

Mission Statement

“We welcome everyone into our community in order to live, love and learn together in the light and example of the life of Christ.”



*Transforming Lives,
Transforming Communities.*

Health & Safety Policy

Approved by: Chair [Louise Price] Date: [17th January 2023]

Headteacher: [Victoria Rivett]

Last reviewed on: [17th January 2023]

Next review due by: [January 2024]

General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties where appropriate.

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

1. monitor the effectiveness of the health & safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis and ensure that the BCC 2021 (and any updates) risk assessment [incorporating our Covid secure response] is followed and updated as necessary;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuations drills (normally at Least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures;
4. make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school;
5. report to the LA Health and Safety Department and the Diocese of Birmingham any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
N.B. The Governing Body will deal with all aspects of maintenance which are under their control. Report to the LA and Diocese of Birmingham any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;

6. monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the LA), hirers and other organisations present on site, as far as is reasonably practicable;
7. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.
8. The headteacher is responsible for the security of the premises during the school day.

Duties of the Person delegated to Assist in the Management of Health and Safety. The delegated person [**Ciaran Murphy Asst. Head**] shall;

1. assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
3. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
4. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;

N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

All parents and other adults are requested, when bringing children to school or collecting them afterwards, to follow dropping off guidelines at Charles Road and Robert Rd and upon collection to walk around the outside of the premises so that the children are able to enter or exit the school by the correct door. Parents are reminded that they must wait for the staff member to dismiss the pupil and not take it upon themselves to call for or take the child.

Building Services Manager

It is the responsibility of the Site Supervisor to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

It is the responsibility of a member of the SLT (or staff delegated by the SLT) to perform the BSM duties in the absence of the Site Supervisor.

Class Teacher

It is the responsibility of the class teacher to ensure that their classroom is secure, windows are closed and equipment switched off before leaving the premises.

Employees:

All employees have an important role to play in effective health and safety management. For the purpose of this policy, 'employees' will include work placement/experience students, volunteers, agency workers, contract workers as well as school employed staff. All employees have a responsibility to:

- Take reasonable care, while at work, of their own and other people's health and safety.
- Co-operate with their employer or other person (i.e. line manager, Senior Leadership) in respect of their health and safety duties and follow all instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety.
- Always follow relevant arrangements (i.e. risk assessment controls, safe systems of work, procedures, etc.) to avoid health and safety risks, and consult their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (for example, personal protective equipment, machinery guarding, etc.).
- Check that any equipment, plant, or substances used at work are in a safe condition prior to use. Report any defects, loss or damage to their manager immediately.
- Inform their line manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems in health and safety arrangements.
- Behave appropriately at all times in the workplace.
- Avoid taking short cuts or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
 - Report all work-related accidents, incidents (including incidents of violence/ aggression, diseases and dangerous occurrence), and near misses.

Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).

- Be aware of the First Aid provision at school and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety. ***Please note these responsibilities relate to all employees. If an employee has additional***

responsibilities for health and safety, then they must comply with those responsibilities in addition to these.

Responsibilities of Staff Towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible for.
2. be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to;

Behave in a manner that reflects the school's Behaviour Policy and in particular are expected to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils;
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

Accident, assault and near miss reporting and investigation

If any accident, assault or near miss incident occurs on the school premises or on an offsite event organised by the school it is reported to the Asst. Headteacher Mr Murphy. Any serious incidents are notified by telephone immediately or as soon as is reasonably practicable after the incident. Reports are completed as soon as possible following an incident by the employee's line manager, or for pupils by the member of staff supervising the pupil at the time of the incident. All employee incidents are recorded on the school Accident Form within 24 hours of the incident occurring.

Minor incidents are investigated in school by Senior Leadership Team and retained in school files. Investigations are undertaken by the Senior Leadership Team, with the assistance of the health and safety consultant where

appropriate. Accident, assaults and near miss incidents are a standard agenda item at Site Health and Safety meetings.

Filling in of Accident Book

It is a requirement that a record be kept in an accident book of all accidents at work to employees. The accident book can be obtained from the office.

Completing the Accident Forms

This should be completed by the class teacher in the case of a pupil being hurt and by the Head in the case of any employee or non-employee.

Asbestos management

In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

St Clare's has an explicit duty to assess and manage the risks from asbestos in premises in compliance with Regulation 4 of The Control of Asbestos Regulations.

Each assessment will be used to produce a Local Asbestos Management Plan (LAMP) which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials to anyone likely to disturb them.

Should asbestos be known to exist and it cannot be safely left in situ to be monitored, they will consult with and where appropriate employ, specialised asbestos contractors to arrange its safe sealing or removal. The enforcing authority will be notified of any work involving licensable asbestos at least 14 days prior to the commencement of work, (a lesser time may be agreed by mutual consent). All staff will be informed that asbestos exists on site and where to refer to the LAMP and ancillary documentation for detailed information should they require it.

Site services staff will be given training, advice and guidance on the likely form that asbestos containing materials may take and how to recognise suspect material. Any removal of asbestos (whether licensable or not) will be carried out by a specialist contractor strictly following safe systems of work. No member of staff is permitted to work with or disturb asbestos containing materials; should this be required the school will engage specialist contractors

Contractors on Site:

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher or the Site Supervisor.
- All contractors must report to the general office. The Site Supervisor will then be informed of their arrival.
- Contractors may work under close supervision of the Site Supervisor (as and when required) so as not to endanger the health and safety of children or adults in the school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms or any area used by adults or children.

- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.

Guidance for Contractors: Info sheet below to be given to the contractors.

We ask you to refrain from:

- **Smoking in the building or in the grounds as we are a no-smoking school**
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when children are at play
- Leaving equipment around
 - Playing music during school hours

If you have any problems, please see a member of the SLT or Site Supervisor. All work will be monitored by the Site Supervisor and any concerns reported to the Headteacher, the contractor concerned and the appropriate department at the LA.

CoSHH- Use of Hazardous Substances in School:

Control of substances hazardous to health (CoSHH) Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by The Control of Substances Hazardous to Health Regulations (COSHH).

The Heateacher will ensure the following arrangements are followed:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- A COSHH folder is in place containing an inventory of hazardous substances on site, COSHH assessments and Material Safety Data Sheets.
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the school's procurement systems can be used on site

- Substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored regularly and reviewed annually
- Cupboards and areas containing hazardous substances are signed to advise people of the hazard.

Driving of a Mini-Bus For Trips:

Only designated staff, who have passed the relevant vehicle test and their certificate is in date, are permitted to drive a mini-bus. Please report any deficiencies to a member of the SLT.

Where private vehicles are used for business use:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

Educational visits

Learning outside the classroom including school-led adventure activities St Clare's has adopted the National Guidance for the Management of Off-site visits and LOtC activities. A specific Educational Visits Policy details arrangements.

Electrical systems and equipment

St Clare's maintain and service electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) are periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electrical appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent contractor with records maintained. Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The school's defect reporting procedure is followed as required.

Fire and Emergency Evacuation Procedures

The schools Fire Risk Assessment and Fire and Emergency Plan will be reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats or Lockdown etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils/visitors/contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Fire drills and alarm activations

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded. The fire service will be informed of all incidents of fire, even if small and extinguished.

St. Clare's has set procedures in case of emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once per term. All staff and children are familiar with these procedures and know their own exit route, place of assembly and roll call - **A detailed plan is included in our Fire Safety Policy.**

LUNCHTIME FIRE PROCEDURE

- All dinner supervisors on duty in the playground shall on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building.
- Dinner supervisors on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.
- Staff in classrooms where children are working shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.
- The Fire Marshals will ensure, as far as it is reasonably practicable that the rest of the building is vacated.

First Aid in School – For First Aid Boxes See first aid policy.

- a. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
- b. If called, a first aider will assess the situation and take charge of first aid administration.
- c. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the

injured person to access appropriate medical treatment without delay.

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

- If an accident occurs in the playground and first aid is required, then a staff on duty in the playground should request the assistance of a member of staff with first aid training. At lunchtimes first aid is administered by the midday supervisor, or a first aider on duty.
- A termly audit will ensure that the number of first aiders, paediatric first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.
- All first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary.
- First Aid notices are clearly displayed around the school; these detail the names and location of first aid qualified staff.
- Sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked.
- A suitable area is available for provision of first aid (the medical room outside St, Cecilia is available for this purpose).
- Staff are regularly informed of first aid arrangements, through induction, teacher training days and the staff handbook which is issued annually.
- Where first aid has been administered this is recorded on the first aid treatment record and a letter/note sent to parents informing them of the incident, injury and treatment.
- Where a head injury occurs, the school will contact the parent/carer to inform them as soon as practicable and a head injury note sent home.
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency [the school nurse liaises with school to arrange as required].

Lone working and Prevention of work related violence

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in our **Lone Working Risk Assessment**, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from violent situations
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- follow measures/ procedures identified in violence and assaults risk assessment
- contact emergency services, as appropriate.
- inform the Headteacher or a member of the SLT team if confrontation has taken place

The school will:

- Ensure the Headteacher or member of the SLT attends site on being informed of an incident, if considered necessary

- have in place procedures for the reporting of incidents
- offer counselling/support through an Occupational Health provider
- debrief individuals following any incident
- provision of training on how to manage conflict and aggression as required
- review the risk assessment following any incident.

Moving & Handling

St Clare's ensures that the legislation surrounding the moving and handling of both persons and inanimate objects as detailed in the Manual Handling Operations Regulations are fully complied with. The Headteacher must ensure the following arrangements are followed:

- Moving and handling is avoided whenever possible.
- If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until it is repaired or is replaced.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

Policy on children helping with the moving of equipment:

Chairs should be moved one at a time and children must be shown how to carry them correctly. They may carry single chairs on their own.

- Tables need one child at each end. A child must not attempt to lift a table on his or her own.
- Small items of equipment including PE trolleys etc. can be moved freely by children.
- Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another person available to open and close doors.

Items Children Should Not Move

- Computers – monitors can easily fall off trolleys or wires get caught.
- Piano – although on wheels, it can tip and feet or fingers become trapped.
- Cooker – too heavy and awkward.
- Paper cutters – sharp blades although on wheels, can tip.

Risk Assessment

Subject Co-ordinators, Educational Visits Co-ordinator and Persons in Charge of Identified Activities and Events will be supported and advised by the Senior Leadership Team in identifying hazards and ensuring that significant findings are recorded and control measures are implemented. will assess the risks to the health and safety of all staff, pupils and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

The Management of Health & Safety at Work Regulations 1999 covers the outline requirements for the management of health & safety. St Clare's will ensure that all those staff members who carry out risk assessments will be competent do so and where appropriate, the Health and Safety Lead will assist in the preparation of assessments. Once decisions on the suitable risk controls are made, the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Headteacher will bring to the attention of staff all the necessary precautions detailed in the written risk assessment and the Senior Leadership Team will monitor systems of work and the working environment to ensure that staff are acting in accordance with the details outlined in the written assessment. The school will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment. Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety legislation.

At its most basic risk assessment is about looking around the workplace to see;

- What could cause harm,
- Deciding what you are doing to prevent it from happening, and asking is it enough?

The assessment process ensures the safety of the pupils and staff is paramount.

Risk assessment is at the heart of effective health and safety management involving, the identification of work related hazards, and the putting in place of the safety measures necessary to eliminate or control the hazard, or to protect the employee from harm.

A simple 5 step approach to risk assessment at work:

- Look for the hazards.
- Find out who might be harmed.
- Note the controls and determine whether they are adequate,
- Record the findings, and
- Review the assessment periodically.

Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

In the event of a fatality, details must be reported immediately to Education Safety and Security and Schools Support Services.

Water management (Control of Legionnaire's disease)

St Clare's Catholic Primary ensures that the legislation surrounding water management as detailed in the CoSHH Regulations and Approved Code of Practice L8 are fully complied with, in particular: The Headteacher and delegated officer will liaise with the BSM to ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria.

The school will ensure a suitable and sufficient assessment is carried out to identify and assess the risk of exposure to Legionella Bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

The assessment will include identification and evaluation of potential sources of risk and the particular means by which exposure to legionella is to be prevented; or if prevention is not reasonable practicable, the particular means by which the risk from exposure to legionella bacteria is controlled.

The risk assessment will be reviewed at least every 2 years and/or when the situation changes or if for any other reason it is believed that the original assessment may no longer be valid.

Where the risk assessment shows that there is a reasonable foreseeable risk and this cannot be totally eliminated, there will be a written scheme for controlling the risk from exposure. This scheme will specify measures to be taken to ensure that it remains effective. In certain situations, safeguards for the prevention of scalding may be in conflict with the controls in place to prevent the proliferation of Legionella and the school ensures that these circumstances are appropriately managed by having thermal mixing valves installed. The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

Well being and work-related stress [Management Of]

St Clare's acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress. The school will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the SLT of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels

- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Working at height

School uses a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster and step ladders and ladders for short duration.

St Clare's Catholic Primary ensures that the legislation surrounding working at height as detailed in the Working at Height Regulations are fully complied with, in particular:

- Work at height is avoided whenever possible.
- If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate instruction or training and training records are maintained.
- All access equipment (ladders, step ladders) is identified, suitable for the task and inspected regularly, at least annually, in accordance with statutory requirements.
- Equipment not displaying the correct inspection label for the year or labelled defective is not used.

Workplace inspections

St Clare's Catholic Primary recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep the premises completely safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the school's defect reporting procedure. Teaching staff complete a daily visual inspection of their area(s) and complete a classroom checklist proforma from the designated H&S lead on a termly basis.

This policy should be read in conjunction with the following documents:

- Safeguarding & Child Protection Policy
- Pastoral & Behaviour Policy
- Keeping Children Safe in Education
- Working Together to Safeguard Children (DfE)
- Fire Evacuation Policy
- First Aid Policy
- Risk Assessment Policy [inc Local Authority Covid Risk assessment and subsequent updates]

and all documentation relating to Health and Safety including risk assessments.