Leicestershire Traded Services

Leicestershire Traded Services
Health, Safety and Wellbeing

The Brightest of Beginnings

Ashby Hill Top
PRIMARY SCHOOL

Ashby Hill Top Primary School
Local Health and Safety Policy

Next review: September 2027

Statement of Intent

1.1 As a member academy of the Symphony Learning Trust (the 'Trust'), Ashby Hill Top Primary School (the 'Academy') will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

1.2 Symphony Learning Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students, visitors and any persons affected by its activities so far as is reasonably practicable.

1.3 Ashby Hill Top Primary School will maintain its own health and safety policy arrangements that remain aligned to the Symphony Learning Trust policy.

1.4 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, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.

1.5 Ashby Hill Top Primary School (as a member of the Trust) is committed to the prevention of accidents and ill health.

1.6 Ashby Hill Top Primary School (as a member of the Trust) will work towards continual health and safety improvement.

1.7 To achieve these objectives, we will:

- Conduct all our activities safely and in compliance with legislation and where possible, best practice
- Ensure the provision of safe working conditions and safe equipment
- Ensure a systematic approach to identify risks is developed and implemented and ensure sufficient resources are allocated to control them
- Ensure the provision of 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 welfare
- Promote the principles of sensible risk management
- Monitor, review and modify the local H&S policy arrangements as required.

1.8 All Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

Signed:
Emma Turner/Tristan Marshall

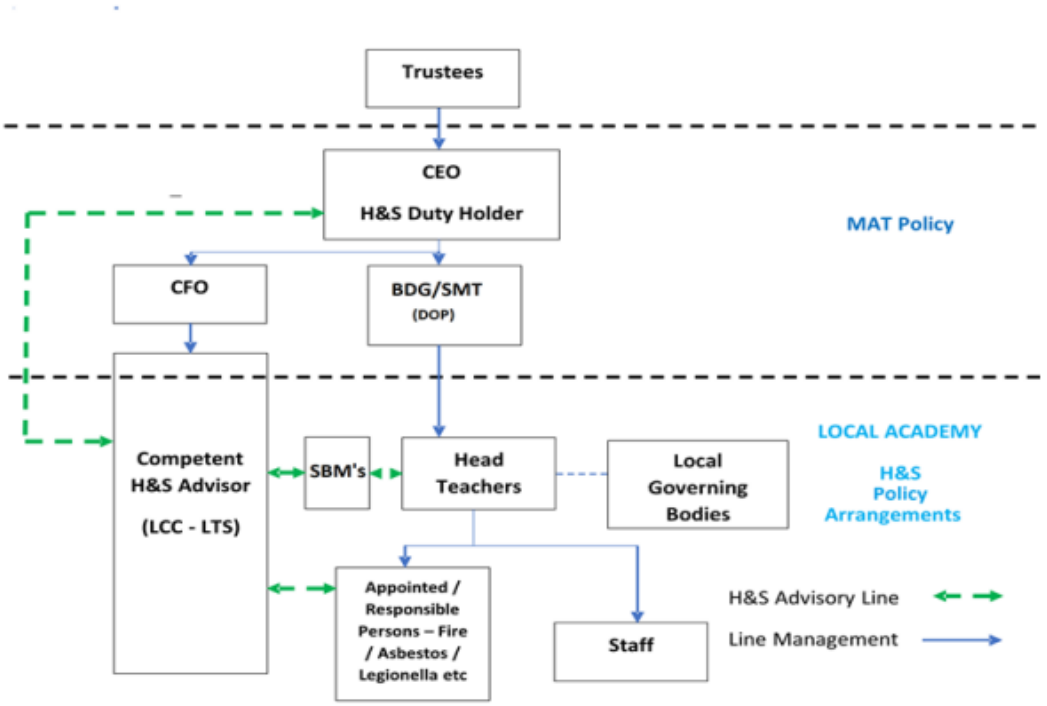
Co-Chair of Governors
Date: 19th August 2026

Signed:

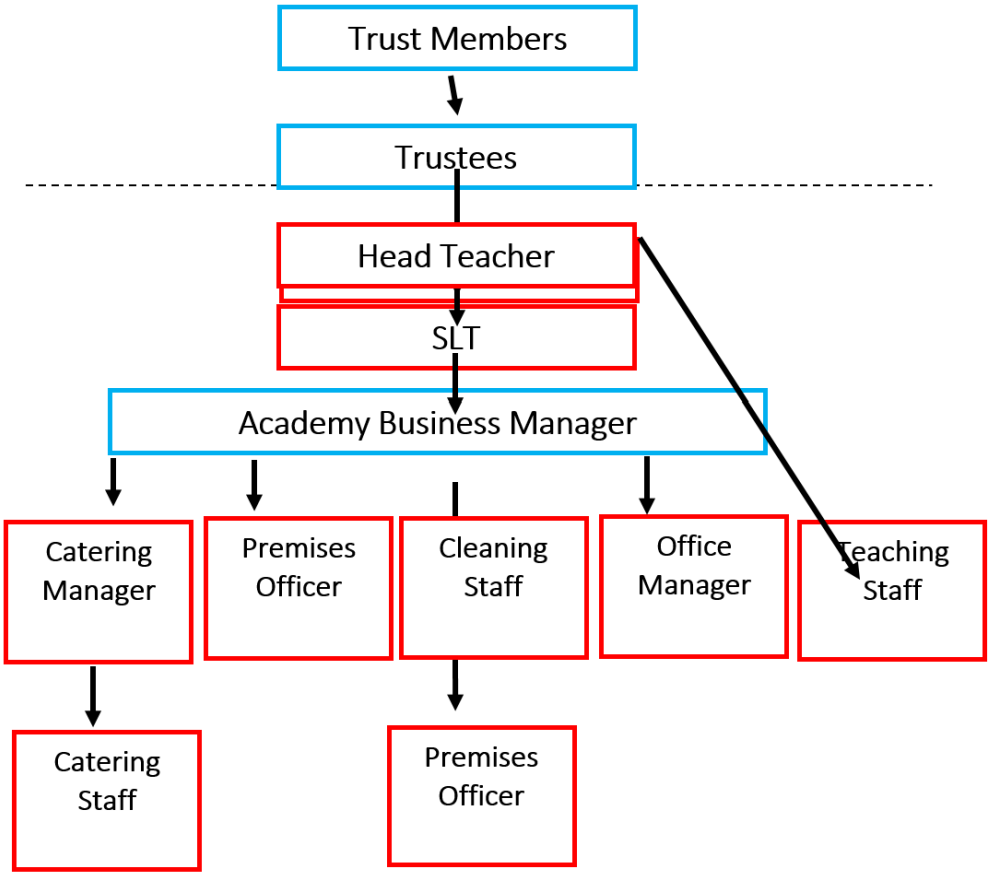
Executive Headteacher
Date: 19th August 2026

2.0 Ashby Hill Top Primary School H&S Organisation – Structure Roles and Responsibilities

Symphony Learning Trust H&S Management Organisation



Ashby Hill Top Primary School Organisational Structure



2.1 Background & Context

2.1.1 Ashby Hill Top Primary School is a member academy of the Symphony Learning Trust (the 'Trust'). Ashby Hill Top Primary School is a charitable company operating under Articles of Association and Memorandum of Association signed by the Members.

2.1.2 The Trusts organisational roles and responsibilities are detailed within the Trusts Health & Safety Policy (dated 1st September 2021).

2.1.3 The trust board has delegated some areas of governance within the Academy that will be overseen by the academy's Local Governing Board. These responsibilities are delegated by the board in accordance with the Trusts Articles of Association outlined within its Scheme of Delegation.

2.1.4 The Ashby Hill Top Primary School Local Governing Body is comprised of Parents, Staff and Community/Co-Opted governors with the Headteacher and ex-officio senior leaders.

2.1.5 The academy's Local Governing Body shall ensure that its Headteacher maintains their local Health & Safety Policy arrangements, which are aligned to the Trust H&S Policy and fully reflect local roles, responsibilities and arrangements. This reflects the Symphony Concept that the Trust shall be the 'trunk' of the organisation., but that each school shall:

- Maintain its own identify and ethos
- Have autonomy with a successful curriculum
- Keep its financial reserves

2.1.6 Senior Managers within the Trusts Senior Management Team, hold shared responsibility with the Ashby Hill Top Primary School Headteacher for the Health and Safety Performance within the Academy.

2.1.7 The local H&S Policy Arrangements within Ashby Hill Top Primary School are detailed in this document, as required by the Trust in its H&S Policy.

2.2 Ashby Hill Top Primary School Organisational Responsibilities

2.2.1 Local Governing Body

2.2.2 The Local Governing Body has been allocated, by the Trust, oversight of the governance of the Academy.

2.2.3 The Local Governing Body shall ensure the Headteacher maintains the local H&S policy arrangements, which are aligned to the Trust H&S policy and fully reflect the local roles, responsibilities, and arrangements.

2.2.4 The Local Governing Body shall seek assurance from the Headteacher and nominated members of the Trust's Senior Leadership Team that:

- The local health and safety policy arrangements are determined and implemented
- Sufficient funds for health and safety are allocated.
- Clear lines of accountability for health and safety are established.
- The effectiveness of the local arrangements is periodically assessed and that any necessary changes are made.
- A process is in place for the identification and evaluation of risks relating to possible accidents and incidents connected with the Academy.
- The Academy retains access to competent health and safety advice. The Academy retains access to competent health and safety advice.
- A business continuity plan remains in place and that clear plans for coping with sudden emergencies are developed and maintained by a Senior Emergency Management Team (SEMT) or similar.
- Appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties.
- Suitable health and safety provision is made for pupils with special needs and the staff involved.
- Health and safety aims and objectives are set for the Academy.
- A clearly defined health and safety audit program is determined and implemented.
- Regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures decided upon are implemented

2.2.5 The Local Governing Body is responsible for performing a health and safety inspection within the Academy termly.

2.2.6 The Local Governing Body is responsible for promoting a positive health and safety culture within the Academy.

2.3 Headteacher

2.3.1 Without limiting the responsibility of the Trust and its Senior Leadership Team, the Headteacher will oversee the day-to-day management of health and safety and the implementation of the Trust's H&S Policy within Ashby Hill Top Primary School.

2.3.2 The Headteacher will implement the local H&S policy arrangements to comply with the Management of Health and Safety at Work Regulations 1999 and School Premises Regulations 2012. To help achieve this the Head Teacher will:

- Ensure compliance with Trust's H&S Policy and ensure the policy, local arrangements and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Make clear any duties in respect of health and safety, which are delegated, are communicated to members of staff.
- Make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance and operation of Ashby Hill Top Primary School and ensure an up-to-date system of policies, procedures and risk assessments is maintained.
- Co-operate and communicate 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 set out in Appendix 1.
- In the event of the identification of any hazard or risk to health and safety of any persons under their control, ensure appropriate action is taken to control the hazard/risk.
- Co-operate and communicate with the Trust's Senior Leadership Team.
- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance.
- Provide a termly health and safety performance report to the Trust and Local Governing Body.
- Ensure that local procedures for the selection and monitoring of contractors are in place.
- Take appropriate action under the Trust's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- Ensure the Academy retains access to competent health and safety advice.

- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate and partake in health and safety audits.

2.3.3 In addition to their statutory duties, the Headteacher retains a common law duty of care for pupils which stems from their position in law as "in loco parentis".

2.3.4 The Headteacher may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority must be allocated to ensure that these responsibilities can be effectively implemented. Health and safety duties and responsibilities relating to specific job roles are set out in appendix 1 of these local arrangements.

2.4 Senior Leadership Team for H&S at Ashby Hill Top Primary School

2.4.1 The senior leadership team for H&S comprises the following persons, (Headteacher & Assistant Headteacher's). The senior leadership team will:

- Make itself familiar with, and ensure the Academy's compliance with, the Trust H&S policy and these local arrangements, including any procedures, instructions, and requirements for safe methods of work.
- Monitor the effectiveness of these local arrangements, identify any shortcomings, and communicate them to the Local Governing Body.
- Provide a documented process for reporting and investigating all incidents, accidents and near misses. Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- Provide (or contribute to) a termly health and safety performance report to the Head Teacher for subsequent provision to the Local Governing Body.
- Identify new and existing hazards, provide risk assessments, record the significant findings, implement any necessary control measures, and review these to ensure that they remain relevant.
- 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.
- Provide information, instruction, training, and supervision for the staff they are responsible for.
- Complete (or ensure the completion of) a health and safety induction checklist for all new employees at the commencement of their employment.
- Be responsible for all aspects of health and safety included in their job description.

- Ensure that all statutory registers and records are retained and maintained.
- Report property defects to the Premises Officer.
- Ensure the provision of adequate PPE for staff (where applicable).
- In conjunction with the Head Teacher, facilitate and partake in health and safety audits.

2.5 School Business Manager

2.5.1 Will be responsible to the Headteacher for ensuring the day-to-day operational requirements of the local H&S policy arrangements are implemented.

2.5.2 The SBM will retain an up-to-date copy of the Trust's H&S Policy together with the local H&S policy arrangements all associated documentation.

2.5.3 They will undertake and/or contribute to that team's H&S responsibilities and in addition will:

- Be the focal point for reference on health safety and wellbeing matters and to give advice or indicate source of advice.
- Ensure the day to day implementation of this policy including the maintenance of appropriate risk assessments for school and off-site activities and seeking the approval of the Governors for meeting the financial implications of identified control measures.
- Notify the Premises Officer and/or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- Liaise with, and report directly to, the Head Teacher on matters of Health and Safety.
- Ensure the Academy has an Off-Site Visits Policy (where applicable).
- Ensure there is a system in place for contractor procurement and management that identifies contractor competency and evaluates ongoing performance.
- To investigate accidents, dangerous occurrences and near misses, complete accident reports via AssessNET.

2.6 Premises Officer

2.6.1 The Premises Officer is responsible for day-to-day site security/access and the management of property maintenance, repairs, and compliance checks.

2.6.2 The Premises Officer retains responsibility for the application of the school's local H&S policy arrangements health to their own area of work and is directly accountable to the SBM and/or Head Teacher.

2.6.3 In addition, the Premises Officer will:

- Establish and maintain safe working procedures including (referring to relevant legislation and guidance) 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).

- Carry out regular health and safety risk assessments of the activities for which they are responsible, and report to the Head Teacher/SLT any additional controls or defects, which need attention. Monitor their effective implementation by staff under their control. • Ensure relevant advice and guidance on health and safety matters is sought from the external advisory function.

- Advise the Head Teacher and/or SBM on requirements for health and safety equipment and on additions, or necessary improvement, to plant, tools, equipment, or machinery.

- Carry out compliance checks and maintenance activities (and maintain records) in accordance with Appendix 1 (and as detailed within a job description) in order to ensure that assets and the building environment are maintained in a safe condition.

- Manage pedestrian and vehicle access and egress, ensuring that pedestrian and traffic routes are maintained in a safe condition and that appropriate actions are taken during periods of inclement weather.

- Liaise and co-operate with the Head Teacher and/or SBM on property related matters

- Provide a termly premises health and safety report, or the necessary information for such a report, to the Head Teacher.

- Retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally.

- Ensure statutory surveys, risk assessments and reports are organised with competent contractors and that all corresponding action plans are implemented and completed in a timely manner. Such surveys and assessments shall include (but are not limited to) fire,

legionella, asbestos, electrical, glazing, playground equipment etc and are scheduled in Appendix 1.

- Conduct contractor induction and retain records of the induction process.
- Maintain a health and safety file on the premises in relation to any construction work covered by the Construction (Design & Management) Regulations 2015 and make the relevant sections available to contractors upon request.
- Report incidents, accidents, dangerous occurrences, premises defects and near misses to the Head Teacher.
- Undertake, and apply, any training identified by the Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

2.7 Kitchen Manager

2.7.1 The Kitchen Manager is responsible for activities undertaken within the school kitchen and will:

- Retain responsibility for the day-to-day management of health, safety and wellbeing within the school kitchen and the activities undertaken by kitchen staff.
- Advise the Premises Officer and/or SBM of any health and safety concerns.
- Provide risk assessments for activities associated with work and relevant employees in the kitchen. Monitor their effective implementation.
- Ensure health, safety and wellbeing information is communicated to catering staff.
- Report accidents, dangerous occurrences and near misses to the SBM.
- Ensure a food safety management (HACCP) system is devised, implemented, and communicated to kitchen staff.
- Undertake any training identified by Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.
- Schedule, or liaise with the Premises Officer over, the inspection, maintenance and cleaning of catering equipment and systems. These shall include assets such as kitchen extract systems and extinguishing or drench systems. The Kitchen Manager shall ensure that such activities are included within Appendix 1.
- Retain responsibility for the day-to-day management of health, safety and wellbeing within the school kitchen and the activities undertaken by kitchen staff.
- Advise the Premises Officer and/or SBM of any health and safety concerns.
- Provide risk assessments for activities associated with work and relevant employees in the kitchen. Monitor their effective implementation.

- Ensure health, safety and wellbeing information is communicated to catering staff.
- Report accidents, dangerous occurrences and near misses to the SBM.
- Ensure a documented food safety management (HACCP) system is devised, implemented, and communicated to kitchen staff.
- Ensure the provision of adequate PPE for staff that they are responsible for.
- Undertake any training identified by the SBM/Head Teacher to enable them, and their staff, to perform their duties at the level of responsibility allocated to them.

2.8 All Staff

2.8.1 All school staff, agency workers, peripatetic Trust employees etc must comply with the Academy's local H&S policy arrangements and associated arrangements, in addition to any specific responsibilities which may be delegated to them.

2.8.2 All staff (as above) 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 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 welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace.
- Support Ashby Hill Top Primary School in embedding a positive safety culture that extends to pupils and any visitors to the site.
- Undertake any training identified by the Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

2.9 Contractors and Visitors

2.9.1 All contractors and visitors must comply with the Academy's local H&S policy arrangements and associated arrangements, in addition to any specific responsibilities which may be delegated to them.

2.9.2 All contractors and visitors are required to:

- Comply with the site's signing in/out arrangements on Passtab

- Complete the premises induction process (contractors) when signing in (including Asbestos register)
- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- Cooperate with the Premises Officer (or staff host) to work safely.
- Comply with all instructions issued by any representative of the Academy
- Report to the Premises Officer (or staff host) any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace

2.10 Health & Safety Advisor (outsourced to LTS H&S Dept)

2.10.1 The H&S Advisor is responsible for the provision of competent H&S advice and assistance.

2.10.2 The H&S advisor is responsible for the provision of an external H&S audit function, as agreed and scheduled with the Head Teacher and SBM.

2.11 Pupils

2.11.1 All pupils must be continuously supervised by teaching and support staff. Pupils are expected to behave in a manner that reflects Ashby Hill Top Primary School's behaviour policy and in particular are expected to (where knowledge understanding permits):

- 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 Academy
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare
- Report to a teacher or other member of Ashby Hill Top Primary School staff any health and safety concerns that they may have.

2.11.2 Ashby Hill Top Primary School will ensure that:

- The premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Users are consulted on health and safety matters.
- The Academy's health and safety arrangements are made available to shared users.

2.12 Lettings

2.12.1 Ashby Hill Top Primary School's has a lettings policy. The policy covers procedures for fire evacuation, security arrangements, the requirements relating to accident, assault and hazard/near miss reporting and requirements for the provision of first aid.

2.12.2 Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the Academy on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the Academy that may arise from their activities

2.12.3 Ashby Hill Top Primary School will ensure that:

- The premises are in a safe condition for the purpose of use
- The health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises
- Adequate arrangements for emergency evacuation are in place and communicated

3.0 Organisational Arrangements for Health and Safety

3.1 The following arrangements will be adopted to ensure that the Trust, Ashby Hill Top Primary School, the Head Teacher and the Local Governing Body 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

Setting Health and Safety Objectives

3.2 The Trust and the Head Teacher will specifically review progress of health and safety objectives as an element of the termly H&S report provided to the Trust.

3.3 The Head Teacher and Local Governing Body shall review progress of health and safety objectives at the termly meeting of the Local Governing Body.

3.4 Where necessary health and safety improvements will be identified and included within the Academy's action plan.

Provision of effective Health and Safety Objectives

3.5 The Trust Chief Financial Officer (CFO) and the Head Teacher will consider health and safety training on an annual basis in line with the Academy's health and safety training matrix focussing on mandatory training as a priority.

Provision of an effective joint consultative process

3.6 Ashby Hill Top Primary School's Health and Safety Lead will report termly to the Local Governing Body and the Head Teacher, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

Establishing adequate health and safety communication channels

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

- Provision of information relating to safe systems of work and risk assessments
- Training provided
- Communications with relevant specialist advisors and bodies

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

Financial resources

3.9 The Trust along with the Head Teacher will review the Ashby Hill Top 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

3.10 Ashby Hill Top Primary School will ensure that access to competent technical advice on health and safety matters is procured to assist the Academy in complying with statutory duties and meeting health and safety objectives; the Academy will do this by:

- Accessing the services of a competent Health and Safety Advisor though Leicestershire County Council (LTS) Health, Safety and Wellbeing Service
- Engaging with specialist assessors/contractors in relation to fire safety and water hygiene

4.0 Organisation - Other Arrangements

Accident, incidents, near misses, and assaults

4.1 All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form using the AssessNET system within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Education Information Sheet No1 (Revision 3) will be reported to the HSE within the required timescales.

4.2 All incidents will be investigated in an attempt to 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.

4.3 Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

4.4 Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

Audit

4.5 Ashby Hill Top Primary School health and safety management arrangements will be audited by LCC LTS every two years. The Academy reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the Academy.

Contractor selection and management

4.6 Ashby Hill Top Primary School will verify contractor competencies as part of its selection process.

4.7 Contractors are required to be inducted at site and their activities supervised to an appropriate level. Contractors should provide the Academy with RAMs prior to work being undertaken.

4.8 Ashby Hill Top Primary School will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing contractors: A guide for employers. The Academy will notify Leicestershire County Council (Premises Service), where appropriate and ensures that:

- Roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
- Competent contractors are used
- Clear specifications of works (RAMs) are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
- 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.
- All contractors are given access to the asbestos register when signing in.
- All contractors to complete a contractor site induction sheet before work can proceed

Control of hazardous substances

4.9 Ashby Hill Top Primary School will comply 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. The Academy 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 requirement for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff, and visitors
- Only substances purchased through the school's procurement systems can be used on site
- Substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet

- COSHH risk assessments are monitored quarterly and reviewed annually

Dealing with health and safety incidents and emergencies - procedures and contacts

4.10 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. Academies will use AssessNET (online reporting) to record accidents requiring external involvement to determine whether it is RIDDOR.

4.11 All incidents will be investigated in an attempt to 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. (See Investigation section 4.53 below)

4.12 Missing Pupil, Bomb threat and Protect/Prevent procedures are developed and maintained.

4.13 Fire Emergency Plan is developed and maintained. (See also Fire Safety section 4.18 below).

Defect reporting

4.14 Ashby Hill Top Primary School has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported to the Premises Officer. 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

Display screen equipment (DSE)

4.15 Ashby Hill Top Primary School acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The Academy ensures 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 and may be eligible for free eye checks.
- Assessments are reviewed at least biennially, earlier if there are significant changes to equipment/layout individual health.
- DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back. This can be access through the SHINE online system. For access, please call 0116 305 5515. https://goshine.co.uk/login/index.php

Document control and record retention – see sections 5.1 and 5.9 below

Driving

4.16 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. Electrical systems and equipment

4.17 Ashby Hill Top Primary School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (fixed wiring installations) are periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

4.18 Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in low risk environments' (INDG236), by a competent contractor with records maintained.

4.19 Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The Academy's defect reporting procedure is followed as required.

Fire safety

4.20 Ashby Hill Top Primary School is committed to providing a safe environment for both staff and pupils. The Academy manages the risk of fire by ensuring:

- A detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- An annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments.
- Statutory inspections are carried out on all fire related systems and equipment either both by competent contractors or in house by trained staff
- All staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction
- A fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- A fire logbook is kept and maintained

First-aid and supporting pupils' medical conditions

4.21 Adequate first aid arrangements are assessed, maintained, and monitored at Ashby Hill Top Primary School and for all activities that the Academy leads. The Academy ensures that:

- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- All first aiders and appointed persons hold a valid certificate of competence, the Academy maintains a register of all qualified staff and will arrange re-training as necessary
- First aid notices are clearly displayed around the Academy
- The person appointed to be responsible for First Aid will receive a First Aid Allowance. They will be responsible for ensuring there are sufficient numbers of suitably stocked first aid boxes available and checked periodically to ensure they are adequately stocked
- A suitable area is available for the provision of first aid
- Staff are regularly informed of first aid arrangements within Ashby Hill Top Primary School, through induction, teacher training days and the staff handbook which is issued annually
- Where first aid has been administered this is recorded in the first aid treatment book
- Correct reporting procedures are followed including those required under RIDDOR regulations
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- Information, instruction, and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency
- Children with medical conditions will be cared for in line with the medical conditions policy
- Medication shall be kept securely in line with the medical conditions policy

Food Safety – see section 2.7 above

Glass & Glazing

4.22 Ashby Hill Top Primary School will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing.

4.23 The Academy will survey its glass surfaces in doors, windows, and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect.

Grounds - Safety/Security/Automated Gates and Doors & perimeter fencing Safety

4.24 The Academy will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. The Academy will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g., outdoor play equipment.

Security

4.25 Site and premises entry and security arrangements are identified and implemented. Entry arrangements are communicated to staff, parents, and contractors. Automatic gates and doors & site perimeter fencing

4.26 Automatic Doors and Gates will be serviced, maintained and inspected in line with manufacturer's recommendations (usually 6 Monthly).

4.27 The Academy will complete documented in-house inspections of automatic doors and gates and site perimeter fencing to ensure their safe operation.

4.28 Defects will be reported immediately, and a contractor will be procured (where appropriate) to make the relevant assessment and repairs.

Housekeeping – storage, cleaning & waste disposal

4.29 The Academy will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.

4.30 The Academy will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The Academy will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.

4.31 Where applicable and to accommodate the requirements of environmental legislation the Academy will arrange for suitable disposal/recycling of relevant items e.g., fluorescent lighting and waste electrical appliances.

4.32 Suitable arrangements will be made for gritting and/or the clearing of snow as part of winter preparedness.

Infection Prevention and Control (Inc. COVID-19)

4.33 Ashby Hill Top Primary School will refer to its infection prevention and control guidance, ensuring it has been communicated and is available to all staff.

4.34 In the event of an outbreak of a communicable infection/disease the guidance contained within the Academy's infection control guidance will be followed.

4.35 The Academy will engage with PHE and The DFE should there be an outbreak of a communicable infection/disease and follow any advice given.

4.36 The Academy will ensure a robust cleaning regime is followed and adequate ventilation is achieved at all times when the site is occupied.

Intimate Care/SEND

4.37 All intimate care and SEND requirements will be identified and managed through an individual SEND assessment and care plan, if required. Jewellery 4.38 See the school's Uniform Policy.

Lone working

4.39 Ashby Hill Top Primary School will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g., work at height.

Management of asbestos

4.40 Ashby Hill Top Primary School complies with the HSE's approved code of practice 'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143). The Academy is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The Academy has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a Local Asbestos Management Plan (LAMP) has been developed. The LAMP along with the asbestos register will be kept up to date.

4.41 A minimum six-monthly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the Ashby Hill Top Primary School LAMP.

4.42 Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

4.43 Any changes to building where asbestos any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept **with the school's LAMP.**

Moving and handling

4.44 Ashby Hill Top Primary School complies with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).

4.45 Within the Academy 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. The Academy 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

Noise

4.46 Ashby Hill Top Primary School will make arrangements for the assessment of risk, protection, and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

Occupational health services and work-related stress

4.47 Ashby Hill Top Primary School acknowledges that there are many factors both work-related and personal that may contribute to staff being from absent from work through injury and ill health including stress.

4.48 The Academy 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 Head Teacher, or another member of the senior leadership team of any ill health issues
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels

- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g., counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- If it is identified that there is a high occurrence of staff ill health or stress within the Academy, 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

Off-site visits including school-led adventure activities

4.49 Ashby Hill Top Primary School has created an Off-Sites Visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders.
- The Academy requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. https://oeapng.info/
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.
- https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515.
- The Chair of Governors will be provided details of all off-site residentials
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit. At Ashby Hill Top, the EVC is the School Business Manager. Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit.
- All approvals for off-site visits will be completed by the Head Teacher or designated and trained deputy. (Assistant Headteacher's)

Preventing workplace harassment and violence

4.50 Ashby Hill Top 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 the site specific lone working risk assessment, the following procedures are in place:

4.51 Staff are advised to:

- Avoid confrontation if possible
- Withdraw from a situation or escalating 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
- Contact emergency services, as appropriate.
- Inform the Head Teacher or a member of the senior management team if confrontation has taken place

4.52 Ashby Hill Top Primary School will:

- Ensure the Head teacher or member of the senior leadership team attend the site of an incident 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
- Provide training on how to manage conflict and aggression as required
- Review the appropriate risk assessments following any incident.

Risk assessment

4.53 Risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health.

4.54 Within Ashby Hill Top Primary School various persons are tasked with the development of risk assessments based on their knowledge, experience and competence (See Appendix 1). Relevant staff will develop the 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 a hard copy is kept in the school office.

4.55 New and expectant mothers risk assessments will be conducted in line with HSE Guidance.

4.56 Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable.

Smoking

4.57 Ashby Hill Top Primary School complies with UK law on smoking in both indoor and external spaces. Ashby Hill Top Primary School has a no smoking policy which extends to the limits of

the curtilage of the site. The policy extends to the used of substitute inhalers and all types of vaping devices including e-cigarettes. Ashby Hill Top Primary School has signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

Statutory Inspections

4.58 Ashby Hill Top 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 which is implemented by the Site Manager / Premises Officer and monitored by

Vehicles on Site

4.59 Only staff vehicles should be parked in the school car park other than, where space permits, delivery, contractor, and construction vehicles requiring closer access to specific areas of the school. Drivers of such vehicles should report to the Office in the first instance.

Water hygiene management

4.60 Ashby Hill Top Primary School will comply with the HSE approved code of practice *'Legionnaires' disease - The control of legionella bacteria in water systems' (L8)*.

4.61 Ashby Hill Top Primary School will:

- Employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- Employ a competent external contractor to provide a suitable survey/risk assessment periodically as below:
    - changes to the water system or its use
    - changes to the use of the building in which the water system is installed
    - the availability of new information about risks or control measures
    - the results of checks indicating that control measures are no longer effective
    - changes to key personnel
    - a case of legionnaires' disease/legionellosis associated with the system
    - If none of the above situations apply a new water hygiene survey/risk assessment will be conducted by a competent contractor every 2 years.
- Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment.
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable. TMV's will be serviced in accordance with the manufacturer's instructions or as advised by a competent contractor.

- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis.
- employ a competent person to undertake monthly monitoring of water systems including temperature readings.

Working at height

4.62 Ashby Hill Top Primary School will follow the principles of the HSE guidance '*The Work at Height Regulations 2005 (as amended) A brief guide*' *(INDG401).* Ashby Hill Top Primary School use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. Ashby Hill Top Primary School ensures 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
- Those undertaking work at height have received appropriate training and training records are maintained
- All access equipment (ladders, step ladders, tower scaffolds etc.) Is identifiable and inspected as required
- Any equipment provided to assist with working at height 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 working at height tasks, these may result in some working at height tasks being restricted
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

Workplace inspections

4.63 Ashby Hill Top Primary School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remains a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the Ashby Hill Top Primary School defect reporting procedure.

4.64 Daily visual Inspections of the site will be undertaken and recorded.

5.0 Monitoring and Review & Business Continuity Arrangements Monitoring and review

5.1 These local H&S policy arrangements together with the associated procedures and health and safety performance, will be reviewed by the Head Teacher on a regular basis (every two years as a minimum), or as required. The Head Teacher will inform the Local Governing Body of the outputs of each review.

5.2 In order to evidence that health and safety standards are actually being achieved, the Academy will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

5.3 The Academy will use different types of systems to measure health and safety performance:

Active monitoring systems

- Spot checks and termly site inspections will be undertaken
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- 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.

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…

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

- Health and safety governor, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance

Investigation systems

- Investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify 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.

Third Party Monitoring/ Inspection

- Ashby Hill Top Primary School will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the Ashby Hill Top Primary School action plan with appropriate target dates for completion.

Business Continuity

5.4.1 Ashby Hill Top Primary School will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.

5.5 In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the Headteacher/Assistant Headteacher. This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.

5.6 A copy of the Ashby Hill Top Primary School business continuity plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out.

5.7 In the unlikely event of major disruption or disaster the SEMT will arrange to meet at Jungle Madness to co-ordinate and implement the business continuity plan.

5.8 Ashby Hill Top Primary School business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by The SEMT.

Retaining and Maintaining Documentation

5.9 Ashby Hill Top Primary School will store all health and safety related documentation in the school office. Health and safety related documentation will be backed up/scanned in and stored within the Academies computer system for future reference.

Infection Prevention and Control (Inc. COVID-19)

5.10 Ashby Hill Top Primary School will refer to its infection prevention and control guidance, ensuring it has been communicated and is available to all staff.

5.11 In the event of an outbreak of a communicable infection/disease the guidance contained within the Academy's infection control guidance will be followed.

5.12 The Academy will engage with PHE and The DFE should there be an outbreak of a communicable infection/disease and follow any advice given.

5.13 The Academy will ensure a robust cleaning regime is followed and adequate ventilation is achieved at all times when the site is occupied.

Occupational Health

5.14 Ashby Hill Top Primary School has ensured provision of occupational health services through LCC and the Trust.

5.15 The Academy will follow HR guidance to determine when an occupational health referral or health surveillance is required.

Automatic Gates and Doors

5.16 Any automatic Doors and Gates will be serviced, maintained and inspected in line with manufacturer's recommendations (Usually 6 Monthly).

5.17 The Academy will complete documented inhouse inspections of automatic doors and gates to ensure their safe operation.

5.18 Defects will be reported immediately, and a contractor will be procured to make the relevant assessment and repairs.

Appendix 1: Table of Delegation of Specific Duties

Responsibility	Frequency	Delegated to Job Role	Signed
Reviewing Health and Safety Policy	Annually	HT	
Digitally Backing up Compliance and Safety Documents	When Created or Received	HT	
Allocating Budget for Health and Safety	Annually	HT/SBM	
Display Energy Certificate Renewal	As Instructed on Current Certificate	PO	
Organising Type 2 Fire Risk Assessment	Every 5 Years	PO	
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	PO	
Internal Checking of the Fire Alarm Panel	Daily	PO	
Internal Fire Evacuation Drill Organisation	Termly	PO	
Internal Manual Call Point Checks	Weekly on Rotation	PO	
Internal Emergency Lighting Checks	Monthly	PO	
Internal Extinguisher Checks	Monthly	PO	
Internal Sprinkler System Checks	Weekly	PO	
Internal Fire Door Checks	Monthly	PO	
Organising Service of The Fire Alarm System	Six Monthly	PO	
Organising Service of Fire Extinguishers	Annually	PO	
Organising Service and Maintenance of Emergency Lighting	Annually	PO	
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	PO	
Reviewing the Emergency Evacuation Plan	Annually	HT/SENCO	
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	SBM/AHT/SENCO	
Creating and Reviewing the Winter Gritting Plan	Annually	PO	
Winter Gritting Pavements and Carparks	Consult Weather Forecast	PO	
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	HT	
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	PO	
Organising Asbestos Management Surveys	5 Yearly	PO	
Monitoring the Condition of Asbestos on the Premises	Termly	PO	

Organising Water Hygiene Surveys	Yearly	PO	
Flushing of Little Used Outlets	Weekly	PO	
Organising Service of TMV	Manufacturer Stipulated	PO	
Water Temperature Monitoring	Monthly	PO	
Signing Off Water Temperature Monitoring	Monthly	PO	
Organising Water Heater Service and Maintenance	Annually	PO	
Organising Water Tank Inspections	Annually	PO	
Organising Electrical Installations Condition Reports	5 Yearly	PO	
Organising PAT (Portable Appliance Testing)	Annually	PO	
Organising Service of Stage Lighting	Annually	PO	
Conducting Workplace Inspections	Weekly	PO	
Conducting Workplace Inspections	Termly	HT/PO/Gov	
Organising Building Condition Surveys	5 Yearly	PO	
Internal Inspections of Playing Fields and Playground Equipment	Weekly	PO	
Organising RPII Inspections of Outdoor Play Equipment	Annually	PO	
Inspecting PE Equipment	Before Use	Staff/PO	
Organising External Inspections of PE Equipment	Annually	PO	
Organising Glazing Surveys	10 Yearly	PO	
Procuring and Commissioning Contractors	When Necessary	PO	
Managing and Supervising Contractors	When Necessary	PO	
Contractor Inductions	When Necessary	PO	
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	PO	
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	PO	
Organising a Thorough Clean of The School Kitchen	Termly	PO	
Creating and Reviewing Classroom Risk Assessments	Annually	HT	
Creating and Reviewing Premises Related Risk Assessments	Annually	HT	
Creating and Reviewing PE Risk Assessments	Annually	HT	
Creating and Reviewing Design Technology Risk Assessments	Annually	HT	

Creating and Reviewing Science Risk Assessments	Annually	HT	
Creating and Reviewing Other Risk Assessments	Annually	HT	
Conducting Pregnancy Risk Assessments	When Necessary	HT	
Conducting Return to Work Risk Assessments	When Necessary	HT	
Selecting Staff Health and Safety Training	Review Termly	HT	
Recording Staff Health and Safety Training in a Central Record	When Necessary	HT	
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	PO	
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	PO	
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	PO	
Logging Accidents onto the AssessNet system	When Necessary	HT	
Reporting RIDDOR	When Necessary	HT	
Reviewing Accident Statistics	Termly	HT	
Reviewing the Management of Medications Policy	Annually	HT	
Reviewing the First Aid Needs Assessment	Annually	HT	
Checking First Aid Kit Contents	Monthly	Lead First Aider	
Checking the Condition of First Aid Facilities	Weekly	Lead First Aider	
Reviewing Pupil Individual Care Plans	When Necessary	HT/SENCO	
Reviewing Individual Behaviour Plans	When Necessary	HT/SENCO	
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	HT	
Approving Off-Site Visits	When Necessary	HT	
Creating a Health & Safety Report for Governors	Termly	HT	
Communicating Emergency Procedures to Lettings	When Necessary	HT/PO	
Emergency Contact during Lettings	When Necessary	HT/PO	
Work Experience Co-ordination	When Necessary	HT/AHT	
Organising Tree Surveys	3 Yearly	PO	
Organising Service/Inspection of The Lightening Protection Rod	11 Monthly	PO	
Organising Servicing Inspection of Automatic Doors	Annually	PO	
Completing Internal Inspection of Automatic Doors	Weekly		

Appendix 2 Symphony Learning Trust Additional Policies and Guidance for Reference:

Ashby Hill Top Primary School will in addition to this health and safety policy, follow the policies and guidance set out in the table below.

Policy Documents	**Location**
Off-Site Visits Policy	School website
Management of Medications Policy	School website

Guidance Documents	**Location**
Accident, Incident and Near Miss Guidance	LA if required
Asbestos - Information and Guidance	PO
Ashby Hill Top's LAMP Local Asbestos Management Plan	PO
Schools Gate Safety Guidance	PO
Blood Borne Viruses & Needle Stick Injury	PO
Notification of Construction Works in Academies & Schools	LA if required
Construction Design and Management Guidance	Trust if required
Challenging Behaviour and Violence at Work	Trust website
Contractor Management	PO
COSHH Guidance	PO
Door Safety in Schools	PO
Display Screen Equipment Guidance	RA in school office
Electrical Safety Guidance	PO
Excavations Guidance	LA if required
Fire Safety Guidance	PO
First Aid Guidance	PO
Food Safety Information and Guidance	PO
Glazing - Information and Guidance	PO

Intimate Care Guidance	Trust website
Lone Working	Trust website/ RA in school office
Manual Handling	RA in school office
Moving and Handling of People Guidance	RA in school office
Pregnancy and Breastfeeding	RA in school office
Noise at Work	RA in school office
Guidance and Information	RA in school office
Outdoor Play Equipment, Outdoor Gyms and Playing Fields Guidance	RA in school office
Risk Assessment Procedure Guidance	RA in school office
Stress Management in Schools Guidance	RA in school office
Violence at Work Guidance	Trust website
Water Hygiene Procedure Guidance	PO
Winter Gritting & Snow Clearing Guidance	RA in school office
Work at Height Guidance	RA in school office
Young Persons and Work Experience Guidance	RA in school office