



Streetsbrook Infant & Early Years Academy



Health & Safety Policy

Streetsbrook Infant & Early Years Academy
'Learning for Life'

At Streetsbrook, we strive to provide an equal chance for all to become responsible and caring citizens who lead happy and fulfilled lives, and are equipped with the skills and abilities to shape the world they live in.

Our Values are:

- **Self-Belief**
- **Belonging**
- **Respect**

These are embedded into our Nurturing Principles



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Statement of Intent

Streetsbrook Infant & Early Years Academy recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as other business objectives. This policy provides a practical framework for the compliance and implementation of the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation.

This Policy also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, supply staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

Our school aims to:

- Provide and maintain a safe and healthy place to work.
- Ensure that our premises and equipment are maintained safely and are regularly inspected.
- Prevent occupational accidents, incidents, and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce.
- Identify significant risks to health, safety, and wellbeing as part of our risk assessment process, and implement adequate measures to prevent, reduce or protect against those risks.
- Promote the principles of sensible and proportionate risk management.
- Have a competent workforce through the provision of information, instruction, training, and supervision.
- Effectively communicate, consult, and cooperate with all employees on relevant health and safety matters.
- Provide access to competent health and safety advice, guidance, and support.
- Ensure resources are made available to ensure the successful management and implementation of health, safety, and wellbeing.
- Make continuous improvements in our health and safety performance.

Through this statement of intent and implementation of our health and safety arrangements our school will ensure it is meeting the policy aims, objectives and requirements. Our school will actively strive for continual health and safety improvements by complying with this policy and by working in consultation with managers, employees, employee representatives and other members of the school community.

Our school will achieve this by:

- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility of health and safety at all levels.
- Ensuring that health and safety arrangements are complied with by having school, or department specific procedures, documents, safe systems of work that ensures the implementation of health and safety.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes and operations through the risk assessment process.
- Monitoring health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of its performance management, employee appraisal and supervision process.

- Ensuring that health and safety is included as a standing agenda item at all Senior Leadership Team and staff meetings.
- Establishing robust procedures in case of emergencies.
- Ensuring that all employees are made aware of this policy and any local health and safety policy arrangements.

Responsibilities for Health and Safety

The Health and Safety at Work etc. Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of management. A proactive health and safety culture will require strategic leadership from the Board of Trustees and Headteacher with support from all staff.

The school requires that each member of staff, children, volunteers and visitors exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others; and to co-operate fully with the school and its management of health and safety related issues.

Board of Trustees

The Board of Trustees has overall legal accountability and responsibility for health and safety across the school and is responsible for:

- Setting strategic direction along with health and safety performance related targets and objectives.
- Considering the impact of health and safety in all strategic decision making.
- Monitoring findings from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and implementing changes to policy and procedures where required.
- Having an awareness of the significant risks faced by the school.
- Demonstrating commitment, providing strong and visible leadership for health and safety.
- Ensuring adequate resources are made available to implement this policy.
- Ensuring all employees or their representatives are involved in decisions that affect their health and safety.
- Ensuring the school has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.
- Reviewing the health and safety policy to ensure it continues to reflect the school's priorities, plans and targets.
- Promoting a positive health and safety culture.
- Making sure Headteachers are committed to promoting health and safety.

The Board of Trustees will delegate much of the operational, day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Headteacher.

Headteacher

The Headteacher is responsible and accountable for the implementation of and compliance with this policy, also ensuring their local health and safety policy arrangements are aligned to this policy; The Headteacher is also responsible for ensuring that a proactive and positive approach to health and safety is encouraged and developed within their school, and that all staff and children understand their responsibilities and adhere to this policy.

Where the Headteacher has chosen to delegate their operational responsibilities to other members of senior leadership, the Headteacher must ensure that those nominated are competent; have been given adequate time and resources to fulfil their duties and understand and accept their delegated responsibilities. The Headteacher will remain responsible and accountable for those activities.

The Headteacher, in consultation with the Business Manager and Site Manager will:

- Be the responsible person for health and safety, providing clear leadership and setting a personal example.
- Ensure that this policy and other appropriate health and safety related policies, guidance or information is implemented and applied effectively.
- Ensure that the school's local health and safety policy arrangements are formally evaluated, monitored, and reviewed at least on an annual basis.
- Ensure that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures.
- Ensure that there are effective health and safety management arrangements for offsite activities and learning outside the classroom.
- Ensure effective communication channels are in place for health and safety.
- Consult with staff in good time on issues related to their health and safety and results of risk assessments.
- Communicate this policy and/or other appropriate health and safety information to volunteers, visitors, hirers/lettings of the premises, and contractors.
- Ensure consultation, cooperation and coordination takes place between managers from other employers, organisations, and appropriate employees' safety representatives, when sharing premises.
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- Ensure that procedures are in place to provide relevant information, instruction, training, and supervision needed to ensure health and safety; also ensuring that all staff complete mandatory health & safety, refresher training and other related training
- Ensure that staff and volunteers understand and accept their individual responsibilities regarding health and safety and are adequately trained to carry out their responsibilities. This should include ensuring that all staff (including supply, part-time, temporary and volunteers) receive, as a basic minimum, induction training on their first day.
- Ensure procedures are in place for the safe management of contractors that includes an induction to the premises/area they are working. This will include providing the contractors with information/ awareness of the hazards within the area of work, action to be taken, emergency evacuation procedures along arrangements for monitoring of their activities.
- Be aware and maintain attention to significant risks and ensure they are being properly risk assessed, controlled, and managed through effective and sensible risk management.
- Ensure that when making decisions/arranging new projects, health, safety, welfare, and wellbeing issues are considered and dealt with as part of the process.

- Ensure that adequate resources are provided to maintain health, safety, welfare and wellbeing and manage these resources on a risk priority basis.
- Report to Board of Trustees/other any hazards which cannot be rectified within the school's budget.
- Confirm that there is an adequate number of appropriately trained first aiders in school by undertaking a first aid needs assessment.
- Ensure that a formalised health and safety workplace audit and inspection are undertaken termly and appropriate action is implemented.
- Ensure that informal inspections of the workplace are carried out to proactively identify good and poor health and safety performance and also demonstrate a visible management commitment to health and safety.
- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales.
- Ensure that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary.
- Ensure that the Board of Trustees is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement.
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Also, provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety, and wellbeing improvement.
- Be responsible for managing the maintenance and repair of a building, in order to comply with statutory health and safety responsibilities including in particular the statutory duties associated with the Construction (Design and Management) Regulations 2015 and the management of Asbestos and control of Legionella.
- Set, monitor and review health and safety performance related targets and objectives in conjunction and ensure the provision of adequate resources to achieve compliance.
- Update the Board of Trustees and the Finance and Audit Committee on a termly basis on the health and safety performance of the school.

Leaders & Managers (Deputy Headteacher, EYFS Leader, Subject Leaders, SENCo, Office Manager)

All managers will be responsible for managing health and safety in their department or area of work through the implementation of the health and safety policy, procedures, and arrangements. Departmental procedures will specify the procedures to be followed by managers specific to the needs of each department and to ensure legal compliance and best practice. For their own area of responsibility managers will:

- Comply with the school's health and safety policy. Develop specific health and safety policies and procedures for high-risk activities within their curriculum areas and/or roles and responsibilities, such as Science, Design and Technology, PE and Art.
- Ensure that risk assessments are carried out for work activities and operations for which they are responsible.
- Eliminate risks or reduce to the lowest possible level through sensible and proportionate risk management.
- Ensure that new, reviewed or changed processes and services within the department are assessed for risks before they are put into practice.
- When designing, buying and using new plant and equipment for the department ensure that health, safety, environmental and wellbeing is considered as part of the risk assessment process.
- Ensure that all staff and volunteers are familiar with specific health and safety policies and procedures, relevant risk assessments and control measures, safe systems of work, and local arrangements and accept their responsibilities for health and safety.
- Ensure all staff have access to competent advice and published health and safety guidance from sources including CLEAPSS and Association for Physical Education (afPE) and ensure that all staff are aware of and make use of such guidance.
- Ensure that children receive sufficient information, instruction, training, and supervision to enable them to avoid hazards and contribute to their own health and safety.
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress, and welfare provision, e.g. establishing acceptable housekeeping, safe storage standards, in all areas of their responsibility.
- Ensure adequacy of fire precautions and procedures in liaison with the Headteacher. Ensuring that copies of fire action notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- Ensure that relevant procedures and training programmes and records are set up, maintained and monitored for all staff and volunteers; also provide all new starters with a departmental specific health and safety induction.
- Ensure that accidents, incidents, near misses and occupational ill health are reported promptly and investigated where necessary, so that appropriate action can be taken to prevent a recurrence.
- Ensure that contractors receive an induction to the premise / area and are made aware of all control systems applicable in which they are working. This will include providing the contractors with information / awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities.
- Ensure that contractors' and other peoples' activities within their area, for example visitors, are monitored and issues of concern are raised to the appropriate person in a timely manner.
- Ensure that all staff and volunteers working within their area can carry out their health and safety responsibilities and encourage them to work with managers to promote a positive health and safety culture.

- Carry out and record regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe. Report any defaults in line with school procedures, where required.
- Ensure that a formalised health and safety workplace inspection and audit regime is in place to identify hazards and take appropriate action.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- Consult and seek competent health and safety advice where necessary.
- Support the Headteacher in the preparation of an annual report on the Health and Safety performance of their department or area of responsibility.

Employees

For this policy 'employees' will also include work placement/experience students, volunteers, agency workers and contract workers.

All employees, including those with managerial responsibilities, have health and safety responsibilities as outlined by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer in respect of their health and safety duties and follow all instructions (written and verbal) to protect their own and other people's health and safety.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (such as safety equipment and/or protective clothing provided).
- Ensure that plant (machinery, equipment, appliances) is in a safe condition before use. Also acquaint themselves with processes, materials and substances and use as trained/advised. Report any defects, loss or damage to their manager.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems or shortcomings in the school's health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Always behave appropriately in the workplace and not get involved in any inappropriate behaviour.
- Avoid taking short cuts, improvising or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided as per instruction.
- Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence) and near misses as well as any unsafe methods of work, unsafe conditions/tools/equipment/ premises/appliances/practices, and concerns about health, safety or wellbeing to their manager, even if an injury was not sustained.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work.

- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Undertake all health and safety training and development, as required.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Take part in health surveillance programmes, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.

Children

All children are expected to behave in a manner that reflect the school's Behaviour Policy and are expected to:

- Take reasonable care for their own health and safety at school and other person who may be affected by their activities, acts, or omissions.
- Cooperate and comply with all school health and safety arrangements and follow all health and safety instructions given.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

Lettings

The school has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the school 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 school that may arise from their activities

The school will ensure that:

- Premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings policy and these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.

School Arrangements

The following arrangements have been adopted to ensure the school fulfils its responsibilities, as set out in the statement of intent. They also provide a framework for ensuring the health, safety, welfare and wellbeing of all employees and non-employees (such as pupils, visitors, contractors, supply staff and members of the public).

Topic	Action/Arrangements <i>(What you are going to do)</i>	Responsibility of: <i>(Job title or Name)</i>
Accidents, incident and near misses: involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	If a child has a serious accident at Streetsbrook Infant & Early Years Academy, one of our qualified Paediatric First Aiders will deal with this and will contact parents by telephone. Minor accidents which occur during the school day will also be dealt with by one of our First Aiders. These are recorded in our first aid book and an accident slip is completed for the child to take home to parents. Should a child sustain an injury to their head the First Aider will treat the injury then inform parents by email. The first aid box and book are kept in the first aid room and taken out to the playground at playtime/lunchtime. Each half term Rachel Lazar will complete an accident analysis report for Governors to review. If a staff member has an accident/ needs medical attention they will be supported by an employee with First Aid at Work (Rachel Lazar, Jade Taylor, Alice Goodwin). All staff are aware that if an accident has occurred, they need to complete an accident form. Rachel Lazar would report a RIDDOR accident to HSE, these would be signed off by Louise Minter. Further information can be found in our First Aid Policy.	Louise Minter, Rachel Lazar
Asbestos management	Streetsbrook Infant & Early Years Academy understands that any asbestos found in our buildings must be managed properly, because the health and wellbeing of our pupils, staff and visitors is of the utmost importance. This policy abides by the law stated in the Control of Asbestos Regulations 2012. If there is an incident of asbestos exposure, the school will take the necessary steps to ensure that everyone is safe and, unless the incident is minor, we will report it to the HSE.	Louise Minter, Felicity Miles, Jason Oliver

	To ensure the health and safety of those in our school, we take the following steps: • Have a 'management survey' of asbestos-containing materials (ACMs) • Assess the risks associated with ACMs • Devise a plan for managing asbestos • Make sure staff and visitors know the risks and the precautions they need to take • Keep the management of asbestos under review Further information can be found in our Asbestos Policy and Management Plan.	
Communication	So far as is reasonably practicable, Streetsbrook Infant & Early Years Academy will provide suitable and sufficient H&S information, instruction and training to all employees which will include: • Induction information and general training for new employees • Provision and dissemination of H&S information in team briefings, newsletters, leaflets, posters and other appropriate methods. • Provision of guidance, including current Policies and Procedures through the school website and/or shared drive which are both accessible to all employees. • Staff Training, as appropriate, on a range of H&S issues e.g. display screen usage, fire and emergency evacuation, accident reporting procedures etc, Click HSE • Raising awareness and understanding of H&S through undertaking audits and inspections, involvement in accident investigations and face to face communication in other meetings. • Staff Wellbeing Questionnaire • Consulting staff at weekly staff meetings and INSET Days.	Louise Minter, Felicity Miles, Jason Oliver

Contractors, selection and management of	Streetsbrook Infant & Early Years Academy takes its responsibility to ensure the health and safety of pupils very seriously. From time-to-time, work must be carried out on the Academy premises by contractors not directly employed by the Academy. Contractors, sub-contractors and specialists working on the Academy premises are all required to comply with relevant health and safety legislation and HSE guidance. In addition, the Academy is required to ensure the safety of contractors by informing them of all risks on the premises, such as asbestos, that may affect them during their activities. Further details can be found in our Contractors Policy.	Louise Minter, Felicity Miles, Jason Oliver
Control of Substances Hazardous to Health (COSHH)	Streetsbrook Infant & Early Years Academy understands the importance of protecting the health and safety of all its employees and children. The Control of Substances Hazardous to Health Regulations (COSHH) 2002 (amended 2004), require employers to prevent their employees from being exposed to substances hazardous to health. Where exposure cannot be prevented, employers must ensure that the exposure is adequately controlled, through the use of risk assessments and appropriate control measures. For further information please see the COSHH Policy.	Louise Minter, Felicity Miles, Jason Oliver
Defect Reporting	All staff have access to a 'defects reporting' document. Staff complete this if a defect has been identified in school and pass it to the Site Manager for remedy. The Site Manager will sign and date the form once the defect has been resolved and file the form.	All staff

Design Technology and Art	Our Art & D&T Leader is Claire Doyle. All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant teachers using the appropriate codes of practice and safe working procedural guidance from CLEAPSS. Teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.	All teaching staff
Display screen equipment (DSE)	At Streetsbrook Infant & Early Years Academy, DSE Users are defined as those who spend the majority of their day sat at a desk in front of a computer: • Headteacher • Deputy Headteacher • SENCo • Childcare Manager • Business Manager • Office Manager • Headteacher's PA All DSE Users complete a Workstation Self-Assessment Checklist annually in September. The completed Checklist is reviewed by the Office Manager who will help to resolve any identified issues. The school will maintain a record of its DSE Users, the associated completed Workstation Self-Assessment Checklists and any relevant documentation relating to actions that have been taken and training/information that has been provided. The Checklists are reviewed annually or sooner if major changes take place, such as: • If the workstation is relocated • A major change in workstation furniture • A substantial increase in the amount of time required to be spent using display screen equipment • A major change to software used • A major change to the hardware (screen, keyboard, input devices etc.) • If environmental conditions such as the lighting are significantly modified • Pregnancy of a User/Operator	Louise Minter, Nicola McInnes, Felicity Miles

	• Due to medical condition/injury	
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Electricity	Fixed Wire checks are carried out every five years. The reports are held by the Site Manager . The Headteacher will ensure that : • Only authorised and competent persons are permitted to install or repair equipment • Where 13-amp sockets are in use, only one plug per socket is permitted • Equipment is not to be used if found to be defective in any way • Defective equipment is to be reported & immediately taken out of use and held in the site office until repaired • All electrical equipment will be inspected/tested annually • Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested • New equipment must be advised to the Site Manager in order that it can be added to future PAT testing schedules. Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Site Manager and attended to as soon as possible. In the absence of the Site Manager, the item must be put out of service until it can be attended to and reported to the Business Manager	Louise Minter, Felicity Miles, Jason Oliver
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Emergency Planning: dealing with health and safety emergencies – procedures and contacts	Arrangements to deal with Health and Safety emergencies can be found in the EASEE Document; this is updated annually. A Business Recovery Policy is also in place.	Louise Minter, Nicola McInnes
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Externally provided services/activities, lettings and hirers	Streetsbrook Infant & Early Years Academy aims to maximise the use of all its facilities. The intended purpose of the academy's facilities is to benefit the school community; however, the academy understands that extending the use of the premises to the wider community allows us to maximise our income and provide an advantage to the clubs and groups who will use our facilities. For further information, please see the school's Lettings Policy	Louise Minter, Felicity Miles
Finger entrapment	A finger trap assessment is carried out by the Site Manager termly.	Felicity Miles, Jason Oliver
Fire safety	Streetsbrook Infant & Early Years Academy is committed to protecting and preserving the health and safety of all our pupils, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff, and ensuring the school's fire safety measures are checked regularly and in full working order. In the event that a fire breaks out, we have put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.	Louise Minter, Nicola McInnes, Jason Oliver
First aid, medication and supporting pupils at school with medical conditions	Rachel Lazar has overall responsibility for first aid kits and replenishing these. There is one in the first aid room and one in every year group. She will administer medication in the First Aid room and record this on the child's medication sheet. Mrs Lazar keeps a record of medication kept in school (inhalers/EpiPens). She will contact parents when medication expires. Further information can be found in the Supporting Children with Medical Needs Policy and First Aid Needs Assessment.	Louise Minter, Rachel Lazar

Glass and glazing including window restrictors	Windows have the kite safety mark added.	Fliss Miles & Jason Oliver
Housekeeping, cleaning and waste disposal	M&BG are engaged to carry out cleaning at Streetsbrook; this involves daily cleaning and bin emptying as well as deep disinfectant cleans three times a year. Veolia empty the main school bins weekly and these are separated into refuse, recycling, food and glass waste. If hazardous waste needs to be disposed of, we use SMBC's contact. If there were an infection outbreak, antibacterial fogging would take place by the Site Manager.	Felicity Miles, Jason Oliver
Induction and training	Health and safety induction training is provided and recorded for all new staff/trainees/volunteers; the Deputy Headteacher has responsibility for leading the induction process. The Headteacher and Business Manager are responsible for ensuring that all staff/trainees/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training plan is maintained by the Headteacher's PA to ensure health and safety training is effectively managed for all staff who require it. All staff have access to the ClickHSE training. All staff will be provided with the following as a minimum training provision: • Induction training regarding all the requirements of this health and safety policy • Appropriate local training regarding risk assessments and safe working practices • Updated training and information following any significant health and safety change • Specific training appropriate to their own role and activities • Periodic refresher training as appropriate	Elsbeth Miller, Rachel Lazar

Infection control	At Streetsbrook infant & Early Years Academy, we are very aware that infections can easily spread in a school due to: • children's immature immune systems • the close-contact nature of the environment • some children having not yet received full vaccinations • children's poor understanding of good hygiene practices Infections commonly spread in the following ways: • Respiratory spread – contact with coughs or other secretions from an infected person • Direct contact spread – direct contact with the infecting organism, e.g., skin-on-skin contact during sports • Gastrointestinal spread – contact with contaminated food or water, or contact with infected faeces or unwashed hands • Blood borne virus spread – contact with infected blood or bodily fluids, e.g., via bites or used needles We actively prevent the spread of infection via the following measures: • maintaining high standards of personal hygiene and practice • maintaining a clean environment • routine immunisations • taking appropriate action when infection occurs Parents are notified if there is a particular outbreak of something e.g. Norovirus Please see our Policy for Infection Control for further information.	Louise Minter, Felicity Miles, Nicola McInnes, Rachel Lazar, Jason Oliver
Manual Handling – loads and people	Manual Handling Training is completed on a three yearly cycle using Click HSE	All staff
Monitoring, measuring, and reviewing performance	An external H&S Audit is provided as part of the Solihull Protect service and is conducted on a 2-year basis.	Louise Minter, Felicity Miles, Jason Oliver, Chris Yates, Helen Everitt

	The designated H&S Governors, currently Chris Yates and Helen Everitt, complete a termly H&S workplace inspections with the Business Manager and the Site Manager. Any gaps identified are then reported back to the Headteacher and actions prioritised and addressed. The Business Manager gives a H&S update to the Governing Body on a termly basis. Please see In-House Inspection Feedback for further information	
New and expectant mothers	Staff inform the Headteacher when they are pregnant and, together, they complete the 'Expectant Mother' Risk Assessment, including the time scales for review.	Louise Minter
Offsite and Educational Visits including residential visits and any school-led adventure activities	Streetsbrook Infant & Early Years Academy understands that educational visits offer unique and motivating educational experiences. As an employer Streetsbrook Infant & Early Years Academy is responsible under the Health and Safety at Work etc. Act 1974 for the health and safety of the participants and leadership team of all educational visits. Streetsbrook Infant & Early Years Academy takes the health and wellbeing of staff and children very seriously. National Guidance from the Outdoor Education Advisors Panel starts from three basic premises: 1. Well planned and facilitated opportunities to learn in the real world, away from the classroom, and to experience adventure, help to improve the lives of young people. 2. Facilitating learning outside or off-site does not need to be more difficult than inside a classroom. Planning and management should, therefore, be practical, proportionate and non-bureaucratic. 3. The key to effective and successful outdoor learning and off-site visits is:	Louise Minter, Elspeth Miller

	- The right leaders doing the right activities with the right young people in the right places at the right times. Please see the Policy for Educational Visits for more information	
Outdoor Play Equipment	The Site Manager carries out termly reviews of the outdoor play equipment, checking for defects and identifying where repairs are needed. In addition, an annual playground equipment audit is carried out as part of the Solihull Protect SLA, to RPII standard.	Louise Minter, Felicity Miles, Jason Oliver
Personal Safety including lone working and managing violence and aggression	Please see the following policies for information about Personal Safety: • Whole School Risk Assessment • Staff Code of Conduct Policy • Mental Health & Well-Being Policy • Lone Worker Policy	All staff
Physical Education	An indoor PE equipment review is carried out through the LA in conjunction with Solihull Protect and the SLA. Reports are shared with Governors and areas for action, prioritised as appropriate. The school have access to the Association for Physical Education's document 'Safe Practice in Physical Education and Sport and guidance is adhered to.	Elsbeth Miller, Felicity Miles, Jason Oliver
Physical intervention	Please see the school's Behaviour Policy for further information about Physical Intervention.	All staff

	At the time of writing, the school is trying to source Team Teach training for key members of staff. The bound book is kept in the Headteacher's office	
Premises	There has not been a Conditions Survey carried out in the last 5 years. However, the condition of the building is regularly checked by the Site manager and as part of termly H&S Inspections by the Governing Body. In addition, several CIF Bids have been submitted regarding areas of the building that the school have identified as being concerning; this has included a rigorous analysis/survey of the concerns identified. A further bid will be submitted in the Autumn Term 2025.	Louise Minter, Felicity Miles, Jason Oliver
Public Events	Summer & Christmas Fairs - A Temporary Event Notice (TEN) is purchased for the supply of alcohol; any third party providers ie bouncy castle companies provide us with a copy of their public liability insurance.	Louise Minter, Felicity Miles, Nicola McInnes, Jason Oliver
Risk Assessments	General Risk Assessments, based on SMBC model Risk Assessments are updated on an annual basis unless a significant change was identified; the Headteacher has responsibility for this, but consults with wider staff members as appropriate. Risk Assessments for school trips are completed by the teaching staff with the Deputy Headteacher having responsibility for assessing their effectiveness. Risk Assessments are kept on the 'g' drive; they are emailed to staff on an annual basis.	Louise Minter, Elspeth Miller
Science (including radiation, if applicable)	Our science subject leader is Louise Harlow. CLEAPSS (The Consortium of Local Education Authorities for Science Services): https://science.cleapss.org.uk/ provides a wealth of online	Louise Harlow and all Teaching Staff, Jason Oliver

	information on safe practice in science lessons, including hazard information sheets (Hazards) for a wide range of commonly used materials.	
Security	An SLA with Camera One is in place to maintain school's CCTV, pedestrian and car park gates, automatic front door and intercoms. The school's intruder alarm is monitored and maintained by ADT with a process in place to automatically call the Site Manager if the intruder alarm is activated.	Felicity Miles, Jason Oliver
Slips, trips and falls, management of	To reduce the risk of slips, trips, and falls: • Floor cleaning is completed throughout the day when necessary e.g. to minimise the risk of wet floors • Wet floor cleaning is conducted after school hours or during times when the school is unoccupied • Yellow warning signs: Prominent yellow warning signs are displayed in areas where wet floor cleaning is in progress or has recently been completed • The Site Manager is responsible for daily inspections of paths and car park areas to identify and address potential hazards. All staff must report any defects or trip hazards that they identify to the Site Manager and Business Manager • The Site Manager oversees gritting and maintenance of safe access and egress routes during adverse weather conditions All staff are responsible for identifying and reporting potential slip, trip, and fall hazards, such as trailing wires, ripped carpets, or obstructed walkways. Staff are expected to: • maintain a clean and organized environment, reducing the risk of clutter and tripping hazards • wear appropriate footwear, including no open toed shoes. All staff complete ClickHSE training on Slips, Trips and Falls	All staff

Smoking	Streetsbrook operates a no-smoking site	All stakeholders
Statutory examination and inspection, testing and maintenance	The following inspection/maintenance checks are in place: • Dining room furniture (termly) • Play equipment (termly) • School grounds (weekly) • Ladder inspection (termly) • Security (termly) • Finger traps (termly) • Water flushing (weekly) • PAT testing (annually) • Asbestos (annually) • Water temperatures (monthly).	Jason Oliver
Stress and mental wellbeing, work related	Streetsbrook Infant & Early Years Academy is committed to supporting staff mental health and well-being. Senior Leaders have an open-door policy for staff to talk about any concerns they may have and each SLT meeting begins with a well-being check-in. The Headteacher is the school's Mental Health Lead, and she is responsible for completing any well-being related risk assessment as well as determining whether or not an Occupational Health referral is needed. Workload is regularly reviewed by Senior Leaders. Stress-related training is completed by staff via ClickHSE	Louise Minter
Trees, safe management of	Checks are carried out as part of the Site Manager's monthly site inspections, the termly site inspections and after particularly stormy weather.	Jason Oliver

Water Hygiene (Legionella) and Water Systems	Streetsbrook Infant and Early Years Academy understands its responsibility to assess, prevent and control any risks from harmful bacteria, like legionella, and to implement suitable precautions to ensure the health and safety of our staff, children and school community. To meet this duty, our policy outlines how the school will keep the entire school community safe from legionella, including how we aim to mitigate any risks involving legionella bacteria. The Site Manager is responsible for onsite liaison with contractors; he has also undertaken training on Legionella via Click HSE. An external consultant is employed to carry out monthly water temperature checks and sampling for legionella. Please see the Legionella Policy for further information.	Louise Minter, Felicity Miles, Jason Oliver
Welfare at work	Senior Leaders, Trustees and Governors are committed to ensuring staff welfare is a priority. The purpose built staffroom is a place where staff can rest and eat and there are a range of facilities for staff to prepare and cook food; it is well known that this is not a work space. The building has good ventilation and reasonable working temperatures; any concerns regarding this are quickly addressed.	Louise Minter
Work Experience	In partnership with a number of local secondary schools we offer work experience placements for pupils (usually Year 10) of up to 5 days. The Deputy Headteacher, Elspeth Miller is responsible for overseeing the placements and is the key point of contact. Elspeth Miller is also responsible for providing an appropriate Health and Safety induction before the placement commences. Partnership schools carry out cross checks to ensure the following: • Employers' Liability Insurance is in place • A satisfactory risk assessment in place (Work experience /workers under 18) • All activities are anticipated to be low risk	Elspeth Miller

Work at Height	Work at height is always to be undertaken in accordance with the school's risk assessment. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task. The Site Manager is authorised to: • Carry out periodic inspections of all on-site ladders and stepladders • Remove access equipment from use if defective or considered inappropriate for use. Work at height on the premises is only permitted to take place under the following conditions: • Any work to be carried out at height must be underpinned by a risk assessment • Access equipment selected for work at height must be as per the risk assessment • Any staff working at height must be appropriately trained to use the access equipment • Staff are not to improvise or use alternative access methods of their own choice. • Use of any furniture, including tables and chairs, is forbidden for any work at height • Any safety concerns about a work at height task must be raised prior to work starting • Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors • Staff are not to improvise or use alternative access methods of their own	Jason Oliver
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Monitoring and Review

The content of this policy and its effectiveness in terms of performance will be overseen by the Board of Trustees. The Policy will be subject of an annual review unless significant changes occur.

Monitoring the requirements of this policy will establish whether:

- Legal compliance is being achieved.
- Health and safety responsibilities are being properly assigned and discharged correctly.
- Senior Leadership Teams are accepting and dealing effectively with their delegated health and safety responsibilities.
- Health and safety arrangements and guidance are being followed.
- Employees are aware of their roles and responsibilities.
- Accident/incident trends and occupational health data are showing a continuous improvement.
- Health and safety targets are being monitored and are being achieved.
- All employees and managers are receiving appropriate health and safety inductions, training, and development.

The Headteacher will need to have systems in place to regularly audit their own health and safety arrangements for work activities under their control. Evaluating existing health and safety arrangements will help to determine if they are effective and if there are any gaps in risk control systems.

Policy Review

This policy was ratified by the Trustees on 25 September 2025

Signed.....  Chair of Trustees

Signed.....  Headteacher