Health & Safety Policy

(Incorporating Risk Assessment, Security and Grounds and Fire Management)

Policy reviewed by:	**Safety and Wellbeing Committee**
Meeting:	**Autumn**
Review frequency:	**Annually**
Approved:	**October 2025**
Next review:	**October 2026**

The Governing Body of Selly Oak Trust School prioritises the health, safety and welfare of all staff and students, whether on the school's premises or carrying out the school's business elsewhere. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1. STATEMENT OF GENERAL POLICY:

1.1 The Governing Body accepts the duties and obligations imposed upon it under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this policy ensure, so far as is reasonably practicable, the Health and Safety of:

a. All persons employed at Selly Oak Trust School whilst they are at work.

b. Persons other than Selly Oak Trust School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Selly Oak Trust School whilst they are at work.

1.2 To effectively achieve this, Selly Oak Trust School will provide, so far as is reasonably practicable:

a) Safe premises, machinery, equipment and systems of work,

b) Safe methods of using, handling, storing and transporting of articles and substances,

c) Information, instruction, training and supervision,

d) A safe working environment,

e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

1.3 The Governing Body for Selly Oak Trust School will comply with safety policies, guidance, advice and instructions as directed by the D of E and legislation.

1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of student 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 students, are as safe and healthy as possible.

In line with Department for Education Health and Safety Guidance (April 2022) all points within this policy can be linked to the four key elements below.

- **Plan** – leaders should set the direction for effective health and safety management
- **Do** – introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately
- **Check** – monitoring and reporting

- **Act** – a formal management review of health and safety performance

2. ORGANISATION AND RESPONSIBILITIES:

Governing Body:

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.**

2.1 Role of the Headteacher:

The Governors charge the Headteacher with the day-to-day responsibility of managing and enforcing Selly Oak Trust School Health and Safety Policy. Where necessary the Headteacher 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 Deputy Headteacher will assume these responsibilities in the absence of the Headteacher.

The Headteacher will have a focus of 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.

A wide range of other staff have specific roles responsibilities as below. Please refer to Appendix 1, Matrix of Delegated H&S Responsibilities

Strategic Business Manager and Deputy Head Teacher:

- Establishing standards and formulating safety procedures and guidelines to meet current legislation.
- Establishing and regularly reviewing and updating the Health and Safety Policy to ensure provision and maintenance of conditions which are safe and without risk to the health of all employees, students and other persons legitimately entering school grounds.
- Ensuring that facilities are made available and arrangements are in place for the provision of adequate information, instruction and training of employees.
- Ensuring that the investigation of all accidents reported on the appropriate form is carried out and any recommendations in the accident report are implemented and subsequently reviewed.
- Ensuring that all major injuries, dangerous occurrences etc are reported online to the Health and Safety Executive as the HAS.
- Providing regular reports to the HSA that Health and Safety Inspections have been carried out, along with details of shortcomings.
- Keeping the Headteacher informed of changes to Health and Safety legislation which have a direct impact on the school.

- Investigating complaints by any employee relating to that employee's health, safety and welfare at work.
- Collection of accident and incident information and, when necessary, carrying out accident and incident investigation.
- Liaison with the Health and Safety Executive after an initial report of a major injury, disease or dangerous occurrence.

Site Manager:

The Site Manager is the nominated Health and Safety Adviser and is responsible for:

- Ensuring that the Health and Safety Policy is fully implemented.
- Ensuring that all equipment, materials or substances purchased through budget and requisition procedures is as safe as is reasonably practicable and conforms with all relevant statutory provisions.
- Ensuring that any information or changes in Health and Safety legislation is relayed to the Senior Leadership Team, Health and Safety Committee members, any relevant Head of Faculty and any other member of staff concerned.
- Investigating potential hazards, dangerous occurrences and causes of accidents in the workplace.
- Conducting and holding inspections and spot checks.
- Liaison with Heads of Faculty to ensure that there are inspections of the workplace carried out at the start of each term.
- Reporting to the Strategic Business Manager and Headteacher all relevant matters raised by any member of staff.

Heads of Faculty and Middle Leaders:

Heads of Faculty are directly responsible for ensuring that the Health and Safety Policy is fully implemented within their faculty.

Each Head of Faculty and other employees who have a particular responsibility for implementing particular aspects of the Health and Safety Policy is required to:

- Ensure that the School Health and Safety Policy is applied within their particular areas of responsibility and that agreed Health and Safety standards are maintained.
- Ensure that all staff for whom they are responsible are given information, instruction and training and that all such staff are adequately supervised with respect to health and safety in their relevant tasks.
- Ensure that any hazardous materials within their areas have an adequate COSHH assessment and appropriate data hazard sheet(s).
- Ensure that all accidents are entered in the Accident and Near Misses are reported to the Strategic Business Manager.
- Immediately report any building or structural defects to the Headteacher.
- Ensure that the fire precautions are always observed.

All Staff:

All members of staff must make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and other health and safety legislation and codes of practice which are relevant to the work in their department. They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirement imposed on the school or any other persons by or under any of the relevant statutory provisions, co-operate so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid actions which would put them or anyone else at risk. In particular, all members of staff will:

- Be familiar with the Health and Safety Policy.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students
- Not make unauthorised or improper use of machinery and equipment.
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- Ensure that toxic, hazardous and highly flammable substance are correctly used, stored and labelled.
- Report any defects in the premises, plant, equipment and facilities which they observe.
- Ensure that students behave in a safe manner and exercise appropriate supervision during lessons both on and off site.
- Be familiar with school risk assessments including off site activities.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.
- Most staff will at some time lift heavy or bulky items and should be aware that this is a common cause of injury. The Manual Handling Operations Regulations 1992 (as amended) require that manual handling tasks which include a risk of injury should be avoided so far as is reasonably possible.

Health and Safety Curriculum:

While undertaking learning activities in school staff should draw students' attention to the naturally occurring health and safety elements of their curriculum. In doing so staff will be teaching students the skills they need to know to keep themselves safe while using a range of specialist tools and pieces of equipment.

As part of the Skills for Life curriculum students will be taught how to manage a range of risks and dangers they may encounter in school, at home or in the community.

3. OPERATIONAL MATTERS:

Staff Induction:

All Teaching and Support Staff are assigned a mentor who guides them through the induction process. A record of the induction process will be kept. Safety policies are available through the internal school network drive and staff handbook.

Fire Safety:

The Headteacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. 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 to be taken. All documentation including records of fire drills and equipment test will be retained in the Statutory Testing Logbook.

The aim of fire safety is to:

- Ensure compliance with relevant legislation,
- Ensure effective liaison with the local fire authority where appropriate,
- To undertake suitable and sufficient fire risk assessments,
- To identify and implement reasonable control measures to control risks from fire,
- To provide adequate training for all staff.

A procedure can be put into place for any member of staff who is hearing impaired. If they are lone working before/after school, they have the door open. She/he would have a vibrating pager for notification in the event of an evacuation and a flashing siren in the classroom.

Fire Marshalls received up to date Fire Management Training on 22nd November 2024. This is reviewed every 3 years.

All staff are trained in evacuation of the building in evacuation drills which take place 3 times per year; once in each term – Autumn, Spring and Summer, for updated emergency evacuation please see appendix 3 "new build".

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.

Classroom Safety Sweeps and Risk Assessments:

Will be carried out on a daily/weekly so that physical type hazards are identified as soon as possible. This will be achieved by the Site Staff undertaking risk assessments and recording their findings.

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 Site Staff checking playgrounds or grounds and recording findings on a checklist every term. Staff are reminded to report any issues immediately to the Strategic Business Manager.

Working at Height:

The Headteacher and Senior Leaders must not instruct staff to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved.
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.

External Educational Visits:

Hayley Morrissy, Deputy Lead for 6th form is the Educational Visit Co-ordinator (EVC) and has received appropriate training. They are supported in their role by the Designated Safeguarding Lead (DSL) Tracey O'Meara who overview residential visits and have received appropriate training. 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 students in understanding how they could be harmed during the visit to underpin their understanding and co-operation in control measures.

First Aid:

Several staff have been appointed and trained as first-aiders. The medical lead is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The school reinforces the First Aid plan by providing periodic awareness training for all staff. Further details on First Aid responses can be found in the Medical Needs Policy.

Accident Reporting and Investigation:

Accidents involving students will be recorded and copies kept in the medical room. Accidents involving staff will include an entry into a First Aid Book.

Near misses should be reported to the Strategic Business Manager who will advise the Headteacher or Deputy Headteacher. Any near misses are then reported on a termly basis to the Governing Body and any issues identified and acted upon. Serious accidents involving students / staff or visitors will also be recorded electronically to Birmingham City Council, Safety Services.

Public Health Incidents:

Any employee or student suffering from an infectious disease must follow the guidance set out in the school Medical Needs Policy. Information on the infectious disease must be past the Headteacher. The Headteacher will take appropriate actions and seek advice from Public Health England as required to manage infectious disease spreading.

School Security and Emergency Response:

School has control measures and planned responses to breaches to physical and electronic security. These have been updated in conjunction with the new build - see appendix 3.

Relevant school staff have received updates on the process, policy and communication surrounding incidents such as.

- Serious injury to a pupil or member of staff (for example, transport accident).
- Significant damage to school property (for example, fire).
- Criminal activity (for example, bomb threat).
- Severe weather (for example, flooding or snow).
- Public health incidents (for example, flu pandemic).
- The effects of a disaster in the local community.

Key Duty Holders:

The building duty holder/s for Selly Oak Trust School are the Site Manager, Chris Hodges, and Headteacher

Fire	Chris Hodges, Rachel Stopher-Murray, Head
Asbestos	Chris Hodges, Rachel Stopher-Murray, Head
Legionella	Chris Hodges, Rachel Stopher-Murray, Head
Statutory Testing	Chris Hodges, Sarah Simmons, Business Manager

Statutory Testing:

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

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 Birmingham City Council 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.

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.

To prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed
The Duty Holder responsible for strict enforcement of this arrangement is the Headteacher and in their absence the Strategic Business Manager.

Substances Hazardous to Health:

Harmful substances used in Science or Technology workshops will be subject to guidance set out within standards referred to in 3.18 below.

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 students.

Contractors will ensure that 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 2000 (COSHH 2000).

Smoking:

To help ensure that we offer students, staff and visitors a safe, secure and healthy environment our school has adopted a no smoking policy.

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. Only rounded blunt scissors, will be used by students.

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 students in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, co-operation and ownership in control measures.

Science, Technology and Physical Education Faculties:

Heads of Science and Technology Faculties will ensure that all staff are familiar with, understand and apply safety guidance available in CLEAPSS guidance for science laboratories and BS 4163:2007 relating to Design and Technology Workshops. This arrangement will be reinforced by annual workshop training where any changes in standards or best practice can be cascaded down to staff. As part of the planning process within science and technology Teachers will consider whether there are any opportunities within the curriculum to actively involve the students in order that they understand better how they could be harmed. This will underpin their understanding, co-operation and ownership in control measures. The Head of Physical Education will ensure activities are planned and organised to comply with applicable sporting standards. Staff will undertake regular training to maintain competence. All equipment used in PE is subjected to a formal inspection regime. (BAALPE)

Heads of Science and Technology Faculties will ensure that all staff are familiar with, understand and apply safety guidance available in CLEAPSS guidance for science laboratories and BS 4163:2007 relating to Design and Technology Workshops. This arrangement will be reinforced by annual workshop training where any changes in standards or best practice can be cascaded down to staff.

As part of the planning process within Science and Technology Teachers will consider whether there are any opportunities within the curriculum to actively involve the students in order that they understand better how they could be harmed. This will underpin their understanding, co-operation and ownership in control measures.

Visitors and Contractors:

All visitors to the school must sign in. Visitors with a green lanyard will provide an up-to-date DBS and supporting documentation and are cleared for access into school unaccompanied. Visitors without DBS documentation will be provided with a red lanyard and must be always supervised by a member of the school staff. Contractors must report to the school office who will contact the Site Manager who will ensure appropriate Contractor School Rules or on larger jobs the Contractor Risk Assessments and Method Statements. Further details can be found in the Safeguarding and Child Protection policy. See appendix 3 update.

Vehicle/Pedestrian Traffic:

If there is any possibility of a conflict between people and traffic a risk assessment must be undertaken. Such a risk assessment would identify the critical periods of the school

day where there is a significant risk of accident involving vehicles moving on the site. Control measures will include corridors of time when vehicles do not move and, in particular, at the beginning and end of the school day. See appendix 3 update.

Holiday Shut Down:

The school may have 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.

Occupation density figures Local Authority Advice:

Large hall	Close seating – 370 people Seated at tables – 220 people Dancing, no tables or chairs – 200 people Dancing with tables and chairs – 110 people
Small hall	Close seating – 130 people Seated at tables – 90 people Dancing, no tables or chairs – 130 people Dancing with tables and chairs – 70 people

Risk Assessment:

At Selly Oak Trust School we are very aware that all staff and students need to receive training. A 'library' of risk assessments is maintained by the Strategic Business Manager.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in Selly Oak Trust School, each of which requires a separate risk assessment. The most important of this cover:

- Fire safety, procedures and risk assessments.
- Educational visits and trips.

Risk assessments are also needed for many other areas, including:
Educational (the list is non exhaustive)

- Cadets.
- Science experiments.
- Design and Technology.
- Food Technology.
- Each sport and PE activity.
- Duke of Edinburgh award.
- Music productions (including minimising the risk of hearing loss to staff).
- Drama (including the theatre backstage, stage, props room and lighting box).
- Buildings.
- ICT.
- Expectant mothers.
- Catering.

- Bistro.
- Lifts.
- Financial Risk (SIC, Statement of Internal Control).
- Residential trips.
- Sixth Form.

Appendix 1

Matrix of Delegated Health and Safety Responsibilities

Area of responsibility	**Line Manager/s responsible to ensure compliance.**	**Staff responsible for implementing arrangement/task.**
Safety Guidance	Headteacher	Strategic Business Manager (SBM)
Staff Safety Induction	Headteacher	HR Recruitment Lead
Fire Safety	Headteacher/ Strategic Business Manager (SBM)	SBM
Security Assessment	Headteacher/ Strategic Business Manager (SBM)	Site Manager
Safety Training	Headteacher	All staff
Good Housekeeping Safety Sweeps	Headteacher/ Strategic Business Manager (SBM)	Site Manager
Grounds Safety Sweeps	Headteacher/ Strategic Business Manager (SBM)	Site Manager
Working at Height	Headteacher/ Strategic Business Manager (SBM)	All Staff
External Education Visits	Headteacher	EVC, Educational Visits Co-ordinator
Stress/wellbeing	Headteacher	Leadership
First Aid	Headteacher/ Strategic Business Manager (SBM)	Medical Lead
Accident Reporting	Headteacher	Medical Lead
Accident Investigation	Headteacher	Strategic Business Manager (SBM)
Key Duty Holders	Headteacher	Site Manager
Statutory Testing	Headteacher /Strategic Business Manager (SBM)	Site Manager
Asbestos Management	Headteacher/ Strategic Business Manager (SBM)	Site Manager
Substances Hazardous to Health	Headteacher	Site Manager /HOF
Electrical Equipment	Headteacher	Site Staff
Tools & Equipment	Headteacher	HOF and Site Staff

PE, Science and Creative Departments Faculties	Headteacher	All Staff
Visitors & Contractors	Headteacher/ Strategic Business Manager (SBM)	Site Staff Reception Staff
Vehicle / Pedestrian Traffic	Deputy Head	Site Staff
Holiday Shut Down Arrangements	Strategic Business Manager (SBM)	Staff
Residential Trips	Headteacher/EVC	Staff

Appendix 2 – Snow and Ice Clearance Policy

1.0 Policy Aims and Objectives:

1.1 Selly Oak Trust School's policy aims to maintain safe access across the school site as far as is reasonably practical within the resources available.

1.2 All reasonable efforts will be made to ensure the school remains open as normal, and partial closure will always be considered before the decision is made to completely close the school.

1.3 On occasions, adverse weather means that the school site is unsafe and poses health and safety risks to the school community. A decision to close the school would never be taken lightly. This would involve both the Headteacher and Site Manager. The first consideration is always the safety of the students. In adverse weather conditions, where staff live some distance from school, the journey to school may be too hazardous for them to set out and, once here, equally hazardous for them to get home. They may also be affected by the closure of their own children's schools.

1.4 The site manager will arrive on site by 6.00am and a decision will be made by 6.30am as to whether the school should be open or needs to be closed.

1.5 In the event of closure, the school will contact staff and students via text messages and the school website.

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2.0 Management Plan and Procedures:

2.1 A management plan has been devised, together with a generic risk assessment, to describe how the procedures will be implemented and put into practice in order to meet the aims and objectives of the policy.

2.2 Due to the expanse of the site, it is recognised that it is impossible to immediately clear snow and ice from all the pathways. The procedures do, however, require those responsible to exercise careful judgement in prioritising key access, and routes throughout the site as well as outline the responsibilities of all users to exercise their own initiative in ensuring their own, and others, safety during times of snow and ice on the school grounds.

3.0 Responsibilities

3.1 Headteacher:

- Ensure means of access, and routes across the school are safe for employees, students and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. In circumstances when safe access and safe routes to school via Birmingham City Council Transport Department cannot be achieved, close the school and communicate the closure to all relevant parties as soon as possible.
- Consider how snow and ice may affect the operation of the school e.g. transport difficulties in getting to school, and the availability of staff and other services. Have a clear understanding of where staff have to travel from so that an assessment can be made as to whether we can have sufficient staff to ensure pupil safety.

3.2 Strategic Business Manager via Site Manager:

- Develop procedures and maintain records to include:
- Generic risk assessment for clearance of snow and ice from site and communicate procedures and methods of work to site staff.
- Site map detailing order of priority for clearing of snow and ice and communicate to Site staff
- Proactively monitor the weather forecast and initiate preventative measures to manage risks from snow and ice e.g. gritting/salting.
- Proactively monitor current conditions and react to changing priorities e.g. communicating temporary closure of playgrounds/pathways, amending/increasing working hours of Site Staff to deal with increased levels of snow and ice.
- Ensure sufficient supply of suitable equipment and salt grit/other materials are available in order to meet demand.

3.3 Site Staff:

- Commence the immediate clearance of snow and ice in designated areas, in line with the procedures and shown on the site map.
- Ensure equipment provided to clear snow and ice is maintained in a satisfactory condition.
- Temporary closure of designated areas until cleared. Such areas should be clearly marked e.g. signage, tape etc, which needs to be readily available.

3.4 All Staff:

- Be aware that when areas have had salt grit/other materials applied it is not a guarantee that the paths are completely safe or slip-proof; they should travel with caution when moving around site.
- Be aware of the risk assessment in place for snow and ice and take responsibility for following the designated routes when such conditions exist.
- Safeguarding their own, colleagues' and students' health and safety.
- Ensure appropriate footwear is worn to reduce the risk of slips, trips and falls.
- Report any internal wet areas/external icy patches to the **Strategic Business Manager** who will inform the Site Staff to enable them to position wet floor signs/mop up any excess water/re-apply salt grit/other materials.
- Communicate to students the need to wear appropriate footwear in snow and ice, and to exercise caution when moving around the site.

Clearance Procedures:

During severe weather site staff will suspend their other duties and priority will be given to clearing snow and ice.

All site staff will be provided with suitable equipment and Personal Protective Equipment.

In order of priority shown on the site map, treat paths with salt grit/other materials to maintain safe access, egress and routes across the site.

Where snow has fallen, clear a path 1 metre wide in order of priority shown on the site map and treat cleared paths with salt/grit materials to maintain a clear pathway; especially where temperatures remain below freezing.

Routes will be regularly checked throughout the day to ensure freezing or further snow coverage has not occurred. Additional care should be taken when clearing sloping pathways and steps, it may be necessary for safety reasons to consider the temporary closure of some non-essential areas of the premises (e.g. steep pathways, playgrounds etc.) to avoid risks to staff, students or visitors.

There is no advantage in applying grit, salt grit/other materials to deep snow; this should be cleared from the path first. When severe weather is forecast, site staff will spread salt girt/other materials the night before as well as on arrival at 5.45am, or earlier by arrangement. The gritting of roads and pavements outside the site are dealt with separately by Birmingham City Council.

Risk Assessment **1. Hazard**	**2. People Affected**
Snow and ice	Employees, Students, Families, Visitors, Contractors Site Staff
2. Risks and Controls	
Risks to Employees, Students and Visitors	
Risk	**Control**
Slips, trips and falls	Risk assessment, procedures and clearing routes to be followed. Ramps in areas of the school and steps to G18, have non-slip strips which are applied to decking to prevent slipping. Playgrounds closed to students in the event of snow and ice. Wet break/lunch called in the event of the grounds being unsafe, and areas closed off with red tape. In inclement weather, salt spreading to priority areas on attached map. Appropriate footwear to be worn by staff and students.
Risks to Premises Staff	
Risk	**Control**
Manual Handling	Site staff trained in manual handling techniques. Purpose built push or motorised equipment used i.e. spreader. External company to be sourced in the event of deep snow to clear pathways and carparks.
Exposure due to low external temperature	Protective, warm clothing including hat and gloves and High Viz Coats worn Take regular breaks.
Slips, trips and falls	Adopt route which minimizes the need to walk over uncleared areas, clearing heavily used paths first.
Injury caused by salt when spreading	Cut resistant insulated gloves worn.
Exhaustion	Take regular breaks.

Changes to this appendix will be updated in conjunction with changes to the site.

Appendix 3 New Build Health and Safety:

Morgan Sindall the approved contrator adhere to the Construction (Design and Management) Regulation 2015 (CDM).

Morgan Sindall Health and Safety Policies, Method Statements and Risk assessments and machinery have been assessed by The Project Team at Birmingham City Council who oversee the legalities of their work.

Morgan Sindall, key staff have been DBS checked and have access to certain areas of the school, subject to their role and responsibility.

Safeguarding briefings, written in colaboration with Selly Oak are delivered to all staff empoloyed by Morgan Sindall before they start work onsite.

Weekly school site walks are conducted by Selly Oak staff to identify any potential hazards.

Hoarding and gates are protecting the construction site from staff, students and any unauthorised visitor access . Relevant health and safety signs have been displayed.

Deliveries to the construction site are monitored for safe access by a permanent member of Morgan Sindall Staff. They are positioned on the main front gate from 7am – 4.30pm.

Morgan Sindall have shared their fire evacuation plans with Selly Oak Trust School. There is a communciation system between key staff at Selly Oak and Contractor Managers at Morgan Sindall. Morgan Sindall will partake in the termly evacuation practice of Selly Oak Trust School. They have their own plan which they have shared with their key staff and visitors.

Vehicle/Pedestrian Traffic -changes to the access arrangements of the site

- Limited staff parking is available for around 30 cars, staff have been made aware of uneven surfaces and that cars are left at their own risk. Accessible parking has been made available for one member of staff.
- Cycle storage has been made available on site - staff have been made aware of uneven surfaces and that bicycles are left at their own risk.
- Parents of Wrap Around students are able to access the site morning and afternoon, all other visitors are advised to park off site.
- Mini Bus parking (buses owned by Selly Oak Trust School) and the leased car have a designated parking onsite.
- Parents are able to wait in the designated area at the start and end of day.
- School transportation plans are outlined below.

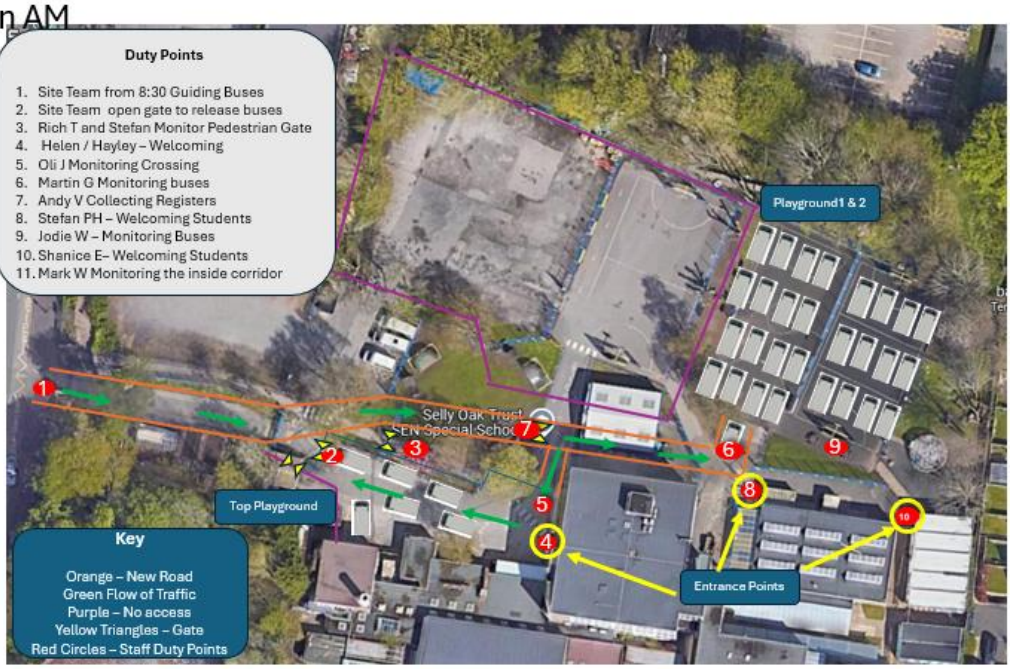
Transport Plan AM

Due to the building work pictured we are changing the system around students getting on and off transport.

Buses entre site park up on playgrounds. All buses stop and unload/ load. Students use two entrance points

Buses and taxis on top playground exit school first.

Buses on bottom playground exit site once all checks complete



Transport Plan PM

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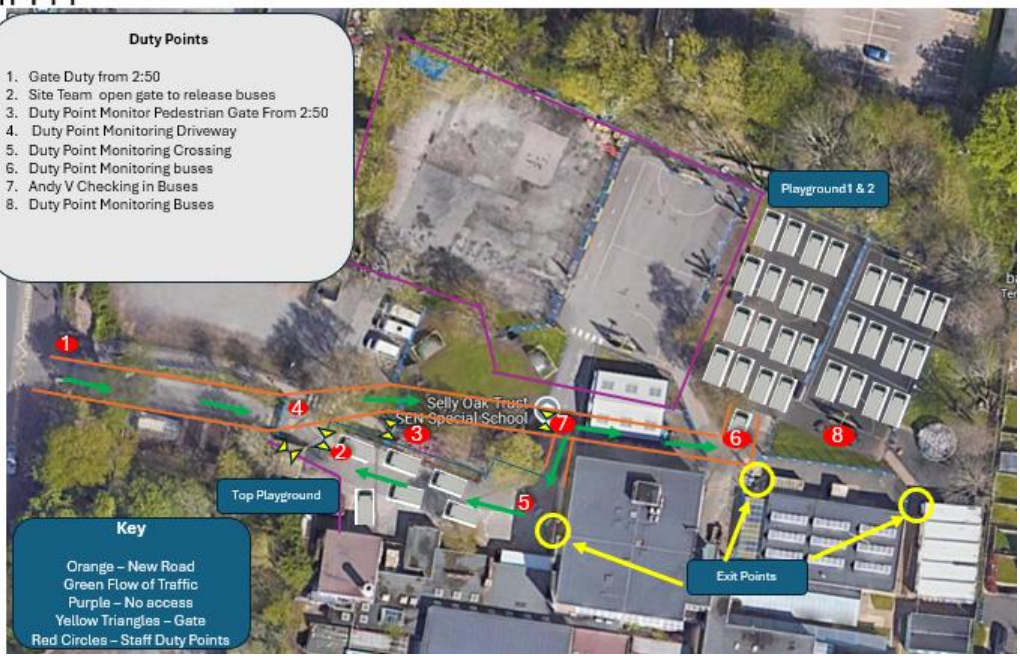


Snow and Ice:

In the event of a school closure Selly Oak Trust School will liaise with Morgan Sindall. Morgan Sindall will ensure contractor vehicle access to site is safe, monitored and post-delivery checks are carried out for safety under feet.

The safety assessment of the construction site is the responsibility of Morgan Sindall.

Gritting and making areas safe are the responsibility of Morgan Sindall.

Fire Evacuation Plans:

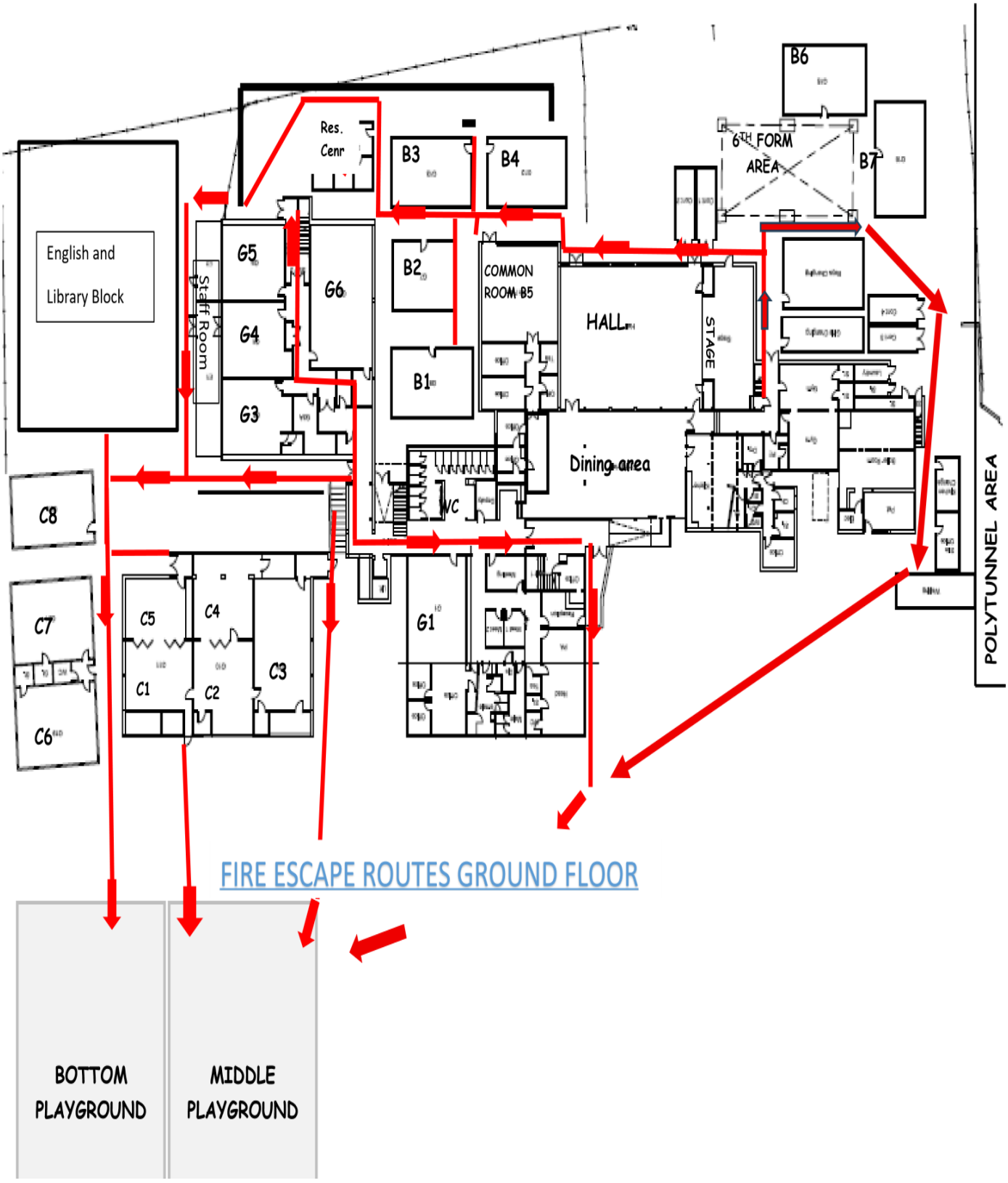
Building access routes and fire exit routes have been updated.

Changes to restricted areas and evacuation points.

Fire evacuation meeting points for staff and students have changed from three playgrounds to two playgrounds. Signs have been added to the two fenced area where students line up to be accounted for. Students line next to each other in Year Groups.

Staff without a form including all support staff are accounted for outside the kitchen ramp and bloom room (site office) The admin team sign off individuals.

The emergency services can access the site through the main gates (to the right there is a fire hydrant) or to the left there is vehicle access to the lower part of the school).


English and
Library Block
Res.
Cenr
B3
B4
B6
6TH FORM
AREA
B7
G5
G6
G4
G3
Staff Room
B2
B1
COMMON
ROOM B5
HALL
STAGE
Dining area
WC
C8
C7
C6
C5
C4
C3
C1
C2
G1
POLYTUNNEL AREA
FIRE ESCAPE ROUTES GROUND FLOOR
BOTTOM
PLAYGROUND
MIDDLE
PLAYGROUND