ST PETER'S RC
PRIMARY SCHOOL

Health and Safety Policy

Approved by Gareth Rein	Headteacher	Date: 07.10.25
Approved by P M McManus	Chair of Governors	Date: 07.10.25

PART 1: STATEMENT OF INTENT

The Governing Body of St Peters RC Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff a reference copy is kept in the school office and on the shared drive.

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.
This policy statement supplements

- Cardiff County General Statement of Health and Safety at Work Policy;
- Cardiff Council Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other Health and Safety policies and guidance) may be downloaded by staff from the intranet.

PART 2: ORGANISATION

Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their School.

As the employer, the Governing Body has overall responsibility for Health and Safety St Peter's RC Primary School.

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; as a Voluntary Aided School, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended

- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.
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Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety rests with the Headteacher. As a manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;

- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Site Security and Maintenance Manager - the Caretaker is responsible for site security, controlling vehicle movements and site building maintenance checks.

The School Business Manager will be responsible for Building Compliance, overseeing the work of the Caretaker, and ensuring RAMIS is up-to-date.

Responsibilities of other teaching and support staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy 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;
- Undertake regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented;

- Arrange for appropriate safe working procedures to be brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Headteacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- So far as is reasonably practicable, arrange for the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Implement procedures so that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

Responsibilities of employees*

Under the Health and Safety at Work etc Act 1974 all employees have general health and safety responsibilities. Staff members must be aware that they are obliged to take care of their own health and safety whilst at work, they must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.

- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery that they are competent / have been trained and are authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of volunteers

It is recommended that Employers/Schools treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers. Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team etc.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.

- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

ALN Statement

St Peter's RC Primary School is committed to providing an inclusive learning environment in line with the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the ALN Code for Wales 2021. We are dedicated to identifying, assessing, and making provision for Additional Learning Needs at the earliest opportunity, working in collaboration with pupils, parents, and relevant professionals. Our approach is based on promoting equity, respecting diversity, and ensuring that all pupils are provided with opportunities to meet success.

UNCRC statement

St Peter's RC Primary School is committed to creating a community where children's rights are respected, upheld, and fulfilled. We aim to foster a rights respecting environment that empowers pupils to become active and responsible citizens. Through collaboration with pupils, staff, parents/carers and governors, we aim to embed the United Nations Convention on the Rights of the Child (UNCRC) into our policies and practice

PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Headteacher Gareth Rein	Gareth Rein* is responsible for carrying out risk assessments. Findings arising from the risk assessments are communicated to all staff during staff meetings/inset. General risk assessment templates can be found on the staff Shared Drive. Training provided to those who are expected to carry out risk assessments.
Risk assessments are reviewed regularly/ following significant change.	Headteacher	Risk assessments will be reviewed every 2 years or following a significant change.
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	Headteacher	Advice is obtained via H&S for specialist risk assessments. The school has regular H&S visits. Cardiff Docs can be accessed to obtain risk assessments and useful guidance.
New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	Headteacher SLA H&S Officer	Pregnant worker risk assessments are available under the Health and Safety SLA.
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Headteacher Educational Visits Coordinator - Gareth Rein	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Headteacher/ Authority's Offsite Visits Officer for final approval.
The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.	Headteacher David Golding (Evolve)	Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required

Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Headteacher The Caretaker (Site Security and Maintenance Manager) SLA H&S officer	● General site inspection: termly. ● Visual inspection of play equipment: termly. ● Visual inspection of chairs and furniture: Annually. ● Fire Risk Assessment conducted by Byron Jones, fire officer, on 19/10/2022. ● Fire Detection and Alarm Inspections conducted 6 monthly. ● Emergency Lighting Inspection carried out annually. ● Fire Extinguishers Annual Inspection carried out annually. ● Portable Appliance Testing (PAT) carried out annually. ● Periodic Inspection of Gas Boiler inspected annually. ● Legionella Risk Assessment carried out by AquaSafe. ● Periodic Inspection of Electrical Installation carried our every 5 years, last carried out in December 2022. ● Air Conditioning Annual Inspection carried out annually. Last carried in August 2024. ● Passenger Through Floor Lift Inspection carried out 6 monthly. ● Playground Inspection carried out annually – last carried out June 2024.
A Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Paul McManus	St Peter's Primary School has an H&S governor who is a member of the Resources Committee. The nominated lead for H&S is Stuart Lyon. Cardiff Docs hold the LA self-inspection toolkit that can be used to record condition of the school on a yearly basis. RAMIS can be used to obtain information on statutory maintenance.

Health and Safety Information instruction and training: The health and safety law poster is displayed in school	Headteacher	This is located in the staff room.
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Headteacher	New members of staff are instructed in the school's health and safety arrangements by Headteacher. The following topics are included: a) School Health and Safety Policies b) Accident / Incident Report Procedures c) Manual Handling Policies d) Emergency evacuation procedures e) First aid arrangements f) Risk assessments (general, display screen equipment, manual handling and COSHH) g) Personal protective equipment h) Job and site specific health and safety issues and information i) Where to get further Health and Safety Information. j) What to do if there is a problem Supply staff are briefed on the school's emergency procedures (fire and first aid procedures), risk assessments, the accident / violent incident reporting system and other relevant health and safety information by the headteacher.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	Headteacher Admin Staff Class teachers	Teachers are responsible for maintaining personal training records. The school office records – First Aid Training and Food Hygiene and Food Allergy Certificates.
Programme of health and safety training. All employees are provided with**:** ● induction training ● update training in response to any significant change;	Headteacher	The training needs of staff are assessed by the headteacher as an ongoing process. Members of staff attend appropriate courses which are relevant to their role such as training on first aid, risk assessment, educational visits, child protection, PREVENT. Members of the Governing Body are also

● Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) ● refresher training where required		welcome to attend these courses. Governors can attend specific courses facilitated by Governor Services which are run twice a year on Health and Safety Management and Health and Safety Risk Assessment Awareness.
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Headteacher The Caretaker	Fire Action notices are displayed throughout the school.
Fire drills are undertaken termly and a record kept in the fire log book.	Headteacher The Caretaker	Fire drills are carried out termly. Records are kept in the fire file in the school office. Comments on what worked well and what didn't are recorded.
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.	Headteacher Class teachers	PEEP would be devised on a case by case basis should the need arise. Documents/ templates available on Cardiff Docs.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	Headteacher All Staff Members	Staff are made aware of the type and location of portable firefighting equipment however staff do not receive instruction on its correct use. The Caretaker is familiar with the location of service isolation points. The ISOLATION POINT FOR GAS SUPPLIES IS: in the Junior playground. THE ISOLATION POINT FOR WATER SUPPLIES IS: in the Cellar. THE ISOLATION POINT FOR ELECTRICITY SUPPLIES: in the Resources Room.
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Headteacher The Caretaker	Daily visual checks are completed by the caretaker at the start of his shift. These include ensuring that external and internal escape routes are clear. Any defects including final exit doors are reported to the headteacher who would then organise the repair.

Statutory maintenance: The school has **opted in** the Authority's statutory maintenance contracts.	Headteacher The Caretaker	Five statutory obligation inspection and testing services, listed below, have been retained by the Council for all schools regardless of the SLA agreement. Fire Risk Assessment, Legionella, Asbestos, Gas Installations and electrical fixed wiring testing. RAMIS can be utilised to monitor statutory maintenance.
Statutory maintenance: The school has **opted in** the Authority's statutory maintenance contracts.	Headteacher The Caretaker	Carried out the PAT testing for St Peter's Primary School in August 2022. This is to continue on a yearly basis.
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	Headteacher The Caretaker	The caretaker carries out and records the weekly flushing of infrequently used outlets.
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of Legionella bacteria.	Headteacher The Caretaker SLA H&S officer	The caretaker will undertake monthly water temperature checks and the temperatures will be uploaded to RAMIS. The caretaker received Legionella training in June 2020. Aquasafe completed a full risk assessment in May 2021. Rock completed a Legionella check in June 2023.
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	The following staff members completed three-day training in November 2022: Joshua Flynn Rhiannon Legge Tina Lia Suzanne Fitzgerald The following staff members completed one day emergency first aid training: Katarczyna Cichon	Level 3 award in first aid at work. Administration staff are responsible for monitoring first aid qualification expiry and booking staff onto new courses. First aid boxes are located in the following areas: School Office, Nursery, Resources Room, OSC along with accident books. Responsibility for checking and restocking the first aid boxes is delegated to The Caretaker.

	Kath Connolly Emma Conway Emma Hynes Marie McMullen Rachel Stewart Jane Wilkinson	
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Staff: None known. Governors: None known. Pupils: Contained within care plans. Parents/Visitors: As required.	All first-aiders are also EpiPen trained. The following staff members have received diabetes training: Hannah Hill, Joshua Flynn, Zina Clark, Elliot Heade, Tom Green, Jack Pattison, Jo Mesoud and Fran McLister. LCHAD (digestive condition) training: Aimee Mooney, Jane Wilkinson, Megan Clyde, Kelly Lynn, Jo Culshaw, Zina Clark, Lorna Houston, Tom Green, Emma Hynes. Epilepsy Training: Zina Clark.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	SLT Admin staff Class teachers	Parents/Carers are informed of the incident and are permitted to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)
Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied a member of staff will accompany a pupil where parents/guardians cannot attend immediately.	Headteacher Admin staff Class teachers	The school telephones parents and advises them to take their child to hospital. In the case of an emergency, a staff member would first call an ambulance - any staff member taking a child to hospital must be accompanied by another staff member. Staff members must have the appropriate car seats in place before transporting children.
Administration of medication: Medication will only be administered in school in	Headteacher Class teacher	Medication will not be administered for acute medical conditions, e.g., pain relief.

accordance with the WAG guidance document: Access to Education and Support for Children and		Managing medicines in school's paperwork to be completed for any pupil who needs prescribed medication administered in school.
Young People with Medical Needs Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	Headteacher Class teachers All staff members	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually Pupil assessments are completed under the Health and Safety SLA where appropriate.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Headteacher SLT	St Peter's Primary School follows guidance from Public Health Wales and the LA on communicable disease.
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate.	Headteacher	The school monitors for recurring accidents to make adjustments to procedures or the environment to prevent accidents from happening. Serious Accidents for staff and pupils are reported to the LA using the templates off Cardiff Docs. All staff accidents are reported to the LA. Stickers/notes home are sent with the child informing the parent of the accident and treatment given. All accident books are
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Headteacher SLA H&S Officer	Risk Assessment drawn up by SLT discussion takes place and is minuted – procedures are put into place to prevent a recurrence.
RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.	Headteacher Governing Body	The school will forward details of accidents or cases of work related ill health to the School Health and Safety Liaison Team.

Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	Headteacher Governing Body	Where appropriate the School Health and Safety Liaison Team will report under RIDDOR and investigate the accident. **Low Level** investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team **Medium** level investigation: The Authority's accident investigation Form will be completed by the relevant supervisor or member of the senior leadership team. Copies will be forwarded to the Headteacher and Health and Safety Division. **High Level/Reportable Incidents:** School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation. Further information is contained in the Authority's guidance to accident investigation
Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to School Health and Safety Liaison Team.	Headteacher Governing Body	Headteacher to ensure that any form of violence is managed through appropriate policy. The Alert violent incident report form is available on Cardiff Docs. Copies of this from must be sent to the governing body and the Corporate Health and Safety department via SchoolsAlertViolenceatWorkHandS@cardiff.gov.uk
The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.	Headteacher The Caretaker	Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.
Asbestos: The school will adhere to the Authority's policy and guidance. The asbestos survey and log book are made available to all contractors.	Headteacher The Caretaker All Staff	Asbestos survey and log book are kept in the school office. All works to the fabric of the building or fixed equipment must be entered into the asbestos log book. All contractors view the survey and sign the logbook before undertaking work. Asbestos condition

Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated		monitoring is carried out on an annual basis any changes to asbestos containing materials are noted and the survey updated. SLA H&S to assist with this task.
Reporting damage/deterioration in asbestos containing material: Must be reported and documented.	Headteacher Governing Body	Any damage or deterioration is reported to the governing body and SLA H&S Officer Guy Littlemore who will contact: The Council Asbestos Team – 029 2087 3467
Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging asbestos containing materials will be reported and documented.	Headteacher	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to SLA H&S Officer, Guy Littlemore, who will contact: The Council Asbestos Team – 029 2087 3467.
Managing contractors: The school will adhere to the Authority's policy and guidance. **Technical expertise**: Where appropriate works are arranged through a technical department	Headteacher The Caretaker	Where possible school will use Contractors who have been vetted by the Authority. Where Contractors who are not registered are used the LA Health and Safety Officer will undertake appropriate competency checks prior to engaging a contractor to ensure they understand and abide by health and safety regulations.
Contractors and visitors on site: All contractors must sign the visitor's book and adhere to school site rules. Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements.	Headteacher The Caretaker	All contractors must report to the school office to sign in and out of school. On arrival the contactor will receive visitors pass which should be worn at all times. Details including H&S, Fire and accidents are covered on the visitors pass for information on what to do.
School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the	Headteacher The Caretaker SLA H&S Officer	These are managed by Gareth Rein, headteacher, who will ensure that landlord's consent has been obtained and, where applicable, all statutory

'client' and therefore have additional statutory obligations.		approvals, such as planning permission and building regulations have been sought
Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.	Headteacher The Caretaker	Risk assessments and method statements are discussed prior to work commencing.
Ground maintenance and cleaning contracts: The school have opted out of the contracts operated by the Authority. The school must ensure they select a competent contractor as detailed above.	Headteacher The Caretaker	ServiceMaster is the contactor is place for cleaning. RDM is the contractor for the school's ground maintenance.
Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	Headteacher All Staff OSC staff	Lone working is discouraged. Staff members wishing to access the school during holiday time must liaise with the Headteacher to request approval. Staff members will only be permitted to access the site and work during while the caretaker and cleaners are on site. This is usually in the morning during holiday time. Times to enter the school for lone working during the holidays must be agreed with the Headteacher. A risk assessment for estate staff lone working has been undertaken and communicated to all relevant staff. The following precautions are adopted by members of staff who work alone at the school: • Notifying another person of the time when they expect to finish lone working and informing them when they finish lone working. • Access to mobile telephones. • Making the school secure by locking the external doors when lone working. • Not carrying out high risk activities, such as, working at height when lone working.

Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	Headteacher Class teachers/Teaching assistants.	This mainly affects the caretaker Where possible working at height is avoided. Staff have been told not to stand on furniture when creating displays. Any task involving a potentially significant risk would be risk assessed on a case by case basis.
Play equipment: All play equipment is maintained in safe condition. All equipment is periodically inspected.	Headteacher The Caretaker	The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects. ROSPA to conduct an annual inspection of the equipment with report of findings.
Hazardous substances: Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed.	Headteacher The Caretaker	All cleaning chemicals are stored in lockable room. The cleaners have their own risk assessments in place and safety data sheets have been made available. COSHH risk assessment to be completed end of summer term 2025.
Inanimate manual handling: Manual handling operations are risk assessed and staff has received appropriate information instruction and training. *Employees in relation to health and safety will include any contractors, visitors or those who hire or use the site, buildings or any part thereof.	Headteacher All Staff	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique. In relation to all manual handling tasks that are out of reach, including display work, reaching for shelves, any task that is beyond arm's reach, all staff must use step ladders to reach those areas. All staff are advised that before undertaking any manual handling task they ask themselves 'can I move the objects where I need to safely and without risks to health?' Where staff feel the answer is no, or they are unsure, they have been advised to obtain assistance. Staff will then ask themselves the above question