise food safety and breach school policy.

Working at Height

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders, through fragile roofs and unprotected edges. The purpose of the regulations is to prevent death and injury from a fall from height. Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. A risk assessment must be completed for every task that needs to be done at height and appropriate control measures put in place.

Before working at height, you must follow these simple steps:

- Avoid work at height where it is reasonably practicable to do so.
- Do not work in any areas where there is an unprotected edge – such as flat roofs.
- Where work at height cannot be avoided, prevent falls by either using an existing place of work that is already safe, or the right type of equipment, e.g. scaffolding or mobile towers.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

Employees should also:

- Do as much work as possible from the ground.
- Ensure they can get safely to and from areas at height.
- Be suitably trained and competent to carry out the task.
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Ensure they do not overload or overreach when working at height.
- Take precautions when working on or near fragile surfaces.
- Ensure there is protection from falling objects.
- Know what the emergency evacuation and rescue procedures are.

Any work at height should be:

- Properly planned.
- Appropriately supervised.
- Not carried out in dangerous weather conditions.

When working at height, employees should be competent enough to:

- Complete the task safely.
- Use or erect/dismantle the selected access equipment.

If an employee is still being trained, they should be supervised by a competent person.

Using a Hop-Up Platform

A hop up platform is very simple to use, however you should also read any manufacturer's instructions that came with the equipment to become familiar with its operation and if you are not sure, then you should seek advice from your line manager.

Points to consider:

- A hop up platform should not be used if the rubber on the bottom is damaged as this increases the risk that the equipment could move when in use.
- If the rubber is damaged to the extent where it might compromise this facility then it should be removed. They are designed not to move when you apply weight to it.
- You should ensure that you wear shoes that will not slip on the stools surfaces
- Avoid clothes that you could catch your heel on when mounting the step.
- You should to move the step into a new position rather than risk overreaching for access to an item, and subsequently losing your balance.
- Don't carry items in both hands when mounting

Ladder Safety

Only to be used as a means of access when other safer means are not reasonably practicable. Not every job can be done with just a ladder or by themselves. Therefore, employees must always consider:

Are they capable to carry out the job?

Employees must not overestimate their abilities. If they are not completely certain that they can manage everything involved in doing the job properly, then they must seek assistance.

Is the ladder up to the job?

Employees should think ahead to what they will have to do at every stage. If they will need to move around whilst they are up there, or carry lots of materials, or use heavy equipment, a ladder may not be sufficient. Consider other types of access equipment more suitable for the job, such as a mobile tower or scaffolding.

Checking ladders

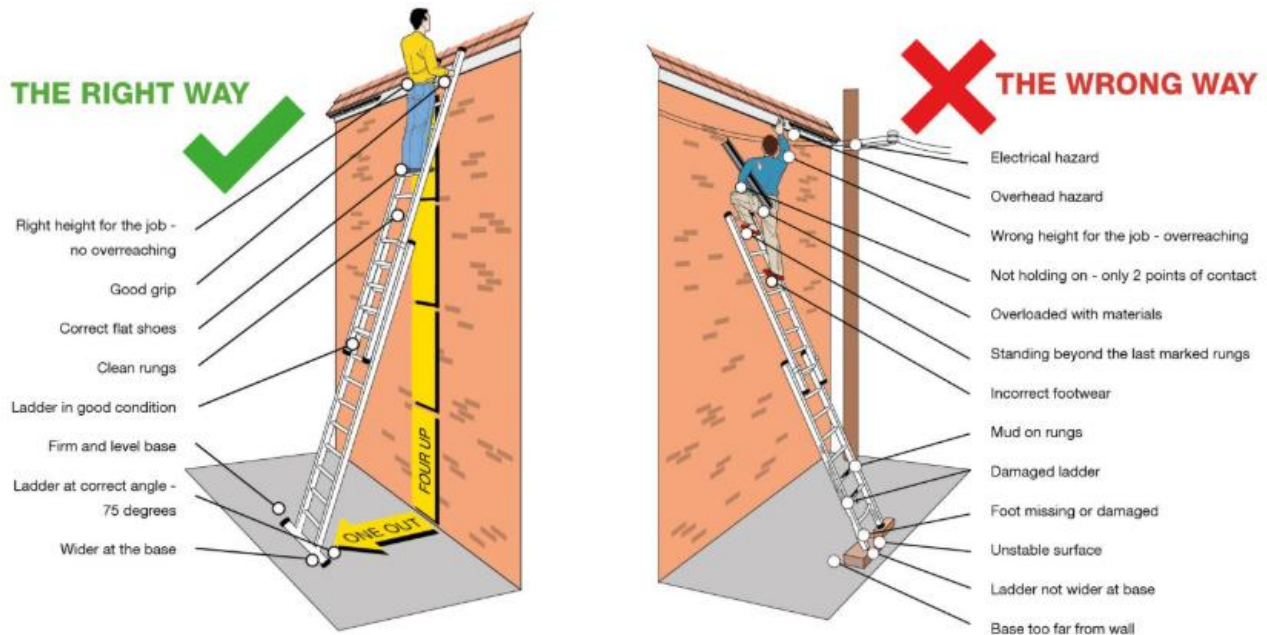
Before using a ladder, employees must check that it is in good condition, free from cracks, missing or loose rungs, damaged stiles, warping, corrosion, sharp edges, dents, and that the footpads are intact.

Using ladders safely:

- Place the ladder on a firm, level, dry surface. If this isn't possible e.g. on grass, tie the feet of the ladder to stakes in the ground and place a large flat wooden board underneath.
- Position the ladder so that the base won't slip. Leaning ladders are designed so that their safest angle is with every 1 measure out from the wall, there are 4 measures up the wall. **Remember the rule: "ONE OUT FOR FOUR UP".**
- Secure the bottom and the upper part of the ladder by tying the stiles with rope to a fixed and stable object.
- Rest the top of the ladder against a solid surface, never against guttering. If a surface is too brittle, use a stay or stand-off on a firm surface nearby.
- Always have at least three rungs extending beyond the edge should a ladder be used to gain access up on to a roof.

Other ladder safety tips:

- Keep the body facing the ladder at all times.
- Do not over stretch in any direction.
- Try to keep both hands holding the ladder when climbing and descending.
- Do not carry heavy items or long lengths up a ladder!
- Always have one hand on the ladder while working.
- If a ladder is to be used in front of a door, make sure the door is locked.
- Do not use a ladder in strong wind or near any power lines.
- Employees should not be tempted to use a ladder if they are not fit enough or are not confident at heights.



Step and Kick Stools

Employees should inspect the step stools before use

As with any piece of access equipment, it is important to assess step and kick stools **before each use**. Check for damage including:

- Wear and tear on the castors or base that could affect the stability of the step stools.
- Contamination on the step, such as liquids that could cause sticking or slipping.
- Buckling, bending or impact damage that could weaken the step.

Inspect the work area

- Look out for any spillages or obstacles.
- Avoid using the steps on uneven or unstable ground.
- Check that the area is clear of other hazards.
- If using the step in a busy area, inform others or mark out the working area.

It is just as important to examine the step and checking that it is still in good working order, as well as it is to assess the area, they are going to use it in.

Wear the right clothing

Employees must wear closed-toe shoes with good grip and avoid open-toed, backless, or high-heeled footwear. Bare feet or stockinged feet must not be used when accessing steps. Loose or baggy clothing, especially trousers, must be secured to prevent tripping or catching.

Store the step stool properly

Step stools must be stored safely, accessible to authorised users but out of reach of those who should not use them. They must not be left out in open areas where they may cause a tripping hazard or encourage unsafe alternatives.

Traffic Management

To ensure the safety of everyone on site, all staff must be aware of and follow the school's Traffic Management Procedures. The safe movement of both vehicles and pedestrians is a shared responsibility, and staff play a key role in helping to prevent accidents.

Staff Responsibilities:

- Be alert to vehicle movements on site, especially during peak times such as drop-off and pick-up.
- Ensure pupils are kept well away from moving vehicles at all times.
- Use designated pedestrian walkways and crossing points, never walk through vehicle access gates.
- Follow any one-way systems or traffic flow arrangements in place.
- Wear high-visibility clothing if supervising pupils or working near traffic during busy periods.
- Report any unsafe vehicle behaviour, near misses, or damaged signage or barriers to the Nominated Person or Senior Leadership Team.
- Ensure that delivery drivers and contractors are aware of site rules and avoid scheduling their visits during peak pupil movement times.
- Do not allow unauthorised vehicles, including those of parents or guardians, to use the staff or visitor car park unless prior permission has been granted.
- Keep access routes clear at all times for emergency vehicles.

Key Site Safety Measures:

- The school carries out regular risk assessments to identify and manage traffic-related hazards.
- Where risks are high, a Traffic Management Plan is developed to reduce the interaction between vehicles and pedestrians.
- Site layout includes marked walkways, parking bays, and physical barriers where appropriate.
- Speed limits are clearly displayed and must be observed at all times.
- Reversing is avoided wherever possible. Where it cannot be avoided, safe systems—such as the use of banksmen or designated reversing areas—are in place.
- Pupils arriving or leaving by bus are dropped off and collected in a way that avoids road crossings and reversing manoeuvres.

All staff must support the school's efforts to maintain a safe environment by following these procedures and encouraging others to do the same. Traffic arrangements are reviewed regularly to ensure they remain effective and appropriate.

Minibus

The school is committed to ensuring the safe operation of its minibus through robust procedures that safeguard pupils, staff, and drivers, while maintaining compliance with all relevant legal and health and safety obligations.

Arrangements for the safe use of the minibus will be regularly reviewed including:

Minibus Handbook / Policy

The school will maintain a current and accessible minibus handbook / policy for all relevant staff.

This document will outline key procedures, including:

- Risk management protocols.
- Health and safety requirements.
- Emergency procedures.
- Vehicle inspections.
- Driver duties and expectations.

Driver Training & Licence Verification

- All designated drivers must complete and maintain a valid MIDAS (Minibus Driver Awareness Scheme) certification or approved equivalent.
- Annual driving licence checks will be conducted and recorded for all authorised drivers to ensure they remain legally qualified and medically fit to operate the minibus.

Pre-Use Safety Checks

- Drivers are expected to carry out and document pre-use safety inspections before every journey.
- Checks must include, but are not limited to:
 - Tyres, lights, mirrors, and indicators.
 - Fuel levels and fluid checks.
 - Roadworthiness and general condition.
- Any identified issues must be promptly reported and addressed prior to vehicle use.

Site Team Support & Inspections

- Where applicable, the school's Site Team or Nominated Person will conduct periodic inspections to complement daily checks and identify maintenance needs or potential safety concerns.

Servicing & Maintenance

- The minibus will be serviced in accordance with the manufacturer's specifications and any applicable lease agreement terms.
- Maintenance records will be accurately updated and stored securely.

Ongoing Compliance & Monitoring

The school will routinely review its minibus procedures to ensure they remain:

- Effective.
- Legally compliant.
- Aligned with best practice.

Any changes in legislation, training standards, or vehicle lease terms will be integrated into procedures without delay.

Driving for Work Purposes

Only persons authorised by Headteacher and / the Senior Leadership Team and in possession of a current driving licence are allowed to drive for work purposes, this applies to both Company vehicles and using private vehicles for business use 'Grey Fleet'.

Where employees are driving in the course of their employment, or driving vehicles supplied by the school they must:

- Ensure that the vehicle is serviced, maintained, and operated in accordance with the manufacturer's guidelines.
- Ensure suitable insurance cover is in place. For Private vehicles full comprehensive insurance cover must be in place, to cover the driver and any passengers in the course of such business use. A copy of the insurance certificate will be required before driving on Company business.
- Be in possession of a UK Driving Licence. This must be checked by management every year and endorsements notified to the insurers.
- Wear glasses or lenses if prescribed for this activity and ensure eyes are tested regularly.
- Not smoke in any vehicles supplied by the school.
- Participate in any formal or in-house training provided by the school.
- Report any faults with the vehicle immediately to management.
- Report all accidents or incidents to management, no matter how minor.
- Inform the Company immediately if they are prosecuted for a driving offence.

Before setting off employees will:

- Check the condition of the vehicle before it is used.
- Check tyre pressures and visual condition, tread depth (cuts or obvious damage, especially to the tyre walls) and general vehicle condition.
- Check that all seatbelts are working and in good order and worn by all vehicle occupants where provided.
- Adjust driving techniques to suit weather and traffic conditions.

Whilst driving employees must remember:

- Under no circumstances are they permitted to use handheld mobile phones whilst driving.
- Must never drive whilst under the influence of alcohol or illegal non-prescription drugs. Tell their Line Manager / a member of the Senior Leadership Team if they are taking prescription or legal non-prescription drugs that might impair their ability to drive.
- Driving whilst tired is very dangerous – if they feel tired take a break.
- In poor weather/road conditions, reduce the speed accordingly.
- Allow plenty of time for the journey, particularly in poor weather conditions.
- Carry a mobile phone so that they can contact the school in an emergency. Make sure it is fully charged.
- Drive with consideration for other road users and always observe the speed limit.
- Never leave a vehicle unattended unless the engine is stopped, keys removed from the ignition and the vehicle is locked.
- The carrying of third parties is only permitted with the authorisation of the school and where a suitable seat and seatbelt is provided in the vehicle.

On arrival to destination or site employees will:

- Beware of un-metalled roads and soft ground on sites; and, where possible park off site (not in an area causing an obstruction to highway, site traffic or the emergency services).
- Observe all traffic management arrangements in place for the site.
- Never leave a vehicle unattended unless the engine is stopped, keys removed from the ignition and the vehicle is locked.
- Make sure the vehicle is secured and any valuable items stored out of site such as satellite navigation systems and mobile phones.
- Avoid carrying of third parties which is only permitted with the authorisation of management and where a suitable seat and seatbelt is provided in the vehicle.

Noise at Work

While most areas of the school are quiet and pose little risk from noise, some tasks, especially those involving power tools, workshop machinery, or grounds maintenance equipment, can expose staff to potentially harmful noise levels. It's important that the school and its employee play a part in keeping noise risks under control.

Employees Responsibilities

- Be aware of noise risks in the work area, especially when using or working near loud equipment.
- Always follow any safety instructions or signage related to noise exposure.
- Use hearing protection if it's provided or required and wear it properly.
- Look after hearing protection. Employee must be shown how to look after it or where to get replacements. Employees must ensure they understand what they need to do.
- Report any concerns about noise levels or faulty equipment to their line manager or the Site Team.
- Attend any training provided on noise safety and the correct use of hearing protection.



Vibration Control

Using powered hand tools for long periods can expose employees to hand-arm vibration (HAV), which can lead to serious health issues like vibration white finger or carpal tunnel syndrome. The school is committed to keeping vibration exposure as low as reasonably practicable. Employees also have a role to play in making that happen.

Employees Responsibilities

- Use tools and equipment as instructed, and only for the time needed—avoid unnecessary “finger-on-trigger” time.
- Take regular breaks when using vibrating tools and stretch hands and fingers to improve circulation.
- Wear any protective clothing or gloves provided, especially in cold conditions.
- Report any signs of tingling, numbness, or discomfort in hands or arms to their Line Manager immediately.
- Complete any health screening questionnaires honestly and attend health checks if requested.
- Follow all training and guidance provided on safe tool use and vibration control.

School Security

Maintaining a secure school environment is essential for the safety of pupils, staff, and visitors. All staff play a vital role in school security and are expected to remain vigilant at all times. If a staff member notices anything unusual, such as an unidentified person on or near the premises, they must act promptly and report it immediately.

Staff Are Expected To:

- Challenge or report any unfamiliar individuals on site who are not wearing a visitor badge or school ID.
- Ensure that external doors are kept secure during the school day, except during supervised times such as lunch or playtime.
- Direct all visitors to the main entrance and ensure they sign in at the school office and wear a visitor badge at all times.
- Follow procedures for late arrivals and early departures, children must be signed in or out at the office.
- Never allow a child to leave with someone not listed on their contact card unless the school has been informed by the parent or carer.
- Ensure Foundation Stage and Key Stage 1 pupils are handed directly to a parent or carer at the end of the day. Key Stage 2 pupils may only leave unaccompanied if written permission has been provided.

Site Security Measures

The school has several systems in place to support a secure environment:

- A swipe-entry system for authorised personnel.
- An intruder alarm system.
- Clear signage directing visitors to the main entrance and reminding them to report to the office.

Security arrangements are reviewed regularly by the Senior Leadership Team and the Nominated Person. Staff are encouraged to share any concerns or suggestions to help maintain a safe and secure school environment.

Lifting Equipment and Accessories

Lifting equipment, such as hoists or manual handling aids are sometimes used in the school to support pupils or manage heavy items. To ensure safety, all staff have a responsibility to use this equipment correctly and follow the procedures in place.

Staff Responsibilities:

- Lifting equipment must only be used by staff who are trained and authorised to do so.
- Before using any lifting device, staff must check that it is in good condition and suitable for the task. A quick visual inspection should be carried out to spot any signs of damage or wear.
- If any faults or concerns are identified, the equipment must not be used. Staff must report the issue immediately to the Nominated Person.
- Staff must always check and respect the Safe Working Load (SWL) of the equipment. Overloading can lead to serious injury or equipment failure.
- Lifting accessories (e.g. slings) must be stored properly to avoid damage, and staff should be aware that how they are positioned, such as the angle of use, can affect their capability.
- For more complex lifting tasks, such as installing new equipment, a clear plan must be in place. This should outline who is responsible, what equipment is needed, and how the task will be managed safely.

Equipment Checks and Inspections:

- All lifting equipment is subject to regular inspections in line with legal requirements.
- Equipment used to lift people (e.g. pupil hoists) is thoroughly examined every six months by a competent person.
- Other lifting equipment is inspected at least annually, unless regulations specify otherwise.

Risk assessments are carried out for all lifting activities to identify hazards and ensure appropriate control measures are in place. These arrangements are reviewed regularly to ensure they remain effective and suitable for the school environment.

By following these procedures, staff help to protect themselves, their colleagues, and pupils from avoidable harm.

Violence and Aggression

The school is committed to protecting staff from risks associated with violence or aggression.

Risk Assessment

- Where risks are identified, appropriate assessments and safeguards will be implemented.

Raising Concerns & Reporting Incidents

- Staff can raise concerns before incidents occur using established procedures.
- All incidents must be reported promptly following the school's reporting process.

Safety Instructions

- Employees will receive guidance on responding to potential threats.
- If at risk, staff should withdraw to a safe area and notify their Line Manager immediately.

Incident Records & RIDDOR

- All incidents will be recorded and investigated as near misses.
- Serious assaults resulting in death, major injury, or more than seven days' incapacity are reportable under RIDDOR.

Regular Review

- The school will control measures and systems will be regularly reviewed to ensure ongoing effectiveness.

Educational Visits

The school recognises that off-site visits present higher risks than classroom activities. Staff are expected to follow clear procedures to ensure pupil safety during all educational visits.

Planning & Risk Assessment

- Every educational visit must be risk assessed, with thorough planning completed beforehand.
- Visits must be led by staff with the necessary competencies, as outlined in the risk assessment.
- The trip organiser must submit all relevant documentation to the Educational Visits Co-ordinator (EVC), who will review and approve it before escalation to senior leadership.

Staffing & Supervision

All visits must be appropriately staffed, ensuring:

- A school mobile phone is available.
- A portable first aid kit is taken.
- Individual medical information and parent contact details are carried.
- A designated member of staff not attending the trip will be assigned to provide support, recorded in the trip documentation.
- At least one qualified first aider must be present on every visit.

Further Guidance

- Staff must refer to the full Educational Visits Policy for additional information and procedures.

Breaktime Protocol

Breaktimes present increased risks of injury. The school is committed to maintaining a safe and well-managed environment for both pupils and staff.

Supervision & Behaviour Monitoring

- Sufficient staff will be deployed during breaktimes and positioned to ensure clear visibility across play areas.
- Staff must monitor pupil behaviour and manage excessive exuberance promptly.
- Running and ball games are only permitted in designated zones and are not allowed in designated quiet areas.

Equipment Use & Ball Retrieval

- Pupils must not retrieve equipment beyond school boundaries. Retrieval will only be carried out by a designated staff member.
- Outdoor fixed play equipment will be.
 - Visually inspected daily by staff.
 - Subject to annual safety checks by external contractors.

Staff Conduct

- Hot drinks must only be carried in covered, spill-resistant mugs to reduce risk of injury.

First Aid & Incident Reporting

- All incidents will be responded to and documented in accordance with the school's First Aid and Accident Reporting procedures.

Lunchtime Safety

- Staff setting up or clearing dining furniture must follow manual handling guidelines as outlined in this policy.
- Cleaning tasks will be carried out by approved staff or contractors, with equipment stored securely and used safely.

Physical Education

The school adheres to the guidance set out by the Association for Physical Education (AfPE) and the relevant National Governing Body for each activity. Staff involved in physical education must ensure pupil safety through the following procedures:

Staff Supervision & Risk Assessment

- Only appropriately qualified staff may supervise PE lessons.
- Risk assessments must be conducted for all activities and shared with relevant staff.
- Physical activities must be calmly managed, especially during competitive games.

Supervision & Pupil Readiness

- Pupils must be constantly supervised; staff should maintain visibility of all participants.
- Activities must suit pupils' developmental levels and abilities.

Dress Code & Safety Precautions

- Pupils must wear appropriate clothing; baggy or loose items must be secured.
- Long hair must be tied back and jewellery/watches removed.

Equipment & Environment Checks

- Staff must inspect indoor and outdoor sports areas before use to ensure they are free of hazards.
- All equipment must be correctly set up, well maintained, and within safety testing periods.
- Apparatus should be spaced adequately and positioned safely away from walls or obstructions.
- Pupils may assist with equipment setup using correct manual handling techniques and appropriate supervision.
- After use, all equipment must be stored securely.

External Play Equipment

- Outdoor play equipment must be used only under supervision.
- Daily visual checks must be conducted before use, with periodic documented inspections throughout the year.
- All PE and play equipment is subject to annual external inspection, with timely action taken on any recommendations.

Play Equipment (Indoor and Outdoor)

The school acknowledges its duty under the Provision and Use of Work Equipment Regulations 1998 (PUWER) to ensure the safe operation and maintenance of all work equipment, including recreational play apparatus.

The following measures will be implemented:

- External play equipment will only be used once a suitable, documented risk assessment has been completed and approved.
- Staff will be assigned to supervise equipment use during appropriate times, positioned to maintain full visibility and oversee pupil activity effectively.
- All play equipment will be maintained in line with manufacturer guidelines to uphold safety and structural soundness.
- Daily visual checks must be performed before equipment is used to identify any defects or hazards.
- A Nominated Person will carry out regular documented inspections to monitor wear and tear.
- Annual safety inspections will be conducted by a qualified external contractor for both indoor and outdoor equipment, with any necessary actions addressed promptly.

Radiators and Pipework

To prevent burn risks from hot surfaces, staff must follow clear safety procedures around radiators and exposed pipework.

- Staff must be aware that radiators and exposed pipework accessible to pupils must not exceed 43°C, especially in Early Years Foundation Stage (EYFS) and Special Educational Needs (SEN) areas.
- Radiators and pipework should be fitted with protective covers or guards; where not feasible, thermostatic controls must be used.
- Employees must check regularly for signs of damage, overheating, or sharp fittings during routine inspections.
- Any defects or hazards must be reported immediately to the Nominated Person or site team.
- Staff should monitor pupil behaviour near heating equipment and reinforce boundaries around hot surfaces.

Pupils must be supervised closely and taught not to touch heating elements or fixtures.

Biohazards

In the event of incidents involving human waste (e.g. vomit, urine, faeces, or blood), staff must act swiftly and safely to reduce health risks and support a respectful environment.

Immediate Response

- Staff must treat any biohazard incident as a priority health and safety matter.
- Affected areas should be cordoned off immediately to prevent pupil and staff access.
- Only trained staff wearing appropriate PPE (e.g. gloves, masks, aprons) should manage clean-up and waste disposal.



Cleaning & Disinfection

- Designated cleaning kits and approved disinfectants effective against pathogens must be used.
- Contaminated materials should be double-bagged and disposed of according to local authority or clinical waste guidelines.
- Cleaned areas must be disinfected thoroughly and allowed to dry before use.

Offensive Waste Disposal

- Waste must be segregated and disposed of in yellow-striped bags for collection by licensed contractors.
- Employees must ensure proper documentation is completed for waste transfer, in line with legal requirements.

Hygiene & Wellbeing

- Staff must wash hands thoroughly after removing PPE or handling waste.
- Any individual exposed to bodily fluids should seek appropriate first aid or medical support.
- Pupil-related incidents must be handled discreetly, with parent/carer notification where needed.

Reporting & Documentation

- Staff must record all biohazard incidents in the school's incident log, detailing location, actions taken, and individuals involved.
- Incidents meeting the criteria for RIDDOR must be reported appropriately.

Environmental Protection

ENVIRONMENTAL POLICY STATEMENT

1. The Sullivan Centre & Boulevard Centre (the school) recognises its environmental duties under the Environmental Protection act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012. The Chief Executive Officer Responsible for Health, Safety and Environmental issues, Simon Witham recognises that they have a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.
2. The school, so far as is reasonably practicable, proposes to pay particular attention to:
 1. Minimise disturbance to the local and global environment, and to the local communities and wildlife.
 2. Follow the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. The school will follow the hierarchy outlined below:
 - a. Prevention
 - b. Preparing for re-use
 - c. Recycling
 - d. Recovery
 - e. Disposal
 3. Minimise use of energy and raw materials and to adhere to the principles of sustainability.
 4. Consider the environment in the design of processes and products and the maintenance of equipment.
 5. Provide information on the use and final disposal of products.
 6. Ensure that all employees and suppliers are adequately informed about the school's environmental policy.
 7. Minimise the use of product related materials and services such as packaging or transport.
3. In order that the school can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the school or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.

Signed:

Chief Executive Officer
31/01/2026

Chair of Governors
31/01/2026



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