

The Mortimer Federation of St. John's and St. Mary's

Health and Safety Policy			
Policy Number	Buildings and Grounds	Date of Issue	September 2025
Status	Statutory	Review Date	September 2026
		Issue Number	6

THE MORTIMER FEDERATION OF ST JOHN'S AND ST MARY'S
HEALTH AND SAFETY POLICY

Forward

Safety plays an important role in schools', ensuring pupil and adult safety has been part of the ethical framework for decades. Schools also have a responsibility for safety and it is an integral part of the Ofsted framework.

Like other public services, schools are adapting to a period of considerable change as well as continuing to meet existing challenges. There are new structures and accountabilities, additional parental, public and political overview, alongside worries about excessive risk aversion.

There is a new understanding of the benefits of risk-taking as part of young people's development. Safety education and integrating 'risk' within the curriculum is key to this. Meanwhile, schools have a primary duty to safeguard the staff and young people in their care while at the same time creating the 'risk aware, but not risk adverse' citizens of tomorrow.

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises. Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions are required to take, for example the Management of Health and Safety at Work Regulations 1999.

Aiming for high standards of health and safety is the right thing to do and is not just about legal compliance. Achieving and proving excellence in the way health and safety risks are managed have massive benefits not least in preventing accidents and injuries.

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1 Health and Safety Policy Statement

The Mortimer Federation of St John's and St Mary's and its Governing Board recognise and accept its responsibilities to provide a safe and healthy environment for all its staff, pupils, parents/carers, contractors and members of the public.

The Mortimer Federation of St John's and St Mary's and its Governing Board will comply with its duties under the Health and Safety at Work etc Act 1974 and all associated regulations.

The Federation will have a responsible approach to health and safety, striving to provide a safe environment where staff and pupils enjoy working and learning and everyone has the opportunity to develop and play a part in the continued improvement of the schools and the community.

The Federation will ensure that all decisions reflect our intention that good health and safety management is integrated into everything we do by having a pupil centred approach that puts our pupils at the heart of everything we do.

We recognise that our staff and pupils are our greatest asset and we are confident that together through involvement, support, communication, co-operation and the continual development of a positive safety culture within our school that we can achieve excellence and be proud of our achievements.

We believe that real progress can only be achieved by having a continual commitment to improving health and safety standards in the day-to-day running of the school for the benefit of our staff, pupils, parents/carers, contractors and members of the public.

We encourage you to safeguard your own and others health and safety by evaluating the risks that you encounter and adopt sensible precautions to minimise risks to both yourself and others.

As Executive Headteacher (EHT) and Chair of the Governing Board we are committed to ensuring the health, safety and welfare of staff, pupils and stakeholders. We understand the legal, financial and moral obligations but the greatest of these is our moral obligation, as we truly believe that we should all be able to work, live and learn in an environment that is safe but allows for sensible and controlled risks and activities to further develop learning.

Sign:		Sign:	
Mrs Clare Beswick		Mrs Carol Macdonald	
Executive Headteacher		Chair of Governor's	
Date: 14 October 2025		Date: 14 October 2025	

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2 ORGANISATION

2.1 Responsibilities for Health & Safety Management in Schools

The legal responsibility and thus accountability for health and safety lies with the employer. While this seems straightforward, who the employer is depends on the type of school. There are also differences across England, Scotland and Wales as detailed below.

Table 1*

England and Wales	
School type	Employer
Community schools	The Local Authority
Community special schools	
Voluntary controlled schools (MSJ)	
Maintained nursery schools	
Pupil referral units	
Foundation schools	The Governing Board
Foundation special schools	
Voluntary aided schools (Mortimer St. Mary's)	
Independent schools	The Governing Board or proprietor
England	
Academies and free schools	The Academy Trust
*Table 1 from HSE http://www.hse.gov.uk/services/education/faqs.htm	

Although overall accountability lies with the school employer, the school Governing Board, the EHT and other school teachers and/or managers involved in the day to day running of the school also have some responsibilities for the health and safety of staff and pupils.

2.2 The Governing Board will ensure that:

- a positive health and safety culture is established and maintained throughout the school including the preparation of Health & Safety procedures ensuring documentation is in place, including risk assessments.
- a supportive and practical framework exists for the continual improvement of the management of health and safety.
- they assist the school to meet their statutory duties for health and safety.

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- d) the performance and effectiveness of school safety management systems is measured. This involves regular safety inspections. It is advised by the Health and Safety Team for Schools that this is completed termly as a minimum with the EHT.
- e) the EHT produces a school Health and Safety Policy.
- f) that suitable and sufficient risk assessments of work activities and other non-routine tasks are undertaken and monitored and a written/documented record of the assessments are kept. Specific highly technical risk assessments should be carried out by qualified personnel, e.g. Fire, Legionella and Asbestos.
- g) sufficient resources are allocated for Health and Safety, e.g. in respect of training, personal protective equipment, etc. Staff will be provided with relevant training by West Berkshire Council or relevant body.
- h) safe working procedures among staff and pupils are established and maintained. The schools safeguarding statement is displayed in the reception area.
- i) arrangements for ensuring safety in connection with the use, handling, storage and transport of articles and substances are made.
- j) the provision of sufficient information, instructions and supervision to enable all employees and pupils to avoid hazards is ensured
- k) any place of work under the control of the Governors and Head of Establishment is maintained in a condition that is safe and to provide and maintain means of access to and from that place.
- l) effective procedures for use in case of fire and for evacuating the school premises are formulated.
- m) effective procedures for 'locking down' the school site are formulated.
- n) procedures to be followed in case of an accident are detailed.
- o) a curriculum so children learn the importance of and know how to keep safe and healthy is delivered.
- p) adequate welfare facilities are provided and maintained and recommendations to the West Berkshire Council as appropriate are made.
- q) the provision of sufficient information on work related stress and where to seek advice is provided (refer to policy).
- r) all aspects of maintenance which are under their direct control are dealt with.
- s) Regular safety inspections are undertaken. It is advised by the Health and Safety Team for Schools that this is completed termly as a minimum with the EHT.

2.3 The Governor appointed to oversee health & safety should:

- a) be a critical friend and help the school to identify the significant health and safety issues and ensure appropriate management is in place through the implementation of effective policies, procedures and safe systems of work.
- b) seek to do this through a process of asking questions, seeing evidence and suggesting relevant and practical improvements.
- c) meet regularly (3–6 times a year - as agreed) with designated staff to discuss relevant issues and complete site inspections and ensure that the school is managing the significant risks.
- d) complete regular site inspections or walkabouts using the checklists provided to identify hazards and check they are appropriately managed.
- e) ensure the school is managing health and safety issues in a planned and sensible manner.
- f) report to the Governing Board through the academic year on issues such as:
- g) results from West Berkshire Council, Health & Safety Team Needs Assessments.
- h) visits from enforcing authorities such as the Health & Safety Executive or the Royal Berkshire Fire & Rescue Services.

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- i) accident and incidents at the school.
- j) progress on recommendations from any of the above.
- k) significant risks or issues.
- l) school safety inspections, etc.
- m) assist the Federation and West Berkshire Council to meet their respective statutory duties to ensure health and safety is well managed for the benefit of children and all other stakeholders.

2.4 Responsibilities of the Executive Headteacher, the Federation Leadership Team (SLT)

The EHT and the SLT have considerable autonomy in the day-to-day running of the schools. It is important that the EHT exercise this autonomy in line with their employer's policies, procedures and standards.

The Executive Headteacher will:

- a) ensure that the school develops and effectively implements its health and safety policy and has effective arrangements for managing health and safety at the school.
- b) 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.
- c) make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- d) consult and work with recognised Trade Union (TU) safety representatives/employee representatives and safety committees.
- e) will delegate specific tasks to individuals to assist in the implementation of the health and safety policy but will retain overall responsibility of ensuring that they are implemented.
- f) make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- g) ensure that suitable and sufficient risk assessments of work activities and other non-routine tasks are undertaken, understood by relevant persons and a written record kept.
- h) ensure that regular safety inspections of the school are completed.
- i) co-operate with the Employer in meeting its legal requirements.
- j) monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and revise and amend it, as necessary, on an annual basis.
- k) prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place and for the result of these to be recorded.
- l) prepare a 'lock down' procedure and arrange for periodic 'lock down' drills (at least annually) to take place and for the result of these to be recorded.
- m) make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information issued by the Authority.
- n) make arrangements for the implementation of the Authority's accident reporting procedure (CREST) and draw this to the attention of all staff at the school as necessary.
- o) make arrangements for informing pupils, students and other users of the school of relevant safety procedures.
- p) arrange for the withdrawal, repair and/or replacement of any item of furniture, fitting or equipment identified as being unsafe.
- q) report to the Building & Grounds Committee any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

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- r) report to the LA (Chief Education Officer) any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
- s) monitor the activities of contractors, hirers and other organisations present on site.
- t) monitor the provision of information on reporting procedures for all significant violent incidents (possibility of legal action).
- u) monitor the provision of information on manual handling procedures.
- v) monitor appropriate safety management/compliance during lettings and ensuring that premises are safe. All persons letting the facility to ensure that their own equipment is safe and compliant.
- w) monitor that contractors give proper consideration to health and safety aspects.
- x) monitor current guidelines with regard to infectious diseases.

Getting health and safety leadership right is about managing risk sensibly – not trying to eliminate it altogether. The EHT should provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

2.5 Duties of the person(s) delegated to assist the Executive Headteacher and Health and Safety Co-ordinator in the management of Health and Safety

The Chairman of Buildings & Grounds and the Health and Safety Co-ordinator shall:

- a) assist the EHT in the implementation, monitoring and development of the safety policy within the school.
- b) monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school.
- c) co-ordinate arrangements for the design and promotion of safe working practices within the school.
- d) investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
- e) carry out regular safety inspections of the school and its activities and make arrangements on methods of resolving any problems identified.
- f) monitor risk assessments.
- g) the Health and Safety Policy, Health and Safety Statement and specific Health & Safety notices (guidance) etc. need to be disseminated to all the different groups of people in the school (children, staff, parents/carers, visitors, contractors, lettings). This includes understanding and fulfilling obligations for the day-to-day implementation of the Health and Safety Policy, and the carrying out and documentation of hazard identification, risk assessments and suitable control measures.

The most appropriate ways of doing this are as follows:

i) To the children:

- by direct instruction from class teachers in the classroom.
- by the Senior Leadership Team in Collective Worship.
- by lunchtime carers during lunch hour, with support from teachers.
- by following School rules.
- by having special meetings before school trips.
- by example.

ii) To the teachers:

- by issuing the Health and Safety Policy as part of induction.
- at weekly staff meetings where relevant.

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- communication through notes sent round to each class if something arises suddenly.
 - risk assessments carried out for specific curriculum areas and risks
 - communication via the 'What's On'.
 - training.
- iii) To the teaching support staff and all other staff:
- by issuing Health and Safety Policy as part of induction.
 - by ensuring there is good communication between teaching support staff and teaching staff.
 - communication via the 'What's On'.
 - training.
- iv) To parents/carers:
- good communication with new parents/carers and school through home/school visits, liaison with pre-school providers, forms for emergency contacts and medical information.
 - if parents/carers are helping in school and working with the children they need to follow school guidelines and procedures as detailed in the Volunteer Induction pack which includes Health and Safety Policies and Basic Fire Training i.e. evacuation procedure.
 - communication – parental helper guidelines.
- v) To visitors:
- if a large number of visitors are expected, reminders about safety procedure can be issued beforehand.
 - THE EHT OR OFFICE STAFF SHOULD BE INFORMED OF ALL VISITORS TO THE SCHOOL.
- vi) To the governing board:
- by issuing the Health and Safety Policy and reviewing annually.
 - communication via Building and Grounds Committee Meetings.
 - training.

2.6 Responsibilities of all Employees

All staff employed by the Federation will ensure that:

- a) they take reasonable care for their health and safety and that of other persons who might be affected by their acts or omissions at work and during off-site activities.
- b) they cooperate with the employer, school governors and EHT on all matters relating to health and safety.
- c) they report to the EHT or Line Manager any serious or immediate danger or any defects noted with plant, equipment, machinery or the workplace generally directly face to face or via email to EHT, HoS or SBM.
- d) they only use equipment or machinery which they are competent to use in-line with instruction, training and information provided and do not misuse anything that has been provided for health and safety purposes.

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2.7 Responsibilities of Volunteer Helpers

Volunteers have the same duties as those indicated for employees and should be treated as employees when volunteers are used by schools.

Note: Staff and volunteers are advised to ensure that their own vehicle insurance covers them for use of the vehicles for work purposes, including the transport of pupils if applicable. The Council does not hold insurance to cover use of private vehicles. *Further information included in the Arrangements section.*

2.8 Competent health & safety assistance

The Management of Health and Safety at Work Regulations 1999 state that "Every employer shall appoint one or more competent persons to assist in undertaking the measures needed to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

West Berkshire Council has a professional and dedicated Schools Health and Safety Team who provide support and advice to schools on all aspects of health and safety including policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete range of health and safety training, a regularly updated website, CREST documents, safety alerts and health and safety newsletters/updates.

2.9 Health & Safety Team Responsibilities (For schools covered by service provision)

West Berkshire Council Schools Health and Safety Team responsibilities are:

- Developing health and safety policies, procedures and guidance.
- Providing health and safety advice.
- Safety inspections / needs assessments of schools and other premises where staff work.
- Provide technical input and support to health and safety committees.
- Receive and record accident and incident reports.
- Assists Head Teachers in investigating accidents and incidents.
- Report to relevant persons on health and safety incidents and issues.
- Provide health & safety update reports to senior management.
- Develop and deliver training.
- Liaise with partners and external agencies including other Council's, Health and Safety Executive, Fire Brigade, Police etc.

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3 MAIN AREAS OF H&S RISK IN THE FEDERATION

Classrooms

It is the teachers' responsibility to provide a safe working environment:

- close supervision of tools and materials used; especially when using equipment in D.T. and Art.
- attention to electrical switches and appliances.
- report of broken and hazardous equipment.

The children need direct instruction on good practice.

Dinnertime use of hall and kitchen

- No child is ever allowed in the school kitchen.
- Sensible behaviour is expected at all times in the hall.
- Teachers, lunchtime staff and catering staff should be informed of any food allergies of children.

PE Lessons

Children/staff should be taught to use and move apparatus safely, if appropriate.

Displays

All fire exits must be signed, marked and visible.

The Mortimer Schools PTFA hold a separate insurance policy to cover normal parents'/carers' activities. Separate papers have also been drawn up for lettings to be signed by hirers who wish to use the hall or any other part of the schools. For school assemblies and functions (involving children and adults) the school needs to ensure that the hall will not be overcrowded, that there will be no smoking/vaping, and those parents/carers looking after children/young adults will take proper responsibility for them.

Cloakrooms and corridors

Space is very limited. Staff, contractors and visitors are requested to check and maintain tidiness to reduce risks and ensure signs are visible and access points/escape routes are not obstructed. Typical hazards include spilt water or clothes lying on the floor, bags, boxes, furniture out of place, all of which can cause slipping and falling. Running is against the rules.

Playground

Safety in the playground is difficult to ensure. The children have considerable freedom and it is difficult for supervisors to cover all areas simultaneously. Discipline is more relaxed, naturally, in a play situation. The children need specific training in the use of these areas. The following points must be observed.

- School gate at Mortimer St. John's (MSJ) is locked from 8.45am until 3.00pm and from 9.00am until 3.30pm at Mortimer St. Mary's (MSM).
- Unaccompanied children never go outside the school gate in school hours.
- At MSJ there must always be at least one adult in the front playground and another in the back playground whenever children are there.
- Children do not use the adventure playground equipment unless an adult is on duty.
- Vehicles are not encouraged (see policy on external contractors).

Securing the premises

Staff may be issued with a key and alarm code for the premises. It is essential that the alarm codes are not kept with the school key.

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When unlocking the premises, please ensure that all fire doors are open and no entrances are blocked. The last person on the premises is responsible for securing the school. All staff are responsible for closing the windows and doors within their classroom.

Swimming

For information regarding guidance and safety measures regarding the safe use of the swimming pool at MSM please refer to the MSM Safe Use of Swimming Pool policy.

Manual Handling

The Federation will seek to prevent musculo-skeletal injury to staff as a result of manual handling by reducing the risk to the lowest possible level.

The assessment and reduction of risks from manual handling aims to achieve:

- a safe working environment.
- suitable and sufficient equipment to reduce manual handling risk.
- well trained staff who take care of their own health and safety and that of others.

4 ARRANGEMENTS

The EHT (Responsible Person) and SLT are responsible for ensuring that the arrangements detailed below are put in place and run effectively in school. Specific tasks to assist in implementing the policy can be allocated to other staff members as part of their job roles.

4.1 Induction

The Federation recognises that it is essential that any new member of staff, governor or volunteer is made familiar with the health and safety provisions in their workplace and in particular the emergency and first aid arrangements. They should also be aware of the risk assessments and hazards that have been identified and resulting control measures, which have been introduced to minimise the risk. During such induction, the manager should identify whether the person has received appropriate training and is familiar with any equipment provided, records of the areas covered in the induction process will be kept.

We will ensure our induction process for new staff and new pupils is robust and ensure that they are made aware of the essential health and safety issues.

4.2 Measurement of the health of staff

The following will be taken into consideration which may affect individual capabilities of employees:

- a) General Physical Capability - A risk of injury will be considered unacceptable if a specific manual handling technique cannot be carried out by most reasonably fit, healthy employees. An employee can decide whether or not they can manage the tasks to be performed.
- b) People with health problems - Conditions such as recent injury, hernia, back problems, heart conditions or other risk increasing factors should be taken into consideration before an employee is asked to do manual handling work. If there is any uncertainty, medical advice should be sought. The Disability Discrimination Act may require employers to make adjustments if they would allow a person with a disability to do the work safely and satisfactorily. Risk assessments for individuals are written and provided to members of staff.
- c) New and expectant mothers - The law requires employers to make allowances for pregnant women and those at high risk after childbirth, for about six months, to prevent injury from the physical work involved in manual handling procedures. A risk assessment is provided for the member of staff.

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- d) Young workers - Extra care is required to ensure that young people, up to the age of 18, are not exposed to the risks from manual handling. Extra precautions or close supervision is needed.
- e) Stress - The Federation recognises that schools can sometimes be a challenging place to work and are aware of the need to manage stress appropriately. The school will put measures in place to manage stress in the work place and will do individual risk assessments where necessary.
- f) Lone Working - Where lone working takes place, a risk assessment will be completed and the school will put measures in place to ensure the employees safety while on site, this information will be disseminated to all relevant staff and reviewed periodically. Where contractors are lone working onsite (e.g. cleaners) the school should ensure their lone working procedures are suitable and sufficient.
- g) Ventilation - The Federation will ensure that the building is well ventilated with natural and/or mechanical ventilation to maintain a comfortable working environment. Staff who have concerns over the levels of ventilation should notify the EHT for investigation.
- h) Assessment of risk - Please refer to the separate risk assessment form.
- i) Reducing the risk - A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees 'as it is reasonably practical'.

4.3 First Aid Arrangements

The Federation recognises and accepts the requirements to have suitable and sufficient first aid provisions in place. All schools are required to complete a suitable and sufficient First Aid Risk Assessment in accordance with The Health and Safety (First-Aid) Regulations 1981.

The EHT and Governing Board will ensure the following arrangements are in place.

- a) Names and location of first aiders and first aid kits are displayed and communicated.
- b) Adequate provision for first aid including lunch times and breaks, etc.
- c) Adequate provision for leave and in case of absence.
- d) First aid provision for off-site activities, e.g. educational visits.
- e) Adequate provision for practical areas such as science, technology, DT - cooking and physical education.
- f) Provision for out-of-school-hours activities, e.g. sports and clubs.
- g) Agreements with contractors working on site such as caterers or cleaners for joint provision for their employees.
- h) Provision for trainees working on-site.
- i) Agreed procedures for isolated areas, e.g. playing field.
- j) Ensure that training is provided to maintain competence of first aiders.
- k) Ensure first aid provision is maintained.
- l) The First Aid Risk Assessment will be reviewed regularly or upon change in circumstances such as new staff, change of use of building and change of pupil numbers.
- m) Nominated staff members at both MSJ and MSM are responsible for checking first aid boxes every half term.

These arrangements will be recorded in a First Aid Risk Assessment.

The Federation should prominently display the names and location of First Aiders and First Aid facilities.

Federation First Aid Procedure - common cuts, stings, bruises, etc. are treated immediately by the First Aid Person on duty. First aid boxes are found in the staffroom and all classrooms at MSJ. At MSM first aid boxes

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are found in all classrooms, the hall, the DT area and the main office. If an injury is too serious to be treated by basic first aid a telephone call is made to the surgery (Tel.0118 9332436) or 999 for an ambulance as appropriate. The child's parent or guardian is also called by phone or another contact is telephoned if the parent is unavailable (this information is filed in the relevant school office). This is to be enacted promptly. An accident form is filled in for serious accidents and a copy kept on file.

An 'Injury Form' will be available with a separate box for head injuries. This form is to include columns for time and description of injury. A first aider must check all head injuries.

A CREST form may need to be completed. If in doubt ask a member of the SLT. A CREST needs to be completed for all serious incidents.

Illness in School - if a child is unfit for school, every attempt is made to reach a parent, or failing this, another contact. Parents/carers are reminded on a regular basis to ensure that they keep the school advised of up-to-date contact numbers.

Head Infestation - cases of head lice should be reported to the class teacher or the school office. Parents/carers are reminded of this from time to time (and always when they first join the school). An NHS advisory note is always sent home to parents/carers when a case is reported within a class. They also need education and guidance about the correct treatment. The nurse can back up with a visit and advice if there is a difficult case to treat.

Children's clothing - jewellery is not encouraged. Footwear for outdoor PE must be suitable. No child is allowed to use hall PE apparatus unless they are in bare feet, in a PE lesson. Children wearing open toed sandals are not allowed on the climbing apparatus.

Any problems or query over Health and Safety matters can be referred directly by telephone to the West Berkshire Health and Safety Officer.

Supervision – parents/carers are asked not to send children to school before 8.30am at MSJ and 8.45am at MSM as no-one is available to supervise them. School begins at 8.45am at MSJ and 9.00am at MSM. School finishes at 3.10pm at MSJ and the children go immediately to parents/carers in the playground. At MSM school finishes at 3.30pm, the children are taken to the courtyard to be collected by parents/carers. If children attend an extra-curricular club they are handed over to parents/carers at the end of the session.

No car parking, cycling or dogs are allowed in the playground. If a child is not met as arranged, they must report back to a teacher and not wait outside school.

Duty rosters are drawn up for dinnertime, playtimes and gate duties.

All staff contribute to playground safety.

4.4 Administration of Medicines

The Federation recognises the need to provide support for children who may require medicines at school.

- Short term administration of medicine for a specific ailment is usually acceptable providing that parental guidance is backed up with instructions on the medicine itself and the guidance is followed; otherwise, a health professional should be consulted for guidance.
- Where a care plan is required because a child has longer term health issues, this must be fully adhered to. The care plan must be written by a health professional in consultation with other

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interested parties, the parents/carers cannot themselves produce one in isolation as they lack the medical knowledge to do so.

- c) Staff training BEFORE the child starts in the setting is mandatory and the school must ensure that there is adequate cover available for staff absence/school day trips, etc. Training must be refreshed at regular intervals and both the insurance section and the school nurses should be made aware of the child's medical needs.
- d) Where required the use of auto injector pens in school should be by trained staff following a care plan.
- e) Where individual care plans identify the need for medical interventions the school will contact their insurer to ascertain what level of insurance cover and controls are required.

Each new parent is informed of the procedure when a child starts school, a copy of the medicine form is given if required. This form authorises the school to give prescription medicine and contains the necessary information. Alternatively, parents/carers come in and administer the doses themselves when needed. Parents/carers should collect all unused medicines when no longer needed.

4.5 No Smoking/Vaping

The Federation are committed to promoting the personal safety and well-being of all members of the school community. In compliance with the current legislation The Mortimer Federation of St. John's and St. Mary's will ensure that all learners work in a smoke free/vape free environment. Awareness about the dangers and effects of smoking/vaping are taught to children within the context of the school curriculum as part of PSHE and Science.

Procedures

- a) Both school premises are no smoking/vaping environments at all times. This is a legal requirement.
- b) Staff who themselves smoke/vape or use e-cigarettes must not do so in the presence of children nor should they allow the need to smoke over-ride the needs of the children.
- c) During the working school day staff who do smoke/vape are asked to do so outside the school site, and not within teaching time.
- d) In the event of 'adult only' social functions at the school, such as PFA events, smokers/vapers will only be allowed to smoke/vape outside the school grounds.
- e) As an infant/junior schools it is unlikely that Federation staff will be dealing with incidents of pupil smoking/vaping – however the following guidelines should be followed if this occurs at either school:
 - All staff are expected to help young people who smoke/vape to give up and to actively discourage all children from smoking/vaping at all times.
 - Staff should not buy or procure cigarettes/vapes for children nor should they offer or accept cigarettes/vapes from children.
 - When staff are involved in the transportation of children in vehicles they should refrain from smoking/vaping.
- f) This policy applies to all staff, parents/carers, governors, contractors and visitors to the school.

Non-Compliances: disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Responsibilities: The Governing Board will ensure full implementation of this policy by:

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- ensuring that awareness of this policy is promoted.
- providing advice and information on this policy to all employees.

The EHT will ensure full implementation of this policy by:

- ensuring all employees co-operate to ensure the success of this policy.
- monitoring compliance and acting upon breaches of this policy.

Help to Stop Smoking: The NHS offers a range of free services to help smokers give up. Visit www.smokefree.nhs.uk or call the NHS Smoking Helpline on 0800 022 4332 for details.

4.6 Accident, Danger Occurrence, Violent Incident and Near Miss reporting

The Federation recognises and accepts the need to have a robust system in place to report and record all accidents and incidents at school. The school will ensure that parents/carers of pupils who are involved in accidents/incidents at school are provided with appropriate information.

The Federation will use the Council's information system CREST to record relevant accidents/incidents and property damage or claim incidents. Accident investigations will be conducted where applicable and reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (**RIDDOR**). Serious incidents should be reported to the Schools Health and Safety team at the earliest opportunity.

Where accidents are found to have been caused by faulty plant, equipment, premises or unsafe systems of work, actions must be taken to remove or isolate the hazard and warn people until the necessary modification or repairs can be made.

Incidents should be investigated, appropriate to their nature and scale, to see whether recurrence can be prevented. If an incident is potentially serious or represents a trend in accident types, steps (including the review of previous risk assessments) should be initiated to prevent a recurrence.

It is particularly important to report all near-miss incidents in which harm or damage to property may have occurred but did not on this occasion. Accurate reporting of near-miss incidents can help to prevent harm to persons or damage to property in future.

4.7 Critical Incident and Emergency Plans (including Fire Arrangements and Lockdown)

The Federation recognises and accepts the need to have suitable arrangements in place to deal with emergency situations and to return the school to normality as soon as possible afterwards. A critical incident is one that is likely (or has potential) to cause an occurrence that is beyond the capacity of the school operating under normal conditions to respond to independently such as:

- a threat to the safety and welfare of pupils and/or staff.
- immediate or delayed emotional reactions in large numbers of staff, pupils or parents/carers, surpassing their normal coping mechanisms.
- serious disruption to the running of the school.
- significant public/news media attention on the school.

Emergency planning will include situations such as:

- Accidents off site
- Bomb threats
- Death
- Attacks on students and members of staff
- Chemical/toxic/hazardous material spill
- Earthquake

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- Flooding – building and environment
- Gas leak
- Hostage situation in school
- Severe storms and adverse weather
- Sexual assault or child abuse
- Sickness and infectious disease
- Threatening person outside the building or school grounds
- Utility failure
- Fire
- Heatwave
- Industrial emergency nearby
- Missing child/abduction/runaway
- School trips and incidents
- Shooting
- Threatening person in the school building
- Unsafe structure

Staff should be vigilant at all times for any suspicious objects particularly in the hall and corridors. If a suspicious object is seen during evacuation pass by it as calmly as possible and report it to the emergency officer, police officer or fire brigade officer as soon as possible.

The Critical Incident Plan is held: School office at both schools and will be reviewed annually.

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the EHT, Head of School or, in their absence, a member of the SLT is informed immediately and that, where appropriate, the emergency services are summoned. They will liaise with the emergency services when they arrive and take advice from them.

The priorities are as follows:

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

Bomb Warning: A bomb warning could be given in many ways. The person receiving the call should attempt to get as much information from the caller as possible.

As soon as it is clear the caller is making a bomb threat, LET THEM FINISH THE MESSAGE WITHOUT INTERRUPTION, try to get the message EXACTLY and also listen for clues as to:

1. caller's sex and approximate age.
2. noticeable condition affecting speech such as drunkenness, laughter, anger, excitement and incoherence.
3. peculiarities of speech such as accent, mispronunciations, speech impediment, tone and pitch of voice.
4. background noises audible during the call such as music, traffic, voices, machinery.

When the caller has given the message, try to keep them in conversation. The following are key questions and should be asked, if possible.

1. where is the bomb located?
2. what time will it explode?
3. when was it placed?
4. why was it placed?

Note also

- whether the caller repeated the message or any part of it.
- the exact time of its receipt.

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INFORM THE POLICE.

Write down:

- the message as accurately as you can remember
- fill in other details you were able to get.

BE CALM LISTEN CAREFULLY REPORT ACCURATELY

Alarm and Evacuation procedure:

Leave the building at the nearest possible exit (as in Fire Drill) and report to the EHT.

- DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
- DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD TO DO SO
- INFORM THE POLICE

4.8 Fire Prevention and Detection Equipment, Arrangements and Training

The Federation recognises and accepts the need to have suitable arrangements in place to ensure that fire safety is appropriately managed, that staff and pupils are aware of what to do in the event of emergency and that fire systems and procedures are in place, practiced and maintained or serviced in line with best practice.

It's a requirement of the Regulatory Reform (Fire Safety) Order 2005 to carry out a suitable and sufficient fire risk assessment. Fire risk assessments will require regular review (usually annual) or in the event of changes such as buildings works, improvements, remedial work, alterations to buildings, a fire incident, a change of Responsible Persons (EHT), changes to arrangements, changes in the use of rooms or it is considered that the fire risk assessment may no longer be valid. Failure to keep the Federation fire risk assessment up to date and under review could result in enforcement action from the Fire Brigade.

Note: a new fire risk assessment would not normally be required provided that the fire risk assessment carried out remains suitable and sufficient. You need to ensure it remains suitable and sufficient through your regular reviews and none of the changes set above has taken place.

Sequence: Alarm - Call the Fire Brigade - Evacuation - assembly - roll call.

When the alarm bell rings, indicating that a fire has been discovered, EHT, Head of School, office staff or general helper rings for the Fire Brigade. Teachers and children immediately evacuate the building. All personnel must leave the buildings by the nearest available exit and assemble in the playground in their allocated position.

The Office Manager/Lunchtime supervisor will take the registers to the teachers/lunchtime carers. If children are visiting other areas they may be returned to their class group once they are safely outside the building. If children are in the dining room, lunchtime carers will escort them outside using any available exit. No time is spent retrieving coats, possessions, etc. Doors will be closed doors as people leave rooms and the building.

If necessary, children and adults will be accommodated in the church at MSJ (adjoining the playground).

All staff should know the position of the fire alarms and fire extinguishers:

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Mortimer St. John's:

Fire alarms:

- Main entrance (outside Rabbit Class)
- Secondary entrance - (outside Deer Class)
- Annex (entrance nearest main building – Badger Class)
- Kitchen (positioned by external door)
- Hedgehog Class (positioned by external door)
- Staffroom (positioned by external door)

Fire extinguishers:

- Foam, CO2 and Fire Blanket – kitchen
- Powder and CO2 - boiler room
- Water and CO2 – main entrance corridor
- Fire Blanket – children's kitchen
- Water and CO2 – hall by stage
- Water - outside Deer Class
- Water – Badger Class entrance
- CO2 – Rainbow Room
- Water – Fox Class
- Water – Hedgehog Class
- Water, CO2 and Fire Blanket – Staffroom

Mortimer St. Mary's

Fire alarms:

- Main entrance (by entrance door)
- Staffroom (by fire exit door)
- EHTs room (by fire exit door)
- Lower school courtyard door (by fire exit door)
- Mercury class (by fire exit door)
- Venue class (by fire exit door)
- Computer Room (by fire exit door)
- Year 5 corridor (by fire exit door)
- Neptune class (by fire exit door)
- Mars class (by fire exit door)
- DT area (by fire exit door)
- Changing room corridor (by fire exit door)
- PE shed (inside right of door)
- Hall courtyard door (by fire exit door)
- Hall (by double doors leading to courtyard)
- Kitchen external entrance
- Cottage courtyard entrance
- Bottom of stairwell cottage
- Top of stairwell cottage
- Year 6 corridor (by fire exit door)
- Gemini class (by clocktower door)
- Clock tower (by fire exit door)
- Electric cupboard (left of entrance)

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- Boiler room (left of entrance)
- After school club (left of entrance)

Fire extinguishers:

- CO2, Water and Fire blanket – Staffroom
- CO2, and Water – Main Entrance
- Water – Library
- Water – Year 6 Corridor
- CO2 – Small groups room
- Water – Outside Saturn class
- Water – Hall corridor
- Water – Hall entrance
- Water – Year 5 corridor
- CO2, and Water - DT Area
- Foam – Kitchen servery
- CO2 and blanket – Kitchen
- Water – Ground floor cottage
- CO2, and Water – First floor cottage
- CO2 – Swimming pool plant room
- Powder – boiler room
- CO2, and Water - Lower school corridor
- CO2, and Water – Venus class
- CO2 – Outside stationary cupboard
- CO2, and Water – Changing room corridor
- CO2, and Water – Neptune class
- CO2, and Water – Gemini class
- CO2, and Water – ICT suite
- CO2, and Water – Mars class
- CO2, Water and Fire blanket – After school club
- Blankets – Cookery cupboard

All staff should have basic fire training and understand the purpose and use of fire extinguishers. Attention is drawn to the accompanying paper entitled – Fire Action. This gives valuable extra information. A Fire Drill is held at least once a term.

4.9 Lockdown

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in school).
- an intruder on the school site (with the potential to pose a risk to staff and pupils).
- a warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc).
- a dangerous animal on site.

The Mortimer Federation of St. John's and St. Mary's lockdown plan is as follows:

- staff will be alerted to the activation of the plan via the lockdown alarm sounding, this is one continuous sound, at MSM the long continuous sound is followed by a small beep.

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- pupils who are outside of the school buildings will be brought inside as quickly as possible, unless this endangers them and others.
- pupils and staff inside the building are to remain in their classrooms with all doors and windows closed and blinds pulled down.
- once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via the telephone and request an immediate search for anyone missing.
- staff should encourage pupils to keep calm.
- any staff in communal areas should remain where they are, lock the doors and window and close the blinds.
- as appropriate, the school office will establish communication with emergency services.
- parents/carers will be notified as soon as it is practicable to do so.
- pupils will not be released to parents/carers during a lockdown.
- if it is necessary to evacuate the building, the alarm will be sounded, this is one continuous sound at MSJ and at MSM this long continuous sound is followed by a small beep.
- once it is all clear, a member of the office staff will let the classes know.

It is of vital importance that the Federation's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill will be undertaken at least once a year.

4.10 Severe Weather Plan

The Federation recognises and accepts the need to have suitable arrangements in place to ensure the safety of staff, pupils and visitors in the event of severe weather. A copy of the Severe Weather Plan is circulated to all staff on an annual basis.

4.11 Risk Assessment

The Federation recognises and accepts the need to have robust arrangements in place to ensure that risks are identified, assessed and appropriate controls are put in place. We recognise the need to communicating the significant findings of risk assessments with relevant persons and keeping risk assessments under review to ensure they remain valid.

Risk assessments should be completed by competent staff. Training is available from the Schools Health and Safety Team who can also provide advice and support to schools in completing and/or reviewing risk assessments. The Team also have a suite of school risk assessment based on the typical job roles in a schools, which can be used as a starting template.

The Federation needs to make sure that the risk assessment process is robust and that the significant risks identified are effectively communicated to and understood by those persons who may be affected. A simple way to achieve this is to involve the relevant persons in the development and completion of risk assessments and that all relevant parties sign the risk assessments to confirm communication and understanding. Risk assessments or the most pertinent points should be disseminated to relevant staff, evidence of distribution kept and where there are assessment specific to hazards/risk or job roles confirmation of understanding of the controls in place should be sort (this should be evidenced).

Risk assessments should be regularly reviewed (usually annually) or in the event of change of circumstances such as a new staff or children or in the event of an incident or accident investigation, any changes/review must be recorded.

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Teachers and all staff need to have a proper regard for their own personal safety, in addition to the children's safety, and they should not take risks when carrying out their duties - e.g. climbing on furniture to reach a high point in putting up a picture, carrying unduly heavy loads, etc. They should report anything in their working environment which does not conform to acceptable conditions.

4.12 Manual Handling of Loads in accordance with The Manual Handling Operations Regulations 1992.

The Federation recognises that many staff will from time to time have to do manual handling tasks and accepts the need to have suitable arrangements in place to ensure that manual handling risks are identified, assessed and appropriate controls are put in place.

Staff who are required to manual handle loads as part of their role, should receive appropriate training. Where a manual handling activity cannot be eliminated then it needs to be assessed and any further controls such as mechanical aids or team lifting be recommended. A manual handling risk assessment can, in many cases, be completed as a dynamic assessment by the individuals carrying out the manual handling tasks. A simple manual handling risk assessment is normally based on **TILE** and will consider the following:

- **Task**
- **Individual**
- **Load**
- **Environment**

NB: If the activity presents significant risk to vulnerable individuals such as new and expectant mothers or people with pre-existing back injuries then those people may need to be prohibited from carrying out the activity.

4.13 Manual Handling of People

The Federation recognises that the manual handling of people, including children, is a specialised skill and specific training must be provided in these circumstances to any staff who may need to regularly assist or manually handle people.

4.14 Maintenance of Manual Handling Equipment

Mechanical lifting aids reduce the need for manual handling but can pose their own hazards. All types of lifting equipment, including lifting gear, and lifting operations must comply with The Lifting Operations and Lifting Equipment Regulations 1998, its Approved Code of Practice and the Provision of Work Equipment Regulations 1998. Lifting equipment covers cranes, lifts and hoists, and components, ie chains, ropes, slings, hooks, shackles and eyebolts.

A checklist for mechanical lifting.

- All lifting equipment must be suitable for activity it is to be used for. Considering the environment, it will be used in, the load to be lifted and addition risks posed by its operation.
- Lifting equipment must have adequate strength and stability (consider mobile equipment).
- Operators should be provided with a suitable position and a safe place of work.
- Particular regard must be paid to the maturity and judgement of young persons.
- Ensure a competent person thoroughly examines and inspects all lifting equipment as necessary (this is usually done by an insurance company). Keep copies of the report of examination.
- Clearly mark machinery and accessories with their safe working load.
- Ensure a competent person plans and supervises all lifting operations to ensure that it is carried out safely. Minimise risks identified in the initial risk assessment.

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4.15 Lifting Equipment (including that provided for pupils with special educational needs)

"Where lifting equipment, including hoists and slings, is used by people who are at work, the Lifting Operations and Lifting Equipment Regulations (LOLER) apply. In addition to routine maintenance and servicing, LOLER requires employers to make sure that lifting equipment is inspected and thoroughly examined. 'Thorough examination' by a 'competent person' is required either at six-month intervals or in accordance with a written scheme of examination."

Lifting equipment covered by LOLER includes all of the following:

- Cranes
- Scissor lifts
- Telehandlers and industrial lift trucks
- Vehicle tail lifts
- Bath hoists
- Workplace passenger and goods lifts
- Hoists
- Stair lifts
- Vehicle lifts

Accessories for lifting covered by LOLER includes all of the following:

- Slings
- Hooks
- Shackles
- Eyebolts
- Ropes used for climbing or positioning

The Federation recognises the need to have robust systems to ensure mechanical lifting equipment is inspected, maintained and tested in accordance to manufacturer's guidance and best practice. The school will ensure that all relevant lifting equipment and accessories used for moving people are inspected and serviced every six months by a competent person and kept in good working order.

4.16 Provision and Maintenance of Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) places duties on people and schools who own, operate or have control over work equipment. PUWER also places responsibilities on schools and organisations whose employees use work equipment, whether owned by them or not.

The Federation is advised to refer to Manufacturer Instructions in relation to specific requirements for Statutory Inspection and Maintenance.

4.17 Working at Height (in accordance with the Work at Height Regulations 2005)

The Federation recognises that falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. The purpose of Work at Height Regulations is to prevent death and injury from a fall from height.

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, someone is working at height if they:

- are working on a ladder or a flat roof.
- could fall through a fragile surface.
- could fall into an opening in a floor or a hole in the ground.

The Federation takes a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense indicates there are no particular precautions necessary and the law recognises this.

There is a common misconception that ladders and stepladders are banned, but this is not the case. There are many situations where a ladder or a stepladder is the most suitable equipment for working at height.

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Before working at height, it is necessary to work through these simple steps:

- avoid work at height where it is reasonably practicable to do so.
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The right type of equipment for working at height does not include chairs, tables or desks. Ladders and stepladders are available in different grades and strengths as set out below.

	Highest rated in terms of strength & quality
	Commercial light trade work & heavy DIY use
	Occasional light domestic tasks

The Federation should use either ladders that carry the blue or green logo or Class I or EN131 markings above depending on the purposes for which it is intended. Class III domestic ladders and stepladders will not usually be appropriate in schools or workplace settings.

Ladders and stepladders should ideally have a unique number or identifying mark, be incorporated onto a register of ladders and stepladders and should be subject to periodic inspection (1-3 months depending on level of use) by a competent person to ensure the ladders remain in good condition. Users should be required to carry out a pre-use check.

The Federation recognises it is advisable that a local work at height policy is developed that incorporates the following points:

- no work at height should take place whilst children are present, unless the work area can be adequately segregated.
- ladders and stepladders should be held in a secure location, only accessible to authorised persons.
- teachers and others should sign out the ladder or stepladder for use.
- assistance should be provided to those working at height, where required.
- ladders and stepladders should be subject to periodic inspection (1-3 months depending on usage) by a competent person to ensure the ladders remain in good condition.
- users should be required to carry out a pre-use check.

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- risk assessments covering work height tasks should be completed, reviewed regularly and communicated to relevant persons.

4.18 Health and Safety Training

The Federation recognises the need to provide health and safety training, to have a training plan and to ensure training is refreshed regularly. "The Health and Safety at Work etc. Act 1974 requires schools to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees." HSE.

All staff and governors will receive induction training, part of which will include, on their first day, essential safety matters such as emergency procedures for raising alarm and evacuation procedures, first aid and welfare facilities.

Health and safety training for Federation staff may include but is not limited to the following:

- Health and Safety Policies: West Berkshire, Education, and School.
- Off-site Activities Procedure (Evolve)
- Premises Asbestos Survey and instruction
- Risk Assessments
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)
- Work at height
- Manual handling (objects and/or people)
- Stress/wellbeing management
- Managing contractors

The Federation will keep a register of all relevant training, including health and safety that all schools staff attend. This will assist the school in ensuring that training is up to date and refreshed accordingly. West Berkshire Council provide many refresher courses for mandatory or recommended training on a three yearly basis or sooner, where relevant.

4.19 Offsite Activities

The Federation recognises the need to have robust procedures in place to assess and manage risk to provide safe and enjoyable school trips and off-site activities. A large number of school visits take place successfully each year. HSE published a policy statement to encourage all schools (in both maintained and independent sectors) and local authorities to remove wasteful bureaucracy imposed on those involved in organising school visits and outdoor learning activities.

HSE's statement makes clear:

- that the focus should be on how the real risks arising from such visits are managed and not on paperwork.

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- the need for a proportionate and sensible approach for planning and organising off-site activities.
- that those organising visits should simplify the planning process and authorisation arrangements for visits that involve everyday risks.
- that HSE's primary interest is real risks arising from serious breaches of the law. Any HSE accident investigation will be targeted at these issues.

To ensure that sensible and proportionate steps have been taken by the Federation and its staff, offsite activities will be arranged in accordance with the Offsite Activities Manual provided by West Berkshire Council and the Evolve Team at Hampshire County Council.

Activities carried out on behalf of West Berkshire Council operate within a legal framework and the off-site activities manual outlines this framework for West Berkshire schools.

Federation School Trips (See school offsite activities policy) - school trips vary from short excursions into the village on foot, to whole school outings involving coach journeys.

These general rules apply to all:

- a) accompanying parents/carers are briefed on Health and Safety beforehand.
- b) a minimum of two adults must attend any offsite trip/visit – one must be a qualified teacher
- c) each adult is in charge of a number no greater than:
 - 1 per activity or supervision group (maximum 1:12) – KS2
 - 8 Year 1 or Year 2 children – KS1
 - 4/5 Foundation Stage children (dependent on age)
- d) if parents/carers bring their own cars, they must have full insurance cover, an offsite insurance form and a valid DBS certificate. Children must wear seatbelts and use a car seat/booster. A form also needs to be completed and signed. This can be obtained from the school office.

Children are told to report back to school and wait outside the office if no-one meets them as expected, not to wait outside the school gates after school (B&G Policy 02, Item 12).

A risk assessment must be prepared for all outings and recorded on the Evolve system.

When visits are planned to places of interest which have not been visited before, a member of staff (if possible) should visit the area for a preview, so that the health and safety of the children may be properly attended to.

Off-site Residential. At Mortimer St. Mary's, our Year 6 and Year 4 pupils are able to take part in a residential school trip, which is within term time (Year 6 Monday to Friday, Year 4 for 2 days). Members of staff will visit the venue for a preview and ensure we have up-to-date information from the venue. A risk assessment will be undertaken prior to the school trip and ratios of adults worked out accordingly. If individual risk assessments are required, these will also be carried out. Please see Off-Site Activities policy.

School Mini-bus

The school mini-bus is kept at Mortimer St. Mary's. The vehicle is fully insured and will be serviced regularly. A Safety Inspection will also take place every ten weeks. All staff driving the vehicle must be over the age of 21 and have held a driving licence for a minimum period of two years. All staff will be Midas trained.

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4.20 Caretaker, Cleaning Equipment, Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery, other Machinery and Tools)

The Federation recognises the need to have safe equipment. This includes moving and handling equipment; powered cleaning equipment, power tools, and hand tools. All equipment will be serviced and maintained according to the manufacturer's instructions. Its use will be risk assessed and staff will be trained to use it safely and correctly.

4.21 School Kitchen Catering Equipment (e.g. fryers, cookers, combi ovens, dough mixers, slicing machines, potato peelers).

The Federation is responsible for the kitchens and the kitchen equipment. Schools kitchens must be included as part of a Health and Safety walk through by Governors. All equipment will be serviced and maintained according to the manufacturer's instructions. If catering staff are directly employed its use will be risk assessed and staff will be trained to use it safely and correctly.

4.22 Statutory Checks and Maintenance of Curriculum related Equipment

The Federation recognises the need to ensure that statutory inspections, testing and maintenance is completed for relevant equipment. Additional consideration is taken for the higher risk departments listed below. Equipment will be serviced and maintained according to the manufacturer's instructions, maintenance and testing schedules and CLEAPSS (<http://www.cleapss.org.uk/>) guidance in relation to specific requirements for inspection and maintenance. Its use will be risk assessed and staff will be trained to use it safely and correctly.

Equipment will include:

- a) Laboratory apparatus and curriculum based equipment
- b) Design and Technology Equipment (Resistant and Compliant Materials such as wood and metal).
- c) Design and Technology Equipment (Food Technology and Textiles)
- d) Art and Design Equipment (Fine Arts)
- e) PE Equipment
- f) Stage Lighting Equipment
- g) Mobile Staging and Seating

4.23 Premises Management

The Federation recognises the need to provide safe and secure premises and as such a range of issues needs to be considered and managed.

- a) **Management of Asbestos** the Federation will ensure that an asbestos management survey is completed, available on site and the condition of asbestos containing materials are reviewed at least annually (or as directed by the management survey), a management plan and asbestos register is in place, appropriate training given to staff and appropriate information/instruction is given to all contractors and visitors to site. No staff are allowed to undertake works of any kind to any asbestos containing materials. Deterioration or changes to any asbestos containing material should be reported to the Technical Compliance Officer.

More information and guidance can be found in the WBC_HSGC_02 Asbestos Exposure, WBCHSGC_03 Asbestos Emergency Procedures and WBCHSGC_32 Asbestos- Duty to Manage which are available under the Guidance tab of the School Documents on Crest.

- b) **The Gas Safety (Installation and Use) Regulations 1998 & The Pressure Systems Safety Regulations 2000** - the Federation will ensure that statutory safety inspections are undertaken.

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These Regulations give detail of the level of competence required for Statutory Inspections, the frequency and maintenance schedules.

- c) **Security** - the Federation will maintain security systems, put in place and practice emergency drills (fire, lockdown/evacuation) and monitor site security.
- d) **Repairs and Maintenance** a pre-planned maintenance schedule will be put in place and have a system for reporting of maintenance issues to be resolved.
- e) **Electrical installation** - the Federation is required to ensure electrical systems in schools are safe. The fixed electrical installation is tested and certificated by a competent person every 5 years as required by the Electricity at Work Regulations 1989. Care must be used when positioning all appliances, and they must be unplugged as soon as they are no longer needed. Plugs and leads need frequent inspection to ensure that they are not faulty. Long leads should not be twisted and should be put away neatly after use. Extension leads should not be 'Daisy Chained'. All equipment must be put away at the end of each day. For further advice or assistance arrangements should be made to contact either the EHT or Health & Safety representative. There is an annual check on equipment carried out.
- f) **Portable Appliance Testing (PAT)** - The Federation recognises the need to ensure portable electrical equipment in schools are safe. Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition, the portable electrical equipment is subject to regular checks in line with guidance. Staff must not bring onto the premises any portable electrical appliances without prior consent of the EHT.
- g) **Water Management** The Federation recognises the need to have robust procedures in place to ensure that water systems are appropriately managed to prevent legionella. The Federation must ensure that a Legionella Risk Assessment is completed and regularly reviewed in relation to water management and hot and cold water systems and measures have been introduced to manage the risk of legionnaires disease through the effective implementation of the written scheme. The Mortimer Federation of St. John's and St. Mary's maintain a check, on a monthly basis, of all temperatures from water sources (outsourced to a legionella specialist company). On an annual basis the tanks are checked and samples taken. A review of our risk assessment is updated on an annual basis, including a schematic drawing review. A copy of this risk assessment is held within the Finance Office. Regular flushing of outside taps and little used taps is undertaken on a weekly basis.

4.24 Housekeeping and Disposal of Waste

The Federation recognises the need to have adequate systems to ensure good housekeeping and safe storage and disposal of waste.

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. All staff are responsible for ensuring the good housekeeping of their own workrooms, e.g. offices, classrooms, ICT room, Hall, corridors and related storage areas.

4.25 Outdoor Play Equipment and Outdoor Play areas including School Playing Field

The Federation recognises the need to provide play equipment that stimulates and challenges children at play but that play equipment also needs to be safe and age appropriate. We recognise the need to have adequate systems to ensure play equipment is safe and in good condition and have appointed staff with responsibilities and tasks. Daily, monthly and statutory annual checked will be undertaken and recorded.

4.26 Control of Substances Hazardous to Health (COSHH)

The Federation recognises the need to manage chemicals safely. The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances

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Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood, etc. and biological hazards.

Records of the risk assessments and Safety Data Sheets (SDS) carried out are kept in COSHH assessment files in the relevant areas and in the relevant standards such as CLEAPSS documentation for both Science and DT.

A central record of all COSHH assessments and safety data sheets (SDS) is to be maintained and located in a central accessible point.

The cleaner's cupboards are not used by the children and are kept locked. The school COSHH register is kept in the Staff Room (MSJ) and the School Office (MSM).

4.27 Display Screen Equipment (DSE)

The Federation recognises the need to have appropriate procedures in place to provide display screen equipment that is compliant to the regulations and safe for staff and pupils to use.

Any member of staff who is a 'user' as defined by the (DSE) regulations (which lays down specific requirements for workstations incorporating computers and equipment that requires good ergonomics such as chairs and desks) must complete a DSE Assessment.

4.28 Personal Protective Equipment (PPE)

The Federation recognises the need to provide suitable PPE, where necessary and that PPE should be considered a last resort in favour of removing or reducing risks or providing collective protection measures, etc.

PPE examples include protective gloves, aprons, protective goggles, protective shoes or boots and high visibility jackets. In relation to use of chemicals Safety Data Sheets provide information as to the PPE required. In relation to equipment please refer to manufacturer's instructions. In relation to Curriculum activities CLEAPSS also gives guidance.

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

4.29 Visitors

The Federation recognises the need to keep visitors, staff and pupils safe when on the school premises.

On arrival all visitors should report to reception where they will be issued with:

- an identification badge
- relevant health and safety information (including fire arrangements, first aid, asbestos, safe guarding)

Visitors should be asked to sign in/out upon entry and exit of the building and return identification badges. Reception should enquire whether visitors require any additional support.

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4.30 Improvements to Building and Construction Work

The Federation recognises that improvement works will be required from time to time and will ensure that appropriate permissions are sought from all relevant parties. We will ensure that relevant proposals are submitted to West Berkshire Council Education Department for consideration and advice via the School Premises Alteration Request SPAR process

When undertaking Building Projects that fall within Construction (Design and Management) Regulations 2015 CDM the Federation must ensure they fulfil the legal requirements.

4.31 Management of Contractors on School Site

The school recognises the need to select and appoint competent contractors to carry out work on its behalf. When selecting and vetting contractor's, insurance, DBS, risk assessments, method statements, qualifications, memberships of trade bodies and past health and safety performance will be assessed and checked, records should be kept of checks made.

4.32 Vehicles

All staff who use their own vehicles for any purposes in relation to the school MUST carry business use insurance. This includes teachers and EHT and some support staff. It is irrelevant as to whether this happens in the school day or after hours, e.g. sports activities etc.

If staff transport children in their own vehicles, in addition to business insurance, Insurers may need to be made aware of the fact that children are being transported, as part of the business of working in a school, and given an indication of the frequency, duration and numbers transported. Withholding this material information from insurers can lead to your insurance being invalidated.

The Federation will check that drivers hold appropriate driving licenses, insurance and comply with the Federation's policy on driver endorsements before transporting pupils or staff on the Federation's behalf.

School minibuses can only be driven by suitably qualified staff who have a driving licence appropriate for the vehicle, usually D1 (or D) PCV entitlement and have completed a minibus course. A Section 19 Permit of the Transport Act 1985 can be applied for if driving not for hire or reward.

The EHT is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law (MOT, servicing, vehicle checks and insurance).

Federation owned, hired or leased minibuses or coaches are only to be used for approved journeys and must always display the S19 permit on the bus.

4.33 Stress and Wellbeing

The Health and Safety Executive (HSE) defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. Everyone suffers from stress to some extent – it's part of life both at home and at work. The important thing is how much stress people are under and how it is managed by themselves and their managers.

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4.34 Bullying/Harassment

Bullying and harassment will not be tolerated in school and such incidents will be investigated and should be recorded on CREST

4.35 Lettings

Where areas of the Federation buildings are let to outside groups, this will not interfere with the day to day running of the school, risk assessments will be required from hirers and the school insurer consulted/informed.

4.36 Ventilation

The school will ensure that the building is well ventilated with natural and/or mechanical ventilation to maintain a comfortable working environment. Staff who have concerns over the levels of ventilation should notify the Head teacher for investigation.

4.37 Lone Working

Where lone working takes place, a risk assessment will be completed and the school will put measures in place to ensure the employees safety while on site, this information will be disseminated to all relevant staff and reviewed periodically. Where contractors are lone working onsite (e.g. cleaners) the school should ensure their lone working procedures are suitable and sufficient.

4.38 Health and Safety Representatives and Committees

The Federation recognises and accepts the need to have suitable arrangements in place to support effective communication on health and safety issues. Under the Safety Representatives and Safety Committee Regulations 1977 a recognised independent Trade Union has the right to appoint Safety Representatives. Ideally such representatives should have two years relevant experience. Unions are required to inform the school in writing, when this is in place schools must consult with representatives on safety matters. The Federation has a Health and Safety Link Governor.

4.39 Health & Safety Consultation and Committees

The Federation recognises and accepts the need to have suitable arrangements in place to support effective communication on health and safety issues. There are two sets of regulations regarding the effective consultation and communication with employees through a health and safety committee.

In workplaces where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply.

In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

The Federation understands that consulting with employees can have real benefits for your business, including:

- increased productivity – businesses with good workforce involvement in health and safety tend to have a better productivity rate.
- improvements in overall efficiency and quality.
- higher levels of workforce motivation.

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It also recognises that consulting employees about health and safety can result in:

- a healthier and safer workplace – your employees can help you to identify hazards, assess risks and develop ways to control or remove risks.
- better decisions about health and safety – they are based on the input and experience of a range of people, including employees who have extensive knowledge about their own job and the business.
- a stronger commitment to implementing decisions or actions – as employees have been actively involved in reaching these decisions.
- greater co-operation and trust – employers and employees who talk to each other and listen to each other, gain a better understanding of each other's views.
- joint problem-solving.

By law, the Federation must consult all employees on health and safety matters. Some workers, who are self-employed, are still classed as employees under health and safety law.

The Federation must consult with employees or their representatives about the following:

- the introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work, such as the speed of a process line or shift-work arrangements.
- arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law).
- the information you must give your employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk.
- the planning and organisation of health and safety training.
- the health and safety consequences of introducing new technology.

If at least two health and safety representatives request, in writing, that a safety committee be formed within the workplace, the Federation must establish such a committee within three months of the request.

Consultation does not remove the Federation's right to manage. We will still make the final decision but talking to our employees is an important part of successfully managing health and safety.

As the Federation already have existing consultation arrangements that satisfy health and safety law, there is no requirement to change them. However, we may want to review our arrangements on a regular basis to make sure that they continue to work for our organisation.

4.40 Competent health & safety assistance

The Management of Health and Safety at Work Regulations 1999 state that "Every employer shall appoint one or more competent persons to assist in undertaking the measures needed to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

West Berkshire Council has a professional and dedicated Schools Health and Safety Team who provide support and advice to schools on all aspects of health and safety including policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete

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range of health and safety training, a regularly updated website, CREST documents, safety alerts and health and safety newsletters/updates.

Health & Safety Team Responsibilities (For schools covered by service provision)

West Berkshire Council Schools Health and Safety Team responsibilities are:

- developing health and safety policies, procedures and guidance.
- providing health and safety advice.
- providing safety inspections / needs assessments of schools and other premises where staff work.
- providing technical input and support to health and safety committees.
- receiving and recording accident and incident reports.
- assisting Headteachers in investigating accidents and incidents.
- reporting to relevant persons on health and safety incidents and issues.
- providing health & safety update reports to senior management.
- developing and delivering training.
- liaising with partners and external agencies including other Council's, Health and Safety, Fire Brigade, Police, etc.

14 October 2025

Chair of Buildings and Grounds Committee

Date

Approved by the Full Governing Board on 14th October 2025

Chair of Governors

Share Your Light

John 10:10 "Life in all its fullness"