

SUCCESS  AT



# Hallbrook Primary School

## Health & Safety Annex A -to the SAT Health & Safety Policy

Approved/reviewed by	
Hallbrook Local Governing Committee 19 November 2024 v2	
Date of next review	April 2026
Publication:	Website- Statutory

This policy is reviewed 3-yearly to ensure compliance with current regulations.

<b>Version</b>	<b>Date</b>	<b>Updated by</b>	<b>Summary of changes</b>
V1	March 23	TBM (PB)	New annex
V2	Nov 24	TBM (PB)	Reviewed

## **Health & Safety Policy: Annexe A – For Hallbrook Primary School**

### **4.6.2 Local Defect Reporting**

At Hallbrook Primary School we use the Every System to report defects which do not require immediate attention. For urgent defects staff should report this to the Premises Officer or Business Manager.

### **4.8.2 Use of Minibuses**

At Hallbrook we currently do not make use of the minibus. Should the decision to change this be made the Academy will review this.

### **4.9 Education Visit – Offsite**

Hallbrook has a separate Education Visit Policy which details procedures for all trips. Ultimate responsibility lies with the Head Teacher with the Business Manager holding delegating responsibility. A copy of the policy is available on request.

### **4.10.4 Electrical Systems**

Hallbrook details the procedures for Electrical Appliances and system in our Induction Workbook. A copy is given to staff at the start of their employment and also available on request

### **4.11.4 / 4.11.6 Business Continuity Plan**

Hallbrook has a detailed Business Continuity Plan which is available on request to key staff.

### **4.11.8 Bomb Threat Procedures**

Hallbrook has a silence evacuation procedure which is shared with staff and tested annually.

### **4.12 Fire Safety**

Fire Safety procedures are detailed in the employees H&S induction pack which is shared with all new starters and is briefed to staff as changes occur. This is available on request.

### **4.13 First Aid**

Halbrook has a detailed First Aid assessment which details all the procedures. Copies are available on request.

#### **4.15.1 Grounds Safety**

The grounds are checked daily and all details are recorded in the compliance diary. A copy of this is available to view on request.

#### **4.15.2 Security Policy**

Details of our local security arrangements can be obtained through the Business Manager.

#### **4.18 Jewellery Policy**

Hallbrook details all information around jewellery on our uniform policy which can be found on the school website.

#### **4.19.2 Lone Working**

Hallbrook has a lone working risk assessment which details the processes that should be followed. This is available on request.

#### **4.20 Mental Health & Wellbeing**

Hallbrook has a number of support functions for Mental Health and Wellbeing. For further information you should speak with Business Manager who can provide the relevant information to support your needs and/or speak with a mental health first aider.

#### **4.21 / 4.24.2 Local Risk Assessments**

Risk Assessments are created in line with current guidance and are uploaded to a shared portal via Outlook365 for staff to view as required.

#### **4.24.3 New Expectant Mothers**

At Hallbrook on notification of a new expectant mother the Business Manager will conduct a Risk Assessment with the individual to assess the needs. They will then be kept on the individual's personnel file

#### **4.24.4 Young Person's Risk Assessment**

A generic Young Person's Risk assessment is available on the shared portal through Outlook365. As a new young person either starts employment or work experience this is reviewed to ensure it is appropriate to the individual.

#### **4.27 Vehicles on Site**

Guidance and restrictions around vehicles on site are contained in the Academies Generic Risk Assessments. This details times when no traffic is allowed to move on site etc.

#### **4.28 Water Hygiene Management**

Water Management is conducted by the Premises Officer in line with current procedures. This is inspected by an approved external contractor annually and by our outsourced H&S support function

#### **4.31 Workplace Inspection**

At Hallbrook, daily visual inspections are carried out by the Premises Officer with any issues logged appropriately and recorded in the compliance book to show completion. Governors conduct a termly H&S walk around the school alongside an emailed form that asks staff to report back any defects. The H&S support function conducts a walk round on their visit to the school.