



Safety ★ **Commitment** ★ **Aspirations**

Health and Safety Policy

Version: December 2025

Ratified by the Governing Body: December 2025

Signed on behalf of the Governing Body:

To be reviewed: December 2026

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At Mapledene, we are more than a school — we are a family. Rooted in our core values of

'Safety, Commitment, Aspirations'

We create a positive, inclusive, and ambitious learning environment where every child, staff member, and family feel safe, valued, and supported.

We believe children thrive when they feel secure, respected, and inspired. Through strong relationships and a nurturing culture, we build emotional security and mutual respect, enabling children to grow with confidence.

Our Health and Safety Policy demonstrates our commitment to creating a safe, inclusive, and high-standard environment where everyone feels protected, supported, and able to work and learn with confidence.

Working closely with parents, carers, and external partners, we ensure every child—regardless of background or need—has the right support to flourish. We celebrate diversity and promote kindness, teaching children to embrace differences and recognise their unique strengths. Every child is encouraged to contribute, helping us build a caring, inclusive community.

Our broad, creative curriculum is designed to spark curiosity, foster independence, and prepare children for life as responsible global citizens. With personalised support, enrichment opportunities, and access to the full National Curriculum, every child is empowered to achieve their academic, social, and emotional potential.

We promote a *Growth Mindset*, celebrating effort, resilience, and achievement, while encouraging children to take ownership of their learning journey. High expectations and aspiration give children the confidence, character, and skills they need to thrive—both now and in the future.

Our ethos is reflected in our motto:
BELONG, BELIEVE, BE YOU; ACHIEVE.

1. STATEMENT OF GENERAL POLICY

The Governing Body for Mapledene Primary School acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the school premises or carrying out the school business elsewhere. This duty also extends to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1.1

On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- All persons employed at School whilst they are at work;
- Persons other than School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Mapledene Primary School whilst they are at work.

1.2

To effectively achieve this, Mapledene Primary School will provide, so far as is reasonably practicable:

- Safe premises, plant and systems of work;
- Safe methods of using, handling, storing and transporting of articles and substances;
- Information, instruction, training and supervision;
- A safe working environment;
- Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

1.3

The Governing Body for Mapledene Primary School will adopt best practice safety policies, guidance and advice issued by BCC, and advice from Safety Services. Mapledene Primary School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

1.4

While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

1.5

It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of health and safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

2. ORGANISATION AND RESPONSIBILITIES

2.1

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.

The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Premises Committee. This to be established when there is sufficient Governing Body membership, in the interim the full Governing Body to discuss Health & Safety matters. The role of the Committee will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented following any accident investigation (see most current accident forms on Birmingham Education Support Services Portal)
- Identify opportunities for further improvement to safety arrangements.
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety.
- Report to the full Governing Body
- Bring any matter of concern relating to health and safety, that cannot be resolved through the school's management structures or by the Headteacher, to the immediate attention of the Chair of Governors.

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 Members of the Group shall include:

Jonathan Hyde	Headteacher
Julie Hooper	Business Manager
John Watkins	Building Services Supervisor
Dave Hobday	Chair of Governing Body

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. When established the Group will meet at least each term.

2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Mapledene Primary School health and safety management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 Head Teacher

The Governors charge Head Teacher Jonathan Hyde with the day-to-day responsibility of managing and enforcing School Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Assistant Headteachers will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator

John Watkins/Julie Hooper are appointed by the Head Teacher to assist in the day to-day implementation of the School safety plan. As Safety Co-ordinator their role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. They will also be responsible for convening meetings of the Premises Committee when established, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. They will endeavour to keep up-to-date with safety regulations and through the Premises Committee initiate steps that ensure arrangements for health and safety at Mapledene Primary School conform to both current regulations and best-known practice.

2.6 Senior Leadership Team

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Members of the senior leadership team will deploy staff in order to initiate/undertake/assist in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their area.

Designated members of staff will:

- Ensure their designated areas are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be logged.
- In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or BSM. Members of the Senior Leadership Team will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.
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2.7 Classroom Teachers

Will be responsible for:

- Undertaking the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their own classrooms;
- They will inspect their own classrooms regularly to identify hazards and raise any concerns with the Headteacher or BSS;
- Where significant long-term hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.
- In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as

restricting exposure to the hazard before reporting the matter to the Head Teacher or BSS. The Business Manager will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.8 Building Services Manager (BSM)

The BSM John Watkins has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. He will be responsible for undertaking/assisting in the risk assessment process in matters relating his work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the BSM will identify quickly areas that threaten the safety of himself, pupils or other members of staff.

The BSM will inspect the premises daily to identify hazards and will raise any concerns with the Head Teacher. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher. The BSM will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.9 Non-Supervisory Staff

A vital role and responsibility for implementing Mapledene Primary School safety plan is that of the individual member of staff who has a statutory duty to co-operate with Mapledene Primary School's Leadership team and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Mapledene Primary School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required advice will be sought from Birmingham City Council's Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety policy and/or Safety Services Safety web site for guidance on specific safety topics. It can be located at <http://www.birmingham.gov.uk/school-safety>

The arrangements for managing health and safety within Mapledene Primary School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Safety Services Schools - Policies for Safety

Useful information, guidance and policies can be sought from:

0121 303 2420, or email schoolsafety@birmingham.gov.uk

3.2 Staff Induction

All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor who guides them through the induction process. A record of their induction will be kept on file.

3.3 Fire Safety

The Head Teacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. In addition, it will be ensured that arrangements for staff training are undertaken and recorded, and procedures to be followed in the event of a fire emergency are set out.

All documentation including records of fire drills and equipment test will be retained by the BSM.

3.4 Safeguarding/Security

Mapledene has a team of six DSLs. Its Lead DSL is:

➤ Jonathan Hyde - Headteacher.

If the Lead DSL is not available, then concerns should be reported to one of the five Deputy DSLs:

- Mel Faulkner - Assistant Headteacher
- Chris Barber - Assistant Headteacher
- Grace Johnson - SENDCo
- Carolann Milnes - Learning Mentor
- Jane Large - Before and After school Club
- Rebecca Blakeman - Before and After school Club

If no member of the DSL team is available, concerns should be raised directly with CASS on 0121 303 1888. However, it is expected that the majority are passed through the DSL team.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the Lead DSL and subsequently, update their concern onto the school's reporting system - CPOMs. Mapledene's

'Safeguarding and Child Protection Policy' contributes to the protection and safeguarding of its pupils and the promotion of their welfare by:

- Clarifying standards of behaviour for staff and pupils;
- Contributing to the establishment of a safe, resilient and robust ethos in the school, built on mutual respect and shared values;
- Introducing appropriate work within the curriculum;
- Encouraging pupils and parents to participate;
- Alerting staff to the signs and indicators that all may not be well;
- Developing staff awareness of the causes of abuse;
- Developing staff awareness of the risks and vulnerabilities their pupils face;
- Addressing concerns at the earliest possible stage;
- Reducing the potential risks pupils face of being exposed to multiple harms including violence, extremism, exploitation, discrimination or victimisation;
- Recognising risk and supporting online safety for pupils, including in the home.

At Mapledene, this means that we:

- Identify and protect all pupils especially those identified as vulnerable pupils;
- Identify individual needs as early as possible;
- Design plans to address those needs and work in partnership with pupils, parents/carers and other agencies.

Mapledene's DSL team will work closely with CASS and allocated Family Support/Social Workers and other agencies when investigating such incidents. We handle all such cases with sensitivity and we place great importance on the interests of the child.

Mapledene will pay full regard to 'Safer Recruitment' practice including scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks including disclosure & barring check, barred list checks and prohibition checks. Evidence of these checks must be recorded on our Single Central Record. At Mapledene the following staff have undertaken Safer Recruitment training:

- Jonathan Hyde
- Julie Hooper

The following member of Mapledene's Governing Body has also been trained:

- Julie Pearson

One of these will be involved in all staff recruitment processes and sit on the recruitment panel.

The DSL is Jonathan Hyde. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the DSL. The DSL reports to the Governing Body half termly at Governing Body meeting. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Headteacher.

Security - While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors to the school, who arrive in normal school hours, to sign in on the secure online portal, Sign In App, and to wear an identification badge at all times whilst on the school premises. DBS and ID checks are undertaken by the office staff and recorded on the SCR where appropriate. Any persons refusing to be registered will not be allowed into school. Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

All strangers should be challenged and prevented from moving around school until they have been identified. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Senior Staff immediately. The Senior Staff will inform any intruder that they must leave the school site straight away. If they have any concerns that an intruder may cause harm to anyone on the school site, they will contact the Police immediately.

3.5 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

3.6 Dynamic Risk Assessment

Dynamic Risk Assessment training to be undertaken by the Headteacher, Site Manager and Business Manager.

3.7 Premises Safety Sweeps

Safety sweeps will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSM; these arrangements will be monitored by the business manager and records inspected periodically. Any failure to comply with these arrangements must be brought to the immediate attention of the Headteacher and Governing Body.

3.8 Playground and Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSM and Lunch Time Supervisors sweeping designated safety zones within the playground or grounds. Staff are reminded to report any issues immediately to the BSM.

3.9 Working at Height

Head Teachers/Senior Leaders/Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

Further training on Risk Assessment can be found at: <https://nationalcollege.com/courses/certificate-in-understanding-risk-assessments>

A Line Manager will be informed and will approve a plan for working at height before the task is carried out.

3.10 External Educational Visits

Sarah Walsh has been appointed as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

3.11 Stress/Well-being

The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a strict need to know confidence will be observed at all times.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager who will if necessary seek external advice from Health and Well-being service on 0121 303 3300.

3.12 First Aid

Elaine Hubball, Admin Assistant supports the management of medicine in school and audits first aid resources and kits. The following staff have trained in First Aid:

Paediatric First Aid:

- > Elaine Hubball
- > Donna Ashley
- > Rita Wynn
- > Sue Wells
- > Susie Briggs
- > Laura Beddows
- > Sue Watkins
- > Sharon Turner
- > Jane Large
- > Rebecca Blakeman
- > Rachel Compton

First Aid at Work:

- > Christopher Barber
- > Rory MacLean

3.13 Accident Reporting and Investigation

Accidents involving pupils will be recorded and copies kept. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to Education Safety Services.

All accidents involving staff must be reported and recorded on the Accident form and sent to Education Safety Services.

3.14 Key Building Duty Holders

The main building duty holder for Mapledene Primary School is the Head Teacher.

Fire:	John Watkins
Asbestos:	John Watkins
Legionella:	BCC
Statutory Testing:	BCC

3.15 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various item of plant and equipment at appropriate frequencies.

This arrangement will be closely monitored by John Watkins, Building Services Manager to ensure statutory tests are conducted and records kept up-to-date.

3.16 Asbestos Management

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Education Safety Services Health & Safety:

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

The asbestos management plan will be reviewed annually.

3.17 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

All cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002).

3.18 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing, staff are reminded to regularly carry out a visual inspection of electrical equipment and should any defects be identified they must stop using the equipment and bring concerns to the immediate attention of the BSM.

3.19 Tools and equipment

All tools and equipment, such as paper cutters, used in classrooms will be properly stored to ensure no unauthorised or unsupervised use.

As part of the planning process for curriculum activities that involve tools and equipment, Teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

3.20 Visitors and Contractors

All visitors to the school must sign in and be supervised by a member of the school staff at all times. Contractors must report to the school office who will contact the BSM who will ensure appropriate Contractor School Rules and/or for the Contractor RA to be completed for larger jobs.

All supply teaching staff and students are required to log in using the sign in app.

3.21 Cooperation Liaison with other site/tenants' users

The Health and Safety Policy applies to Chelis School of Dance and Sheldon Community Church.

3.22 Vehicle/Pedestrian Traffic

Vehicle access is not permitted on site between 8.30am – 9.05am and 3pm – 3.35pm. Access is through the main entrance via an intercom.

3.23 Holiday Shut Down

Many schools have a deep cleans and refurbishment work undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture about.

3.24 Safety Audit Arrangements

A Health & safety review walk will be undertaken every half term to review provision.

3.25 Policy Review Date

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.