

Health and Safety Policy / Procedure

Yarrow Height School

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Person Responsible: Doug Grieb – Head of Operations

Ratified by: Jamie Bartlem – Director SchoolPro Safety

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in Yarrow Heights School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Where this policy refers to 'employees', the term refers to any individual that is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Yarrow Heights School.

The policy documents of Yarrow Heights School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

Part 1: Statement of Intent

The Governing Body and Headteacher of the school fully recognize their legal responsibilities, under national health and safety. As employers and those responsible for the premises, they are committed to providing a safe and healthy environment for all staff, pupils, and anyone else affected by the school's activities.

We are dedicated to managing health and safety risks by conducting thorough risk assessments, implementing effective control measures, and ensuring ongoing monitoring and review of safety systems. This commitment is driven by the leadership of the Governing Body and Headteacher.

Key responsibilities include:

- Creating and maintaining a safe and healthy working and learning environment.
- Ensuring safe access to and exit from the premises at all times.
- Minimising the risk of accidents and work-related health issues.
- Identifying, assessing, and managing risks for both curriculum and non-curriculum activities, including offsite events and trips.
- Complying with all relevant legal and statutory health and safety obligations.
- Promoting safe working practices and providing well-maintained equipment.
- Ensuring staff receive appropriate training, information, and guidance.
- Regularly reviewing and improving safety procedures to ensure their effectiveness.
- Fostering a culture of health and safety by promoting open communication and consultation with staff on related matters.
- Setting clear objectives to drive continuous improvement in health and safety performance.
- Maintaining a healthy working environment, including appropriate welfare facilities.
- Allocating adequate resources to manage health and safety, as far as reasonably practicable.
- Ensuring the safe handling, storage, and use of substances within the school environment.
- Ensuring that our premises are secure and that DBS safeguarding checks are made for each member of our workforce.
- Providing and maintaining safe, suitable buildings and equipment.
- Ensuring the safe handling and use of substances.
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that all employees and contractors are competent to do their work, and where appropriate giving them suitable training.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- The careful organisation, assessment and mitigation of hazards and risks for any off-site activities with a separate consideration and approval process. Having access to competent advice.
- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.

In addition, the Governing Body and Headteacher are committed to safeguarding the health and safety of non-employees, including pupils, visitors, contractors, and the wider community. We will provide the necessary training, supervision, and information to ensure the safety of everyone affected by our operations.

The Governing Body and Headteacher will allocate the necessary resources, including financial support, to implement this policy.

All staff are expected to comply with this policy and actively support the Governing Body and Headteacher in maintaining and improving the school's health and safety standards. The cooperation of all employees and others using the premises is essential for the successful implementation of this policy.

This Policy Statement, along with the organizational structure and safety procedures, will be reviewed annually or updated as required.

Approved by the Governing Body:

Signed:

Headteacher's Name:

Date:

Signed:

Chair of Governors' Name:

Date:

Part 2 Organisation

Organisation Overview

To meet the health and safety (H&S) requirements of the Governing Body and Headteacher, extra responsibilities are assigned within the school's management, as outlined in this H&S Policy.

Governing Body

The Governing Body is responsible for ensuring the school complies with the H&S Policy. They work with the Headteacher to put in place and review safety measures, making updates as needed.

Headteacher

The Headteacher manages the daily implementation of the H&S Policy. They collaborate with the Governors to maintain safety standards, review procedures, and ensure safe working conditions.

Member of staff responsible for H&S

While the Head ultimately remains responsible, they may delegate carrying out their duties to this named member of staff.

Employees

All staff must ensure their own safety and that of others by following the H&S Policy, using equipment safely, reporting hazards, and adhering to any training. Any issues with safety should be reported to their line manager.

Pupils

Pupils are expected to take responsibility for their own safety, follow school rules, wear appropriate clothing for safety or hygiene, and follow staff instructions during emergencies. They should use school equipment properly and not interfere with safety measures.

Safety Representatives

Safety Representatives can investigate accidents, inspect the school, and address concerns. They receive training and safety information but are not part of the school's management.

Temporary Staff

Temporary staff receive health and safety instructions, including fire and emergency procedures. They report to the Headteacher during their time at the school.

Teachers

Teachers ensure compliance with the H&S Policy in their classrooms. They are responsible for student safety and must maintain a safe learning environment.

Teaching Assistants

Teaching assistants follow the H&S Policy and report to the class teacher, helping ensure safety during lessons.

Off-Site / Educational Visit Coordinator (OVC / EVC)

The OVC / EVC ensures school trips follow safety standards, working with trip leaders to align activities with school policies.

Premises Manager

The Premises Manager handles day-to-day safety concerns in the school buildings. They address or report any safety issues and stop unsafe practices when necessary.

Volunteers and Parent Helpers

Volunteers and parent helpers receive health and safety guidance and report to the supervising teacher during their time at the school.

Part 3 General Arrangements

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Culture (1.0)

Yarrow Heights school is committed to fostering a strong health and safety culture by effectively communicating its values across the entire school community.

- The Senior Leadership Team lead by example, demonstrating a commitment to health and safety through their actions and decisions.
- Staff, students, and visitors will be encouraged to take personal responsibility for safety through clear expectations
- All staff will receive H&S training during induction.
- Positive behaviours and attitudes that support a proactive safety culture will be reinforced, during weekly staff meetings
- H&S concerns are raised via the facilities H&S reporting spreadsheet which can be found [here](#)
- Health and safety principles are embedded into the curriculum and daily activities, integrating safety awareness into the learning environment.

To ensure ongoing improvement, regular evaluations during the termly H&S meeting and strategies will be adjusted accordingly to reinforce a culture of safety and well-being.

Documentation (1.4)

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

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

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

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- School Uniform Policy
- Invacuation, Lockdown and Evacuation Policy
- Bomb Threat and Evacuation Policy
- Visitor Policy
- Contractors Policy
- Display Screen Equipment (DSE) Policy
- COSHH Policy
- Infection Control Policy
- Site Risk Assessment Policy
- Lone Worker Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- School Security Policy

Key health and safety documents, including risk assessments, policies, safety inspection records, and incident reports, will be reviewed annually and updated to reflect current legislation and best practices.

- Training records are documented on People HR to track staff compliance and competency.
- Accident, incident, and near-miss reports are reported locally on the schools MIS (Arbor) and reported to the Governing body where necessary guidance on reporting can be found on the Cavendish Education Connect Page.
- Safety inspections and audit records are stored in the premises file, which can be found in the Operations office, allowing easy reference during reviews or external inspections.
- Confidential health and safety documents, such as medical records, will be securely managed in accordance with data protection regulations. All confidential are stored on People HR.

Communication and Training (1.2)

Yarrow Heights School will ensure that health and safety policies are effectively communicated to all staff, students, and stakeholders through

- Regular H&S updates during staff meetings
- Termly interdepartmental H&S Committee meetings
- Training sessions,
- Regular updates will be shared with staff, parents, and other stakeholders via newsletters, emails, and the school website.
- Staff will receive ongoing health and safety training at scheduled intervals, covering essential topics such as risk management, emergency procedures, and first aid.

Training

H&S training at Yarrow Heights School has a combination of online and in-person training sessions will be utilised to accommodate different learning preferences and ensure accessibility. The effectiveness of training programs will be regularly evaluated, with improvements made based on feedback and incident reports.

New staff, students, and contractors will undergo a structured induction process to familiarise them with the school's safety policies and procedures, and a buddy is nominated for each new staff member.

Changes in health and safety practices, are reported to all staff via staff meetings and are followed up with email minutes, ensuring compliance with the latest regulations.

Contractors and visitors will be provided with health and safety guidelines upon arrival to school via reception staff.

Governor Oversight (1.8)

Governors play a vital role in shaping and overseeing the health and safety strategy to ensure a safe environment for all students, staff, and visitors. They review all updates to the H&S policy and ensure compliance with legal requirements.

Governors work closely with the school leadership team to ensure adequate resources are allocated to safety measures, particularly in high-risk areas such as science labs and physical education.

The school reports all H&S issues to the Governors during the termly Head Teachers Report to Governors. Through their oversight, governors will ensure that all legal obligations are complete and maintains a proactive approach to health and safety management.

Risk Assessment (1.6)

Yarrow Heights School conducts regular risk assessments to ensure the safety of all students, staff, and visitors across various activities, areas, and processes.

These assessments will cover classrooms, laboratories, playgrounds, sports facilities, and high-risk areas such as kitchens. Risk Assessments can be found on the shared Risk Assessment drive

Risk assessments are reviewed by designated staff members annually, ensuring they remain up to date and relevant to specific activities or environments. Control measures will be implemented to address identified risks, with clear procedures for monitoring their effectiveness over time.

Staff, students, and contractors will be informed of risk assessments and any necessary precautions through training sessions.

Yarrow Heights will remain proactive in addressing emerging risks, such as construction projects or health crises, by adapting safety protocols accordingly.

Following any incidents or accidents, risk assessments will be reviewed and updated to prevent future occurrences, with findings documented to support continuous improvement in safety practices.

Accidents, Incidents (1.1)

All accidents and incidents are documented using [Arbor MIS](#) which will securely store information for future reference and compliance purposes.

Following a significant incident or near miss, A structured investigation process will be followed to determine the root causes of accidents, ensuring that lessons learned are communicated to staff and used to improve safety measures.

The Attendance and Welfare Lead is responsible for reviewing accident reports, following up on corrective actions, and monitoring trends to identify patterns and prevent future occurrences. This information is shared with the Senior Leadership Team.

Parents and carers will be notified promptly if a student is involved in an accident, with appropriate details and support provided.

Near-miss reporting will be encouraged to promote a proactive safety culture, with these incidents analysed to prevent potential accidents.

The school adheres to legal requirements in determining when an accident must be reported to external authorities. Additional information on what needs to be reported can be found [here](#).

Staff and students affected by serious incidents will receive appropriate support, including first aid, counselling, or adjustments to their learning or working environment as needed.

First Aid (1.1)

The Welfare and Attendance Lead ensures the school has an adequate number of trained first aiders available at all times, via the annual First Aid Risk assessment to ensure compliance and competency.

First aid kits will be strategically located throughout the school, locations are listed within the first aid policy. These are checked weekly by the reception staff and restocked to ensure they remain fully equipped.

Off-site activities and school trips, appropriate first aid arrangements are made, including having trained first aiders and portable first aid kits on hand.

First aid incidents are recorded and monitored via [Arbor MIS](#). Staff receive training in dealing with medical emergencies, including anaphylaxis, to ensure they can respond effectively to a wide range of situations.

First aid provision is reviewed annually, by completed the first aid risk assessment.

If a student receives first aid during the school day, parents will be promptly informed, ensuring they are kept up to date on their child's well-being.

Procedures for dealing with infectious diseases or illnesses are detailed within the Business Continuity Plan which is located in the Head Teachers Office and the Head of Operations office. this, includes protocols for isolation, cleaning, and notifying relevant authorities.

Serious Incident Management (1.5)

Serious incident management is a critical aspect of ensuring the safety and well-being of everyone within Yarrow Heights School.

Serous Incidents are taken very seriously and are structured around clear procedures, which are detailed in the Business Continuity Plan and the Evacuation and Invacuation Policy.

Senior Emergency Management Team (SEMT)		
Name	Position	Role in an Incident
Liam Gaster	Headteacher	Co-ordination
Doug Grieb	Head of Operations	Co-ordination and Log Keeping
Kieran Short	Head of Engagement	Pupils and Parental Liaison
Ashley Mills	Facilities Manager	Emergency Services Liaison
Nicole Waddington	Head of Therapy	Local Authorities
		Pupil, Staff and Parent Welfare
Liam Gaster Doug Grieb	Head Teacher Head of Operations	Media Management

In the event of a serious incident, the Incident Management Plan will be activated to ensure a swift and coordinated response.

To maintain preparedness, evacuation drills are conducted at least once per term, and full lockdown drills are carried out annually.

Pupils who may require additional assistance during these drills, a Personal Emergency Evacuation Plan (PEEP) is in place. The specifics of each pupil's PEEP are carefully outlined in their individual files to ensure that appropriate support is provided when needed.

Medical Needs and Vulnerabilities (1.9)

All pupil-facing staff are required to complete Safe Handling of Medication training to ensure the proper administration and management of medication within the school. Full details regarding the administration of medication can be found in the **Administering Medication Policy**.

Pupils who require medical assistance during the school day will have an **Individual Healthcare Plan (IHP)**, which outlines their specific medical needs and required support. These plans are stored securely in the **pupil files within the staff area on Teams**. The **Welfare and Attendance Lead** is responsible for reviewing and updating these plans regularly, with a minimum annual review.

For any **short-term changes** in a pupil's medical needs, adjustments will be made through the **Individual Pupil Risk Assessment**, ensuring that necessary provisions are promptly implemented.

Support for new and expectant mothers

The school is committed to ensuring the health, safety, and well-being of new and expectant mothers in the workplace. A **risk assessment** will be completed for any staff member who is pregnant, has recently given birth, or is breastfeeding. This assessment will be **reviewed regularly** in collaboration with the **staff member and their line manager** to identify any necessary adjustments. Appropriate measures will be implemented to ensure a safe and supportive working environment throughout this period

Lone Workers

The school recognises the potential risks associated with lone working and is committed to ensuring the safety of all staff who may be required to work alone.

A risk assessment will be conducted for any lone working activities to identify potential hazards and implement necessary control measures.

Staff must follow all safety procedures outlined in the risk assessment, and regular reviews will be carried out to ensure continued safety. Where necessary, additional support or adjustments will be provided to minimise risks associated with working alone.

Lone Working Policy.

Control of Contractors (1.3)

Yarrow Heights is committed to ensuring that all contractors working on-site do so in a safe and controlled manner. All contractors must comply with the school's Health & Safety procedures and relevant legislation. Prior to commencing any work, contractors will be required to:

- Undergo a risk assessment and provide relevant documentation, including method statements and insurance details.
- Sign in at reception and wear identification badges at all times while on-site.
- Follow site-specific safety rules and procedures as communicated by the school.
- Ensure that any work undertaken does not compromise the safety of pupils, staff, or visitors.

Contractor activities will be monitored and reviewed regularly to ensure compliance with safety standards, and any concerns will be addressed promptly.

Further details can be found in [YH011 Contractors Policy](#)

Display Screen Equipment (2.2)

The school is committed to ensuring the health and well-being of staff and pupils who use Display Screen Equipment (DSE).

- **Staff Training & Assessment:** All staff are required to complete DSE online training and a DSE assessment. Any recommendations arising from the assessment, such as the need for adjustable furniture or ergonomic support, will be actioned appropriately.
- **Ergonomic Support:** The school provides a range of adjustable furniture, including standing desk attachments, kneeling chairs, and laptop risers, to support staff in maintaining good posture and reducing strain.
- **Screen Time Management:** Staff are encouraged to take regular breaks from screens throughout the day to prevent eye strain and fatigue.
- **Pupil DSE Use:** IT rooms have a generic risk assessment in place for pupil use. All chairs in IT rooms are adjustable to accommodate individual comfort and proper workstation setup.

Further details can be found in the [Display Screen Equipment Policy YH108](#) [here](#)

3. Doors, Gates and Windows (2.3)

Yarrow Heights school is committed to ensuring that all doors, gates, and windows are maintained to the highest safety standards to prevent accidents and ensure smooth operation.

Emergency exits are clearly marked, kept unobstructed, and easily accessible at all times to allow for quick evacuation when needed.

Outdoor gates are secured and locked during the school day, to prevent unauthorised access while maintaining safe exit routes.

All windows within the school are fitted with window restrictors to prevent them from opening too wide, reducing the risk of falls and ensuring pupil safety. Regular inspections and maintenance are carried out to ensure that restrictors remain secure and in good working condition. Windows are also checked for any faults or damage, with prompt repairs carried out as necessary. Additionally, all staff are responsible for ensuring that windows are used safely and that any concerns regarding window security or functionality are reported immediately

All faulty or damaged doors, gates, and windows are reported immediately, and a prompt inspection and repair process ensure that any safety concerns are addressed without delay.

Drinking Water (2.4)

The school is committed to ensuring that clean, safe drinking water is readily available to all staff and students throughout the day. Drinking water stations are strategically located throughout the school to ensure easy access, including for students with disabilities.

All drinking water fountains are leased and covered under a service contract, ensuring they are regularly cleaned, maintained, and serviced to prevent contamination. Annual water testing is conducted by a specialist company – Liquatic to monitor water quality and safety. In the event of contamination or a breakdown in the water supply, immediate action will be taken to address the issue, including providing alternative safe drinking water sources.

To promote hydration and well-being, staff actively encourage pupils to drink water regularly, especially during warmer months. For outdoor activities and school trips, students are advised to bring their own water bottles to ensure they stay hydrated.

Regular maintenance and cleaning of all drinking water facilities help prevent bacterial growth or contamination, and staff and students are informed about the locations of drinking water stations.

Electrical Installations (2.5)

The school is committed to ensuring the safe installation, use, and maintenance of electrical systems in compliance with all relevant safety standards. All electrical installations are carried out by qualified professionals, and regular inspections and testing are conducted to identify and address any potential hazards. Electrical installations are inspected at legally required intervals to ensure they remain safe and fully operational. Copies of all electrical installation documentation can be found in the premises folder located in the Operations office.

To prevent overloading of circuits, all electrical systems are designed with appropriate capacity limits, and staff are instructed to use power sources safely. Temporary electrical installations, such as those used for school events, are assessed for safety before use. In high-risk areas like kitchens and science labs, electrical systems are installed with water-resistant components and ground fault protection to minimize risks.

All staff receive training on recognising and reporting electrical hazards, and clear guidelines are in place for the safe use of electrical appliances and equipment in classrooms. Staff and students are also educated on the dangers of tampering with electrical systems to prevent accidents.

During maintenance or repair work, electrical systems will be safely isolated, and only authorized personnel will be permitted to perform work on them.

Portable Appliance Testing (PAT) is completed annually to ensure that all electrical appliances are safe to use and comply with health and safety regulations

Cleaning (2.6)

The school is committed to maintaining hygienic conditions throughout the premises by implementing a well-organised cleaning schedule that ensures all areas, including classrooms, corridors, and communal spaces, are regularly cleaned to a high standard. Cleaning products used are carefully selected for their effectiveness and safety, and staff are trained on their proper use to avoid misuse or hazards.

Yarrow Heights School use an external cleaning contractor for cleaning, and the staff receive thorough training in the safe handling of chemicals and equipment, ensuring they follow correct procedures to protect themselves and others. High-touch areas, such as door handles, light switches, and handrails, are given priority and are cleaned frequently to minimize the spread of germs and infections.

In hazardous areas like science labs and kitchens, specific cleaning procedures are followed to manage any potential risks. The school ensures that cleaning activities do not disrupt normal school operations or create safety hazards by scheduling cleaning at appropriate times, such as during breaks or after school hours.

Protecting cleaning staff from exposure to harmful substances is a priority, and appropriate personal protective equipment (PPE) is provided. The school also adheres to strict waste disposal protocols to ensure that all cleaning materials, including waste and chemicals, are disposed of safely. The effectiveness of cleaning is regularly monitored to ensure a high standard of hygiene is maintained, especially in preventing the spread of infections and ensuring a safe environment for all.

All cleaning products used within the school have COSHH (Control of Substances Hazardous to Health) data sheets, and staff are required to complete training on the safe handling of these substances to ensure their proper and safe use

Sanitary and Washing Facilities (2.7)

The school is committed to ensuring that adequate sanitary and washing facilities are available for all staff and students, with facilities that are clean, functional, and accessible. Toilets and washing facilities are maintained through a regular cleaning schedule, ensuring they are hygienic and ready for use at all times. Soap, towels, and hand dryers are restocked regularly to ensure availability and proper hygiene.

The school promotes hand hygiene, by encouraging regular handwashing and providing clear instructions for students on proper hand hygiene practices.

Privacy and dignity are maintained in all sanitary facilities, ensuring that students and staff can use them comfortably and without concern. All pupil toilets are gender-neutral and designed as single occupancy to provide privacy and inclusivity for all students.

Sanitary waste is disposed of safely and hygienically via a contract with PHS services in accordance with relevant regulations, and the cleanliness and functionality of facilities are monitored regularly.

Any plumbing or water supply issues are reported and addressed promptly.

Floors and Traffic Routes (2.8)

All floors and traffic routes are maintained to a high standard to prevent accidents and ensure safe movement throughout the premises. Floors are regularly inspected to ensure they are free from hazards, and a prompt repair system is in place to address any damage or uneven surfaces.

To manage slip, trip, and fall risks, particularly in high-traffic areas, the school will ensure that appropriate flooring is in place, and any spills or debris are cleaned up immediately.

To prevent collisions between pedestrians and vehicles, especially during drop-off and pick-up times, clear signage and safety barriers are used.

Outdoor routes, such as playgrounds and paths, will be carefully maintained and treated with anti-slip surfaces to prevent accidents during adverse weather conditions like rain or snow.

The school encourages both staff and students to report any hazards or obstructions on floors or traffic routes to ensure prompt action is taken. To manage the safe movement of large groups, such as during fire drills or assemblies, clear emergency routes and supervision procedures will be in place to ensure order and safety at all times.

Lighting (2.9)

The school is committed to ensuring that adequate lighting is provided in all working and learning areas to support a safe and productive environment. Lighting levels will be maintained to prevent eye strain and enhance concentration, ensuring that all areas, including classrooms, hallways, and offices, are properly lit.

Emergency lighting will be regularly inspected and maintained to ensure it is fully functional in the event of a power failure, providing safe evacuation routes for staff and students. Where possible, natural light will be optimized in classrooms and workspaces.

Outdoor lighting is sufficient to guarantee safety during early mornings or evenings, particularly in high-traffic areas and around entrances.

In corridors and stairwells, lighting will be maintained at appropriate levels to prevent accidents, with all fixtures checked regularly. Staff and students will be made aware of the importance of good lighting for health and safety, and encouraged to report any issues with lighting that may pose a hazard.

Canteens (the Hub) (2.10)

Regular inspections will be conducted to monitor compliance with food safety regulations, including temperature control and hygiene practices. Catering staff will follow strict guidelines to ensure that all food handling, preparation, and storage meet safety standards, and is recorded using the kitchen records folder

To ensure food safety, regular monitoring will be in place to check temperature control during food storage, cooking, and serving. Allergen information will be clearly communicated to staff, students, and parents through notices, menus, and direct communication to avoid any allergic reactions.

Staff will receive comprehensive training in safe food handling and will be equipped to respond to any food-related health issues. Safe disposal of food waste will be managed through proper waste segregation and hygienic disposal methods.

Cleanliness in the Hub will be maintained through regular cleaning schedules, especially during and after mealtimes, to prevent contamination and maintain a sanitary environment.

The school will actively monitor food hygiene inspections and audits, responding promptly to any issues raised and implementing improvements to maintain the highest standards of food safety and hygiene.

Waste Management (2.12)

The school is committed to ensuring safe and hygienic waste disposal across the site, with a structured approach to managing all types of waste. A cleaning schedule is in place to ensure that rubbish is removed each night, maintaining cleanliness and reducing any safety hazards. For hazardous waste such as chemicals and sharps, a contract with Baxter's Waste Management ensures safe disposal through specialised procedures.

General waste and recycling are managed by Baxter's Waste Management, with systems in place to separate and dispose of materials in line with environmental standards. Waste collection and removal are scheduled daily to prevent any buildup and avoid creating safety risks.

Outdoor waste bins are stored in a designated bin store away from the school building to ensure they are secure and pest-free, preventing potential contamination or health hazards.

The school has a contract with Rentokil to provide pest control services, ensuring that appropriate measures are in place to prevent pests and maintain a safe and hygienic environment.

For confidential or sensitive documents, the school has a contract with a waste disposal company that specialises in the secure disposal of such materials, ensuring privacy and compliance with data protection regulations.

The effectiveness of the school's waste management systems is monitored and reviewed through a group-wide policy with Baxter's Waste Management, and monthly reports are shared to ensure continuous improvement. To encourage sustainability, the school will promote recycling and waste reduction initiatives among students and staff, fostering an awareness of the importance of reducing overall waste and supporting environmental goals.

Workplace Environment (2.13)

The school is dedicated to ensuring that classrooms and workspaces are comfortable and safe for all users, fostering an environment conducive to learning and productivity.

Temperature and ventilation will be controlled through regular checks and the use of appropriate heating to maintain a comfortable working temperature.

In staff workspaces, especially in offices, ergonomic furniture will be provided, and staff will be encouraged to adopt proper seating posture to prevent physical strain. The school will also actively manage environmental hazards, such as damp, Mold, or pest infestations, by conducting regular inspections and addressing any issues promptly.

Security (2.14)

Access control is managed through a secure perimeter fence around the school to prevent unauthorised entry. All visitors will be required to enter via reception, where they will be properly identified and monitored throughout their visit. Visitors will be accompanied at all times while on the premises.

During drop-off and pick-up times, staff will be responsible for dispensing pupils safely and managing the flow of traffic to ensure student safety. In the event of a security breach or unauthorised access, clear procedures will be followed to address the situation swiftly, including notifying authorities as needed.

The school facilities team regularly monitor and secure the perimeter to prevent intrusion. Staff and students will be trained to respond appropriately to security alerts or lockdown procedures, ensuring that everyone knows the necessary steps to take in an emergency. Further details can be found in the [Invacuation, lockdown and Evacuation policy](#)

Tree Management (2.15)

Tree inspections, with a qualified arborist conduct an annual tree survey to assess the condition of all trees on the premises. During these surveys, potential hazards such as dead branches or leaning trees will be identified, and recommendations for corrective action will be made. In addition to the annual survey, a weekly maintenance check will be conducted on all trees within the grounds to promptly identify any hazardous branches, which will be removed as necessary.

Proper maintenance of trees, including pruning and the removal of dead or damaged limbs, will be carried out following the annual tree survey, ensuring that all recommended works are

handled by trained professionals. Trees will be carefully monitored, and criteria will be established to decide when a tree requires removal or further investigation for safety, particularly if there are concerns about structural integrity or proximity to high-traffic areas.

All trees within the ground of Yarrow Heights School have Tree Preservation Orders, additional care will be taken to ensure that all works are compliant with relevant legislation and environmental guidelines.

Seasonal risks, such as fallen leaves that could cause slip hazards or branches affected by snow, are promptly cleared.

All tree inspections, maintenance work, and any incidents related to trees will be documented to maintain a clear record of tree health and safety measures. When specialised tree work is required, the school will involve external contractors, ensuring that all work is completed safely with appropriate safety measures in place during operations.

Driving for Work (3.1)

To ensure the fitness of staff to drive, the school verify that staff hold a valid driving license before they are authorised to drive as part of their job. Staff who use their personal vehicles for work purposes will be required to provide evidence of adequate insurance and ensure their vehicle is regularly maintained to meet safety standards.

Staff permitted to drive school vehicles can be [located here](#)

Staff who drive as part of their job will receive training on safe driving practices, including the safe transport of students, proper vehicle use, and responding to emergencies while driving. In addition, the school will ensure that all vehicles used for school-related purposes undergo regular maintenance checks to ensure they are roadworthy and safe for use.

To manage safety, staff will be required to report any accidents, near-misses, or traffic violations promptly, so they can be assessed, and appropriate actions can be taken. All accidents or near misses must be reported to the Head of Operations.

Further information can be found in the [Driving at Work Policy](#) which is reviewed annually to ensure they remain in line with best practices, emerging risks, and legal requirements.

COSHH (Control of Substances Hazardous to Health) (3.2)

To ensure safe handling, storage, and disposal of hazardous substances, all staff will undergo appropriate training, including the use of personal protective equipment (PPE), safe storage practices, and proper disposal methods. Special attention will be given to minimising exposure to hazardous substances by ensuring adequate ventilation in areas where chemicals are used, along with providing the necessary PPE to staff and students.

Safety Data Sheets (SDS) for each hazardous substance will be maintained and easily accessible to all relevant staff, ensuring they have the information needed to handle materials safely. The use of chemicals in areas such as classrooms, science labs, and for cleaning will be

closely monitored, and systems will be in place to ensure that chemicals are only used as directed and in the correct amounts.

Coshh Register is held in the facilities folder stored in the Operations Office

Hazardous substances will be stored securely in designated areas, following best practices to prevent unauthorised access and minimise risks of spills or accidents. In the event of an accidental spill or exposure, clear procedures will be followed to ensure swift containment and safe clean-up, and medical support will be available as needed.

Regular COSHH assessments will be conducted and updated as necessary to reflect any changes in substances or processes.

When external contractors are on school premises, they will be required to comply with COSHH regulations, ensuring that any hazardous substances they bring onto site are assessed and managed safely.

Further information can be found in the COSHH Policy

Legionnaire's Disease (3.3)

The school implements a comprehensive [Legionella management plan](#) to prevent the risk of Legionella bacteria in its water systems.

Detailed testing and treatment schedule is established, and water systems will be maintained at temperatures that minimize the growth of Legionella bacteria, in line with health and safety guidelines.

The Facilities team responsible for managing water safety and conducting Legionella testing will receive specific training to ensure they are equipped with the knowledge to identify risks, perform regular checks, and follow best practices in water treatment.

Weekly records of water system inspections, testing, and maintenance will be maintained in a clear and organized manner, ensuring all activities are properly documented and accessible for review. Link to weekly checks can be found on the maintenance drive.

In the event of any signs of Legionella contamination, swift action will be taken to address the issue, including investigating potential sources, taking appropriate treatment measures, and consulting with water safety experts if necessary.

When working with contractors on water systems, the school will ensure they adhere to Legionella prevention guidelines, ensuring that all work follows best practices to prevent contamination. Additionally, procedures will be in place for flushing water systems that are infrequently used, such as taps or pipes in seldom-accessed areas, to minimise the risk of Legionella growth.

The school will ensure compliance with all relevant legislation and guidelines for Legionella control, regularly reviewing and updating the Legionella management plan to ensure its effectiveness.

Annual reviews will be conducted to assess the success of control measures, and necessary updates will be made to adapt to any changes in regulations or best practices.

Manual Handling (3.4)

To ensure safe manual handling practices, the school will provide training to staff on safe lifting techniques, emphasising the importance of using proper posture and equipment to reduce strain. Equipment and aids, such as trolleys and lifting devices, will be made available to minimise the need for manual handling, particularly for heavy or awkward items.

Staff and students will be regularly reminded of the risks associated with improper lifting techniques, and clear guidance will be provided to prevent accidents. Specific manual handling tasks, such as moving furniture or setting up equipment, will be carefully assessed to ensure that appropriate equipment and procedures are used, and all activities will be planned to minimise risks.

In situations where manual handling tasks are deemed high-risk, a detailed risk assessment will be carried out, and proper management strategies will be implemented to ensure the safety of all involved. Staff will be encouraged to seek assistance when handling tasks that exceed their physical capabilities, ensuring that no one is forced to perform potentially harmful actions.

Manual handling risk assessments and policy will be reviewed and updated regularly to ensure that the procedures remain effective and in line with best practices.

Working at Height (3.5)

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Working at height will be avoided where possible, but where work at height cannot be avoided, control measures will be implemented to ensure the risk and consequences of falls are prevented as much as possible. These measures will be implemented on a case-by-case basis, but may include:

- Taking into account weather conditions that could compromise safety.
- Undertaking as much work as possible from the ground.
- Checking that the place where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked each time, before use.
- Preventing materials or objects from falling or, if it is not reasonably practicable to do so, taking suitable and sufficient measures to make sure no one is likely to be injured.
- Ensuring that workers can get safely to and from where they work at height.
- Ensuring equipment is suitable, stable and strong enough for the job, and maintained and checked regularly.

- Storing materials and objects safely to ensure they will not cause injury if they are disturbed or collapse.
- Workers ensuring that they do not overload or overreach themselves when working at height.
- Taking precautions when working on or near fragile surfaces.
- Considering emergency evacuation and rescue procedures.

Control measures

In order to manage general risks, the following control measures will be put in place. Members of staff working at height will:

- Not undertake work for which they are not trained.
- Take reasonable care of their health and safety.
- Not put themselves in danger.
- Know, and follow, safe working procedures.
- Never rush or cut corners.
- Follow reasonable targets.
- Stop for regular breaks and, if possible, change activity after prolonged periods.
- Inform the headteacher of any relevant medical conditions.
- Inform the headteacher of any hazards or accidents encountered.

The following communication procedures will also be put in place:

- The worker will carry a mobile telephone at all times when working at height
- The worker will inform someone when they are working at height, how long they will be, and when they expect to be finished
- In the event that a worker has an accident or falls into difficulties, they are to use their mobile telephone to contact the headteacher, their nominated person, or the emergency services

Work Equipment – Office Equipment (4.4)

The school will implement measures to ensure that all office equipment, including computers, printers, and photocopiers, are properly maintained and safe to use.

Procedures will be established for the safe use of electrical office equipment, including regular inspections and maintenance.

Staff complete online training on ergonomic use, covering aspects such as screen height and posture, to minimise the risk of repetitive strain injuries (RSI).

The school ensures that office equipment is set up correctly to reduce strain and that staff have access to adjustable furniture to meet their ergonomic needs. Measures will be taken to minimize risks associated with prolonged use of display screen equipment (DSE), and all electrical cables and plugs will be managed safely to prevent trips or electrical hazards. Proper procedures will be followed for the safe disposal or recycling of old or broken office equipment.

Laptops are covered by a rolling replacement program, managed by the network manager, to ensure devices remain up to date and in good working condition.

Photocopiers are leased, and maintenance is provided by the selected contractor to ensure they remain functional and safe to use.

Playground and Gym Equipment (4.7)

The school implements strict measures to ensure that playground and gym equipment is safe, properly installed, and regularly maintained. Weekly health and safety checks will be conducted by the maintenance staff, and an annual inspection will be carried out by the approved contractor, Creative Play.

Regular inspection procedures are in place to identify and address any potential hazards. Staff will receive training on supervising the use of playground and gym equipment safely, with safe operating guidelines for pupils shared during staff induction.

To minimise the risk of falls or injuries, the school ensures that playground surfaces are safe and well-maintained, and staff will actively monitor pupils at all times during playtimes. Any faults or damage identified on the play equipment will be logged by staff on the health and safety worksheet for prompt action.

During periods of extreme weather, the wet play protocol will be activated to prevent accidents.

Science Teaching (5.1)

The school ensures that science laboratories and equipment are maintained and regularly inspected through daily checks conducted by the Lead Science Teacher.

Risk assessments for science experiments and practical lessons will be carried out using CLEAPSS guidelines to ensure all activities are conducted safely. Staff and students will receive training on the safe use of chemicals, equipment, and protective gear, with guidance provided by CLEAPSS.

All necessary personal protective equipment (PPE), including goggles, gloves, and lab coats, will be listed on the lesson plan before any practical lesson takes place and will be overseen by the Lead Science Teacher. Hazardous materials and substances will be stored and disposed of safely in accordance with COSHH regulations, with all materials recorded in the COSHH Register.

Procedures are place for dealing with accidents or incidents in science lessons, such as chemical spills or burns, ensuring quick and effective responses to maintain safety. The use of specialised science equipment, such as Bunsen burners and microscopes, will be carefully managed, with strict safety protocols in place. Practical science lessons will always be conducted under appropriate supervision levels to minimise risks.

The school will regularly review and update science lab safety protocols and risk assessments to ensure compliance with the latest health and safety standards.

P.E. Teaching (5.3)

The school will assess and manage risks related to physical education (PE) activities and sports through annual risk assessments for all activities.

To ensure PE equipment, such as balls, nets, and gym apparatus, remains safe for use, the PE team will conduct weekly visual checks. Staff and students will receive training on the safe use of PE equipment and facilities, with PE staff inducting any staff members likely to participate in PE lessons.

Measures will be in place to manage the risks of injuries during high-risk sports or activities, with all PE team members trained in first aid. Staff will also be trained to recognise and respond to common PE-related injuries, such as sprains and fractures. Any accidents or near misses occurring during PE lessons will be logged on the school's MIS system, Arbor, ensuring proper documentation and follow-up.

To promote safety, all pupils will be required to change into appropriate footwear and clothing for PE activities. Weather-related risks for outdoor sports will be managed by utilising the indoor sports hall when necessary.

Educational / Offsite Visits (5.4)

The school ensures that comprehensive risk assessments are conducted for all offsite visits by requiring trips to be planned at least two weeks in advance and approved by the headteacher. Parental consent and medical information for students will be obtained through the school's MIS system, Arbor, ensuring that all necessary details are documented before the trip.

Staff will receive training to manage health and safety during offsite visits, including emergency procedures. The safety of transport used for offsite visits will be ensured by using the school minibus for smaller groups and hiring a reputable coach company for larger trips. At least one staff member on each trip will be first aid trained to provide immediate assistance if needed.

Appropriate supervision ratios will be maintained, with staffing requirements listed in the activity planner and approved by the headteacher. To ensure that offsite activities, such as museum visits and outdoor excursions, are suitable for students' abilities, trip leaders will be required to visit, and risk assess the venue prior to the trip.

School pets (5.8)

The school is committed to ensuring the safety and well-being of all students, staff, and visitors in relation to the presence of dogs on school premises. Procedures are in place to manage risks, ensure appropriate supervision, and maintain a safe environment for everyone. Full details regarding the handling, supervision, and welfare of dogs, as well as guidelines for interactions with students and staff, can be found in the Dog Policy

Machinery & Power Tools (5.9)

To ensure the safety and suitability of all tools used on school premises, a formal log and maintenance system will be implemented and maintained. This log will record all tools owned or used by the school, including details such as the tool type, serial number (if applicable), assigned user or department, and the dates of inspections, maintenance, and repairs. All tools must be visually inspected before use, with regular scheduled checks carried out by designated staff. Any defects or concerns must be reported immediately and recorded in the log, and faulty tools must be taken out of service until made safe. This procedure supports compliance with the Provision and Use of Work Equipment Regulations (PUWER) and ensures that all tools remain in a safe and serviceable condition to prevent accidents or injury.