

Cottenham Primary School



HEALTH AND SAFETY POLICY

Dated:	Spring 1 2024									
Reviewed by:	Premises, Health and Safety Committee									
Next Review:	Spring 1 2025									
Equality Review Checklist	<p>In reviewing this policy due consideration must be given to the impact that changes may have on issues of equality for the protected groups:</p> <table><tr><td>Age</td><td>Disability</td><td>Religion or belief</td></tr><tr><td>Race</td><td>Pregnancy and Maternity</td><td>Sex</td></tr><tr><td>Sexual orientation</td><td>Gender reassignment</td><td>Marriage/civil partnerships</td></tr></table> <p>If the equality of a protected group is likely to be compromised by changes to the policy then please complete an equality risk assessment and tick here: <input type="checkbox"/></p>	Age	Disability	Religion or belief	Race	Pregnancy and Maternity	Sex	Sexual orientation	Gender reassignment	Marriage/civil partnerships
Age	Disability	Religion or belief								
Race	Pregnancy and Maternity	Sex								
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Statement of Intent

At Cottenham Primary School, we are committed to the health and safety of our staff, pupils and visitors.

The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being.

Cottenham Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its stakeholders or anyone else that could be negatively impacted by its activities.

Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

The Senior Leadership Team (SLT) are accountable for the management of health and safety and for the implementation of the school's **Health and Safety Policy** in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the SLT, observing all relevant information and instructions and reporting any health and safety matters, with appropriate urgency to either the Site Manager or the SLT.

1. Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- Children with Medical Conditions Policy, including the Administering of Medicines and First Aid Policy
- School Uniform Policy
- Wellbeing Policy
- Allergen and Anaphylaxis Policy
- Whole-School Food Policy
- Data Protection Policy
- Educational Visits Policy
- E-Safety Policy
- ICT Acceptable Use Policy
- Fire Safety Policy
- Lettings Policy
- Lone Worker Policy
- Swimming Pool Policy
- Asthma Policy

2. Roles and Responsibilities

The Governing Board has overall responsibility for ensuring compliance with this Health and Safety Policy.

The Governing Board, in conjunction with the Headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school. The Premises, Health and Safety Committee report to the full Governing Body.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all. Review any policies that impact on health and safety compliance.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually. Complete health and safety walks around the premises termly.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring. Ensure completion of any action points.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The Headteacher will:

- Maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.
- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by all staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the Health and Safety Officer.

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of **The Management of Health and Safety at Work Regulations 1999**.
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- Adequate staffing levels for safe supervision
- The delegated responsibility for maintenance of the premises
- The purchase of equipment to meet appropriate safety standards
- The repair, maintenance and testing of school equipment
- The provision of appropriate protective clothing where necessary
- The purchase and maintenance of first aid materials and fire fighting appliances
- The funding of necessary safety training for staff
- The arrangements for securing health and safety assistance from a competent source
- The provision of appropriate health and safety information to governors
- Oversee all arrangements for educational visits and school journeys
- Arrange for termly evacuation drills.

The Headteacher will delegate to the Deputy Headteachers the majority of the duties that are linked with the overall responsibility of the Headteacher when absent.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the school.

The Health and Safety Officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with Cambridge County Council and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Safety Co-ordinator – Chair of Premises:

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- Review this policy as necessary and ensure that the appropriate amendments are made as and when circumstances change.
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.

- Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements.
- Ensure termly evacuation drills and weekly fire alarm tests are in place at the second Premises meeting of every term.
- Ensure the LA are advised of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and support whatever local action is necessary to minimise the risk until repairs can be arranged.
- Co-ordinate the Premises, Health and Safety Committee agenda plan, ensuring all areas of the establishment and all activities are covered.
- Being informed by the Site Manager, SLT or Health and Safety Officer of any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.

The School Business Manager will:

- In liaison with the Site Manager advise the LA of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged
- Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available

The Assistant School Business Manager will:

- Co-ordinate the annual health and safety checklist with the Site Manager, ensuring all areas of the establishment and all activities are covered
- Liaise with and monitor as far as is reasonably practicable the activities of catering staff, visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensure that risk assessments are undertaken throughout the school and grounds, that control measures are implemented, and that assessments are monitored and reviewed
- Participating in the Health and Safety Audit
- Identifying any particular health and safety training needs for workers responsible to the position of Site Manager, eg cleaning staff

The School Business Manager's and Assistant School Business Manager's roles are primarily that of facilitators. The School Business Manager and the Assistant School Business Manager may take on certain functions but the overall responsibility rests with the Headteacher of the school. The School's Business Manager's duty is to ensure that there is a management system established for the management of Health and Safety.

The Site Manager will:

- Arrange for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- Take appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.

- Participating in the Health and Safety Audit paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.
- Ensuring that out of school hours workers are adequately supervised.
- Ensuring that staff he is responsible for are not involved in activities outside their limitations.
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- Ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.
- Advise the Headteacher, the Governors and the LA of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take any necessary action to minimise the risk until repairs can be arranged
- Liaise with and monitor the activities of contractors, cleaning and grounds staff to ensure that any risks to the health and safety of staff and others are kept to a minimum
- Ensure that good standards of housekeeping/cleaning are maintained
- Complete all mandatory checks including fire alarm/emergency lighting testing, fire equipment and fire doors inspections.

The Site Manager has responsibility for ensuring compliance with the school's Health and Safety Policy and taking effective action and/or referring to the Headteacher any health and safety issues that arise. This includes stopping of any practices or the use of any tools, equipment etc., which are considered unsafe.

The Senior Leadership Team will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's **Health and Safety Policy** in their departments and for areas of responsibility delegated by the Headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the **Health and Safety Policy** and assist in ensuring all staff, pupils and visitors comply with its requirements.
- Ensure that risk assessments are undertaken if necessary, control measures are implemented, and that assessments are monitored and reviewed
- Ensure that appropriate safe working rules and procedures exist and that these are brought to the attention of everyone concerned
- Ensure that all accidents (including near misses) are promptly reported and recorded using the appropriate forms
- Ensure that all significant accidents are investigated with a view to preventing a recurrence
- Ensure that all staff are aware of their specific roles in case of fire and/or emergency
- Ensure that adequate levels of class supervision are available at all times
- Identify specific staff health and safety training needs
- Consult with all staff on any matters which may affect their health or safety whilst at work
- Carry out induction training including any specific information and training that may be necessary because of activities which are particular to the school

- Ensure that levels of first aid provision remain adequate for the activities being undertaken
- Resolve health and safety problems referred by members of staff. Any problems that cannot be satisfactorily solved by individual staff, must be referred to the Headteacher

All Members of Staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Comply with the **Health and Safety Policy** at all times.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Know the location of the nearest fire fighting equipment, first aid box and qualified first aiders.
- Know the location of epipens, inhalers and any other individual child's medical equipment.
- Know the emergency procedures in respect of evacuation of the building and procedures regarding bringing pupils inside, away from serious incidents that may arise outside.
- Report any defects in equipment or facilities to the designated Health and Safety Officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents and proactively report any near misses.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Employees will immediately report in person to the Headteacher or Deputy Headteachers any accident to staff that results in the need for first aid. These will be recorded on Medical Tracker and subsequently reported to the rest of the SLT.
- Teachers are responsible for the immediate safety of the pupils in their classroom. They are responsible for the organisation of their own classroom and associated equipment, and as such it is their responsibility to ensure that is maintained to a high standard with respect to health and safety issues and that all pupils follow safety rules.

- Teachers must ensure affective supervision by undertaking assessment of any risk ahead of potentially hazardous activities and ensure that safety instructions are given to all pupils prior to commencing practical sessions.
- Employees will be given the **Health and Safety Policy** annually and will sign to say they have read it, and will follow policies and procedures within it. A record of this will be kept on the Single Central Record

The External Visits Co-ordinator will:

- Ensures that all off-site activities and Educational Visits Regulations and Standards for off-site visits are followed. The EVC works with Group Leaders, usually Class Teachers, to ensure the aim of the educational visit is achievable and in line with those of the school.
- The EVC at Cottenham Primary School is the Headteacher.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

Pupils have the chance to practice emergency evacuation at least termly. Assemblies are used to reinforce safe behaviours. Pupils are taught about internet safety and are expected to follow the rules and guidelines that are within the schools **E-Safety Policy** and the **ICT Acceptable Use Policy** and adhere to the **Device and technology guidance for pupils**.

Volunteers and Parent Helpers will:

- Read school policies including the **Health and Safety Policy** and confirm to say they have done so.
- Attend an induction meeting with the Headteacher.
- Parent Helpers are directly accountable to the teacher in charge whilst on the school premises or on a school trip or visit.

Contractors will:

- Provide all relevant documents including risk assessments, method statements, insurance and relevant safeguarding information.
- Read and sign the Contractor Book which follows the Cambridgeshire County Council 5cs system

The School Business Manager and the Site Manager are responsible for the control of contractors on site. Along with the Assistant School Business Manager, they will ensure:

- There is an exchange of health and safety information and get them to sign the hazard file.
- Obtain the name of the person responsible for monitoring contractor's working methods prior to the commencement of any works at the school
- Ensure staff know how to report concerns and to whom

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time and, wherever possible, outside teaching time. Trade Union Representatives are entitled to certain information, eg relating to accidents. They are entitled to paid time away from the workplace to train for and carry out their health and safety functions. Trade Union Representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

3. Incident Reporting and Investigation

All accidents and incidents, including near-misses, dangerous occurrences, violent incidents and verbal abuse will be reported as soon as possible to Cambridge County Council using the online Accident Report Form. All deaths and major injuries must be reported immediately to the Health and Safety Team. More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy. The school will always record and report work-related injuries to the Governing Board as well as any other reportable accidents.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE (via Cambridgeshire County Council) at the earliest opportunity.

The school will always report 'specified injuries' to the HSE (via Cambridgeshire County Council) without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting Hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to Assistant School Business Manager as soon as possible, who will then inform the Headteacher as appropriate.

Accident Investigation

All reportable accidents will be investigated by the Health and Safety Officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Health and Safety Officer will undertake termly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

4. Active Monitoring System

The school's procedure for actively monitoring its system will include:

- Audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Half termly reports and updates to the Headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

5. Allergens and Anaphylaxis

The school's **Allergen and Anaphylaxis Policy** will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the Headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are

at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the **Allergen and Anaphylaxis Policy**.

6. Animals in School

All animals that are brought into School must have been risk assessed and permission sought from a member of SLT.

7. Asbestos Management

As a result of an asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work. The asbestos survey and associate plans are located in the contractor hazard files which is held in the school office.

The Site Manager is responsible for asbestos, location of asbestos survey, arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from the Site Manager.

8. Cleaning

Cleaning is undertaken daily. When the floors are wet, slip hazard signs are used.

The Site Manager is responsible for organising the correct disposal of waste, sharp objects etc., and is responsible for maintaining safe pathways. Waste collection services will be monitored by the Site Manager. Special consideration will be given to the disposal of clinical waste.

The Headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

9. Contacting the Emergency Services

The Headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, a member of the Senior Leadership Team will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the rear playground. Staff will be aware of any pupils who have Personal Emergency Evacuation Plans (PEEPs). Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

10. Construction and Maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained

- The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
 - The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
 - The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
 - Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
 - The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
 - Following completion of the project, the health and safety file is handed over to the Headteacher, kept up-to-date by the Health and Safety Officer, and is made available to anyone who needs to alter or maintain the building.

The Headteacher will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

11. Electrical Equipment

Electrical equipment is checked regularly by a licensed electrician.

Staff should carry out a visual inspection of electrical items before use and any item which is deemed unsafe should be removed and the Site Manager informed.

Staff should be aware that any personal electrical items brought into school should not be used unless they have been PAT tested and carry certification.

12. Evacuation, Invacuation and Managing Bomb Threats

In the event of a crisis, the school will follow the procedures outlined in the Local Emergency Evacuation Plan (LEEP), which can be found as Appendix D in the **Fire Safety Policy**, and the **Critical**

& Major Incident Management Plan. All staff should fully understand and effectively implement these documents.

Emergency Procedures

Written emergency procedures exist covering a range of hazardous situations:

Critical & Major Incident Management Plan

Fire Safety Policy (including the Local Emergency Evacuation Plan LEEP)

The Site Manager and two senior members of staff know where service isolation points (i.e. gas, water, electricity) are located.

Emergency procedures for incidents outside normal working hours are held by the Headteacher, Deputy Headteachers and Site Manager.

The Fire Log Book is located in the Headteacher's office.

These procedures will be reviewed at least annually.

13. Fire Safety

All staff fully understand and effectively implement the LEEP, which will be implemented in the event of a fire.

The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire awareness training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the Headteacher's Office. Emergency lighting will be tested on a monthly basis, and records will be maintained and held in the Headteacher's Office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its **Fire Safety Policy** to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

14. Hazardous Materials

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in

quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Headteacher.

The Health and Safety Officer will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS.

The Site Manager, in liaison with the Health and Safety Officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the Site Manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The School Business Manager will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by the Site Manager. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the Headteacher. The Health and Safety Officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Site Manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the Site Manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

15. Infection control

The school will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up-to-date with national and local immunisation scheduling and advice. The school encourages parents to have their children immunised.

All staff will be subject to a full occupational health check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are contagious. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

16. Jewellery

The only jewellery pupils may wear to school are:

- Simple strap watch
- Stud earrings
- Medical alert band

All jewellery must be removed by the child before participating in PE.

- Staff should not remove or replace earrings for pupils.
- Jewellery must be stored in a secure place.
- Where any other jewellery is worn, staff will speak to the parent/carer.
- Neither nail varnish or false nails/extensions should be worn.

17. Lettings

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Please refer to the **Lettings Policy**.

18. Lone Working

Please refer to the **Lone Worker Policy**.

19. Maintaining Equipment

The Site Manager has day to day responsibility for:

- Ensuring established procedures are followed including working at height, manual handling and the use of chemicals.
- Maintaining a record of hazardous substances used for cleaning and complete a COSHH assessment.
- Ensuring an asbestos register is kept up to date and made available for contractors.
- Acting on reports from employees and report problems to the Headteacher, School Business Manager and the Premises, Health and Safety Committee.
- Acting on risk assessments from the Premises, Health and Safety Committee.
- Fire safety.
- Control of contractors whilst on site.

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Certified contractors will inspect the following equipment for health and safety issues:

- All electrical appliances
- All fixed gymnasium equipment

It will be the responsibility of the Health and Safety Officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety advisor will be consulted, if necessary. Any portable electrical equipment will be visually inspected before use and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

The school will make use of automated external defibrillators (AEDs) as part of its first aid equipment. These will be checked weekly.

Defects

All staff are responsible for reporting defects to the Site Manager. The Site Manager, in conjunction with the Assistant School Business Manager, has responsibility for arranging remedial work and informing the School Business Manager and the Premises, Health and Safety Committee.

20. Medication

The school's **Children with Medical Conditions Policy, including the Administering of Medicines and First Aid Policy** will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions, where applicable.

The school will obtain notification from parents regarding any medication that pupils are required to take. The school's **Children with Medical Conditions Policy, including the Administering of Medicines and First Aid Policy** will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

21. Near Misses

A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health.

If staff members, pupils, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the Health and Safety Officer as soon as possible, who will then inform the Headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to Cambridgeshire County Council. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the Health and Safety Officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

22. Personal Protective Equipment (PPE)

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Thorough risk assessments will be carried out by the Health and Safety Officer to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis. The school will cover the costs of purchase for all protective clothing that staff require to fulfil their roles.

The school will always use PPE in line with UK Health Security Agency guidance.

23. Risk Assessments

The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The Health and Safety Officer will be consulted when risk assessments are being carried out.

Annual risk assessments will be conducted for all areas of the school including curriculum subjects. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The Governing Board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The school will appoint an Educational Visits Co-ordinator and ensure they receive the training necessary to carry out the role. The Educational Visits Co-ordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

The Deputy Headteacher - Inclusion Lead is responsible for overseeing all risk assessments for children with SEND.

24. School Security

The school has a secure entrance. During out of hours all areas are locked and protected by an extensive intruder alarm.

All visitors are required to sign in and wear identification badges. Child protection training is provided for all volunteers.

Any incidents of abuse, violence or breaches of security should be reported immediately to the Headteacher.

If a child leaves the school site by themselves without permission the School Office will phone the police (if the child is extremely vulnerable) and the parent/carer and follow at a safe distance taking a mobile phone/hand radio with them for contact with the school.

25. School Trips and Visits

The health and safety procedures concerning school trips and visits are contained in the school's **Educational Visits Policy**. Suitable risk assessments are undertaken prior to commencing any activities or visits outside school. For activities off site, staff are required to complete relevant documents as outlined on the 'Evolve' website and must obtain official approval by the Headteacher prior to commencing the visit. Health & safety is written into the lesson scheme of work. For specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE".

26. Security and Theft

The school operates a cashless payment system. Should any monies be received, they will be held in the school safe and then banked promptly.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a member of the SLT.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

27. Severe Weather

The Headteacher, in liaison with the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

28. Sharps

For the purposes of this policy, “**sharps**” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

Handling and Disposing of a Sharp

All staff members will receive health and safety training as part of their induction and this will be refreshed at least every two years. This training will include:

- The safe collection and disposal of sharps.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needle stick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the **Children with Medical Conditions Policy, including the Administering of Medicines and First Aid Policy**.

Sharps boxes will be marked ‘Danger: Contaminated Sharps’ and ‘Destroy by Incineration’. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries and then check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on their feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using a pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the Headteacher and Site Manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps Injury

First aid staff will be trained in handling sharps injuries, and will adhere to the following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the **Children with Medical Conditions Policy, including the Administering of Medicines and First Aid Policy.**

29. Slips and Trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

30. Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds.

31. Staff Welfare

Please refer to the **Wellbeing Policy**.

32. Swimming Pool

Please refer to the **Swimming Pool Policy**.

33. Training and First Aid

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

The Deputy Headteachers are responsible for staff inductions. At induction, staff will be issued with all relevant policies and guidance.

First Aid

The school will act in accordance with the **Children with Medical Conditions Policy, including the Administering of Medicines and First Aid Policy** at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment in order to help inform the **Children with Medical Conditions Policy, including the Administering of Medicines and First Aid Policy** and to assess the first aid needs appropriate to the circumstances of the school.

When conducting a first aid needs assessment, the school will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

The school will teach Health Education to pupils, including basic first aid, such as dealing with common injuries.

The Assistant School Business Manager will ensure that there is an appropriate number of first-aid trained staff members working within the school.

The list of trained First Aiders is on display in both medical rooms, the Staff Room and the Finance Office.

First aid boxes are located as follows, and the Assistant School Business Manager is responsible for their secure storage and use:

- Top Medical Room
- Bottom Medical Room
- Swimming Pool
- Each Year Group has their own first aid box.

All incidents where first aid has been given are recorded and parents informed.

34. Visitors and contractors

All visitors must sign in on their arrival in the Visitors folder at Reception. They will be given the Visitors leaflet as well as a lanyard to wear during their visit.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

All Contractors must sign the 5C book.

Each agency or service that contracts with the school will be required to provide evidence that it adheres to safe working practice.

35. Work Experience

The school has a Placement Co-ordinator who is in charge of all work experience placements. Health and Safety procedures are shared with all work experience students as part of their induction training. Work experience students are not left unsupervised with children.

36. Work-related Hazards

Control of Substances Hazardous to Health

COSHH records are updated and kept by the Site Manager for all cleaning, including washroom and swimming pool, chemicals.

All substances/chemicals used within the school are selected for specific use and are designed to have a low/minimal risk of hazard. Chemicals for cleaning purposes are stored in locked cupboards and the Site Manager's office. All chemicals are kept in original containers except for when they require dilution. When chemicals are decanted, they are diluted to such an extent they do not provide a risk. All bottles with decanted chemicals are labelled clearly.

The Site Manager/Contractors may use substances of more hazardous or toxic nature on occasion but must comply with all directions for their safe use. Permission must be sought from the Headteacher, and a risk assessment completed.

Hazard data sheets relating to chemicals for cleaning purposes can be found in the COSHH folder (in the Finance Office) and copies are kept in the storage cupboards

Swimming Pool chemicals are stored in the shed in the swimming pool area. This shed is locked at all times.

Cleaning staff are provided with appropriate personal protective equipment which they are encouraged to use at all times.

Cleaning staff receive induction training in the correct use and properties of chemicals that they will use in the course of their duties.

Manual Handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's

Manual Handling risk assessment will be adhered to. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

Working at Height

The school will, as far as practicable, reduce the need for members of staff to work at height. Notwithstanding, all members of staff will receive working at height information and training as needed. Staff members are required to complete this training prior to being allowed to work at height.

Lone Working

Policy and procedures concerning employees' lone working will be addressed in the **Lone Worker Policy**. Staff members will be required to confirm that they have received, read and understood the relevant policy, prior to being allowed to undertake lone working.

Stress Management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the **Wellbeing Policy**.

Display Screen Equipment

The majority of staff within the school are not considered to be Display Screen Equipment (DSE), users. The Business Manager will ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes. All staff are advised to take regular breaks away from the screen

37. Working at Height

Only staff who have completed the appropriate training can work at height.

38. Vehicles on Site

The car park is for staff use only and is kept closed during the school day. There should be no access for children. Deliveries and visitors likely to arrive by vehicle are discouraged from arriving at times when children are arriving for school and leaving the premises. Office staff and SLT supervise the arrival and departure of the school bus.

39. Monitoring and Review

The effectiveness of this policy will be monitored continually by the Headteacher and the Governing Board. Any necessary amendments will be made immediately. The policy will be reviewed annually.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Premises, Health and Safety Committee

The school has established a Premises, Health and Safety Committee which meets half termly. The purpose of the committee is to ensure the safety of everyone involved in the school. The committee inspects the premises, writes and ensures implementation of risk assessments. Membership of the committee comprises of:

- Headteacher
- Deputy Headteacher
- Site Manager
- School Business Manager
- Assistant School Business Manager
- Staff TA Governor
- 3 non-staff Governors, one of whom is the Chair of the Committee

The Premises, Health and Safety Committee meets twice termly.

Health and Safety is a regular agenda item and school site risk assessments are undertaken.

The Premises, Health and Safety Committee presents its latest minutes to every Full Governing Body meeting.