



ORCHARD
—Community Trust—



Health, Safety and Wellbeing Policy

Approved by: Board of Trustees

Date: 20th January 2026

Last reviewed on: 19th January 2026

Next review due by: 18th January 2028



Introduction

This policy has four parts

- A. The Health and Safety Policy Statement
- B. Management Arrangements
- C. The detailed arrangements & procedures for Health, Safety and Wellbeing within St Marks C of E Primary School
- D. The Key Performance Indicators

Part A: Orchard Community Trust Health, Safety and Wellbeing Policy Statement

Orchard Community Trust as a Multi Academy Trust recognises that the management of Health and Safety is regarded as being of the utmost importance for all pupils, employees and visitors to any of the Trust school sites and therefore accepts responsibility to set standards at least as high as the Health and Safety at Work Act 1974 and supporting regulations.

The Trust's commitments are:

- To prevent injury and ill health associated with Trust activities
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the Trust
- To satisfy applicable legal and other requirements
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare

Through an approach of continuous improvement, the Trust will:

- Provide and maintain plant equipment and systems of work that are safe and without risks to health
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Provide such information, instruction, training and supervision as necessary to ensure the health and safety at work of employees, pupils and visitors
- Maintain any place of work under the Trusts control in a condition that is safe and without risks to health and to provide and maintain means of access and exit that are safe
- Provide and maintain a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare
- Provide such protective equipment as is necessary for the health and safety at work of employees and pupils
- Encourage staff to set high standards of health and safety by personal example

The Trust has appointed Staffordshire County Council Health, Safety and wellbeing service as their competent person in accordance with the Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Contractors are responsible for their own health and safety protocols.

Legislation

This policy is based on advice from the Department of Education on Health and Safety in Schools and all other applicable legislation.



Part B: Responsibilities (Delegation of duties)

Orchard Community Trust will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Trust Board.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The School Operation Manager is the nominated **Premises Manager** and is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring and monitoring that statutory inspections of equipment and systems are carried out.

Senior Leaders within the school will support the Head Teacher and Premises Manager in their roles.

They will:

- Implement and monitor health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

Subject Leads will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.



All employees will:

- Comply with the health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school’s risk assessments and health and safety procedures.

The following procedures and arrangements have been established within St Mark’s Primary School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

<i>St Mark’s C of E Primary School obtains competent health and safety advice from</i>	Health, Safety and Wellbeing Service Staffordshire County Council 2 Staffordshire Place Tipping Street, Stafford, ST16 2DH
<i>Advisor contact details are</i>	Duty Officer - 01785 355777 Sarah-Jane Walmsley (H&S Advisor) Mobile: 07837 832584 e-mail: sarah-jane.walmsley@staffordshire.gov.uk
<i>In an emergency we contact : Duty helpdesk 01785 355777</i>	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Ruth Houston - Smith Supported by Site Team and Health and Safety Lead from Orchard Community Trust Central Team
Health and Safety matters are reported to Governors at the LGB meetings.	
Orchard Community Trust organises formal evaluations and audits on the management of health and safety	
<i>The last audit took place</i>	<i>Date: 13th March 2024</i> <i>By: SJ Walmsley</i>
Next audit due	<i>Date: 4th March 2026</i> <i>By: SJ Walmsley</i>
Name of person responsible for monitoring the implementation of health and safety policies	Ruth Houston-Smith – Operations Manager Deborah Sadler – Headteacher Sarah Goodwin – Deputy Headteacher Site Supervisor – David Blake
All staff are aware of the key performance indicators in part D and how they are monitored	



Part C: Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
pupil accidents: Recorded by staff members in Medi-Tracker portal, and notification sent home via email. Head bumps are assessed by SLT and a telephone call made home as required. All actions are recorded on Medi-Tracker. If required, pupil accidents are recorded on SCC MY H & S Portal
staff accidents: Staff accidents are recorded on My H & Safety Portal by the School Operations Manager
visitor accidents: Visitor accidents are recorded on My H & Safety Portal by the School Operations Manager
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Staffordshire County Council Health safety and wellbeing service review the accident report and will submit a RIDDOR report on behalf of the school if required.
Accidents reports are shared with the Governing body at the LGB meetings. Should serious Health & safety concerns occur, then the LGB would be notified immediately
Our arrangements for reviewing accidents and identifying trends are:
For serious accidents or incidents, investigations are carried out by the Headteacher or Deputy Headteacher. Underlying causes are identified and any actions or recommendations undertaken to prevent a recurrence. A general accident and medical analysis is undertaken termly, and the report highlighting how many incidents/accidents have occurred is shared and discussed at LGB. Actions and recommendations are taken to prevent reoccurrence.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Ruth Houston-Smith
Location of the Asbestos Management Log or Record System.	Operations Office
Location of Asbestos Management Plan	Operation Office. Premises Team
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: A pre-start meeting is held between the School Business manager, Site Supervisor and the contractor or PFI representative (where appropriate), where risk assessment measures around asbestos matters are discussed and planned as appropriate. All contractors are required to sign the asbestos register on arrival to the school premises.	
Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Staff sign the asbestos register, although there is no known asbestos on site at the moment. If staff have concerns around asbestos in the workplace, they have been informed that they must speak to the School Business Manager.	
Staff must report damage to asbestos materials to:	School Operations Manager
Staff must not drill or affix anything to walls without first obtaining approval from the premises	



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3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Deborah Sadler – Headteacher Sarah Goodwin – Deputy Headteacher
<p>Our arrangements for communicating about health and safety matters with all staff are: Policies concerning Health and Safety are found on the 'Every' portal and can be accessed appropriately by staff.</p> <p>Communication around health and safety matters will either be through email, through staff briefings (e.g. PDM, INSET day or other meetings) or through one to one conversations. This is dependent on the seriousness and nature of the health and safety matter.</p>	
Staff can make suggestions for health and safety improvements by: speaking to the School Business Manager, Site Supervisor or Headteacher/Deputy Headteacher.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work/ acting as Client for any construction project.	Mrs Ruth Houston-Smith
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <p>The School Operations Manager has active support from the OCT Estate Manager – Andy Brookes.</p> <p>A pre-start meeting is held between the School Operations Manager, Site Supervisor and the contractor or FM representative (where appropriate), where risk assessment measures (RAMS) are discussed and received prior to the start of the work.</p> <p>Duty holders will be identified and named as part of any construction project</p>	
<p>Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are:</p> <p>A pre-start meeting is held between the School Operations Manager, Site Supervisor and the contractor or PFI representative (where appropriate), where risk assessment measures (RAMS) are discussed and received prior to the start of the work.</p>	
<p>Our arrangements for the induction of contractors are:</p> <p>A pre-start meeting is held between the School Operations Manager, Site Supervisor and the contractor or PFI representative (where appropriate), where risk assessment measures (RAMS) are discussed and received prior to the start of the work.</p> <p>On arrival to site the contractors completing construction work have an induction by the School Business Manager or Site Supervisor.</p>	
<p>Staff should report concerns about contractors to either:</p> <p>Ruth Houston-Smith – School Operations Manager David Blake – Premises Manager Deborah Sadler – Headteacher Sarah Goodwin – Deputy Headteacher</p>	



We will review any construction activities on the site by:

Monitoring the construction activities taking place on site and regular briefings with contractors, where needed. If it is a FM contract, a FM manager will also attend site to monitor construction activities taking place.

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Deborah Sadler - Headteacher
Contact details for represented Trade Unions with regards to Health and Safety	Trade Union Contact details: Christian Markham ASCL – Christian.Markham@ascl.org.uk Julie Bailey – GMB – Julie.bailey@stoke.gov.uk Jill Bennett - NAHT – stokeontrent@nahtofficials.org.uk Harold Gurden NASUWT – harold.gurden@exec.nasuwt.org.uk Caer Gillions – NEU – caer.gillions@neu.org.uk Justin Ashton – UNISON justin.ashton@stoke.gov.uk James Mika – UNITE – james.mika@stoke.gov.uk
Our arrangements for consulting with staff on health and safety matters are: Consultations around health and safety matters will be conducted through either staff briefings (e.g. PDM, INSET day or other meetings) or through one to one conversations. This is dependent on the seriousness and nature of the health and safety matter.	
Staff can raise issues of concern by: speaking directly with, or emailing the School Operations Manager or Headteacher	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Ruth Houston-Smith – School Operations Manager
Our arrangements for selecting competent contractors are: The School Operations Manager ensures the following: <ul style="list-style-type: none"> • Recommendations around prospective contractors are obtained from other schools or organisations; • References are obtained from other schools or organisations; • Checking exercise to see if a contractor is a member of a trade organisation; • Refer to the Local Authority Premises Officer for any information or recommendations. It is important to note that if this is a FM Contract then BAM themselves will be responsible for the sourcing of competent contractors.	

<p>Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are: Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are:</p> <p>A pre-start meeting is held between the School Operations Manager, Site Supervisor and the contractor or PFI representative (where appropriate), where risk assessment measures (RAMS) are discussed and received prior to the start of the work.</p>
<p>Our arrangements for the induction of contractors are: On arrival to site the contractors completing construction work have an induction by the School Operations Manager or Site Supervisor.</p>
<p>Staff should report concerns about contractors to: Ruth Houston-Smith – School Operations Manager David Blake – Premises Manager Deborah Sadler – Headteacher Sarah Goodwin – Deputy Headteacher</p>

7. Curriculum Areas – health and safety

<i>Name of subject leader who has overall responsibility for the curriculum areas as follows:</i>	<i>Head of Dept. or Curriculum Lead Name</i>
<p>Nursery – Louise Bradbury – Teacher in Charge Rainbows – Rebecca Nicholls (SLT – EYFS Leader) Sunshines – Leanne Burton 1W – Grace Webster 1H – Matthew Holdcroft 2T – Millie Tench 2C – Katie Colclough</p> <p>3C – Alessandra Casipit 3A – Naheeda Akhtar (SLT- LKS2 Leader) 4O – Daniel Obada 4W – Lauren Wilson 5C – Simone Cranson (SLT – UKS2 Leader) 5J – Andrew Jarvis 6K – Catherine Koripilli 6A – Roz Edwards Amiee Shaw</p>	<p><i>EVC MH&WB</i> <i>Reading and Phonics</i> <i>Art and Design</i> <i>Music, worship</i> <i>Design & Technology, Extra curricular</i></p> <p><i>Geography, Walk to School, Travel Smart, Eco lead, MFL</i></p> <p><i>History</i> <i>PE</i></p> <p><i>English</i> <i>RE</i> <i>Science</i> <i>PHSE, School council</i> <i>Computing</i></p>
<p>Risk assessments for these curriculum areas are the responsibility of:</p> <p>EYFS (including EYFS Outdoor environment) Outdoor Environment Residential learning</p>	<p>Louise Bradbury / Rebecca Nicholls Deborah Sadler / Sarah Goodwin Matthew Holdcroft</p>

8. Display Screen Equipment use (including PC's, laptops and tablets)

The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: DSE assessments are conducted annually by staff members for who this applies to. These are predominately the Office Staff, School Operations Manager, Headteacher, Deputy Headteacher and Inclusion Leader. In specific cases, advice from Occupational Health can be sought in relation to specific circumstances for individual members of staff.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Ruth Houston-Smith
DSE assessments are recorded and any control measures required to reduce risk are managed by	Ruth Houston-Smith
Designated DSE users are eligible for the reimbursement of an eyesight test cost and up to £30 towards the cost of frames.	

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Name: Louise Bradbury (Nursery site – Teacher in Charge) Rebecca Nicholls (Main site – EYFS Leader)
Our arrangements for the safe management of EYFS are: Both EYFS leaders are responsible for the safe management of pupils in the EYFS environment. Risk assessments are completed annually for health and safety matters in the Nursery and Reception classes or through review following an accident or incident.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Deborah Sadler - Headteacher
The Educational Visits Coordinator is	Louise Bradbury
Our arrangements for the safe management of educational visits: The school has a comprehensive Educational Visits policy, which is updated annually. Please refer to this policy for the schools arrangements for educational visits.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	BAM FM, under the scope of the FM contract.
Fixed electrical wiring test records are located:	In the Teams H & S file
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff are not encouraged to bring their own personal electrical items into school, unless authorised by the Headteacher. This is because they may not be PAT tested and school holds no accountability for loss or damage to items.	

Name of person responsible for arranging the testing of portable electrical equipment (PAT):	BAM FM under the terms of the FM contract in conjunction with OCT Trust Estates Manager
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	BAM FM under the terms of the FM contract in conjunction with OCT Trust Estates Manager
Portable electrical equipment (PAT) testing records are located:	Previously retained by Equans. Will be on the BAM FM portal in future
<i>Staff must take defective electrical equipment out of use and report to:</i>	Mrs Ruth Houston-Smith
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested by the Premises Manager, School Operations Manager or Headteacher</i>	
The use of socket safety covers is prohibited in all OCT schools following advice and guidance from the Department of Health, the Department of Education and SCC Health, Safety and Wellbeing service.	
The use of electrical block adaptors that allow multiple plugs to be plugged into it are prohibited from being used in all OCT schools due to overload risk which could create a risk of fire due to overheating.	
The use of plug in air fresheners in OCT schools is prohibited due to the risk of them being inadvertently plugged in and switched on. These can get hot if left switched on for long periods and therefore creating a potential fire risk.	

12. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Name: Andrew Brookes – Orchard Community Trust Estates Manager
The Fire Risk Assessment is located	School Operations Office and on the Every portal
The site has a fire alarm which activates a response from a monitoring service	Mrs Ruth Houston-Smith - Operations Manager
Name of person responsible for arranging and recording of fire drills	Mrs Ruth Houston-Smith - Operations Manager
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Mrs Ruth Houston-Smith - Operations Manager
Our Fire Evacuation Arrangements are published ...	On Every portal and on posters around school
Our Fire Marshals are listed	In the entrance to school by the fire panel
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:	Fire Panel
Name of person responsible for training staff in fire procedures	All teaching staff across school are trained as fire Marshals. Staff understand their responsibilities in relation to being a fire marshal for designated areas.
All staff must be aware of the Fire Procedures in school	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Mrs Ruth Houston-Smith School Operations Manager
The First Aid Assessment is located	In the Health and Safety Team
First Aiders are listed	Location: By the school first aid station (next to staffroom) and the kitchen next to the school office (Main site). By the first aid kit in the classroom (Nursery site).
Name of person responsible for arranging and monitoring First Aid Training	Ruth Houston-Smith School Operations Manager
Location of First Aid Box	By the school first aid station (next to staffroom) and the kitchen next to the school office (Main site). By the first aid kit in the classroom (Nursery site). School Managers Office
Name of person responsible for checking & restocking first aid boxes	Mrs Ruth Houston-Smith School Operations Manager Mrs Lisa Smith Teaching Assistant
In an emergency staff are aware of how to summon an ambulance	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	The school office or Headteacher/Deputy Headteacher will telephone the parent/carer of an injured pupil. If a child has to go to hospital immediately before a parent can arrive at the school premises, then the pupil would be accompanied to hospital by either the Headteacher, Deputy Headteacher, other SLT member with another known member of staff. There should only be two members of staff attending hospital.
<i>staff</i>	The Headteacher or Deputy Headteacher will telephone a dependent of an injured member of staff. If the Headteacher and Deputy Headteacher are not in school then this would fall to the next available senior leader to do so. If a staff member has to go to hospital immediately before a relative can arrive at



	the school premises, then they would be accompanied to hospital by the Headteacher or Deputy Headteacher. If the Headteacher and Deputy Headteacher are not in school then this would fall to the next available senior leader to do so.
visitors	<p>The Headteacher or Deputy Headteacher will telephone a dependent of an injured visitor. If the Headteacher and Deputy Headteacher are not in school then this would fall to the next available senior leader to do so.</p> <p>If a visitor has to go to hospital immediately before a relative can arrive at the school premises, then they would be accompanied to hospital by the Headteacher or Deputy Headteacher. If the Headteacher and Deputy Headteacher are not in school then this would fall to the next available senior leader to do so.</p>
<p>Our arrangements for recording the use of First Aid are</p> <ul style="list-style-type: none"> • Use of first aid is recorded by staff member on the Medi-Tracker portal, for pupils, a notification is sent to parent if required. If this is a head bump, the injured pupil must be assessed by a member of the SLT and a telephone call made to home. • If needed, investigation is to be carried out by School Operations Manager and Headteacher or Deputy Headteacher. • Serious incidents/accidents are reported to the School Operations Manager. The details of this are then uploaded to the My Health & Safety portal 	

14. Forest School

Name of person in school who leads on Forest School activity	
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.	

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass
All replacement glass is of safety standard – Identified by British/European safety marking etching in the corner of the panel.

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Mrs Ruth Houston-Smith
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Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:
 COSHH risk assessments are held in the school office (main site) and HSLW office (Nursery site) and accessible for all.

COSHH items and hazardous substances are stored safely away from the reach of pupils.
 In general, staff do not have access to serious hazardous substances, which are stored and secured by the Site Supervisor. This is monitored by the School Business Manager.

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staffroom, Staff kitchen and Operations Office HSLW office (Nursery site)
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18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards	
Our waste management arrangements are: Weekly collections – Stoke Local Authority Trade waste. Waste is segregated into Mixed recyclables, Food waste and General waste.	
Our site housekeeping arrangements are: The general cleanliness and tidiness of school is the responsibility of all member of staff. Senior leaders are accountable for the cleanliness and tidiness of their specific phases or work areas. All staff are responsible for reporting any health and safety matters or hazards to the Premises Manager or School Operations Manager. The school cleaners remove waste from classrooms or offices and this is bagged up and then put into waste bins on the car park for both sites.	
Site cleaning is provided by: External cleaning company	Churchills 01582 760055
Cleaning staff have received appropriate information, instruction and training about the following and are competent: This is provided by Churchills	
work equipment – provided by Churchills	
hazardous substances – provided by Churchills	
Waste skips and bins are located away from the school building. (Recommended 10M away)	
All staff and pupils are aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) are aware of the risk assessments and control measures in place for their role.	

19. Infection Control

Name of person responsible for managing infection control:	Deb Sadler
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- Handwashing practises are shared with children and reinforced in class and as a whole school where needed.
- Absence periods per government guidance are followed e.g. sickness and diarrhoea should be 48 hour from last episode.
- Engagement with local and public heath when needed.

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Ruth Houston-Smith
Our arrangements for managing Lettings of the school/academy/rooms or external premises are: School does not currently have a lettings policy because Governors have actively decided not to let the school out to other organisations.	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request.	
Hirers must provide a register of those present during a letting upon request.	

21. Lone Working

Our arrangements for managing lone working are found in the Orchard Community Trust's Remote/Lone Working Policy, which is available on the 'Every' portal for staff to read.

22. Maintenance / Inspection of Equipment (including selection of equipment)

NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section must include the arrangements for school kitchens, science laboratories or Design and Technology rooms	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	
Ladders and steps	David Blake
Extraction systems	Ruth Houston-Smith & MG Jones Services
PE equipment	Ruth Houston-Smith & Mercury Sports
Lifts	BAM FM provider
Pressure cooker	City Catering Services
Fire alarm	David Blake & BAM FM provider
Smoke detection	Bam FM provider
Emergency lighting	David Blake & BAM FM provider
Fire extinguishers	David Blake & BAM FM provider
Pressure valves	BAM FM provider
Boilers	BAM FM provider
Air conditioning	BAM FM provider
Kitchen cooking equipment	Ruth Houston-Smith & Merlin Catering &

Folding doors	Supplies Ruth Houston-Smith & Premier wall servicing
Records of maintenance and inspection of equipment are retained and are located:	BAM REACH portal
Staff report any broken or defective equipment to:	Ruth Housotn-Smith or David Blake
The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.	

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name: Ruth Houston-Smith – School Operations Manager David Blake – Premises Officer
Our arrangements for managing manual handling activities are: Manual handling training is completed by all staff who may be required to complete this within the remit of their role. Staff are reminded regularly about expectations around manual handling.	
Staff must be aware of the requirement to avoid hazardous manual handling and carry out a risk assessment for that particular task if it cannot be avoided	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task	
Staff are trained appropriately to carry out manual handling activities	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their rents/carers/support staff). These lifting operations should only be carried out by appropriately trained staff	

24. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	Deb Sadler Headteacher
Our arrangements for the administration of medicines to pupils are found in the 'Supporting Pupils with Medical Conditions Policy', which can be found on the school website and on the 'Every' portal for staff.	
Medication is stored:	Location: School Office (Main site) HSLW office (Nursery site)
A record of the administration of medication is located:	Medi-Tracker portal
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Asthma <ul style="list-style-type: none"> The school adheres to the NHS Asthma Documentation for Schools 2023/2024. 	

<ul style="list-style-type: none"> • Asthma Inhalers located in classrooms and a log of use is recorded by staff. • Asthma registers are maintained by the School Secretary and updated annually or as required.
Epi-pens
<ul style="list-style-type: none"> • These are located in classrooms and a log of use is recorded by staff. • Staff are trained 3-yearly on asthma, anaphylaxis and epilepsy or as required.
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.
Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.

25. Personal Protective Equipment (PPE) (links to Risk Assessment)

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.	Name: Ruth Houston-Smith School Operations Manager
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Name: Ruth Houston-Smith School Operations Manager
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Name: Ruth Houston-Smith School Operations Manager
All PPE provided is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking PPE.	Name: Ruth Houston-Smith School Operations Manager

26. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: All staff are responsible for reporting any hazards or defects to the Premises Manager or School Operations Manager. Pupils are encouraged to tell an adult if they see any hazard or something that they think is dangerous.

27. Risk Assessments

The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.	
Risk assessments are in place for the following areas: Classroom and curriculum, general school use, playground activities, trips outside school and for risks related to individuals eg. Health issues	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Deborah Sadler - Headteacher
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:	



Recording risk assessments

- Risk assessments are recorded using the school risk assessment template.

Carrying out risk assessments

- Teachers upload risk assessments for visits and specific visitors to the eVisit risk assessment and planning tool system.
- Teachers complete individual risk assessments for pupils with an EHCP or specific medical condition. These are reviewed and updated for each specific visit or visitor.
- The school's EVC checks that risk assessments are accurate and in line with the Educational Visits policy. These are then checked and authorised by the Headteacher.

Reviewing generic risk assessments

- SLT or specific staff review and update generic risk assessments annually or when required.
- Risk assessments for visits and visitors are reviewed or amended as and when needed if circumstances, details or pupil information changes.

Specific risk assessments for individual staff will be reviewed by the Headteacher or Deputy.

Communicating risk assessments

- Generic risk assessments are shared electronically when needed and hard copies are accessible to all staff if needed.
- If generic risk assessments have been amended then this is shared with staff either through specific meetings or via email.
- Risk assessments are stored in the Health and Safety file on Teams for staff to refer to at any time.

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

28. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.

29. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Name Deborah Sedler - Headteacher
All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: <ul style="list-style-type: none"> • Judith Thorley is our Mental Health & Wellbeing Advisor. • SAS Wellbeing Service 	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	

A team stress risk assessment has been completed involving all staff and this is reviewed regularly.

30. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Name Debroah Sadler - Headteacher
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: The School Operations Manager and Headteacher ensure specific Health and Safety training is provided either annually, regularly or when needed dependent on the area.	
The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located in the CPD folder	
Training and competency as a result of training is monitored and measured by:	Name Debroah Sadler - Headteacher

31. Vehicles owned or operated by the school – (Also refer to Trust Driving for Work policy)

Name of person who has overall responsibility for the school vehicles	Name Mrs Ruth Houston-Smith School Operations Manager
The school operates	1 x minibus
Name of person who manages the driver medical examinations (If applicable)	n/a
Name of person who manages the vehicle license requirements	Name Mrs Ruth Houston-Smith School Operations Manager
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Name Mrs Ruth Houston-Smith School Operations Manager
Name of person who arranges servicing and maintenance of the academy vehicles	Name Mrs Ruth Houston-Smith School Operations Manager
<i>Our arrangements for the safe use of school/academy vehicles are:</i>	
We follow guidance the Orchard Community Trust - Driving at Work Policy. This can be found on the 'Every' portal.	

32. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Name David Blake – Premises Manager
Our arrangements for the safe access and movement of vehicles on site are;	
<ul style="list-style-type: none"> • There is no vehicular access to children's external areas. • The rear car park is gated and locked during school hours. Deliveries are managed and chaperoned by a member of staff giving access to the site.	

33. Violence and Aggression and School Security

The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.



A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Name: Deborah Sadler - Headteacher Name
Incidents of verbal & physical violence are investigated by:	Name: Deborah Sadler - Headteacher Name
Name of person who has responsibility for site security:	Name: Deborah Sadler - Headteacher Name
Our arrangements for site security are: The school has a number of policies that refer to dealing with violence and aggression in school, which are found on the school website and the 'Every' portal. These are as follows:	
<ul style="list-style-type: none"> • Behaviour management policy • Parent, Carer and Visitor Code of Conduct and Behaviour on school Premises policy • OCT Policy for Managing Serial Complaints or Unreasonable Complaints • Anti-Harassment and Bullying Policy • Child on child abuse policy 	

34. Water System Safety

Name of Duty holder for Water quality in School (Delegated Responsible Person details below)	Sean Thomson CEO
Name of person responsible for managing water system safety	Andy Brookes, OCT Trust Estates Manager
Name of Deputy responsible for managing water system safety	Ruth Housotn-Smith
Name of contractors who have undertaken a risk assessment of the water system	Equans (Previous FM Contractor and Hydraclean on behalf of current FM Contractor)
Name of contractors who carry out regular testing of the water system:	Hydraclean
Location of the water system safety manual/testing log	Operations office
Information about water systems within our school is located in the water hygiene log book and is available for contractors to refer to.	
<p><i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:</i></p> <p>Information about water systems within our school is located in the water hygiene log book and is available for the Premises Manager or other staff to refer to.</p>	

35. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name Ruth Houston-Smith School Operations Manager
Work at height is avoided where possible.	



<p><i>Our arrangements for managing work at height are:</i> All staff have completed Working From Height training.</p>
<p>Appropriate equipment is provided for work at height where required.</p>
<p>Staff who carry out work at height are trained to use the equipment provided</p>

36. Work Experience and Trainee Staff

<p>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</p>	<p>Deborah Sadler – Headteacher Sarah Goodwin – Deputy Head</p>
<p>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: The Headteacher and Deputy Headteacher will assess the suitability of all students wanting a work placement in school.</p>	
<p>The name of the person responsible for the health and safety of people on work experience in the school:</p>	<p>Name Deborah Sadler</p>
<p>Our arrangements for managing the health and safety of work experience students in the school/academy are: The school follows the Orchard Community Trust Induction Policy. All students on work placements receive an induction, which includes health and safety, fire procedures, first aid and emergency procedures. Each student is assigned a mentor who will regularly monitor and supervise a student on placement.</p>	

37. Volunteers

<p><i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i></p>	<p>Name Deborah Sadler - Headteacher</p>
<p>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply</p>	



Part D: Health and Safety Key Performance Indicators (KPI's)

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.

KPI	Measure	Actions	Timescale
All schools have external H&S audits scores of level 3 or above	External audits produce a result of a level 3 or above at each Schools next external audit to ensure compliance to statutory regulations and applicable legislation.	<ul style="list-style-type: none"> • Annual visit to review H&S practice • Obtain support if required to prepare for external audits from SCC Health and Safety Advisor or Trust Estates Manager. • Access guidance and H&S templates and information on the SCC SLN • Review school version of OCT H&S policy when required. 	At each Schools next audit
All schools have a live Team Stress Risk Assessment.	<p>The Team Stress risk assessment is reviewed by each School regularly and risk assessment reviews shall not exceed 12 calendar months.</p> <p>There is evidence that the risk assessment has been informed by a staff stress and wellbeing survey.</p> <p>There is evidence of staff consultation regarding the control measures.</p>	<ul style="list-style-type: none"> • Access team stress risk assessment template and guidance on the SLN regarding its completion. • Access available survey templates and information. • Access to the HSE stress indicator tool and guidance. 	March 2025
All Schools evidence a review process for health and safety practices, undertaken at least annually, and can evidence actions	Risk assessments, COSHH assessments and procedures are reviewed annually or upon a change in practice, if/when an accident or incident	<p>Review the Health and Safety Policy template annually.</p> <p>Review risk assessments and procedures annually. Shared with staff and evidence of reading and receipt</p>	July 2026

<p>taken as a result of practice reviews.</p>	<p>occurs, or changes in personnel.</p> <p>The Health and Safety Policy is reviewed annually before 1st September and shared with staff. There is written evidence of staff receiving and reading the policy.</p>	<p>Example risk assessments accessible via the SLN.</p> <p>Risk assessments are in place for foreseeable risks resulting from use of the premises, educational visits, the workplace (including stress and wellbeing), use of equipment and substances, and activities.</p> <p>COSHH assessments are in place for all hazardous substances.</p> <ul style="list-style-type: none"> • Health and safety documentation is communicated to staff on compilation and revision. Their involvement is sought and encouraged during reviews. • Internal reviews. • External audit. 	
<p>There are robust business continuity plans in place.</p>	<p>Each school has a Business Continuity Plan which is updated bi-annually.</p> <p>Plans are updated if there are changes to roles / responsibilities / procedures.</p> <p>Scenario testing takes place to test procedures.</p>	<p>The business continuity plan is reviewed bi-annually.</p> <p>Update plans if there are changes to roles/responsibilities/procedures.</p> <p>Test plans in place. Procedures are tested where e.g. fire evacuation, bomb threat evacuation, invacuation.</p>	



Appendix 1

Version Control

Version	Date Approved/reviewed	Changes	Reason
1	7 th December 2023	New OCT policy template to replace local H&S policies	Moved to single OCT Health and Safety Policy Template
2	6 th December 2024	<p>Change of title in Part A. addition of the word Wellbeing into section title</p> <p>Addition in Section 11 regarding prohibiting the use of socket safety covers.</p> <p>Changed SBM to SOM in Monitoring Health and safety section.</p> <p>Removed table of responsibilities in Part B, and replaced with updated text version from SCC template.</p> <p>Addition to section 8, DSE. Identified DSE users eligible for the re-imburement of eyetest and upto £30 of the cost of frames.</p> <p>Section 35 – Water system safety : Name of Contractors carrying out regular testing on</p>	<p>Not on previous version</p> <p>Following advice from the Department of Health, The DfE and OCT H&S Advisors</p> <p>Following re-structure, SBM role no longer exists.</p> <p>OCT strategic H&S Committee no longer meets.</p> <p>Arrangements not on previous version</p>

		<p>water system. Changed to Equans – PFI Contractor</p> <p>Addition of “Temporary pop up” pools to Swimming pool section Operating Procedures</p> <p>Addition of Asbestos “Management Plan located –“ in Section 2 -Asbestos</p>	<p>Incorrect entry on previous version.</p> <p>Addition to current arrangements</p> <p>Addition to current arrangements</p>
3	19 January 2026	<p>Addition at the bottom of section 11 Electrical Equipment, Fixed and temporary, that the use of block adaptors for multiple plugs to be plugged into is prohibited</p> <p>Addition at the bottom of section 11 Electrical Equipment, Fixed and temporary, that the use of plug in air fresheners is prohibited</p> <p>Amended section 35, water system management roles</p>	<p>Fire risk due to potential overloading of sockets</p> <p>These can get hot if left switched on and creates a potential fire risk</p> <p>To reflect post PFI water hygiene management arrangements</p>