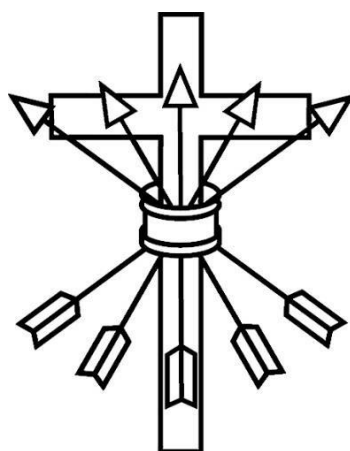


WADDESDON CHURCH OF ENGLAND SCHOOL



HEALTH AND SAFETY POLICY

STATUS OF POLICY:	Statutory Policy
BASED ON LA PROCEDURE DATED:	May 2024 (latest)
COMMITTEE RESPONSIBLE:	Finance & Property
GOVERNING BODY APPROVAL:	Spring Term 2026
REVIEW DATE:	Autumn Term 2028

Table of Contents

PART 1: GOVERNING BODY STATEMENT OF INTENT	4
PART 2: RESPONSIBILITIES AND ORGANISATION	6
2.1 INTRODUCTION	6
2.2 THE GOVERNING BODY	6
2.3 THE HEADTEACHER	6
2.4 LEAD GOVERNOR FOR HEALTH AND SAFETY	8
2.5 RESPONSIBILITIES OF THE LEADERSHIP AND MANAGEMENT TEAM (LMT)....	8
2.6 HEALTH AND SAFETY COORDINATOR (HEADTEACHER OR A SENIOR MEMBER OF STAFF (LMT))	9
2.7 TEACHING AND SUPPORT STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY	10
2.8 HEADS OF SUBJECT DEPARTMENTS HAVE THE FOLLOWING SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES	11
2.9 CLASS TEACHERS	11
2.10 SAFETY REPRESENTATIVES	11
2.11 STAFF	12
2.12 PUPILS	12
PART 3: PROCEDURES AND ARRANGEMENTS	14
LEAD GOVERNOR FOR HEALTH AND SAFETY	14
ASBESTOS MANAGEMENT	14
3.1 AUDIT, REVIEW, PERFORMANCE MEASUREMENT AND ACTION PLAN	14
3.2 CATERING	15
3.3 CONSULTATION WITH EMPLOYEES	15
3.4 CONTRACTORS - SELECTION AND MANAGEMENT	15
3.5 EDUCATIONAL VISITS	15
3.6 ENFORCING AUTHORITY VISITS	15
3.7 FIRE AND OTHER EMERGENCY ARRANGEMENTS	15
3.8 FIRST AID	16
3.9 HEALTH AND WELL-BEING	17
3.9.1 OCCUPATIONAL HEALTH	17
3.9.2 EMPLOYEES ASSISTANCE PROGRAMME	17
4. INCIDENT REPORTING AND INVESTIGATION	17
4.1 INSPECTIONS	18
5. INFORMATION, INSTRUCTION AND TRAINING	18
5.1 INFORMATION AND ADVICE	18
5.2 HEALTH AND SAFETY TRAINING:	18
5.2.1 INDUCTION	19
5.2.2 TRAINING RECORDS AND TRAINING NEEDS IDENTIFICATION	19
5.2.3 STRATEGIC HEALTH AND SAFETY MANAGEMENT AND PREMISES MANAGEMENT TRAINING	19
5.2.4 CURRICULUM SUBJECT SPECIFIC HEALTH AND SAFETY TRAINING	19
5.2.5 OCCUPATIONAL RISKS	20
5.2.6 CARETAKING / SITE MANAGEMENT	20

6. LEGIONELLA.....	20
7.LETTINGS.....	21
8. NOISE	21
9. PERSONAL PROTECTIVE EQUIPMENT (PPE)	21
10. PORTABLE ELECTRICAL APPLIANCES.....	21
11.RISK ASSESSMENT	21
11.1 GENERAL RISK ASSESSMENT.....	21
11.2 FIRE RISK ASSESSMENT	22
11.3 MANUAL HANDLING RISK ASSESSMENTS (LOADS).....	22
11.4 MOVING AND HANDLING RISK ASSESSMENTS (PEOPLE)	22
11.5 COMPUTERS AND WORKSTATION ASSESSMENTS	22
11.6 VIOLENCE AND AGGRESSION TO STAFF	23
11.7 RISK ASSESSMENTS OF CURRICULUM ACTIVITIES	23
11.8 RISK ASSESSMENTS FOR HAZARDOUS SUBSTANCES	23
12.SAFE PLANT AND WORK EQUIPMENT	24
12.1 CARETAKING AND CLEANING EQUIPMENT	24
12.2 CATERING EQUIPMENT	25
12.3 GAS EQUIPMENT.....	25
12.4 GROUNDS MAINTENANCE EQUIPMENT	25
12.5 LIFTS.....	25
12.6 MANUAL HANDLING EQUIPMENT (LOADS).....	25
12.7 MOVING AND HANDLING EQUIPMENT (PEOPLE)	26
12.8 WORKING AT HEIGHT - ACCESS EQUIPMENT	26
12.9 EQUIPMENT AND MACHINERY IN CURRICULUM AREAS.....	26
12.9.1 ART AND DESIGN EQUIPMENT (CERAMICS).....	26
12.9.2 DESIGN AND TECHNOLOGY EQUIPMENT	27
13.9.6 RADIOACTIVE SOURCES	27
13. SEVERE WEATHER.....	27
14.SITE SAFETY, HOUSE KEEPING AND WASTE MANAGEMENT	28
14.1 SITE SAFETY.....	28
14.2 LOCATIONS OF MAIN SERVICE ISOLATION POINTS	28
14.3 HOUSEKEEPING	28
14.4 CLEANING ARRANGEMENTS	28
14.5 WASTE MANAGEMENT	28
15. SITE SECURITY AND VISITORS.....	29
16. SMOKING	29
17. SUPPORTING PUPILS WITH MEDICAL CONDITIONS	29
18. TEAM TEACH.....	30
19. VEHICLES	30
19.1 ON-SITE VEHICLE MOVEMENTS	30
20. WORK EXPERIENCE	30
21. REVIEW OF POLICY	30
Regular Review of Health & Safety.....	31
APPENDIX 1 – IDENTIFICATION OF KEY PERSONNEL (AS AT 1 JANUARY 2026)....	32
APPENDIX 2 – TRAINING (AS AT 01 JANUARY 2026).....	33

PART 1: GOVERNING BODY STATEMENT OF INTENT

Effective Health and Safety management is integral to delivering our ambition for excellence in education and our performance as a school. We are committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet our responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, other relevant Health and Safety legislation and the Regulatory Reform (Fire Safety) Order 2005. Our overall objective is to provide and maintain a safe and healthy environment* for our staff and pupils and others with whom we work.

*Health and Safety issues relating to staff wellbeing and stress are detailed in the Staff Well-Being, Mental Health and Work-Load Policy.

We will achieve this by:

- Taking reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings and LMT meetings;
- Promoting a sensible and proportionate approach to Health and Safety, making use of competent Health and Safety advice when required;
- Working in close partnership with the Headteacher and the Leadership and Management Team (LMT) to support sensible Health and Safety management and to challenge as appropriate;
- Developing and maintaining a positive Health and Safety culture with an emphasis on continually improving our performance;
- Ensuring staff receive adequate information, instruction and training to enable them to carry out their responsibilities competently;
- Ensuring that Health and Safety management is an integral part of decision making and organisational processes;
- Providing a safe and healthy working environment for our staff, pupils and others working in the school;
- Ensuring safe working methods are in place and providing safe equipment;
- Communicating and consulting with our staff and their trade union representatives;
- Complying with statutory requirements and where possible best practice;
- Investigating and learning the lessons from accidents, incidents, near misses and work-related ill health incidents;
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective, making full use of external review;
- Ensuring adequate resources are available to fulfil our Health and Safety responsibilities and objectives;
- Working with and monitoring our contractors to ensure consistent and comparable Health and Safety standards.

We recognise that overall responsibility for Health and Safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the Health and Safety of themselves and for others who may be affected by their acts or omissions.

Name of Headteacher: Matthew Abbott

Signature:M. Abbott.....

Date: 22/01/26

Name of Chair of Governors: Andrew Howard

Signature:A. Howard.....

Date: 22/01/26

PART 2: RESPONSIBILITIES AND ORGANISATION

2.1 INTRODUCTION

A list of post holders is included at Appendix 1.

To comply with the Governing Body's Statement of Intent, the school has assigned the following responsibilities:

2.2 THE GOVERNING BODY

The Governing Body recognises its responsibilities for ensuring that suitable organisational arrangements are in place for the management and control of Health and Safety within the school and will endeavour to ensure that the school implements the local authority's policy with regard to its responsibility. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards Health and Safety in staff and pupils;
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities;
- A lead governor for Health and Safety is nominated;
- People have sufficient experience, knowledge and training to perform the tasks required of them;
- Clear procedures are created which assess the risk from hazards and produce safe systems of work;
- Health and Safety performance is monitored and targets for improvement are set
- The site and premises are maintained in a safe condition and that sufficient funding is allocated;
- Specialist advice is sought on Health and Safety which the establishment may not feel competent to deal with;
- The school reviews the Health and Safety policy annually and new arrangements are implemented where necessary.

2.3 THE HEADTEACHER

Leadership of Health and Safety is not about trying to eliminate risk altogether, but about managing it sensibly. The Headteacher will provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

The Headteacher is accountable for all staff and the activities under their control. They will ensure that staff implement and comply with the requirements of relevant safety policies and procedures. In particular, they will:

- Ensure that the school is in line with Buckinghamshire Council's Health and Safety Policy and has effective arrangements for managing the Health and Safety risks at the school;
- Be fully committed to the Governing Body's Statement of Intent, ensuring that a positive Health and Safety culture is demonstrated and promoted through their leadership;
- With the Assistant Headteacher, act as the "Responsible Person" under the Fire Safety Order within the School;
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site;
- Nominate themselves or a senior manager as the Health and Safety Co-ordinator;
- Undertake all relevant training appropriate to their role and ensure staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees;
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly;
- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the Health and Safety risks to staff and any other people who may be affected by the school's activities;
- Ensure that risk assessments are undertaken in relation to directly managed staff, for example, job-based risk assessments, stress risk assessments, return to work risk assessments, personal emergency evacuation plans;
- Ensure safe systems of work and procedures are developed and are implemented;
- Ensure prompt action is taken to resolve any situations that may adversely affect the Health and Safety of staff or other people;
- Ensure that they seek timely assistance and advice where expert help is required from Health and Safety Consultancy team;
- Ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations;
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported to County and the HSE (where appropriate) and investigated and the findings acted upon without delay;
- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on Health and Safety matters that affect them;
- Ensure information that may assist safety representatives in their role is provided to them;
- Participate and make recommendations to the Governing Body in relation to external independent audits carried out by the County Council or other bodies;
- Report to the Governing Body any Health and Safety issues which cannot be

resolved;

- Ensure the requirements of the Occupier's Liability Acts 1957/1984 are complied with to reduce risk to lawful and unlawful visitors;
- Monitor and review Health and Safety performance through:
 - termly Health and Safety inspections of work areas/practices;
 - setting Health and Safety targets and objectives through appraisals and other supervisory reviews;
 - reviewing incidents and accidents;
 - monitoring commissioned and contracted work for compliance;
 - ensuring that the management of Health and Safety considers the needs of anyone with a protected characteristic under the Equalities Act;
 - ensuring audit action plans are implemented;
 - reporting to the Governing Body at least annually on the school's Health and Safety performance.

2.4 LEAD GOVERNOR FOR HEALTH AND SAFETY

The Lead Governor has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for Health and Safety;
- To scrutinise and review Health and Safety performance;
- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their Health and Safety responsibilities;
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented;
- To arrange a termly inspection of the school by either themselves or another Governor and to provide a report to the Governing Body.

2.5 RESPONSIBILITIES OF THE LEADERSHIP AND MANAGEMENT TEAM (LMT)

The LMT will support the Headteacher with the overall management of Health and Safety in the school. This will include:

- Providing leadership by ensuring Health and Safety is considered as part of every decision;
- Considering the Health and Safety impact of any new initiatives;
- Informing the Headteacher of any Health and Safety issues that affect the school;
- Agreeing strategic Health and Safety initiatives;
- Monitoring the overall implementation of the school's Health and Safety policy in their areas of control and agreeing the annual Health and Safety report;
- Maintaining a H & S item for discussion at weekly LMT meetings;

2.6 HEALTH AND SAFETY COORDINATOR (SITE AND FACILITIES MANAGER, OVERSEEN BY BUSINESS MANAGER)

The role includes:

- Management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- Advising contractors of site-specific risks and overseeing their activities on site;
- Ensuring staff and visitors are aware of the onsite procedures and the precautions to follow;
- Accident and incident reporting;
- Implementation, monitoring and review of training procedures;
- Preparation of reports and returns for the school leadership team.

The Health and Safety Coordinator has the following responsibilities to:

- Attend appropriate Health and Safety training courses including IOSH Managing Safety, Asbestos and Legionella Awareness and Managing Fire Safety Training to enable them to discharge their duties effectively;
- Ensure that a fire risk assessment is completed by a competent contractor for the school and that it is implemented and reviewed at least annually;
- Promote Health and Safety matters throughout the school and assist the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures;
- Ensure the Fire Log, Asbestos Log and Legionella Log are kept up to date;
- Ensure that the Health and Safety Notice Board is kept up to date;
- With the Leadership and Management Team, ensure the correct accident, incident and near miss reporting procedures are followed and that, where appropriate, accidents are investigated;
- Arrange termly Health and Safety inspections and ensure follow-up action is completed and records kept available for audits;
- Participate in any Health and Safety Audits arranged by the County Council;
- With the Leadership and Management Team, provide Health and Safety induction training for all staff;
- With the Leadership and Management Team, provide basic fire awareness training for all staff annually. Refer to training notes section 3.3 Health and Safety Policies and Procedures.
- Keep an up to date record of staff Health and Safety training;
- Ensure that all statutory inspections are completed and records kept;
- Make provision for the inspection and maintenance of work equipment;
- With the Leadership and Management Team, ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records

are kept;

- Monitor contractors on site and ensure they consult the Asbestos Log before starting work.
- Coordinate and manage the annual risk assessment process for the school;
- Coordinate performance monitoring processes;
- Manage records of all Health and Safety activities including management of building fabric and building services in liaison with County and other contractors;
- Advise the Headteacher of situations or activities which are potentially hazardous to the Health and Safety of staff, pupils and visitors;
- With the Leadership and Management Team, ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.

2.7 TEACHING AND SUPPORT STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy/Assistant Headteachers, Business Manager, Subject Leaders, Site Manager, Caretakers and Medical Officer.

They have the following responsibilities to:

- Apply the school's Health and Safety Policy and the relevant Health and Safety Codes of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the Health and Safety procedures and arrangements;
- Carry out regular Health and Safety risk assessments of the activities for which they are responsible;
- Checking compliance with job risk assessments and reviewing Health and Safety performance in staff appraisals/performance management reviews;
- Ensure that all staff they manage are familiar with the relevant Health and Safety Codes of Practice, for their area of work;
- Resolve health, safety and welfare issues that staff refer to them, or refer to the Headteacher any matters for which they cannot achieve a satisfactory solution within the resources available;
- Carry out regular inspections of their areas of responsibility to ensure that equipment and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own Health and Safety;
- Investigate any accidents that occur within their area of responsibility.
- Ensure appropriate procedures for school visits is followed

2.8 DEPARTMENT SUBJECT LEADERS:

Heads of Departments and/or Subject Leaders have expertise in their topic areas and are often in the best position to advise or lead on the arrangements for assessing and managing risk in their department.

They have the following responsibilities:

- The day to day management of Health and Safety within their department in accordance with the Health and Safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least annually);
- Carrying out regular Health and Safety monitoring inspections of the department and making reports to the Headteacher where appropriate;
- Ensuring follow up and remedial action is taken following Health and Safety inspections;
- Arranging for the appropriate subject specific Health and Safety training to be provided to all staff within the department;
- Passing on Health and Safety information received to the appropriate people;
- Acting on Health and Safety reports from above and below in the school hierarchy;
- Reporting all accidents, defects and dangerous occurrences to the Headteacher and/or Health and Safety Coordinator.

2.9 CLASS TEACHERS

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies;
- Follow the particular Health and Safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice;
- Give clear oral and written instructions and warnings to pupils when necessary;
- Follow safe working procedures;
- Require the use of protective clothing and guards where necessary;
- Make recommendations to their Headteacher or manager regarding equipment and improvements to plant, tools, equipment or machinery;
- Integrate all relevant aspects of safety into the teaching process;
- Report all accidents, defects and dangerous occurrences to their manager.

2.10 SAFETY REPRESENTATIVES

Safety representatives do not have responsibilities under this policy; however, they do have functions as laid down in the Safety Representatives and Safety Committees Regulations 1977.

The Governing Body believes that consulting employees on Health and Safety matters is important in creating and maintaining a safe and healthy working environment.

2.11 STAFF

All of the school workforce plays an important part in sensible Health and Safety management in schools. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces, and helps develop sensible rather than over cautious approaches.

When developing learning opportunities, staff should focus on controlling the real risks, not eliminating all risks. Health and Safety is about doing things safely, not finding reasons not to do them.

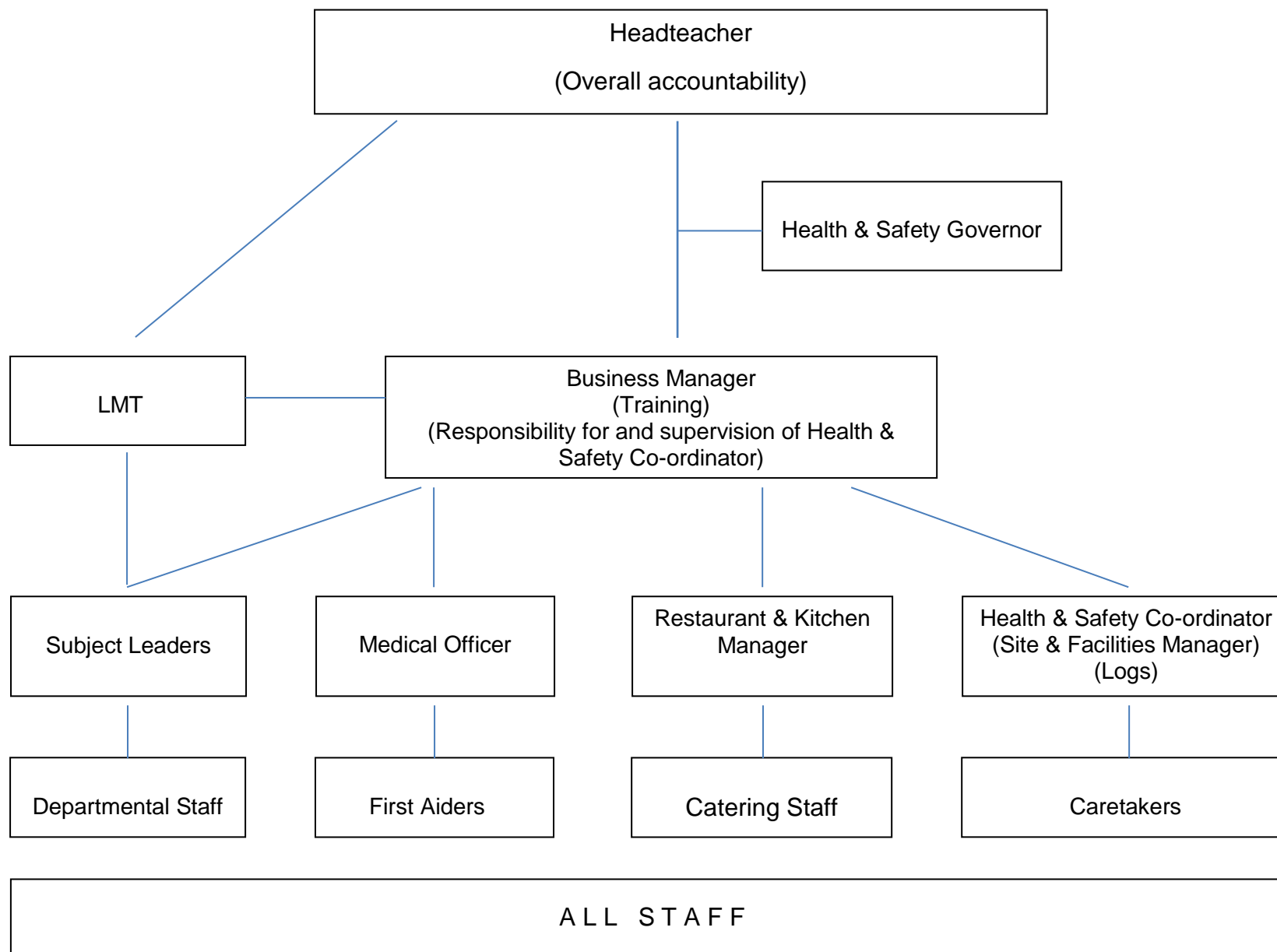
In particular, staff must:

- Comply with the school's Health and Safety policy and procedures at all times;
- Take reasonable care for the Health and Safety of themselves and others when undertaking their work, for example;
 - check classrooms/work areas are safe;
 - check equipment is safe before use;
 - ensure safe working procedures are followed;
- Co-operate with managers in complying with relevant Health and Safety safe systems of work and procedures;
- Use all work equipment and substances in accordance with instruction, training and information received;
- Wear, use, store, maintain and replace personal protective equipment as appropriate;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- Take part in and contribute to Health and Safety inspections, risk assessments etc. as appropriate;
- Report
 - accidents, incidents of violence and aggression and near misses;
 - ill health caused by work activities;
 - defective equipment or premises, hazardous situations and other Health and Safety concerns;
 - report immediately to their Headteacher/Line Manager any serious or immediate danger.

2.12 PUPILS

Pupils, allowing for their age and aptitude, are expected to:

- Take personal responsibility for the Health and Safety of themselves and others;
- Observe standards of dress consistent with safety and/or hygiene;
- Observe all the Health and Safety rules of the school and in particular the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.



PART 3: PROCEDURES AND ARRANGEMENTS

We have adopted the following procedures and arrangements to ensure compliance with the Governing Body's Statement of Intent.

LEAD GOVERNOR FOR HEALTH AND SAFETY

The Governing Body will appoint a lead governor with responsibility for scrutiny of Health and Safety performance.

ASBESTOS MANAGEMENT

The asbestos register and asbestos management plan is held at Main Reception.

The Site Manager is responsible for:

- Making arrangements for dealing with asbestos in compliance with the Council's policy;
- Ensuring that contractors who may be working in areas where asbestos has been identified consult and sign the register;
- Ensuring that any changes to the register are notified to Building Services, Property Consultancy;
- Informing Property Consultancy immediately on 01296 383238 if any asbestos containing materials are damaged releasing asbestos fibers or may have been released.

For further guidance, refer to section 4.2 Health and Safety policies and procedures

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

3.1 AUDIT, REVIEW, PERFORMANCE MEASUREMENT AND ACTION PLAN

The Headteacher and Governing Body are responsible for reviewing the school's Health and Safety Policy and ensuring all staff sign to acknowledge that they have read and understood the policy.

The Business Manager and the Site Manager are responsible for ensuring the implementation of recommendations of any Health and Safety audit reports carried out.

3.2 CATERING

The Restaurant and Kitchen Manager is responsible for registering the food premises with the Local Environmental Health Officer and Council.

The Restaurant and Kitchen Manager is responsible for

- monitoring the preparation of food and the nutritional standards of meals;
- the maintenance of satisfactory hygiene standards;
- ensuring that the temperatures of the refrigerator and freezer are monitored and logged;
- ensuring an adequate schedule of deep cleaning is undertaken.

3.3 CONSULTATION WITH EMPLOYEES

Any employee appointed as a safety representative by their Association or trade union is offered suitable facilities to undertake their work.

Union-appointed safety representatives are named in Appendix 1.

Consultation with employees not represented by a union is provided through the Business Manager.

For further guidance, refer to section 1.2 Health and Safety policies and procedures
<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

3.4 CONTRACTORS - SELECTION AND MANAGEMENT

Contractors are selected and managed following guidance and documentation in section 9.4 Health and Safety policies and procedures

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

3.5 EDUCATIONAL VISITS

The Educational Visit Coordinator is responsible for ensuring that educational visits, including residential visits and any school-led adventure activities, will be risk assessed and organised in accordance with the school's Educational Visits Policy, and guidance produced by the Councils Educational Visits Co-ordinator.

3.6 ENFORCING AUTHORITY VISITS

The Headteacher is responsible for implementing any recommendations following a visit by enforcing authorities and reporting matters requiring authorisation/action to the Governing Body or Local Authority.

3.7 FIRE AND OTHER EMERGENCY ARRANGEMENTS

The Site Manager is responsible for

- ensuring fire risk assessment is undertaken by a competent contractor and regularly reviewed;
- developing local fire safety procedures ensuring that no-one attempts to re-enter buildings until the all clear is given by the emergency services;
- ensuring firefighting and fire detection equipment is serviced and maintained annually
- maintaining the Fire Log;
- checking daily that evacuation routes remain clear and that final exit doors can be opened;
- checking termly that firefighting equipment remains in a useable condition, e.g. fire extinguishers, fire blankets;
- testing the alarms every week from different call points and recording the tests in the Fire Log;

- testing the emergency lighting at appropriate intervals

The Assistant Headteacher (Pastoral) is responsible for:

- Personal emergency evacuation plans (PEEPS) are carried out for people with disabilities, i.e. staff, pupils, visitors.
- Fire evacuation drills are carried out at least termly.
- A roll call is taken at the Assembly Point.
- That no-one attempts to re-enter the building until the all clear is given by the emergency services by the Assistant Headteacher;
- Regular reminders to staff on fire safety.

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	All classrooms and offices, staff shared area
Bomb Alert	Staff shared area
Gas Leak	Site Office
Electrical Fault	Site Office
Water	Site Office
Storm or Flood Damage	Site Office
Lockdowns	Staff shared area

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or, in their absence, a member of the Leadership and Management Team is informed immediately and that where appropriate the emergency services are summoned. A member of the Leadership Team will liaise with the emergency services when they arrive and take advice from them.

Note: The priorities are as follows:

- *to ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate;*
- *to call the emergency services when appropriate;*
- *to safeguard the premises and equipment, if this is possible without putting persons at risk.*

3.8 FIRST AID

Reception keep first aid boxes and first aid record books, as do the Restaurant, Science Prep Room, PE Office, Art rooms, and Technology classrooms. Staff in relevant areas are

requested to check the needs and requirements of their area and to ensure the first aid box is stocked. A first aid bag and spare asthma inhaler are located in both the Medical Room and Staff Room. A defibrillator is also located in the Medical Room.

First Aid bags and spare asthma inhalers for trips are kept in the Medical Office and staff collect them as appropriate. There is also one on board the school minibus. The School Nurse/Medical Officer is responsible for overseeing a termly check of the contents of all first aid boxes.

The nearest medical centre/NHS GP is Waddesdon Surgery 01296 658585.

The nearest hospital with accident and emergency facilities is Stoke Mandeville Hospital 01296 315000.

A list of employees qualified to provide First Aid, or having completed courses in Mental First Aid training, is found within appendix 2 of this policy.

For further guidance, refer to the supporting pupils in school with medical conditions policy and section 3.2 Health and Safety policies and procedures

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

3.9 HEALTH AND WELL-BEING

The Business Manager is responsible for monitoring absence owing to stress related illness and promoting wellbeing.

For further guidance, refer to section 8.4 Health and Safety policies and procedures

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

3.9.1 Occupational Health

Access to occupational health services is through Judicium (Medigold)

3.9.2 Employees Assistance Programme

Employees Assistance is provided by PAM Assist and is a completely independent and confidential personal support service, which is available 365 days 24 hours; Freephone number: 0800 882 4102 <https://app.pamwellness.co.uk/>
Organisational Code: Waddesdon1

4 INCIDENT REPORTING AND INVESTIGATION

The School Medical Officer is responsible for reporting accidents, incidents and near misses, as soon after the event as possible using the AssessNet on-line recording system. The School does not receive formal medical/healthcare notification following any hospital assessment, and are unable to complete AssessNet outcomes.

The Headteacher is responsible for contacting the Local Authority's Health and Safety Team immediately to report a serious incident (accident, incident (physical assault, threat, verbal abuse) or near miss). Where appropriate/practicable a Health and Safety Adviser will visit the school the same day to provide support and investigate the incident. Telephone 01296 674412 or email healthandsafety@buckcc.gov.uk

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on Medical Tracker, or for those without access to Medical Tracker, a report is advised to be made on an accident report form and/or treatment book kept at reception.

The Headteacher will investigate all incidents and act on findings to prevent a reoccurrence or similar accident/incident. Where accidents have been found to have been caused by faulty plant, equipment, premises or unsafe systems of work, action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

For further guidance, refer to section 3.1 Health and Safety policies and procedures
<https://schoolsweb.buckscc.gov.uk/health-and-safety/incident-and-accident-reporting/>

4.1 INSPECTIONS

The Site Manager routinely inspects the premises to ensure staff are following safe working practices.

Heads of Department or nominated staff inspect individual departments and specific work areas.

The Health and Safety Governor and the Site Manager conduct internal Health and Safety inspections termly.

Buckinghamshire Council completes a Health and Safety audit every 3 years.

For further guidance and information, refer to section 2.5 and 2.5a Health and Safety policies and procedures
<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

5 INFORMATION, INSTRUCTION AND TRAINING

5.1 INFORMATION AND ADVICE

A Health and Safety Law Poster is on display in the Staffroom.

Health and Safety advice is available from the Health and Safety Team
Email: handstraining@buckinghamshire.gov.uk
Telephone: [01296 674 412](tel:01296674412)

5.2 HEALTH AND SAFETY TRAINING

5.2.1 Induction

Health and Safety induction training will be provided for all new employees and for work experience placement students through up-to-date policies, which cover the following guidance, and documentation that is available from <https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

*BC Health and Safety Policy
Codes of Safe Practice and Guidance
Premises Asbestos Log
Job Based Risk Assessment and other appropriate assessments
Accident Reporting Arrangements
Safe Use of Work Equipment
Good Housekeeping, Waste Disposal and Cleaning Arrangements
Special Hazards/Responsibilities
Associated with their Work Activity*

*School Health and Safety Policy
Education Visits Policy Document
Premises Legionella Log
Fire and other Emergency Arrangements
First Aid Arrangements
Procedures for Hazardous Substances
Hazard Reporting and Maintenance Procedures
Special Needs of Young Employees (e.g. Work Experience Placements)*

5.2.2 Training Records and Training Needs Identification

The Business Manager is responsible for identifying training and refresher training needs and keeping Health and Safety training records. A list of staff and governors who have received or will receive Health and Safety training in various areas is included in Appendix 2.

5.2.3 Strategic Health and Safety Management and Premises Management Training

Specific course for Governors

- The Governor Role for Health and Safety (provided by Governor Services)

Courses for Leadership and Management

- Asbestos Awareness (for Headteachers/Health and Safety Coordinator)
- Fire safety training (for Headteachers/Health and Safety Coordinators)
- IOSH Managing Safely/Managing Safely Refresher 3 day/1-day course (for Headteachers/Health and Safety Coordinators)
- Legionella Training (Headteachers/Health and Safety Coordinators)
- Managing the Personal Safety of Staff

5.2.4 Curriculum Subject Specific Health and Safety Training **Secondary Art – Ceramic**

- Training for the use of the kiln and control measures to reduce the risks from using clay

Secondary Science

- CLEAPSS Health and Safety Management for Heads of Science
- CLEAPSS Radiation Protection Supervisor
- CLEAPSS Health and Safety for Science Technicians
- Other CLEAPSS courses as appropriate

Secondary Design & Technology

- CIEH Level 2 Award in Food Safety for Food Technology teachers and technicians
- CLEAPSS Health and Safety Management for Heads of D&T
- CLEAPSS The Safe and Effective D&T Technician
- Design and Technology Association training (DATA) (refresher training every 5 years) for teachers and technicians, and site team if using.
- IOSH Working Safely course – 1-day basic Health and Safety course (for Technicians)

Occasional Catering Event

- CIEH Level 2 Award in Food Safety

14.2.5 Occupational Risks

- Approved Minibus driver training
- Emergency First Aid at Work
- Evacuation Chair training
- Fire Warden Training (available through Fire Training Bucks and MK)
- First Aid at Work
- Load Risk Assessor for Moving and Handling of Pupils with Disabilities
- Paediatric Moving and Handling training with/without hoists:
- Supporting Pupils with Medical Conditions (includes Managing Medicines)
- Team Teach training

14.2.6 Caretaking/Site Management

- Asbestos Awareness
- Approved Minibus driver training
- COSHH Health and Safety Workshop
- IOSH Working Safely course – a 1-day basic Health and Safety course
- Legionella
- Manual Handling
- Personal Safety
- Visual Tree Assessment
- Working at Height

6 LEGIONELLA

The Site Manager is the Premises Responsible Person for the management of Legionella and is the trained Nominated Legionella Controller responsible for checking water temperatures and flushing appropriate outlets as part of the Legionella programme.

For further guidance, refer to section 4.4 Health and Safety policies and procedures
<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

7 LETTINGS

The Site Manager is responsible for co-ordinating lettings of the premises and for giving Health and Safety (including emergency) information to hirers.

8 NOISE

Any employee concerned about the noise levels at work should report the matter to the Business Manager who will arrange for remedial action or for an assessment by the Local Authority or a specialist contractor.

For further guidance, refer to section 9.3 Health and Safety policies and procedures
<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

9 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Suitable Personal Protective Equipment (PPE) goggles, gloves, hearing protection etc will be provided free of charge, where identified as necessary by a risk assessment.

All employees are responsible for informing the Business Manager when they become aware of a need to repair or replace PPE, which they use.

The Site Manager is responsible for arranging for the laundering soiled PPE, e.g. overall, lab coats, aprons, etc.

For further guidance, refer to section 11.1 Health and Safety policies
<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

10 PORTABLE ELECTRICAL APPLIANCE

A named Caretaker, and the Senior Science Technician (Science areas only), are responsible for ensuring that portable electrical appliance testing is carried out at the frequencies in section 10.3 Health and Safety policies and procedures
<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

Staff should not bring electrical equipment onto the school site unless they have authorisation and the appliances have been portable appliance tested.

11 RISK ASSESSMENT

11.1 GENERAL RISK ASSESSMENT

The Site Manager, following guidance and documentation in section 2.1 Health and Safety policies and procedures, will coordinate general risk assessments

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

They will be responsible for ensuring risk assessments relating to jobs, locations, work equipment, chemicals and activities are produced by appropriate persons and appropriately communicated to staff, and ensuring the actions required are implemented.

Risk assessments relating to mental health and stress are outlined in the Staff Well-Being, Mental Health and Work-Load Policy. In the first instance, these are carried out by the line manager, or member of the LMT.

11.2 FIRE RISK ASSESSMENT

The Headteacher is the Responsible Person under the Fire Safety Reform Order.

The Headteacher is the Competent Person (must hold an IOSH Managing Safely Certificate (or equivalent) and have attended Fire Safety training) who is responsible for:

- ensuring a fire risk assessment is carried out at regular intervals by a competent Fire Risk Assessor contractor;
- regularly reviewing the fire risk assessment.

For further guidance, refer to section 3.3 Health and Safety policies and procedures

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

11.3 MANUAL HANDLING RISK ASSESSMENTS (LOADS)

The Site Manager following guidance and documentation in section 5.2 Health and Safety policies and procedures will carry out manual handling risk assessments

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

He will be responsible for ensuring implementation of any actions required, including training needs.

11.4 MOVING AND HANDLING RISK ASSESSMENTS (PEOPLE)

Moving and handling risk assessments will be arranged by the SENDCo, following guidance and documentation in section 5.2 Health and Safety policies and procedures

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

S/He will be responsible for ensuring:

- assessments are regularly reviewed by an appropriate person and actions required are implemented;
- appropriate people attend

- Paediatric Moving and Handling training/refresher training annually
- Load Risk Assessor training/refresher training annually

11.5 COMPUTERS AND WORKSTATION ASSESSMENTS

The Network Manager, is responsible for identifying ‘users’ and ensuring workstation assessments are undertaken (using HSE guidelines) and any corrective action required implemented.

A list of employees classified as users of display screen equipment and entitled to a regular eye test and spectacles if recommended by the optician for DSE use is at Appendix 2.

For further guidance refer to section 6.1 Health and Safety policies and procedures
<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

11.6 VIOLENCE AND AGGRESSION TO STAFF

The Assistant Headteacher (Pastoral), following guidance and documentation in section 7.1 Health and Safety policies and procedures, will carry out assessments of the risks of violence and aggression to staff

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

11.7 RISK ASSESSMENTS OF CURRICULUM ACTIVITIES

Relevant Subject Leaders carry out Risk Assessments for curriculum activities using guidance from Bucks Grid for Learning, CLEAPSS, Association for Science Education (ASE), and Association for Physical Education (AfPE), Buckinghamshire Councils Health and Safety Policies and other recognised sources of competent advice.

11.8 RISK ASSESSMENTS FOR HAZARDOUS SUBSTANCES

The Site and Facilities Manager is responsible for

- ensuring an inventory is kept of hazardous substances:
- COSHH data sheets are available and risk assessments are produced and regularly reviewed by appropriate persons for Science, Design Technology, Caretaking and Cleaning, Catering, Grounds Maintenance;
- ensuring that the assessments have been communicated to staff and ensuring the actions required including provision of training are implemented.

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

- | | |
|---------------------|---------------------------|
| • Science | Subject Leader Science |
| • Design Technology | Subject Leader Technology |
| • Art and Design | Subject Leader Art |

- | | |
|---------------------------|---------------------------------|
| • Food and Nutrition | Subject Leader Food & Nutrition |
| • Caretaking and Cleaning | Site Manager |
| • Catering | Restaurant and Kitchen Manager |
| • Grounds Maintenance | Site Manager |

The Site Manager is responsible for ensuring annual examination and testing of local exhaust ventilation (LEV) (fume cupboards, dust extraction equipment on woodworking machines etc) by a competent contractor.

For further guidance, refer to section 4.1 Health and Safety policies and procedures
<https://schoolsweb.bucksc.gov.uk/health-and-safety/health-and-safety-policies/>

12 SAFE PLANT AND WORK EQUIPMENT

Appropriate contractors appointed by the Governing Body/County will conduct necessary inspection, maintenance and where necessary testing of plant and equipment.

Report any problems or defects regarding plant and equipment to the Site Manager.

The following equipment is likely to involve a specific risk to Health and Safety. Use, inspection and repair is restricted only to those employees who have received appropriate training.

12.1 CARETAKING AND CLEANING EQUIPMENT

The Site Manager is responsible for ensuring that

- caretaking and cleaning equipment are regularly inspected and maintained; this includes powered cleaning equipment, power and hand tools;
- users/operators are trained and supervised.

All site staff and cleaners have been authorised and trained to use caretaking and cleaning equipment.

For further guidance,
<https://schoolsweb.bucksc.gov.uk/health-and-safety/health-and-safety-policies/>

12.2 CATERING EQUIPMENT (dough mixers, slicing machines, potato peelers etc)

The Restaurant and Kitchen Manager is responsible for ensuring that

- catering equipment is regularly inspected and maintained;
- users/operators are trained and supervised.

The Catering Staff authorised and trained to use catering equipment are listed in Appendix 1.

For further guidance, refer to section 9.9 Health and Safety policies and procedures
<https://schoolsweb.bucksc.gov.uk/health-and-safety/health-and-safety-policies/>

12.3 GAS EQUIPMENT

The Site Manager is responsible for ensuring that

- gas equipment is serviced and maintained annually.

For further guidance, refer to section 10.9 Health and Safety policies and procedures

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

12.4 GROUNDS MAINTENANCE EQUIPMENT

The Site Manager is responsible for ensuring that

- grounds maintenance equipment is regularly inspected and maintained;
- users/operators are trained and supervised.

For further guidance, refer to section 10.1 Health and Safety policies and procedures

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

12.5 LIFTS

The Site Manager is responsible for ensuring that

- passenger lifts including stair lifts are inspected and serviced every six months;
- the Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs) for passenger lifts are in place.

For further guidance, refer to section 10.1 Health and Safety policies and procedures

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

12.6 MANUAL HANDLING EQUIPMENT (LOADS)

This includes equipment used for the manual handling of loads.

The Site Manager is responsible for ensuring that manual handling equipment such as sack barrows, flat-bed, trolleys, pallet trucks etc. are maintained in a safe condition.

For further guidance, refer to section 5.1 Health and Safety policies and procedures

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

12.7 MOVING AND HANDLING EQUIPMENT (PEOPLE)

The SENDCo with support from the Site & Facilities Manager is responsible for ensuring that:

- evacuation chairs are serviced regularly;
- all slings hoists, both ceiling mounted and mobile, are inspected and serviced every six months by a competent contractor;
- slings are laundered regularly and kept in a hygienic condition;
- all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition;
- other special needs equipment is kept in a hygienic condition and good working order.

For further guidance, refer to section 5.2 Health and Safety policies and procedures
<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

12.8 WORKING AT HEIGHT - ACCESS EQUIPMENT

The Site Manager has overall responsibility for the selection, inspection, and maintenance of all access equipment, e.g. leaning ladders, stepladders, tower scaffolds, powered access equipment, fall arrest equipment.

The Site Manager is responsible for ensuring appropriate training is provided, employees are appropriately supervised and that suitable risk assessments are carried out.

The Site Manager is responsible for inspecting access equipment and maintaining the Access Equipment Log (Ladder and Step Ladder Log)

Name	Job Title	Access Equipment

For further guidance refer to section 10.2 Health and Safety policies and procedures
<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

12.9 EQUIPMENT AND MACHINERY IN CURRICULUM AREAS

12.9.1 ART AND DESIGN EQUIPMENT (CERAMICS)

The Subject Leader and Second in Department for Art are responsible for ensuring that

- kilns are regularly inspected, maintained and serviced annually;
- faulty equipment is taken out of use and repaired or removed;
- users/operators of equipment are trained and supervised.

12.9.2 DESIGN AND TECHNOLOGY EQUIPMENT

The Subject Leader for Technology is responsible for ensuring that

- design technology equipment is regularly inspected, maintained and serviced annually;
- local exhaust ventilation systems are serviced and maintained annually;
- faulty equipment is taken out of use and repaired or removed;
- users/operators of equipment are trained and supervised.

12.9.3 PHYSICAL EDUCATION EQUIPMENT (PE)

The Subject Leader for PE is responsible for ensuring that

- PE equipment is regularly inspected, maintained and serviced annually by a competent contractor;
- faulty equipment is taken out of use and repaired or removed;
- cleaning schedule for gym and sports hall floors is implemented.

12.9.4 SCIENCE

The Subject Leader for Science is responsible for ensuring that

- local exhaust ventilation systems are serviced and maintained annually.

12.9.5 STAGE LIGHTING

The Subject Leader for Performing Arts is responsible for ensuring that

- stage lighting equipment is regularly inspected, and portable appliance tested at appropriate intervals by a competent contractor.

12.9.6 RADIOACTIVE SOURCES

Buckinghamshire Council is the school's Radiation Protection Adviser

Radioactive sources are stored in the Science Prep Room.

The school's Radiation Protection Supervisor is responsible for:

- following the CLEAPSS guidance L93;
- ensuring the security of the sources;
- maintaining the condition of the sources;
- ensuring the Use Log is completed every time the sources are removed from the store cabinet.

13 SEVERE WEATHER

The Site Manager is responsible for making arrangements to ensure safe access and egress during adverse weather, e.g. snow and ice.

All site staff are responsible for clearing and gritting appropriate pedestrian and vehicle routes on the site.

For further guidance, refer to section 9.7 Health and Safety policies and procedures

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

14 SITE SAFETY, HOUSE KEEPING AND WASTE MANAGEMENT

14.1 SITE SAFETY

All employees and governors must report any hazards to the Site Manager who will arrange for repairs or action to remove hazard.

14.2 LOCATIONS OF MAIN SERVICE ISOLATION POINTS

The locations of the positions of all main service isolation points are as follows:

Water	Main path to school (lid painted white)
Electricity	Green Shed - entrance to school (Key 19 Site Office)
Gas	Green Shed - entrance to school (Key 19 Site Office)

14.3 HOUSEKEEPING

All staff are responsible for ensuring the good housekeeping of their own workrooms, e.g. offices, laboratories, workshops, art studios, drama studios and related storage areas.

14.4 CLEANING ARRANGEMENTS

All members of staff are responsible for clearing up spillages that occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site Manager who will arrange for them to be cleared.

In-house cleaning staff will clean the school every day between 3.15 pm and 8.15pm. Staff should avoid areas where floors have been wet mopped and where vacuuming is in progress.

Spill kits are kept in the Caretaking Area.

14.5 WASTE MANAGEMENT

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The Site Manager is responsible for arranging safe disposal of hazardous, special and/or clinical waste.

The Site Manager is responsible for ensuring

- waste is collected daily and stored in appropriately sited secure containers;
- waste containers are secured in either a compound or by being chained.

15 SITE SECURITY AND VISITORS

All visitors must report to Reception where they will be asked to sign the visitors' book and wear a visitor's badge. Regular visitors held on the central register will be issued with a red lanyard. All other visitors will be issued with a blue lanyard and **MUST** be accompanied by a member of staff at all times. Staff must wear their Green Waddesdon School Lanyard.

The Site Staff are responsible for unlocking and locking the building, arming and disarming security alarms, etc.

16 SMOKING

- All persons coming onto the school site understand that smoking is prohibited including the grounds and in school vehicles.

- No smoking signs are displayed at the entrance to the school.
- Information on the no smoking policy is included in the lettings policy.

For further guidance, refer to section 8.1 Health and Safety policies and procedures
<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

17 SUPPORTING PUPILS WITH MEDICAL CONDITIONS

The School Nurse/Medical Officer is responsible for writing or adopting the Council Model Policy for Supporting Pupils with Medical Conditions following the statutory guidance issued by the DfE.

The Medical Officer is the accountable person for implementing the school's policy on Supporting Pupils with Medical Conditions.

The Medical Officer is responsible for

- keeping a log of pupils' medication;
- ensuring medication remains in date;
- ensuring consent forms are completed.

The Medical Officer is responsible for undertaking and reviewing Individual Health Care Plans using an appropriate online form.

The Medical Officer is responsible for compiling an inventory of pupils who have been given a diagnosis of asthma or prescribed an inhaler.

The Medical Officer is responsible for management of controlled drugs following guidance and documentation.

For further guidance, refer to section 8.9 Health and Safety policies and procedures
<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

18 TEAM TEACH

The SENDCo is responsible for arranging Team Teach training and monitoring its effectiveness.

19 VEHICLES

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the County Council policy contained in "*Regulations for the Use of Vehicles 2016*". The Finance Officer named in Appendix 1 is responsible for ensuring that all employees who drive for work and claim mileage expenses have a valid licence and business insurance.

For further guidance, refer to section 9.12 Health and Safety policies and procedures
<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

19.1 On-Site Vehicle Movements

The segregation of traffic and pedestrians will be controlled by the following measures:

- Use of barriers on both roads either side of main school / use of banksman for any deliveries etc.

20 WORK EXPERIENCE

The Careers Officer is responsible for

- co-ordinating work experience placements;
- ensuring risk assessments are completed by the employer;
- ensuring students are visited in their placements, where applicable.

Please refer to the Waddesdon Work Experience Policy

21 REVIEW OF POLICY

This policy will be reviewed annually.

Regular Review of Health and Safety

Governing Body (GB)

Headteacher (HT)

Assistant Headteacher Pastoral (AH)

What	When	Responsible	Accountable
H&S policy (including updated policy, training and procedures)	Annually	HT, Business Manager and H&S Coordinator	H&S governor / GB
Staff induction, update/reminders, fire awareness training	Termly (staff meeting)	HT, Business Manager and H&S Coordinator	GB
Subject risk assessment update	Annually	SLs for Art, Drama, Performing Arts (Music), PE, Science, Technology	LMT line managers H&S coordinator / HT
H&S spot check	Termly	H&S governor	GB
Fire safety (including external fire risk assessment)	Weekly (Annually)	H&S Coordinator	HT – half termly
PEEPS are up-to-date	Termly	SENDCo	AH
Up-to-date safety log (asbestos, legionella, site safety)	Weekly	H&S Coordinator	HT – half termly
Accident log	Termly	School Nurse/Medical Officer	HT – termly
First aid boxes	Half termly/As & when used	School Nurse/Medical Officer	Office Manager
Ensuring all medical information on students and medicine is up-to-date	Half termly/Annual EHCP request/Review of Medications	School Nurse/Medical Officer	Office Manager
Monitoring absence due to staff stress	Half termly	Business Manager	HT – half termly
Servicing of Evacuation Chairs and Hoist	Every six months	Site & Facilities Manager	SENDCo

APPENDIX 1 – IDENTIFICATION OF KEY PERSONNEL (AS AT 1 JANUARY 2026)

Headteacher	Matthew Abbott
Deputy Headteacher	Charles Cahill
Business Manager	Julie Nicholas
Assistant Headteacher (Pastoral)	James Sturla
LMT	Matthew Abbott, Charles Cahill, Julie Nicholas, Rachel Branton, Annalies McIver, James Sturla, Anna Ewart, Janek Maciejewski
SENDCo	Rachel Branton
H &S Coordinator	Matt Greenwood
Site & Facilities Manager	Matt Greenwood
School Nurse/Medical Officer	Clare Leach (RQN)/Joe Hyde (FAO)
Lead Governor	Ben Eales and Michael Horton (deputy)
Office Manager	Nicola Ready
Kitchen and Catering Manager	Anthony Lamb (Nicole Dell - Deputy)
Union Representatives – NUT	Elletia McCann
Union Representatives – NASUWT	Vacancy
Educational Visit Coordinator	Anna Ewart
Radiation Protection Supervisor	Colin Arblaster
Subject Leader - Art	Kirsten Adams
Subject Leader – Science	Dan West
Subject Leader – Performing Arts (Music Specialism)	Ben Judson
Subject Leader – Drama	Kate Turner
Subject Leader – PE	Scott Kennedy
Subject Leader – Technology	Peter Iveson
Subject Leader – Food and Nutrition	Sheila Watts
Finance Officer (section 19)	Michaela Hammond
Second in Art	Sharon Evans
Senior Science Technician	Tim Ewart
Network Manager	Duncan Purchase
Careers Officer	Bonita Bridges
Catering Staff (section 12.2)	Nicole Dell, Helen Weston, Leah Johnson, Christine Hiscock, Aouatif Mernissi

APPENDIX 2 – TRAINING (AS AT 01 JANUARY 2026)

Staff and Governors who have received or will receive training in specific areas:

5.2.3 Strategic Health and Safety Management and Premises Management Training

- The Governor Role for Health and Safety (provided by Governor Services) – Ben Eales (Michael Horton to be arranged)
- Asbestos Awareness: Matt Greenwood, Ian Macleod, Andrew Finney
- Fire safety: James Sturla, Matt Greenwood
- IOSH Managing Safely: Matthew Abbott, Matt Greenwood - Managing Safely 3-day course/ Refresher
- Legionella Training: Matt Greenwood, Andy Finney
- Managing the Personal Safety of Staff – All staff via TES module & policy

5.2.4 Subject Specific Health and Safety Training

Secondary Art – Ceramic

- Training for the use of the kiln and control measures to reduce the risks from using clay: Kirsten Adams, Suzanne Chapman

Secondary Science

- CLEAPSS Health and Safety Management for Heads of Science: Dan West
- CLEAPSS Radiation Protection Supervisor: Dan West, Colin Arblaster
- CLEAPSS Health and Safety for Science Technicians: Tim Ewart has completed 'Technicians supporting Chemistry' training via the York Science Learning Conference. Janice Attack, Sarah Baker.
- Other CLEAPSS courses as appropriate

Secondary Design & Technology

- CIEH Level 2 Award in Food Safety for Food Technology teachers and technicians; Sheila Watts, Sarah D'Souza, Sarah Richardson, Katherine March
- CLEAPSS Health and Safety Management for Heads of D&T: Peter Iveson
- CLEAPSS The Safe and Effective D&T Technician, Alan Weaver
- Design and Technology Association training (DATA) (refresher training every 5 years) for teachers and technicians – Peter Iveson
- IOSH Working Safely course – 1-day basic Health and Safety course (for Technicians) – Alan Weaver

5.2.5 Occupational Risks

- Approved Minibus driver training: Matt Barrett, Kevin Carr, Bonita Bridges, Jo Cook, Tim Ewart, Andrew Finney, Helen Fitzgerald, Matt Greenwood, Scott Kennedy, Abi Lambourne, Janek Maciejewski, Ian Macleod, Jeremy Sampson, James Sturla, Jack Taberer & Dave Broomhead (Former Site Manager- now Volunteer)

- First Aid at Work (3 Day Training): Clare Leach, Joe Hyde, Matt Greenwood, J Sturla, J Dallas (Supply)
- Evacuation Chair: James Sturla, Janek Maciejewski, Scott Kennedy, Bonita Bridges, Alistair Peck, Duncan Purchase,
- Fire Warden Training:

Nic	Ackerlay	Attendance Officer
Rachel	Adams	Student and Safeguarding Welfare Officer
Matt	Barrett	Geography Teacher
Salema	Choudhury	HLTA
John	Dangana	RS Teacher
Martin	Green	ICT Technician
Matt	Greenwood	Ste & Facilities Manager
Samson	Hodoh	Caretaker
Scott	Kennedy	PE Teacher
Janek	Maciejewski	PE Teacher
Elletia	McCann	SEN Safeguarding & Enrichment Officer
Oliver	Nilan	Science Teacher
Alistair	Peck	Reprographics and Internal Media Manager
Duncan	Purchase	Network Manager
James	Sturla	Assistant Head

- Emergency First Aid at Work:

Rachel	Adams
Nicci	Aldridge (Outdoor First Aid)
Matthew	Barrett
Jess	Booker
Bonita	Bridges
Kevin	Carr (outdoor First Aid)
Sarah	Caswell (Outdoor First Aid)
Suzanne	Chapman
Jade	Clark
Jo	Cook
Nicole	Dell
Hannah	Duggan
Sharon	Evans
Anna	Ewart

Tim	Ewart (Outdoor First Aid)
Andy	Finney
Helen	Fitzgerald
Rachel	Hitch
Samson	Hodoh
Peter	Iveson
Ben	Judson
Scott	Kennedy
Abi	Lambourne
Janek	Maciejewski
Drew	McGregor
Tom	McKenzie (outdoor First Aid)
Thabo	Nkoane (Outdoor First Aid)
Jo	Smaldon
Cheryl	Spittles
Jack	Taberer
Sheila	Watts
Helen	Weston
Kelly	Worland

- Load Risk Assessor for Moving and Handling of Pupils with Disabilities – TBC with Bucks County – No current need (25/26)
- Paediatric Moving and Handling training with (without hoists pending): Vikki Brown, Emily Gray, Samson Hodoh, Joe Hyde,
- Supporting Pupils with Medical Conditions (includes Managing Medicines): Clare Leach
- Manual Handling (First Aid, SEND): Bonita, Joe H, Vicki B
- Team Teach training: Pending

5.2.6 Caretaking/Site Management

- Asbestos Awareness: Matt Greenwood, Andy Finney, Ian Macleod
- COSHH Health and Safety Workshop: Matt Greenwood, Andrew Finney, Ian Macleod, Samson Hodoh, Tim Ewart, Janice Attack, Adina Burcea, Maria Paduroiu, Suzanne Chapman, Christine Hiscock, Helen Weston
- Legionella: Matt Greenwood, Andy Finney (Full), Ian Macleod
- Manual Handling: Matt Greenwood, Andy Finney, Ian Macleod, Suzanne Chapman, Anthony Lamb, Nicole Dell, Leah Johnson, Christine Hiscock, Aouatif Mernissi, Helen Weston
- Personal Safety – All staff via TES module & policy
- Visual Tree Assessment: Pending

- Working at Height: Matt Greenwood, Suzanne Chapman, Andy Finney (Pending), Ian MacLeod, Samson Hodoh

10 PORTABLE ELECTRICAL APPLIANCES

Samson and Tim Ewart (Pending) are responsible for ensuring that portable electrical appliance testing is carried out at the frequencies in section 10.3 Health and Safety policies and procedures

Employees classified as users of display screen equipment and entitled to a regular eye test and spectacles if recommended by the optician for DSE use.

Employee Name	Job Title
Nicola Ackerlay	Attendance & Access Arrangement Officer
Rachel Hitch	Receptionist
Bonita Bridges	Careers Officer
Tim Ewart	Senior Technician (Science)
Julie Fell	Examination & Data Officer
Martin Green	IT Technician
Michaela Hammond	HR & Finance Officer
Georgia Hay	Sixth Form Student Support Officer
Clare Leach/Joe Hyde	School Nurse/Medical Officer
Rebecca Long	Sixth Form Administrator
Elletia McCann	Student Support & Enrichment Administrator
Kathy McSweeney	Year Group Administrator
Julie Nicholas	Business Manager
Alistair Peck	Reprographics Technician
Duncan Purchase	Network Manager
Nicola Ready	Office Manager
Natasha Roe	Finance Officer
Laura Staiano	Librarian
Heather Thomas	Examination & Data Manager
Polly Willmot	Personal Assistant to the Headteacher