



Madresfield C.E. Primary School

Health & Safety Policy

Policy LAB Approval: September 2025
Date of last review: September 2024
Date of next review: Autumn Term 2026
Policy Owner: Headteacher

Our Vision

Ignite Illuminate Inspire

At Madresfield we are a caring inclusive school, where everyone is welcome as Jesus welcomed all. We work closely with all stakeholders to support our children in achieving their God given potential. Inspired by *Psalm 119:105 "God's word is a lamp to guide our feet and a light for our path"*.

As a school we aim to:

Ignite: to cultivate a love for learning and awe and respect for God's world.

Illuminate: to trust in God to guide us and develop our wisdom and compassion as we journey through school.

Inspire: to help our children to shine as we celebrate their successes and help them to develop into beacons of hope for others within our school and wider communities.

In order for children to achieve their potential we have in place and follow the following school rules:

Be kind- being kind to others.

Be ready- being ready to learn.

Be respectful- being respectful to all.

Be safe- being safe around school.

Equality and Diversity Statement

At Madresfield CE Primary School we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality.

In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately.

This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community.

Health & Safety Policy

1. As a responsible employer The Diocese of Worcester Multi Academy Trust (DoWMAT) working in partnership with the Governing Body of Madresfield CE Primary School will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

2. The DoWMAT and the Governing Body of Madresfield CE Primary School recognises and accepts its responsibilities and duties to conduct its operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors so far as is reasonably practicable.

3. In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

4. To achieve these objectives the DoWMAT and the Governing Body (LAB) of Madresfield CE Primary School will:

- Conduct all activities safely and in compliance with legislation and where possible, best practice.
- Provide safe working conditions and safe equipment.
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- Provide suitable information, instruction, training and supervision.
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and wellbeing.
- Promote the principles of sensible risk management.
- Monitor, review and modify this policy and any arrangements as required.

5. All Madresfield CE Primary School staff members have a duty to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

6. The Health and Safety Policy for Madresfield CE Primary school Should be read in conjunction with the DoWMAT Health and Safety at Work Policy 2025-26.

Organisation – Roles and Responsibilities

1. The Diocese of Worcester Multi Academy Trust (DoWMAT)/Madresfield CE Primary School Local Academy Board (LAB)

1.1 The DoWMAT Board of Directors has overall responsibility as the employer to ensure compliance with health and safety legislation for schools which are part of the multi academy trust. To enable the DoWMAT to meet this requirement the Madresfield CE Primary School LAB will manage day to day health and safety issues and ensure the health, safety and wellbeing of staff, pupils, visitors and contractors within school. To ensure a positive approach is taken to health and safety the DoWMAT and the LAB will:

- determine the school's Health and Safety Policy and its implementation
- allocate sufficient funds for health and safety
- establish clear lines of accountability for health and safety
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- identify and evaluate risks relating to possible accidents and incidents connected with Madresfield CE Primary School
- provide access to competent health and safety advice (Worcestershire County Council H&S Team).

2. Headteacher

2.1 Without limiting the responsibility of the DoWMAT and Governors, the Headteacher will generally oversee the day-to-day management of safety and implementation of this policy within Madresfield CE Primary School.

2.2 The Headteacher will comply with Madresfield CE Primary School Health and Safety Policy and in particular will:

- make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Madresfield CE Primary School and maintain an up to date file of policies and procedures;
- work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties;
- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard;
- ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery;
- liaise with the DoWMAT and the LAB;
- undertake monitoring and ensure the provision of adequate resources to achieve compliance;
- ensure that local procedures for the selection and monitoring of contractors are in place;
- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures;
- ensure the academy has access to competent health and safety advice.

2.3 In addition to their statutory duties, the Headteacher and teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

3. Senior Leadership Team

3.1 The leadership team at Madresfield CE Primary School will hold general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control.

3.2 This will be done under the direction of the Headteacher. Any member of staff with supervisory responsibilities will:

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with staff and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures
- ensure that all statutory registers and records are adequately kept
- ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure.

4. Office Staff

4.1 The Office Staff will assist the Headteacher and the DoWMAT/LAB in fulfilling its responsibilities by overseeing day to day Health and Safety issues are adhered to.

4.2 This will include:

- ensuring the day to day operational requirements of the Health and Safety Policy are implemented.
- maintaining an up to date copy of the Health and Safety Policy together with all associated documentation relevant to Madresfield CE Primary School.
- notifying the Headteacher of any health and safety concerns and any financial implications identified by the Risk Assessment process.
- being the focal point for reference on health safety and wellbeing matters and to give advice or indicate source of advice.

- ensuring that all certification and statutory inspections are kept up to date.
- ensuring that all Health and Safety is recorded on SMARTLOG. This includes 'near misses'.
- ensuring that all serious accidents/incidents are reported to Worcestershire County Council Health & Safety Team, including any RIDDOR.
- to ensure accidents, dangerous occurrences and near misses are investigated, complete and send RIDDOR notifications (F2508) to the enforcing authority.

5. Contractors for cleaning and maintenance

5.1 Contractors for cleaning and maintenance will ensure that regular proactive Health and Safety inspection/checks are undertaken to ensure the safety of staff, pupils and visitors.

5.2 This will include:

- general responsibility for the application of the school's Health and Safety Policy.
- to establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- to carry out regular health and safety assessments of the activities for which they are responsible, and report to the Headteacher/Office Administrator any defects, which need attention.
- to ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the school's health and safety training requirements.
- to ensure where appropriate, relevant advice and guidance on health and safety matters is sought.
- to advise the Headteacher/Office Administrator on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

6. Class Teachers

6.1 The health and safety of pupils in classrooms is the responsibility of class teachers.

6.2 Class teachers are expected to:

- check the classroom area is safe
- check equipment used is safe before use
- ensure safe procedures are followed
- give clear instruction and warnings to pupils, as often as necessary
- report defects to the Headteacher
- avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Headteacher
- follow safe working procedures/risk assessments.

7. All Staff

7.1 All staff, agency and peripatetic workers and contractors must comply with the school's Health and Safety Policy and associated arrangements and, in addition to any specific responsibilities which may be delegated to them, are required to:

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- cooperate with their line manager and senior management to work safely
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- support Madresfield CE Primary School in embedding a positive safety culture that extends to pupils and any visitors to the site.

8. Pupils

8.1 All pupils are expected to behave in a manner that reflects Madresfield CE Primary School's standards of behaviour and are expected to:

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school;
- 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 wellbeing;
- report to a teacher or other member of school any health and safety concerns that they may have.

9. School Health and Safety Representatives

9.1 The LAB and SLT recognise the role of Health and Safety representatives appointed by a recognised Trade Union. If there are no union appointed safety representatives the Chair of the LAB will act as the 'champion' for Health and Safety at Madresfield CE Primary School.

9.2 A Union-appointed Health and Safety representatives/'champion' will be allowed:

- to investigate accidents and potential hazards
- to investigate complaints by constituents about matters relating to health, safety and wellbeing
- to make representation to the employer about such matters arising from such complaint and such investigation and on general issues affecting health, safety and wellbeing in the workplace
- to carry out school inspection within directed time, but wherever practicable outside teaching time
- to represent constituents in consultation with enforcement agencies
- to receive information that inspectors are required to provide.

10. School Security

10.1 Madresfield CE Primary School has actively assessed the security of the site and has in place combination locks to the school buildings and playgrounds. Entry to the school is via a secure entrance. All visitors are required to sign in and out at the School Office and are required to wear a Visitor's badge at all times. Red lanyards will be issued to non DBS vetted visitors and green lanyards will be issued to those who are DBS vetted. All visitors are informed about Fire Evacuation and Safeguarding procedures upon entry.

11. Organisation - Arrangements

11.1 The following arrangements will be adopted to ensure that the DoWMAT/LAB and the Headteacher/Executive Headteacher (SLT) fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

- **Setting health and safety objectives**

11.2 The DoWMAT/LAB and the SLT will regularly specifically review progress of health and safety objectives. Where necessary health and safety improvements will be identified and included within the Madresfield CE Primary School Health and Safety management action plan.

- **Provision of effective health and safety training**

11.3 The DoWMAT/LAB and the SLT will consider health and safety training on an annual basis in line with Madresfield CE Primary School's appraisal system for school staff.

- **Establishing adequate health and safety communication channels**

11.4 Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- LAB
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

- **Financial resources**

11.5 The DoWMAT/LAB along with the SLT will review the Madresfield CE Primary School budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

- **Specialist advice/support**

11.6 Madresfield CE Primary School will ensure that it has access to competent technical advice on health and safety matters to assist in meeting the DoWMAT/LAB objectives. This will be achieved by accessing the services of a competent Health and Safety Advisor through Worcestershire County Council H&S Team.

12. Organisation - Other arrangements

- **Accident and assaults**

12.1 All accidents, assaults and near miss incidents will be reported on Smartlog and where required the Worcestershire County Council Health & Safety Team; RIDDOR reportable incidents, as per the HSE's Information Sheet EDIS1 (rev3), will be reported to the HSE within the required timescale.

12.2 All incidents will be investigated in an attempt identify the root cause; relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises-related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

12.3 Accident, assaults and near miss incidents will be monitored at least termly by the Headteacher. Identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

12.4 Pupil forms/records are retained for 24 years, employee forms for six years and forms relating to work related ill health for 6 years or longer (40 years where there has been potential exposure to radiation or asbestos; further guidance is obtained from Worcestershire County Council H&S Team).

13. Premises Inspection

13.1 A full premises inspection is carried out termly by the Headteacher. Actions are noted and rectified. A defect book is available in the staffroom for staff to report concerns.

14. Contractor management

14.1 Madresfield CE Primary School will ensure that the highest levels of safety are achieved by all contractors on site. Contractors arriving at the school will agree Health and Safety practices with the Office Administrator (and for larger works the Headteacher) before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and will sign the asbestos register. Contractors will wear a visitor lanyard. A letter of assurance will be obtained for all contractors or full supervision will be in place.

Madresfield CE Primary School will ensure that:

- competent contractors are used
- clear specifications of works are drawn up by a competent person
- pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects

- works are visually monitored and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained
- all staff pupils and other users of site remain in a safe environment for the duration of the works.

15. Control of hazardous substances

15.1 Madresfield CE Primary School will ensure it complies with the HSE's approved code of practice '*Control of substances hazardous to health*' (L5) relating to the management and control of hazardous substances on site.

15.2 Hazardous products will be stored in the locked cleaning cupboard and will not be accessible to pupils. Risk assessments and data safety sheets will be checked and signed by all staff annually. These are kept in the COSHH Red Folder in the School Office.

15.3 Madresfield CE Primary School will ensure:

- 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
- 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
- substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored regularly and reviewed annually.

16. Dealing with health and safety emergencies - procedures and contacts

16.1 As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

16.2 All incidents will be investigated in an attempt to identify the root cause using the form at Appendix 1. Relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises-related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

16.3 In the event of a Bomb threat, Madresfield CE Primary School will take action in accordance with the Evacuation, Invacuation & Lock Down Policy and Procedures. The fire alarm will not be sounded in these circumstances, but the Headteacher will coordinate a fluid escape of all persons from the school with the assistance of staff. Any suspicious objects will be reported to the Headteacher, but under no circumstances will they be touched or moved. The Police will be contacted immediately.

17. Health & Safety and Maintenance Reporting

17.1 Madresfield CE Primary School has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported to the School Office and recorded in a Maintenance Log Book. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

18. Display screen equipment (DSE)

18.1 Madresfield CE Primary School acknowledges that staff who 'habitually' use DSE should have suitable equipment with which to undertake the tasks that they are required to carry out, know how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals.

18.2 Madresfield CE Primary School will ensure that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health.

19. Driving

19.1 All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition.

20. Electrical systems and equipment

20.1 Madresfield CE Primary School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

20.2 Portable electric 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.

20.3 Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Madresfield CE Primary School defect reporting procedure is followed as required.

21. Fire safety

21.1 Madresfield CE Primary School is committed to providing a safe environment for both staff and pupils.

21.2 The Fire Warden at Madresfield CE Primary School is Mrs R Hibell. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The Fire Risk Assessment is reviewed at least annually internally and renewed by an external party every 5 years. The last external Fire Risk Assessment was on 9th June 2022 and all actions identified were carried out.

21.3 Emergency evacuations are practiced at least once a half term. The fire alarm at Madresfield CE Primary School is a loud continuous bell. Fire alarm testing is undertaken once a week by the Fire Warden.

21.4 New staff will have a full induction into health and safety and fire procedures.

21.5 In the event of a fire the alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately. Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.

Staff and pupils will congregate at the assembly point – School Playground. Class teachers will take a register of pupils, which will then be checked against the attendance register of that day. The Office Administrator will take a register of all staff.

Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Details of specific escape routes and who is responsible for assisting them will be in place if needed in a personal emergency evacuation plan (PEEP).

22. Lockdown

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident/disturbance in the local community (with the potential to pose a risk to staff and students)
- an intruder on the school site (with the potential to pose a risk to staff and students)
- a warning being received regarding a risk occurring locally, such as of air pollution (smoke plume, gas cloud, etc)

- a major fire in the vicinity of one or both of the school site
- the close proximity of a dangerous dog or farm animal roaming loose

In an internal or external lockdown, the Headteacher will alert staff. The staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building. Pupils will be guided to the school hall and the blinds will be shut. Mobile phones should be on silent.

23. First-aid

23.1 Adequate first aid arrangements are assessed and maintained at the school and for all activities that the school leads.

23.2 Madresfield CE Primary School will ensure that:

- the number of first aiders meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.
- all first aiders hold a valid certificate of competence; Madresfield CE Primary School maintains a register of all qualified staff and will arrange re-training as necessary.
- first aid notices are clearly displayed around the school.
- enough suitably stocked first aid boxes are available and checked regularly to ensure they are adequately stocked by first aid trained staff.
- a suitable area is available for provision of first aid.
- staff are regularly informed of first aid arrangements within school, through induction, and teacher training days.
- where first aid has been administered this is recorded in the first aid treatment book.
- correct reporting procedures are followed.

23.3 All first aid qualifications are renewed every 3 years in line with guidance. The Office Administrator is responsible for maintaining training records and ensuring refresher training takes place. First aids kits are kept in the Staff Room and Miss E Howells is responsible for restocking these kits.

Should it be necessary to summon an ambulance it will be called by a qualified first aider. If a parent or guardian is not available the child/children would be accompanied to the hospital by a qualified first aider and one other staff member. The lead first aider, Miss E Howells, gives regular updates to staff and ensures termly that all medicine and care plans are in date.

24. Administration of Medication

24.1 Madresfield CE Primary School will ensure that it complies with the Department for Education Supporting Pupils at School with Medical Conditions September 2014. A school Administering Medicines Policy is in place which details all the local arrangements.

24.2 Madresfield CE Primary School will only administer 'prescribed' medication as detailed in an individual health care plan as completed by parent/guardian and/or medical practitioner.

24.3 All staff who undertake assistance with the administration of medication do so on a voluntary basis. Where training is required to administer medication training will be provided for staff.

24.4 All medication must be clearly labelled with pupil details and, where necessary, kept in secure safe place and all medication administered to pupils will be fully recorded.

25. Management of asbestos

25.1 Madresfield CE Primary School will ensure that it complies with the HSE's approved code of practice L143 Managing and working with asbestos Control of Asbestos Regulations 2012. Approved Code of Practice and guidance. Madresfield CE Primary School is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. Madresfield CE Primary School has a whole site asbestos management survey from which a Local Asbestos Management Plan (LAMP) has been developed. The Madresfield CE Primary School LAMP was undertaken 21st January 2025 and the Headteacher and Office Administrator are trained in Asbestos Management.

25.2 Prior to any works that will or has the potential to alter the fabric of the building, a refurbishment and demolition survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

25.3 At induction new staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

26. Moving and handling

26.1 Madresfield CE Primary School will ensure that it complies with the HSE's approved code of practice *'Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*.

26.2 Within Madresfield CE Primary School there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. Madresfield CE Primary School manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, 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 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 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.

27. Glazing

27.1 Madresfield CE Primary School will ensure that it complies with the Workplace (Health, Safety and Wellbeing) Regulations 1992 in existing buildings and Document N of the Building Regulations 2000 (as amended) which covers new buildings. All glazing at Madresfield CE Primary School will meet the regulations and conform with EN12600.

27.2 Madresfield CE Primary School will manage the risks associated with glazing safety by ensuring that:

- having in place an up to date glazing audit conducted by a competent person
- having a glazing safety risk assessment
- any glazing conforms to the relevant standards and risk codes.

28. Outdoor Play Equipment

28.1 Madresfield CE Primary School will ensure all outdoor play equipment will conform to BS EN 1176 and BS EN 1177.

28.2 The outdoor play equipment at Madresfield CE Primary School is serviced by Sportsafe. It is inspected weekly by members of teaching staff and any defects reported to the school office. Annual inspections are carried out by Sportsafe.

Risk assessments are carried out for the use of the equipment and the children made aware of the rules when using it. Children are made aware they should not play on the equipment at the beginning and end of the school day. Parents are made aware through regular reminders on the school newsletter that pre-school children should not use the equipment.

29. Occupational health services and work-related stress

29.1 Madresfield CE Primary School acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

29.2 Madresfield CE Primary 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/Executive Headteacher 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. An individual risk assessment will be undertaken taking into account the HSE Management standards. This assessment will then be reviewed with the member of staff to monitor progress
- 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 if applicable
- 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 Head Teacher 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.

30. Off-site visits including school-led adventure activities

30.1 Madresfield CE Primary School adopts the *National Guidance of The Outdoor Education Advisers' Panel for the Management of Off-site visits and Learning Outside the Classroom (LOtC) activities*. A Madresfield CE Primary School specific Educational Visits Policy details local arrangements.

31. Risk assessment

31.1 Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health. Madresfield CE Primary School risk assessment process follows the HSE Controlling Risk in the Workplace INDG163 (Rev 4) published 08/14.

31.2 Within Madresfield CE Primary School various members of staff are tasked with the development of risk assessments based on their knowledge, experience and competence. Staff that undertake risk assessments on behalf of the school will be trained in hazard/risk reduction techniques to ensure they fully understand the risk assessment process. Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times via the risk assessment folder, located in the school office.

32. Statutory Inspections

32.1 Madresfield CE Primary School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the Headteacher/Office Administrator to ensure on this is on target.

33 Preventing workplace harassment and violence

33.1 Madresfield CE Primary 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 an individual pupil's physical intervention plan or a lone working risk assessment, the procedures below are in place.

33.2 Staff are advised to:

- avoid confrontation if possible
- withdraw from situation

- 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 senior management team if confrontation has taken place.

33.3 Madresfield CE Primary School will:

- ensure the Headteacher or member of the senior management team attends site on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provision of training on how to manage conflict and aggression as required
- review specific risk assessment following any incident.

34. Water hygiene management

34.1 Madresfield CE Primary School will ensure it complies with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems' (L8)*.

34.2 A water risk assessment has been completed on 5th June 2025 by EMS Ltd and will be renewed in 2 years. The Headteacher and administrator are responsible for ensuring that the identified operational controls are conducted and recorded. A member of staff is trained in Legionella Management.

34.3 Madresfield CE Primary School will:

- commission a bi annual Legionella risk assessment and ensure actions identified are acted upon.
- commission employ a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- ensure that the cleaning contractors are suitably trained/competent to undertake monitoring/testing activities required by the Legionella risk assessment
- ensure regular flushing of outlets is completed by the cleaning contractor.
- ensure that the cleaning contractor undertakes monthly monitoring of water systems including temperature readings.

35. Working at height

35.1 Madresfield CE Primary School will follow the principles of the HSE guidance '*The Work at Height Regulations 2005 (as amended) A brief guide' (INDG40)*. Madresfield CE Primary School may use 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, step ladders and ladders for short duration works.

35.2 Madresfield CE Primary School will ensure that:

- work at height is avoided whenever possible

- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- any defective equipment is taken out of use until repaired or is replaced
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

36. Workplace inspections

36.1 Madresfield CE Primary School 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 annual workplace inspection is undertaken with findings documented and any issues recorded with remedial actions. This inspection is undertaken by the Headteacher, the findings are reviewed with actions monitored at the LAB. It is recognised that annual inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment to the Headteacher.

37. Monitoring and review

37.1 This Health and Safety Policy together with the associated procedures and health and safety audits, accident statistics will be reviewed by the Headteacher and LAB on a regular basis (every year as a minimum), or as required.

37.2 In order to substantiate that health and safety standards are actually being achieved, Madresfield CE Primary School will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

37.3 Madresfield CE Primary School will use different types of systems to measure health and safety performance.

37.4 Active monitoring systems

- spot checks and termly site inspections will be undertaken
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health

37.5 Reactive monitoring systems

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

37.6 Reporting and response systems

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- LAB and the Senior Leadership Team will all receive and consider reports on health and safety performance.

37.7 Investigation systems

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- Analysing data to identify common features or trends and initiate improvements
- Where cases of occupational ill-health are to be investigated
- Where complaints relating to occupational health and safety are to be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

38. Third Party Monitoring/ Inspection

38.1 Madresfield CE Primary School will be subject to third party inspection and monitoring, as part of Ofsted requirements, HSE inspection regime, Fire Service Inspection regime etc. Actions arising from third party audit/inspection will be incorporated within the school H&S action plan with appropriate target dates for completion.

39. Pond

39.1 The pond is located next to the Forest School area in an enclosed area. Access is through a gate which should be kept closed at all times. The pond is used for science lessons and during Forest School sessions. Access is supervised by a member of staff at all time. A risk assessment has been written with regard to the use of the pond.

40. Swimming lessons (Public Pool)

40.1 Swimming lessons take place at Malvern Active for children in KS2. Swimming is taught by qualified teachers. The pool is private and operating procedures (including emergency procedures) are put in place by the swimming pool.

41. Electrical equipment

41.1 All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely and carry out a visual inspection. A portable appliance test (PAT) will be carried out by a competent person annually – staff should not be using personal equipment in school that is not PAT tested. The last PAT test took place on 9th May 2025 and all electrical products will be retested annually.

42. PE equipment

42.1 Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely and carry out a visual inspection before use. Any concerns about the

condition of the apparatus will be reported to the Headteacher and Office Administrator. The PE equipment was last annual inspection was on 23rd June 2025.

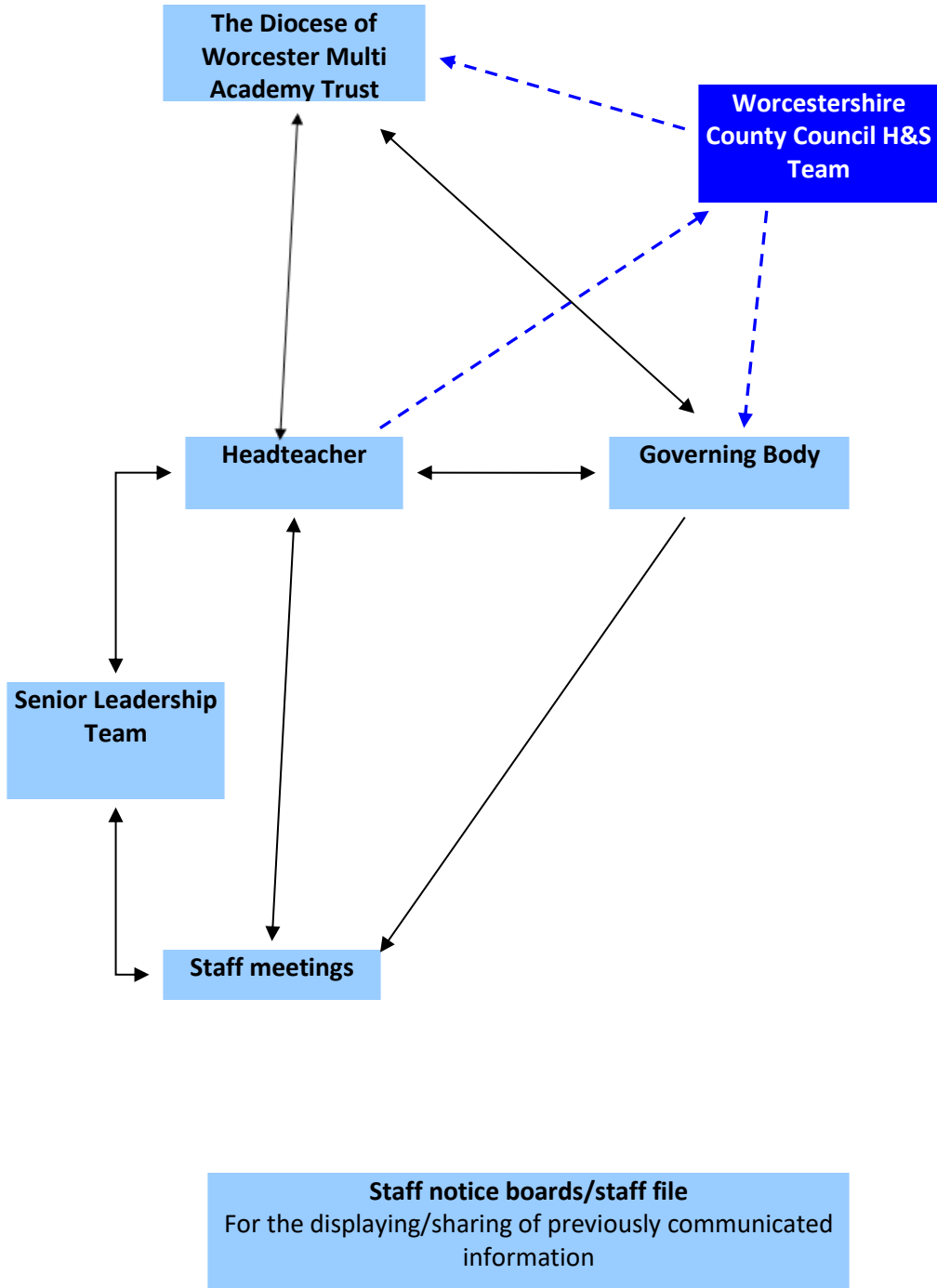
43. Display screen equipment

43.1 The Office Administrator, Headteacher and Class Teachers use computers daily as a significant part of their normal work. For that reason, they have a display screen equipment (DSE) assessments carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. They are identified as DSE users and for that reason are entitled to an eyesight test for DSE by a qualified optician (and corrective glasses provided if required specifically for DSE use).

44. Lone working

44.1 Lone working will take place on very rare occasions at Madresfield CE Primary School. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they have left the school property. Lone working must be pre-approved by the Headteacher.

Madresfield CE Primary School Health & Safety arrangements



Teaching Staff

Diocese of Worcester Multi Academy Trust Academies Trust

(Overall responsibility for ensuring compliance with legislation)



Headteacher

(Day to day responsibility for ensuring compliance with legislation related to curriculum subjects and educational visits)



Office Administrator

(Day to day responsibility for ensuring compliance with legislation and in supporting the Headteacher with the onward dissemination of information)



EVC

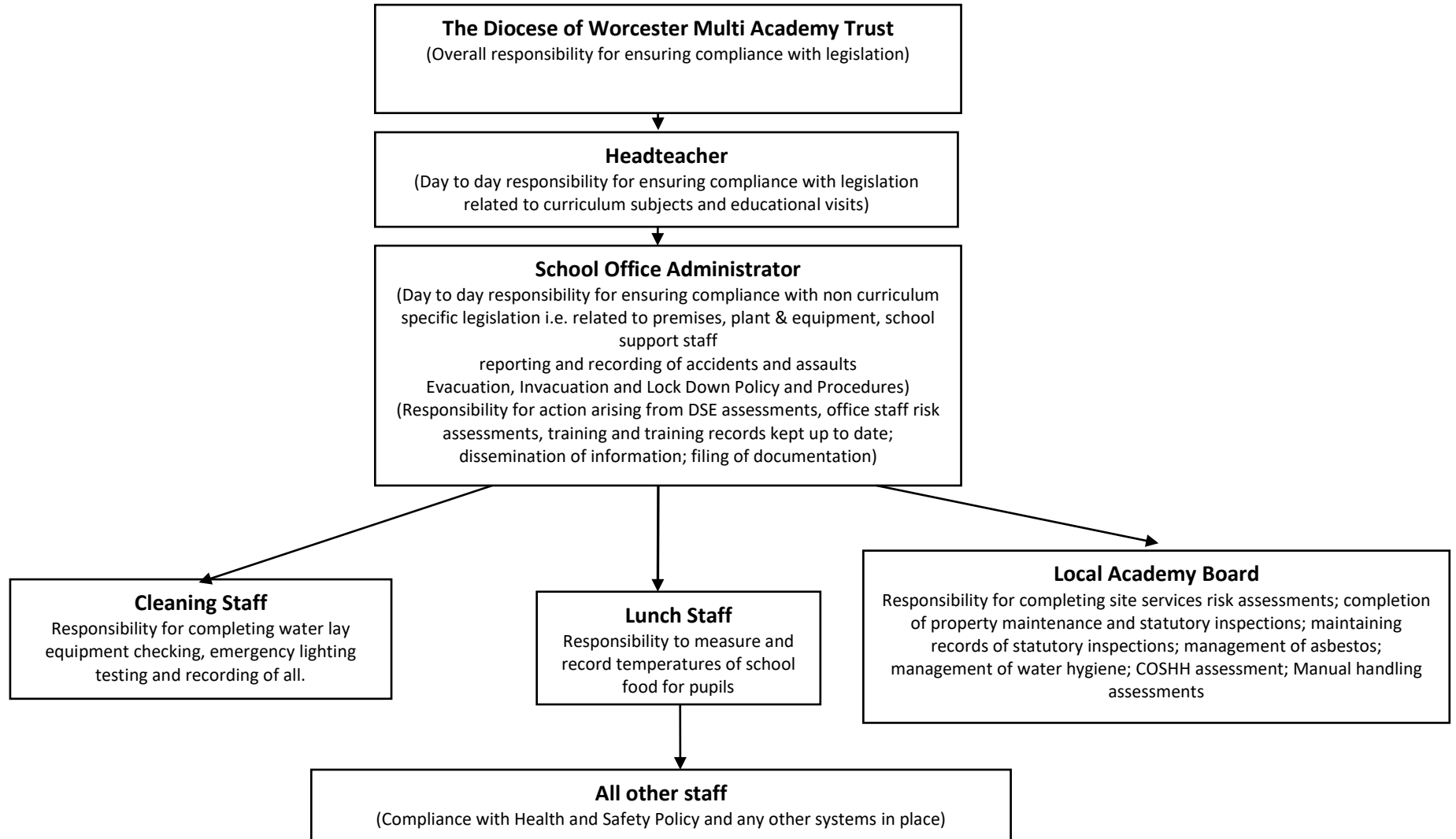
(Responsibility for ensuring compliance with legislation in relation to educational visits and dissemination of information to staff)



All other staff

(Compliance with Health and Safety Policy and any other systems in place)

Support Staff



Competent Persons and Relevant Locations Responsibility	Competent Person or Responsible Person	Location
First Aid at Work 3 day	Miss E. Howells (Lead First Aider)	Class 2
Paediatric First Aid	Mrs R. Hibell Mrs H. Thomas Mr N. Warren Mr J. Howley Mrs L. Pearson	Headteacher Class 1, 2, 3 & 4
First Aid Box Locations		Staff room
Minor pupil accident	Dealt with by any member of staff	
Staff Accidents	Miss E. Howells Mrs R. Hibell	
Accidents Notified to	Mrs R. Hibell Miss E. Howells	
Accident Books	Mrs R. Hibell Miss E. Howells Mrs H. Thomas Mr N. Warren Mr J. Howley Mrs L. Pearson	
RIDDOR Notifications by	Mrs R. Hibell	
Fire Marshals	Mrs R. Hibell	
Assembly Points	As per the Evacuation, Invacuation and Lock Down Policy and Procedures	
Asbestos Survey	Mrs R. Hibell Mrs E. Tomlinson	School Office
Legionella Risk assessment	Mrs R. Hibell Mrs E. Tomlinson	School Office

Appendix 1

Incident Reporting Form

Academy	
Name of person carrying out investigation	
Position	
Name of injured person	
Date of incident	

Brief description of the incident (if this relates to an injury, describe what the injured person was doing and what activities were being carried out at the time):

Immediate Response - actions taken	YES	NO	N/A
Was first aid administered at site?			
Were the emergency services contacted at the time of the incident?			
Was the Council reporting procedure correctly completed?			
Has the area been made safe?			
Has any residual risk been controlled?			

Immediate cause (s)
 (The most obvious reason why an adverse event occurred –e.g. trailing cable, uneven floor, faulty equipment etc)

Underlying cause (s) (consider unsafe act / unsafe condition):

Recommendations to prevent reoccurrence			
What immediate steps have been taken to prevent a reoccurrence?		Date implemented:	
What further steps should be taken to prevent a reoccurrence?		Responsible Manager	Date completed
Signed:		Date:	

Evidence (list any evidence / documentation referred to in the investigation e.g. risk assessments, witness statements, photographic evidence.)	
Ref:	Description of Evidence / Documentation