



Netherbrook Primary School Health & Safety Policy

Date	Revised amendment details	By whom
30.03.23	TEFAT Local Policy template used to create this policy.	Phil Rawlings



1. Health and Safety Policy Statement

The school recognises and accepts its responsibility to provide a safe and healthy environment for all its employees and all other persons affected by its operations and activities, including the pupils of the school. It is therefore the policy of the school to adhere to the requirements of the overarching Elliot Foundation Academies Trust (TEFAT) Health and Safety Policy.

In addition, the school will take all reasonably practicable steps to ensure the provision and maintenance of its premises and equipment, providing all necessary and appropriate information for staff, pupils and visitors to be able to work and be safe whilst on site.

The welfare and wellbeing of all staff and pupils is paramount and the school will seek to identify and assess the hazards associated with all of its activities, with the aim of eliminating, minimising or controlling the risks.

All arrangements and processes will be monitored and reviewed to ensure that satisfactory standards are being achieved, both in the school premises, land and on other sites utilised by the school. Specific responsibilities for achieving these health and safety objectives are detailed in the following pages.

The effectiveness of this policy will be monitored and reviewed as and when necessary but no later than once every 2 years.

All people who work in or with the school and key personnel who use its services should read and comply with this statement and any of the following detailed pages as they affect them.

Headteacher

Signed: *P Rawlings*

Date 30.03.23

2. Roles and Responsibilities

2.1. The Principal will ensure that they:

- Are familiar with their responsibilities and meet the declared aims of TEFAT's and the schools locally owned Health and Safety Policy
- Develop safe systems and procedures for staff and pupil activities in line with the guidance provided within TEFAT's Health and Safety guidance documents (available through the Community)
- Meet statutory requirements particularly with regards to the Management of Health and Safety at Work Regulations 1999
- Monitor and appraise the effectiveness of health and safety performance and improve on areas of low performance
- Ensure that budgetary provisions are made for health and safety matters
- Advise the management team on new regulations, or proposed changes in existing regulations;
- Seek necessary advice and guidance as appropriate from TEFAT's Estates and H&S Director
- Ensure effective fire precautions are implemented throughout the school and the Responsible Person duties under the Fire Safety Order 2005 are fulfilled
- Monitor accident / violence at work / near miss reports and take appropriate action to understand and mitigate risk and respond to trends
- Liaise with and provide information to TEFAT both via the Scholarpack reporting system and by direct discussion

2.2. Health and Safety Appointed Persons will ensure that they:

- Are familiar with their responsibilities under the local Health and Safety Policy and ensure the policy is effectively carried out in their area(s) of delegated responsibility
- Comply with all current legal requirements concerning the health, safety and welfare of employees within their area(s) of delegated responsibility

- Ensure safe systems of work are devised, implemented and maintained so far as is reasonably practicable
- Ensure risk assessments are completed on the work activities/tasks within their area(s) of delegated responsibility
- Ensure effective First Aid arrangements are established in relation to their work activities and anyone who may be affected by that activity
- Ensure appropriate fire evacuation processes and procedures are in place
- Determine what financial resources are required to provide safe plant, work equipment, personal protective equipment, health and safety training, etc.
- Establish a system which ensures that safe plant, substances, equipment and protective clothing are provided from the resources available
- Ensure procedures are in place so that all accidents, major incidents or near misses are reported, via Scholarpack
- Ensure appropriate action is taken to implement any recommendation made by HM Inspectors of the Health and Safety Executive, Fire Prevention Officers, other law enforcement officers and the Trust
- Seek and act upon the advice and guidance as appropriate from the Trust.
- Ensure all employees receive adequate and appropriate information, instruction and health and safety training, taking into account their capabilities.
- Implement and maintain procedures to ensure any unsafe or unhealthy situations are recognised, assessed and rectified, so far as is reasonably practicable.
- Take appropriate action with regards to any employees who fail to carry out any health and safety duty assigned to them, for which they have received appropriate training and instruction, or endanger any of their colleagues through their acts or omissions.
- Ensure so far as is reasonably practicable that their service's work activities, and that carried out by appointed contractors, do not endanger any persons including pupils.

2.3. The employees will ensure that they:

- Take reasonable care of their health, safety and welfare and others, including pupils, who may be affected by their acts or omissions
- Co-operate with their employer to comply with statutory duties for health and safety.
- Remain competent and attend Health and Safety training as required.
- Use correctly and safely any work item provided by their employer in accordance with their training and instruction given.
- Wear appropriate personal protective clothing as appropriate to the hazards associated with their work activity.
- Use any substance harmful to health, or dangerous substance, in accordance with the instructions provided, the training they have received and the preventative measures defined within the risk assessments for the use of those substances.
- Familiarise themselves with procedures for emergencies at all locations where they are working.
- Report to their line manager any inadequacies in any safety procedures or if they are expected to undertake a work activity, for which they are not adequately trained, qualified or equipped.
- Report all accidents, incidents and dangerous occurrences.

3. Health & Safety Leads

<p>Health & Safety Lead is</p> <p>Mr Phil Rawlings Headteacher</p>	<p>The individual ultimately responsible for health, safety and welfare provisions at the school.</p>
<p>Health and Safety Appointed Person is</p> <p>Mrs Marcia Leigh School Business Manager</p>	<p>The individual delegated to oversee the implementation of health, safety and welfare provisions at the school.</p>
<p>Appointed Risk Assessor is</p> <p>Mr Phil Rawlings Headteacher</p>	<p>The suitably trained individual appointed to assist all other staff with completing risk assessment for school roles and activities.</p>
<p>Emergency Coordinator is</p> <p>Mrs Marcia Leigh School Business Manager</p>	<p>The individual delegated to review emergency procedures check provisions (extinguishers, first aid kits, etc.) and monitor drills.</p>

4. Risk Assessment

4.1. Risk assessment is one of the schools key tools for managing health and safety. Risk assessments will be carried in line with the relevant section of TEFAT's Health and Safety guidance and will cover:

- Roles carried out by staff or volunteers
- Staff and curriculum activities
- School premises and equipment
- Articles and substances
- Trips and visits

4.2. All risk assessment will be completed by a trained competent person and reviewed regularly by the management team. All staff will be trained on relevant assessments for their roles and activities.

5. Accident/Incident Reporting Procedure: Scholarpack

5.1. This procedure is to be used for recording all incidents of injury or ill health arising from accidents or exposure to hazardous substances and for dangerous occurrences, even where no injury occurs, and is in line with the guidance found within the associated section of TEFAT's Health and Safety guidance.

5.2. The procedure for reporting can be accessed by anyone and is available from the schools office and shall be followed in the event of;

- An incident involving an academy employee, or person working for or on behalf of the school, if injured whilst at work or because of work activities;
- An incident involving other persons not employed or working for or on behalf of the school (e.g. a pupil) where the injury **is caused by** activities or premises/sites under the school's control.
- An incident where a person was not actually involved or was not physically harmed e.g. theft, fire, verbal abuse, near miss.

6. First Aid and Medication Control



6.1. First Aid

All staff, both teaching and non-teaching, are responsible for dealing with minor incidents requiring first aid and will follow the guidance set out in the relevant section of TEFAT's Health and Safety guidance documents.

All details of any first aid administered must be recorded in the first aid treatment book, a copy of which is kept by the school office. Staff must inform the parent / carer of any first aid administered. An incident report form should also be completed as per the incident reporting procedure detailed in the relevant section of TEFAT's Health and Safety guidance.

If there is any concern about the first aid that should be administered then the qualified first aiders must be consulted.

The location of first aid boxes will be marked by a green cross, the contents of which will be regularly checked by a qualified First Aider.

The qualified first aiders are:

- Mrs J Barfoot
- Mrs K Coates
- Ms S Daly
- Ms F Davies
- Mrs A Dutton
- Mrs V Garbett
- Mrs A Garland
- Mr J Hayfield
- Mrs K Hinton
- Mrs I Holyholmes
- Mr C Jones
- Mrs C Marshall
- Mrs J McCarron
- Miss J Millichamp
- Mrs K Milne
- Mrs S Nock
- Mr K Perry
- Miss A Pritchard
- Mrs D Pritchard
- Mr H Sprason

7. Administration of Medicines

- 7.1. From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children. These requests fall into two categories:
- Children who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
 - Children who are suffering from casual ailments (coughs, colds etc)
- 7.2. Generally, no member of staff will administer medicine to children but should there be a requirement for staff to intervene then it shall be in accordance with the guidance set out in the relevant section of The Trust Health and Safety Handbook and in line with the school's locally owned policy and procedure detailing the specific arrangements for storage, administering and cross checking medication.
- 7.3. Where long term needs for emergency medication exist, the school will request specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Such information will be detailed in individual emergency care plans and risk assessments.
- 7.4. Detailed written instructions should be sent to the school and the parent/carer should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

8. In the case of a fire

Set procedures have been devised in case of an emergency at the school, such as a fire or bomb alert, when the building needs to be evacuated. Drills to practice these procedures are carried out at least once a term. All staff, children and visitors are made aware of these procedures, and instructed on exit routes, place(s) of assembly and roll call requirements.

The standard procedure is:

- In the event of the fire bell being rung continuously staff are to lead the children in their care through the nearest fire exit to the nearest muster point.
- Years 1,2,3 and 6 will muster on the school playing field.
- Years 4,5, and Foundation Stage will go to the junior playground.
- There are many instances where classes or year groups are split for a variety of reasons. Therefore, staff must carry an accurate register of the children in their care at all times.
- Staff should take the emergency register wherever they move within school, to ensure that all pupils and staff are accounted for and to ensure the safety of the children in their group. Once this has been achieved, checking with colleagues can take place.

- EYFS staff will exit onto the EYFS Outdoor Area and then pass through the gate to the Junior playground. Class RH will exit directly onto the junior playground.
- Year 4 and 5 will exit into the corridor and then immediately into the junior playground.
- Year 6 pupils will leave the external classrooms and make their way outdoors to the field.

- Whilst the evacuation is taking place, all fire marshals will report to their designated zone and collect a high visibility jacket and a 'Zone Sweep Card'. Fire Marshals will then search the building for any pupils or staff and ensure everyone is evacuated safely. They will also ensure that all fire doors and external doors are closed to prevent any spread of fire.
- Fire Marshals will report to the Fire Muster point Officers (Admin team) and hand in their cards. All cards will be accounted for to ensure that all areas have been checked.
- A print out from Inventory will be brought out by admin staff to check for visitors/pupils signing in/out during the day.
- All classes will have a laminated register. This register must have any absences recorded and it will be the first point of reference to check all children are accounted for.
- Once completed, staff checking the register should hold the register in the air to signal to admin staff that all children are accounted for.
- It is the responsibility of all staff to ensure that their presence is known to the accounting Admin team member on the playground.
- The building will remain empty whilst an assessment of the danger is carried out by the SERT.
- Staff should be aware that if the bell ceases, this does not mean the emergency is over.
- Once the all clear is given pupils and staff will return to classes.
- If there is a major incident then the pupils and staff will relocate to the Emergency Relocation Centre in an orderly and coordinated manner and will await further instructions.
- NB: The emergency relocation centre is **Saltwells EDC main hall**. Admin team to ring in advance to notify their staff using **01384 813800**.
- The SERT will meet and debrief with all designated Fire Marshals to discuss areas for improvement following each drill or sounded alarm.
- Staff and visitors leaving the premises must sign out using the Inventory system.
- SERT and admin staff with mobile phones will need to check between muster points to ensure that all pupils, staff and visitors are accounted for.
- External gates are secured with combination padlocks to allow any staff member to open gates to allow movement away from the buildings and better access for fire service units. The codes for these locks are changed annually or as required and these new codes are shared with staff.

The additional lunchtime procedures are:

- If the fire alarm is sounded at lunchtime, then all teaching staff will immediately report to the playground to assist in managing their pupils as long as this is safe to do so.
- Lunchtime Supervisors will blow a whistle to stop children and they will line up in their classes on the playgrounds away from the school buildings.
- Attending staff will then take a register and ensure that all pupils are present.
- Pupils in the dining hall will be escorted outside onto the KS1 playground and will line up in class order away from the buildings and will await further instructions.

- When teaching staff have arrived, they will lead pupils on this playground to the muster points if it is safe to do so.
- Upon the sounding of the bell all kitchen equipment will be turned off immediately and made safe before exiting the building as soon as possible.
- Lunchtime staff will continue to support the class groups until the end of the emergency.
- Catering staff will ensure all pupils and staff have safely exited the building and will then remain outside until notified that it is safe to return.

In the event of a bomb alert:

1. The office have a set protocol to deal with these calls. They will take as many different details as possible over the phone and will immediately notify the Police and ring the evacuation/fire alarm.
2. Staff should respond to a fire alarm in the usual manner and gather in the correct places (field or KS2 playground) as quickly as possible - 3 minutes is the target time for a complete evacuation.
3. When assembled staff will take registers to check pupils and staff are present and raise hands to signify all is correct. Any missing children/staff should be brought to the attention of the Fire Marshalls present (wearing High Viz jackets). Nobody should re-enter the building.
4. Staff will be told what the nature of the emergency is at this point - fire drill/actual fire/flood/bomb threat etc.
5. In the event of a credible threat the site will be evacuated to Saltwells EDC immediately. The office will contact them and arrangements will be made for us to occupy the main hall. Pupils will be kept safe here until further instructions have been given by the Police. No belongings should be collected and pupils will move in class groups on the footpaths to Saltwells EDC. We will enter through the main doors on Bowling Green Road (Not the car park at the back). Pupils should move in an exceptionally ordered and well managed manner.
6. Depending on the instructions from the Emergency Services we will either return to the school and continue the day as planned/return to a designated clear zone in the school - main hall would be the most likely place for this. Or arrange for the collection of children by parents. The office will ensure a message/phone call is made to all parents. Staff will remain based at Saltwells supervising the pupils until all children have been collected safely.
7. We will then conduct a staff debrief and send out instructions to parents for what will happen in subsequent days/weeks.

9. Lockdown



Set procedures have been devised in case of a threat to the safety of staff and pupils at the school, such as an intruder, where evacuating the building would not be a safe course of action. Drills to practice these procedures are carried out at least once every academic year and all staff and pupils are made aware of these procedures, and instructed on specific actions, places of assembly and communication requirements.

The Lockdown procedure is:

If an intruder(s) is spotted on the site or attempting to gain access then the following procedure should be initiated immediately:

Stage 1 (Initial threat observed)

Staff to make sure that children, staff and visitors are safe in immediate vicinity, if pupils are outside then staff and pupils should enter the building and return to classrooms **immediately** without lining up and staff should lock all outer doors/windows as soon as possible. This should happen quickly but calmly.

- Staff in the vicinity of the intruder(s) should notify the office immediately and give as much detail as possible (send an adult runner if necessary). Staff should not attempt to intervene with the intruder(s).

Stage 2 (all actions to occur simultaneously)

Office person 1– Press ‘Panic Button’ in office to notify the police of an emergency and then initiate ‘Lock Down’ bell, this bell rings continuously until deactivated. Staff should **NOT** assume the all clear if the alarm ceases.

- Office person 2 - Ring Dudley Emergency Response Team to seek advice.
- ICT Office Admin Assistant to go to office to assist.

Stage 3 (When pupils are inside the building and outer doors secured)

Once all visible children are secure, staff to lock all external and internal classroom doors and windows to classrooms and blinds drawn, Year 6 mobiles external and internal doors locked.

- Emergency registers taken. Notes taken of missing children/staff.
- Staff on PPA cover to return to classes or a secure room immediately upon hearing the lock down alarm. Staff will not attempt to re-enter a room that has been secured.
- Ensure medical requirements in classrooms are met. First aid kits and epi-pens etc are in classes already.
- Emotional support to be given as required by staff, pupils should be given work to complete or something else to occupy their time.
- Children found in toilets or corridors will be escorted by a member of the School Emergency Response Team (SERT) or other staff to a secure room and kept under supervision until the all clear is given.
- If at dinner time Dinner Supervisors to take initial responsibility for pupils– then all staff on the premises to support and assist.



- SERT to check exterior doors are locked and to check that toilets etc are vacant.
- SERT staff to check all classrooms to confirm pupils and staff are safe and then Emergency Services of any missing persons.

Stage 4 (If all is safe/drill)

- Headteacher and Deputy Headteacher will be notified/judge that it is all clear and safe. A Password will be given for staff. The password is confidential to school staff only..
- Staff will not open doors unless password is used in sentence by one of designated School Emergency Response Team (SERT) only.
- Debrief for staff and children in Hall to discuss what has happened or in a drill situation – a memo to be sent to staff via email to debrief on Lockdown outcomes.
- Inform parents using messaging service.
- Discussion from staff to parents as they arrive.

Stage 5 (Prolonged emergency)

- Keep pupils locked down until the situation is declared safe by SERT and emergency services.
- If locked down but no intruder is on site then consider gathering pupils together in main hall. Ensure food and water supplies are provided by kitchen. Organise toileting.
- Contact external agencies for support as required.
- Compile a full written report for the TEFAT and Local Authority.
- Prepare (with TEFAT support) a statement for the press if appropriate.
- Assess relocation of groups/whole school to alternate emergency location.
- The emergency relocation centre is **Saltwells EDC main hall**. Admin team to ring in advance to notify their staff using **01384 813800**.

Additional Information

This procedure is intended to prevent ‘worst case scenarios’ becoming a reality. It is extremely unlikely to ever been needed in earnest but should be practised once per term to ensure all staff and pupils are confident in its safe and effective application.

- This entire process is to prevent harm being sustained by multiple pupils and staff by an intruder(s) on site or to safely lock down the school for other miscellaneous reasons (e.g. toxic gases in atmosphere etc.).
- Staff must immediately assume that any intruder(s) poses an immediate and severe risk to pupils’ welfare.
- This process relies upon the outer doors being secured as soon as possible to prevent access to internal corridors.
- In the event of intruder(s) being inside the building the approach should be ‘the needs of the many’ the safety of the majority should prevail. Staff should not keep doors unlocked and waiting for missing pupils. Doors will not be opened for pupils unless a member of the SERT



(only) gives the password. Passwords should not be accepted if given by pupils or none SERT staff.

- In the event of Headteacher and Deputy being absent – AHTs and then S responsibility. In this event they should state to staff **'This is ??? I am a member of the School Emergency Response Team today...**
- **If the HT/DHT/SBM are absent and Lockdown is initiated - in order these staff will assume SERT responsibility :**

1. SENCO to assume SERT duties
2. EYFS AHT to assume SERT duties
3. KS2 AHT to assume SERT duties
4. Curriculum Leader to assume SERT duties (Closer to central areas)

Any of the above staff with class responsibilities should ensure a suitable adult is present with their class – otherwise they will remain in situ with them and the wider SERT team will continue without them.

10. Smoking

- 10.1. The whole site shall be deemed as a no-smoking area, smoking is not permitted in any area of the premises by staff, parents or visitors to the school. This includes tobacco products such as cigarettes, but also vapes and electronic cigarettes.

11. Car Parking

- 11.1. Car parking is identified as a potential hazard for those who use the school and for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping/collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. The road markings and signage near the school should be observed at all times.
- 11.2. Staff parking will only be accessible outside of school start and end times to ensure vehicles and pedestrians remain segregated. Visitors parking at the school will be required to leave a note of their car registration number within the visitor signing in book in case the car has to be moved etc.
- 11.3. There is provision for disabled parking and only appropriate badge holders should use these spaces.

12. Security

The designated key holders and those responsible for the security of the building are as follows:

- Mr Wayne Welch - Site Manager
- Mr Phil Rawlings - Headteacher
- Mrs Marcia Leigh - School Business Manager

The premises will be checked daily to ensure that:

- All locks and catches are in working order
- All final fire exit doors are operable
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, that:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

All visitors are required to report to the school reception and sign in on the visitor's book.

13. Contractors

- 13.1. Any work to be carried out at the school will be strictly controlled in accordance with the guidance provided in the relevant section of TEFAT's Health and Safety and safeguarding policies.
- 13.2. All contractors are required to report to the school reception and sign in on the visitor's book. They will then be given specific instruction on what will be expected of their operatives whilst working on the premises.

14. Hazardous Substance

- 14.1. Any substance required for use by staff on site will be ordered by the office and only then if less hazardous variants are unavailable. All substances which are classified as hazardous shall be kept in a locked store accompanied by a suitable assessment.
- 14.2. Any member of staff using chemicals will be appropriately trained on the correct and safe manner in which to work, they must always:
 - Read and follow the COSHH assessment for the substance
 - Be aware of procedures for avoiding exposure and for control
 - Inform the Business Manager or Site Manager of any issues or problems

15. Manual Handling

- 15.1. Where manual handling of heavy loads cannot be avoided, assessments will be undertaken to determine how the risks associated with the task, the load, the environment and the individual can be reduced.
- 15.2. Where deemed necessary by the assessment, staff will be provided with manual handling information, instruction and training.
- 15.3. Mechanical lifting aids, such as trolleys and sack trucks, will be provided as necessary for the transporting of equipment and materials around the site.
- 15.4. The majority of lifting activities are to be carried out by those staff members who have received the appropriate training e.g. Site Manager. All other staff are to request the assistance of the Site Manager for the movement of large, awkward, heavy or unwieldy items and not attempt to move them on their own.

16. Display Screen Equipment

- 16.1. All staff roles will be assessed to ascertain whether they are deemed a “Defined User” in line with the Health and Safety (Display Screen Equipment) Regulations 1992 and guidance found in the relevant section of TEFAT’s Health and Safety guidance.
- 16.2. All staff will be provided with the relevant information and training to be able to manage their own workstations. All “Defined Users” will be required to complete a workstation assessment which line managers will review and make all necessary adjustments.
- 16.3. Appropriate equipment will be provided and maintained to ensure workstations are compliant and suitable for the individual.

17. Work At Height

- 17.1. Where a person could fall and injure themselves due to a lack of precautions then they shall be deemed as working at height. School staff will not be permitted to work at height unless they have been appropriately trained, use the most suitable equipment and plan the activity in such a way that they and others are not put at risk.
- 17.2. Suitable equipment will be selected and provided to enable staff to access items and articles out of normal reach, this equipment shall be inspected regularly and appropriately maintained by a competent person. The activity shall be assessed and planned in accordance with the guidance in the relevant section of The Trust's Health and Safety guidance.
- 17.3. At no time shall staff use unauthorised or inappropriate equipment, such as swivel chairs or standing on desk, for working at height.

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18. Lone Working

- 18.1. Staff roles will be assessed and where necessary procedures introduced in line with the relevant section of TEFAT's Health and Safety guidance to ensure that, should they be required to work alone, they will be sufficiently protected.
- 18.2. Staff will be provided with suitable information and support whilst undertaking any task where they are in isolation of the school premises or other staff members.

19. Asbestos

- 19.1. All staff and contractors will be made aware of the contents of the schools asbestos register and Asbestos Management Plan identifying the locations of known asbestos on site. Any contractor appointed to carry out work on the fabric of the premises shall be required to sign to acknowledge they have read the register before they shall be permitted to start work.
- 19.2. The Site Manager shall undertake a regular inspection of the condition of any known asbestos on site and record their findings within the Asbestos Management Plan. All staff are required to report to the office any concerns they may have in relation to asbestos.

20. Electrical Equipment

- 20.1. Fixed and Portable electrical equipment in schools shall be appropriately inspected and checked on a regular basis for safety by a competent person; the Site Manager/Business Manager shall maintain a record of all checks. All members of staff are instructed to carry out a basic visual check of equipment before they use it, to include checking:
- Cables and plugs are not damaged
 - Equipment casing is in good order
 - The equipment has not been tampered with or temporary repairs made to any part of it
 - An in-date test sticker is attached to portable equipment
- 20.2. All portable equipment shall be used in a safe and sensible manner with cables kept clear of walkways, any defects shall be reported to the Site Manager and the equipment immediately removed from use. All repairs shall be undertaken by a competent person.

21. Playground Safety

- 21.1. Appropriate numbers of staff will be assigned different locations across the playground(s) during all pre-arranged authorised play/break sessions. The ratio of staff to pupils will be dependent upon the activity, location, weather, type of structures in use, age of pupils and experience of the staff member(s).
- 21.2. Staff will monitor and supervise pupil activities and intervene, as necessary, if play or activities may place pupils at risk of injury.
- 21.3. The full supervisory arrangement for the playground is detailed within the associated procedural guide, a copy of which is kept in the school office.

22. Site Safety Tour

- 22.1. In addition to the site manager's daily site safety check, a full tour of school premises and associated grounds will be regularly undertaken by the management team to check safety and security using the inspection checklist found within TEFAT's Health and Safety guidance documents. Periodically (twice per year), the Trust's Estates and H&S Director will also attend site safety tours.
- 22.2. Any key findings of these tours will be discussed with the Estates and H&S Director with appropriate action agreed and formally recorded.

23. Premises Maintenance

- 23.1. Plant and equipment on site will be regularly and suitably inspected and tested to ensure that it remains in good working order and safe for continued use. Appropriate records will be kept of all such inspections/tests with completion certification kept on file for review by TEFAT, as required.
- 23.2. The type of equipment, frequency of inspection and who it will be carried out by shall be in accordance with the guidance found within TEFAT's Health and Safety guidance documents.
- 23.3. All statutory compliance testing is to be commissioned through the centrally procured contractor (3D Facilities Management) and records of inspections retained on the school site.