Mendip Green Primary School

HEALTH AND SAFETY POLICY and ARRANGEMENTS

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STATEMENT OF GENERAL POLICY

The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the Extend Learning Academies Network (ELAN) Board of Trustees. However, each school, supported by the central team, will manage its own Health and Safety procedures which fully aligns with the ELAN Health and Safety Policy.

Headteachers are responsible and accountable for the implementation of and compliance with this policy within their school although health and safety roles and responsibilities can be delegated to other school staff.

The Local Governing Body and Senior Management Team at Mendip Green Primary School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the School.

The school is committed to ensure, so far as is reasonably practicable, that:

- The premises provide a healthy and safe working environment for all pupils, staff, visitors, contractors, and the general public.
- There are safe systems of work for all employees and pupils.
- Suitable and sufficient work equipment is provided.
- There are adequate welfare arrangements.
- Information, instruction, training, and supervision is provided to employees to ensure their competency to perform their tasks.

1. ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE

In order to ensure that health and safety issues are dealt with in accordance with the Trust's safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

Mendip Green Primary School recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

Mendip Green Primary School understands the Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer which is Extend Learning Academies Network (ELAN) in this school.

The School's organisation for health and safety assumes that individuals or groups will take all reasonable steps to achieve the stated responsibilities as outlined in this section. This section outlines the expectations on how individuals and groups are expected to contribute to the robust management of health, safety, and welfare within the school's staffing structure.

To support robust health and safety management, including consultation on this policy and procedures, Mendip Green Primary School have support from the ELAN Central Team. The school have assistance of Competent Person Support services to provide external verification and assurance.

The following is an outline of duties and responsibilities that have been assigned to Governors, the Headteacher and other staff at the school.

Governors

The Local Governing Body has a responsibility in its role as critical friend to help the school set and achieve high standards of health, safety and welfare for staff and pupils. This is achieved by working to ensure that the school and its staff have the correct resources and support to fulfil their function.

The Local Governing Body will nominate a Governor with oversight of Health and Safety and to act as critical friend and ensure that the Local Governing Body receives the information needed to appropriately scrutinize matters relating to health and safety.

The Local Governing Body will receive annual reports on health and safety matters from the school to support them with their responsibilities.

In accordance with the ELAN Health and Safety Policy, the Local Governing Body will: -

- Liaise with the CEO/Central Team to ensure that Trust policies are implemented by the school in a timely manner.
- Be satisfied that the school has taken reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.

- Be satisfied that there is suitable and sufficient instruction, supervision and training are in place and to meet compliance with all relevant Health and Safety legislation.
- Monitor school compliance levels via iAM Compliant to challenge the Headteacher where appropriate.
- Be satisfied that the school has set out all details of the organisation and arrangements in line with the Trust's Health and Safety Policy for the management of Health and Safety in the school, in writing and communicating to all employees.
- Ensure that the school is committed to regular evaluation, monitoring and review of the effectiveness of its Health and Safety Policy.
- Ensure there is adequate provision within the school's budget to enable the Health and Safety Policy to be carried out effectively.
- Acknowledge and actively support the role and responsibilities of employee representatives to enable them to carry out their duties effectively.
- Ensure that the school has the resources to and is implementing any guidance from the Trust or government guidance to ensure the safety of all staff, pupils, and visitors.

Headteacher

In accordance with the ELAN Health and Safety Policy, the Trust Board and CEO have delegated to Headteachers the management and health and safety arrangements within their own school. They will put in place local policies, organisation, and arrangements for dealing with health, safety, and wellbeing.

The Headteacher is responsible and accountable for the implementation of and compliance with this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and pupils understand their responsibilities and adhere to the trust's Health and Safety Policy In particular, the Headteacher is responsible for:

- Ensuring that Health and Safety arrangements within the school are aligned to the ELAN Health and Safety Policy.
- Appointing a named Health and Safety contact for the school (who may be the Headteacher).
- Ensuring sufficient and appropriate risk assessments for work activities, premises and compliance are carried out and effective controls are put in place and implemented by staff, contractors, visitors, and volunteers. That such risk assessments are regularly reviewed as appropriate and that identified control measures or remedial works are implemented.
- Communicate the policy and other relevant safe working procedures with all staff via appropriate training and instruction.
- Report any significant risks or policy requirements that cannot be met within budget to the CEO or CFO.
- Ensure all accidents and near misses are reported and investigated.
- Promote a positive health and safety culture by leading by example.
- Ensure appropriate action is taken with any health and safety and welfare issues that are referred to them, informing the CEO of any issues which cannot be resolved within the resources available.
- Appointing members to a school health and safety management group and directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the school. Minutes of these meeting are to be sent to the Trust's CEO for review and or comment.

- Ensure that site staff undertake a daily walkthrough of the school site to identify any hazards, to include a check of outdoor play equipment. Any findings must be reported to the Headteacher.
- Ensure there is suitable recording and monitoring systems for visitors.
- Ensuring that new members of staff receive health and safety information as part of the induction training, along with any required training to allow them to carry out their contracted work as required.
- Organising appropriate testing and inspection of systems and equipment within their premises and should ensure compliance with legal duties and industry standards.
- Ensuring that the school appoints a named Educational Visits Co-ordinator, who has received relevant training to carry out the role (where educational visits are carried out by the school) and that each visit has a named leader and deputy leader.
- Ensuring that there are effective health and safety arrangements for educational visits and authorising all education visits.
- Appointing a named first aid coordinator and administrator of medication for the school and ensuing that there are adequate number of appropriately trained first aiders in the school.

The Headteacher may either undertake or devolve certain tasks to appropriate senior staff or managers within the school. The Headteacher will be supported by the ELAN Central Team including the Chief Executive Officer, Business Operations, Human Resources Manager, Chief Finance Officer, and Estates Manager. It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the school.

Deputy Headteacher

In the absence of the Headteacher the above responsibilities will be covered by the Deputy Headteacher.

Building Manager

The building is managed by the Site Technician.

The School's Building Manger as defined by the ELAN Estates Property Management Document (Procurement, Building Maintenance Procedures and Core Offer to Schools), is responsible and accountable to the Headteacher for all matters relating to health, safety, and welfare compliance within the sphere of their duties.
The Building Manger responsibilities are to:

- ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment in the school
- report to the Headteacher any defects and hazards that are brought to their notice and schedule action as appropriate
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts. Ensure relevant information is communicated and shared to third parties or contractors
- be responsible for coordinating all contractual work and maintenance carried out on school premises, including health and safety matters concerned with other contractors all in accordance with the ELAN Estates Property Management document
- ensure that all site staff and cleaning staff are equally aware of the schools Health and Safety Policy and that they are aware of any arrangements of the policy that affects their

work activities e.g., storage arrangements, materials, equipment, and hazardous substances
- implement a systematic and methodical system of servicing, inspecting, maintaining, and checking workplace equipment within the school

School Safety Coordinator

The school has appointed a Senior Leader as School Safety Coordinator.

The Safety Coordinator's role is primarily that of facilitator. The Safety Coordinator may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety.

Duties include:

- Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change
- Ensure that the correct procedure is followed for the reporting, recording, investigation, and follow-up of accidents on the premises
- Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements
- Arrange for termly evacuation drills and weekly fire alarm tests etc
- Advise the Trust Estates Lead of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged
- Arrange for the repair, replacement, or removal of any item of furniture or equipment, which has been identified as unsafe
- Coordinate the termly health and safety termly property check, ensuring all areas of the establishment and all activities are covered.

The Senior Leadership Team, Middle Leaders, and Line Managers

The Senior Leadership Team, Middle Leaders and Line Managers are responsible to the Headteacher for the health and safety of all staff, workplaces, and activities under their control. To achieve this, their duties include the following:

- Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety, and welfare awareness culture is also developed, actively encouraged, and reinforced with all pupils.
- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements to all staff and pupils.
- Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the HSE, CLEAPSS etc., and ensure that all staff are aware of and make use of such guidance.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve any health, safety and welfare problems members of staff refer to them and inform the Headteacher of any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- Ensure that equipment, furniture, and activities in their area of responsibility are safe and report to the Site Team any item of furniture or equipment that has been identified as unsafe.
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher / Trust Estates Manager. Ensure that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Develop a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored, and training opportunities made available. Making known to the Continued Professional Development Lead, any identified training needs.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms available from the EEC website.

Teaching Staff, HLTAs in charge of classrooms and Supply Teachers

Teaching Staff, HLTAs in charge of classrooms and Supply Teachers are responsible to the Headteacher and Middle Leaders for the health and safety of themselves, other staff and pupils, and activities under their control. In order to achieve this, their duties include the following:

- Ensuring that a positive health, safety, and welfare awareness culture is developed, actively encouraged, and reinforced with all pupils.
- Implementing the health, safety, and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood.
- Carry out safety briefings, refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to.
- Ensuring that all pupils and classroom staff are aware of the general health and safety requirements of the school and the detailed requirements, or arrangements for activities relevant to them.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid and accident or incident reporting.
- Setting an example by personally following safe working practices.
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- Ensuring that all electrical equipment is visually checked before use.
- Reporting to the Headteacher any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled ‘awaiting repair’, until repaired or replaced.

- Integrating all relevant aspects of Health and Safety into the teaching process and if necessary, giving special lessons - e.g., the use of equipment in technology lessons. Highlighting any training needs deemed necessary to fulfil their role to their line manager.
- Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.

Site Staff

Site staff undertake a wide variety of tasks and are an essential part of the school's arrangement of health and safety. Site staff will be provided with sufficient information and training to carry out their tasks competently, safely and without endangering themselves or others.

All Employee (including temporary and volunteers)

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the school's health and safety policy and procedures at all times
- Report all accidents and incidents in line with the reporting procedure
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- Report immediately to their line manager any shortcomings in the schools arrangements for health and safety
- Cooperate with the schools management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Inform the schools management if something happens that might affect their ability to work e.g., suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Pupils

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. Pupils should be encouraged to manage their own risk. All pupils will:

- Follow all instructions issued by any member of staff in the case of an emergency
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g., fire extinguishers etc
- Inform any member of staff of any situation, which may affect their safety.

Safety Specialists

In order to maintain the health, safety and welfare of staff, pupils, and visitors to the school, and to minimize the risks on the premises, the following assessments will be carried out:

- Site checks by school site staff (daily)

- Grounds maintenance contractors
- Electrical testing (annual)
- Fixed wire testing (every 5 years)
- Fire Fighting Equipment (annual)
- Bell testing (monthly)
- Property Management Inspections
- Alarm system servicing (annual)
- Emergency lighting testing (every 6 months by school and annually by a specialist maintenance engineer. The date, result and any action required will be noted on the emergency lighting system log sheet
- Equipment Security systems/ inventory (annual)
- Lightning conductor (annual)
- Boiler (annual)
- Lifting equipment (hoists, changing beds etc.) / Platform Lifts (six months)

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Headteacher and governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work
- to make representations to the Headteacher via the Leadership Team on general matters affecting the health, safety, and welfare of employees
- to carry out workplace health, safety, and welfare inspections
- to attend any safety committee meetings
- to co-operate with his employers in promoting health and safety at work

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Competent Health and Safety Advice

The Management of Health and Safety Work Regulations 1999: Regulation 7 requires that "Every employer shall appoint one or more Competent Persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions".

The Trust has engaged a health and safety consultancy, currently Educating Safely LLP, to support the school with professional health and safety advice:

Email: enquiries@educatingsafely.co.uk

Telephone: 0800 288 4775

Address: 48 Higher Town, Sampford Peverell, Tiverton, Devon, EX16 7BR

The Competent Person Support Package offered by Educating Safely LLP will include the retention of a Competent Person and the allocation of time to fulfil the role. It includes:

- Provision of up-to-date guidance and advice with unlimited access to Helpdesk via telephone and email
- Regular review of H&S Policies to ensure they are fit for purpose and effective
- Training of key personnel to ensure they understand their H&S duties and responsibilities
- Full support for the EEC Safety Management System
- Oversight of and assistance with Risk Assessment management
- Monitoring of Accidents and RIDDOR Reporting
- Endorsement of External Visits
- Annual Audit of management systems and procedures in order to confirm compliance for the Governors and Trust
- Delegate place at Annual H&S Update Seminar

External organisations leasing school premises, i.e., Shared Site Users

[There are no external organisations leasing the premises at present]

Lettings

The school letting policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- cooperate and coordinate with the school on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- ensure that adequate public liability insurance is in place
- provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities The school will ensure that:

- the premises are in a safe condition for the purpose of use
- health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- adequate arrangements for emergency evacuation are in place and communicated

Overview of Named Roles

The following roles are delegated where appropriate (if not delegated, the Headteacher assumes responsibility):

[DRAFTING NOTE: Please complete table below with the correct information for your school]

Role	Person(s) Responsible
Building Manager	Joe West
School Safety Coordinator	Emma Parkins
Local Governing Body Health & Safety Representative	Joanne Keen

Site Asbestos	James Oakley
Site Legionella	James Oakley
Responsible person for fire safety	James Oakley
Responsible person for First Aid	James Oakley
Appointed First Aiders	Hannah Stone Liam Wilment Gaynor Corlett Lorraine Young Hayley Poole James Oakley Sarah Ogborne Susie Hodgson Sonia Morris Jaynie Hopkins Carrie Hayward Sophie Armstrong Sarah Baxendale Sandy Edwards Natalie Hammacott Emily Hoare-Matthews Catherine Kus Jodie Mcaree Tiffany Morris Dani Smith Kerry Neate Jodie Heenan Dominique Butler Chantelle Day Helen Newman Charlotte Chambers Sarah Handcock
Educational Visits Coordinator	Emma Parkins
Appointed Fire Wardens/Marshals	James Oakley Victoria Walton Emma Parkins Hayley Poole Susie Hodgson Mel Sandford Lorraine Young Ashleigh Melhuish Kerry Neate Lisa House

2. ARRANGEMENTS & PROCEDURES FOR HEALTH, SAFETY AND WELFARE

In the absence of a specific Trust policy or procedure, or local considerations in addition to, Extend Learning Academies Network delegates to its schools, via the Headteacher, responsibility for effective local management of other health and safety matters, including but not limited to:

- Accident and incident reporting / near misses
- Asbestos
- Contractors and visitors
- Control of Body fluids, infection prevention and control
- Curriculum Safety (including out of school learning activity/study support)

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  Building and site maintenance
- Display screen equipment
- Electrical safety
- Emergency and incident response plans
- Equipment and machinery
- Fire safety arrangements
- First Aid
- Food Safety and Hygiene including Allergens
- Gas safety
- Hazardous Substances / COSHH (control of substances hazardous to health)
- Health and Safety Training
- Legionella
- Machine maintenance
- Manual Handling
- PE Equipment
- School Trips/Off Site Activities
- School Security
- Transport
- Tree Safety
- Vehicle and pedestrian segregation
- Violence at Work
- Occupational Health, Welfare & Wellbeing
- Work experience
- Working at height
- Workplace Safety

Advice and support is provided to schools via Trust colleagues.

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

Accident Reporting, Recording and Investigation

All employee, pupil and other non-employee accidents must be reported to the Headteacher.

All accidents and near misses will be recorded.

Those accidents to staff, pupils and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported by entering accident details onto the EEC on-line accident reporting system, e.g., any injury to a pupil, staff, or visitor that requires First Aid treatment, pupil's taken directly to hospital and/or involves lost time. Such accidents should be investigated as soon as possible to try to prevent reoccurrence.

Minor Injuries: All minor injuries to pupils (e.g., bumps, bruises, and grazes) are recorded in the Pupil Accident Book, which is located in the Main Office

Parents/carers will be notified immediately of all major injuries and all head injuries.

The Headteacher will investigate accidents and take remedial steps to avoid similar instances recurring.

Reportable accidents/incidents: All accidents which fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) must be reported via the EEC on-line accident reporting system and actioned by the Headteacher. The Chief Executive Officer, ELAN must be informed immediately of such an occurrence by telephone. This includes near miss incidents.

An investigation may be launched by external authorities in the case of accidents or incidents that fall under RIDDOR. Accident reports will be reviewed, and witnesses may be interviewed. This may happen in cases including but not limited to:

- Deaths
- 'specified injuries' in respect of employees or pupils
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days)
- 'specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment' in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances)

Details of all accidents are brought to the attention of the school governing body, where they are discussed, and trends can be identified. If required, measures to prevent reoccurrence will be implemented

Reporting and recording templates are also available in the ELAN Supporting Pupils with Medical Condition & First Aid Policy.

Asbestos

To assist the Trust in achieving its objectives the School will protect employees, pupil's, contractor's, visitors, and volunteers potentially exposed to asbestos as far as is reasonably practicable. No work that could disturb asbestos will be allowed to take place. Unless the correct protocols have been agreed and are in place, only Asbestos removal companies approved by the Trust Estates Lead will be permitted to carry out such works. The Trusts Estates Lead will oversee the Risk Assessments and Safe working practices for these works.

Asbestos is managed in accordance with the ELAN Asbestos Policy.

The Headteacher is the (Local) Duty Holder.

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located the site technician / senior admin office

The Asbestos Register is held in site technician / senior admin office and will be made available to all staff and contractors prior to any work commencing on the fabric of the building or fixed equipment containing asbestos. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Headteacher and the Estates Manager for the Trust.
- Scheduled inspection frequencies in the AMP are adhered to, and signed off by the school site staff, and Headteacher.
  That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that all work on the fabric of the building or fixed equipment is approved via the completion of the Contractor signing-in form.
  An annual visual inspection of those asbestos containing materials remaining on site is conducted by an approved inspector and a report retained in the Asbestos File. Any subsequent changes to asbestos containing materials on site will be recorded in the Asbestos Register by the schools site staff.
- All parties will ensure that any damage to materials known, or suspected to contain asbestos, should be reported to the Headteacher at the earliest opportunity. The Trust Estates Manager should also be notified, by the Headteacher.

Contractors and Visitors

All contractors are managed in accordance with the ELAN Estates Property Management Document.

Contractors are selected according to the Trust's financial regulations.

All visitors and contractors must report to the main office. They will be signed in and be given an identity / visitors badge and a Health and Safety / Safeguarding leaflet. On leaving the site they will be required to sign out and inform the Headteacher / site staff of the work / actions that have been carried out and any further work that is required. If the Headteacher / site staff is not available, information should be given to the school office.

In addition, when contractors arrive on site to commence work the school will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
- Any changes to the work activities will be discussed with the Headteacher, or school representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub-contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the schools Health and Safety Policy.
- A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.
- Specifically hazardous works e.g., 'hot work' are governed and monitored via a 'Hot Work Permit' between the school and contractor.

The Trust complies with the Construction (Design and Management) Regulations 2015 and follows the HSE Guidance L153 "Managing Health and Safety in Construction" relating to the selection, management, and control of contractors.

The school will notify the Trust's Estates Manager of all contracts other than routine maintenance and repairs. All construction work in the school must be managed through an ELAN approved building consultant or project manager.

In liaison with the consultant / project manager, the school will:

- Endeavour to select contractors that have successfully achieved industry approved accreditation e.g., CHAS, Safecontractor, etc. or an approved equivalent.

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If a contractor that is not accredited is to be used, undertake a thorough assessment of competence. NB: the Trust is aware that it is only recommended that non-accredited contractors are used in exceptional circumstance or for non-construction related projects. Contractors will be issued with pre-contract information relating to the school and project to be undertaken. Before work commences, documented pre-contract meetings will be held.

- Provide all contractors with relevant information regarding the building such as the local asbestos management plan, asbestos locations, agreed site compound areas and welfare provision, known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures.
- Before commencement of any contract work, the Headteacher or school site staff or project manager will complete a contractor induction form with each individual contractor.
- Agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.
- No construction work will be permitted to commence without a suitable health and safety construction phase plan and site-specific risk assessment method statements being provided.
- School site staff, project manager and their teams will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project/contract manager and the Headteacher.
- If the school is concerned that any works being undertaken appear to be unsafe, they will request that works cease until further advice has been sought from the Project Manager or Trust Estates Manager.
- At the end of the works, the (Principal) Contractor will be instructed to provide the consultants / project manager and school with relevant documentation relating to the work undertaken e.g., asbestos removal certificates, manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.
- For all construction work in school managed by the Trust, the Trust will be the 'client'.

Control of Body fluids, infection prevention and control

The Headteacher will ensure the following arrangements for body fluid spills are followed:

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.
- Manufacturer's instructions will be followed when using these products. Should contact the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate?
- All body fluids will be cleaned up as quickly as possible after spillage.
- Appropriate disposable gloves will be provided and worn.
- To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent. (If spillage kits have been used, detergent to be used following initial clear up of absorbent material).
- Following an initial clean with detergent, any disinfectant such as chlorine, NaDCC granules (Sodium dichloroisocyanurate e.g., Presept, Actichlor) can be used to clean and disinfect

- Urine spillages will be cleared up using paper towels before washing the area with a detergent solution. NaDCC granules/bleach will NOT be used, as a chemical reaction can take place which gives off a potentially harmful gas.
  Blood spillages will be cleaned up by gently pouring diluted bleach or granules over the blood spill, covered with disposable towels, and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste.
  Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of, and hands will be thoroughly washed using hot water and detergent.
- The Trust and the School will take additional reasonable steps to protect our staff, pupils/visitors and others from infections and pandemics. Our approach to an outbreak will be to consistently follow government, UK Health Security Agency guidelines to protect our staff, pupils, and the wider general public.
- Staff will be made aware of the school's infection control procedures and contents of associated risk assessments. They will receive the necessary instruction and training where necessary to help minimise the spread of infection. Staff will make sure pupils are made aware of the infection control procedures.
- Parents will be kept informed of their child's school infection control procedures via letter, website, posters, or social media.

Curriculum Safety (including out of school learning activity/study support)

Risk assessments for the significant hazards within curriculum activities will be carried out by the School Safety Coordi in consultation with relevant staff.

Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made by those persons responsible for the activity/area affected, and the significant findings of these decisions will be recorded in writing, shared, and signed off by the Headteacher. This will be achieved principally by adopting the Trust's Risk Assessment Policy, together with generic assessments provided by the Trust's Estates Manager.

The Trust maintains a specific Risk Assessment Policy.

Trust generic risk assessments (and a central Trust Risk Assessment Register of these) are available for schools to adapt to their school setting - ELAN Staff Portal – Estates.

Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed by the Headteacher and audited by Trust Estates Manager at each school at least annually; if any determining factors arise then the risk assessment will be reviewed and amended accordingly.

Electrical Safety

All portable items of electrical equipment will be subject to the below formal inspection:

Every 1 year for Portable Electrical Appliances & IT equipment in teaching rooms (which is likely to be tampered with) and every 2 years for fixed IT equipment. Staff also conduct

a visual inspection of plugs, cables, and electrical equipment prior to use. Defective equipment to be immediately removed from use and reported to the Headteacher.

New equipment should be supplied in safe condition and does not require a formal test, just a visual inspection to check for any damage.
Personal items of equipment should not be brought into the school without prior authorisation and must be subjected to the same inspection process as Trust-owned equipment.

All staff can assist by visually checking that:

- cables are gripped tightly where they enter the plug or equipment
- electrical sockets are not overloaded
- equipment is suitable for the job and the working environment
- faults are reported immediately and the equipment with drawn from service and labelled as defective
- cables and wires do not cross walkways causing a hazard plugs and sockets are kept away from liquids

 Physical Education

Staff involved in teaching PE have appropriate qualifications and training. The guidelines provided by the DfE, and established teaching practices and procedures are adhered to, and the teacher will be trained to recognise and anticipate hazards and to prevent unsafe practices.

 Physical Intervention

The governing body and the Headteacher are committed to ensuring that all staff deal professionally with all incidents involving aggressive behaviour to ensure minimal risk of injury to pupils and staff. The complex nature of behaviour and background of some children means that staff must be aware and trained to deal with the aggressive behaviour. Staff who are likely to encounter the need to use restraint are given guidance and training in physical intervention.

Building and site maintenance

Schools Headteachers in conjunction with other designated colleagues are responsible for ensuring that the school premises are maintained so as to comply with health and safety laws and are easily accessible and reasonably safe for the whole school community.

The DfE's Good Estates Management for Schools (GEMS) guidance documents will be used.

The school will appoint a named person to be responsible for reporting any health and safety concerns relating to the school premises. He/she will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.

Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing

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the Trust's self-assessment process in accordance with the Trust guidance documents located on the staff portal - Estates

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years, by a qualified optician and corrective glasses (if required specifically for DSE use). For more information, to check eligibility or to request a voucher, please contact HR@extendlearning.org prior to arranging an eyesight test.

Emergency and Incident Response Plans

The Trust maintains a specific Critical Incident and Maintenance Reporting Policy and Business Continuity Policy that schools may refer to in an emergency which includes communication protocols. In the case of an emergency situation, schools will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the school will carry out its emergency procedures which include:

- Raise the alarm
- Evacuate
- Identify a place of safety
- Nominate competent, responsible people to take control Have appropriate equipment / first aid supplies available Communicate and regularly update key individuals.

The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy and associated local organisation and arrangements documentation is designed with this in mind.

The Headteacher will ensure that emergency plans are prepared to cover all foreseeable major incident types which could put at risk the occupants or users of the school. This will include evacuation and 'invacuation' (lockdown) arrangements. These plans will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life Prevent injury
- Minimise loss.

This sequence will determine the priorities of the emergency plan.

Equipment and Machinery

Whether it is exclusively used in work or not, equipment is any type of machinery, appliance, apparatus, tool, or installation for use at work. This includes equipment employees bring to work, providing for their own use.

The term 'work' just means any activity involving with anything technology based like, starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing, and cleaning. Toolbox tools are also included, such as hammers and handsaws. However, things which are not covered and that would not be classed as an equipment are livestock, substances, and structural items. Generally, any equipment which is used by an employee is covered by PUWER.

PUWER requires all equipment that is used in the workplace to be adapted or constructed so it does not pose unacceptable risks to people's health and safety. Risk assessments are always carried out on these machines to ensure a better working environment.

The Trust and its schools operate in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). These regulations require that the work equipment in schools is:

- suitable for use, and for the purpose and conditions in which it is used
- maintained in a safe condition for use so that people's health and safety is not at risk, and
- inspected in certain circumstances to ensure that it is, and continues to be, safe for use Inspections are carried out by a competent person (this could be an employee if they

have the necessary competence to perform the task) and a record kept until the next inspection.

Schools ensure that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate 'hardware' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate 'software' measures such as following safe systems of work (e.g., ensuring maintenance is only performed when equipment is shut down etc.), and providing adequate information, instruction, and training.

Fire Safety Arrangements

The Trust Estates Manager will ensure that a competent and independent fire assessor is appointed to undertake a new fire risk assessment each 36 months. The Headteacher, is the Responsible Person (Fire), and will ensure that the appointed assessor is provided access together with enabling a full consultation with the school's fire safety manger.

The Headteacher will ensure that a full review of the assessment is undertaken annually, in consultation with the Trust's Estates Manager.

The Headteacher is responsible for ensuring that remedial actions/works identified from the assessment are addressed within the timeframes stipulated by the assessor.

The Fire Risk Assessment is located in the site technician / senior admin office.

Fire Safety and emergency arrangements are as identified in the:

- ELAN Fire Safety Management Document
- The school's Fire Safety Arrangements document (ELAN template)
- School Fire Logbook (ELAN template)

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan which is located site technician / senior admin office. All staff will be briefed on the contents of this plan at induction and on an annual basis; this will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors/visitors.

Individual arrangements for the safety and safe emergency evacuation of pupils with disabilities will be determined before their entry to the school. For staff with disabilities, a meeting will be arranged between them, the Head Teacher and the Responsible person for fire safety or Safety Coordinator, if appropriate, as soon as possible after their appointment. For staff or pupils with temporary mobility problems, e.g., a broken leg, similar meetings will be held. Any significant change to procedures, escape routes or the building that are required to facilitate evacuation will be detailed in a personal emergency evacuation plan (PEEP).

School site staff are responsible for ensuring that the school's Fire Log Book is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the School's Emergency Management Plan, which is located in site technician / senior admin office and will be reviewed annually.

Emergency contact and key holder details are held site technician / senior admin office.

Smoking is not permitted anywhere on the school site.
All portable fire extinguishers will be inspected annually by a competent contractor. Equipment will have an affixed label noting the date of the last inspection and the date, result and any action required will be noted on the firefighting equipment inspection log.

Fire blankets are available in the school kitchen and food technology room(s) and are also regularly inspected.

To support the arrangements for fire prevention, safe evacuation, and protection of emergency service personnel the school ensures that the following arrangements are in place when storing flammable liquids/gases:

- Containing and controlling the amount held in storage
- Safety and security of storage of flammable liquids and gases
- Providing a list of what is in storage to fire service if attending site
- Where and how is it stored
- Who has access and is access restricted to others e.g., intruders, pupils etc.
- Providing appropriate signage to ensure people on site are aware of the hazards.

First Aid

The school has risk assessed the need for first aid provision and there are trained staff in First Aid at Work, Emergency First Aid at Work and Paediatric Training.

A complete list of trained staff is on the school noticeboard and held in the school office files.

First Aid boxes are located at the following locations: Main office.

Lead First Aider will ensure that refresher training is organised and for maintaining the contents of first aid boxes.

First Aid trained staff are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981 (as amended). No treatment of any kind, outside of the Regulations, such as dispensing pain-killing drugs, is authorised. If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay. In the absence of any First Aid trained staff, the Head Teacher assumes this responsibility.

Injuries Involving Bleeding - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in/next to the first aid box.

For full details relating to first aid, reference should be made to the First Aid arrangements contained in the ELAN Supporting Pupils with Medical Condition & First Aid Policy

Food Safety and Hygiene including Allergens

The Trust engages in a range of activities involving food; therefore, it has responsibility for ensuring that food hygiene standards are met.

A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided.

In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully

serviced by a Gas Safe registered engineer and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe. Wherever food is prepared or served, safe and adequate cleaning routines are established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, catering staff, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times.

The Trust takes all allergies seriously and it is important that parents inform the school immediately of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

Hazardous Substances/COSHH

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. Precautions include:

- Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets.
- Hazard data sheets and information on procedures for assessing substances hazardous to health are securely kept. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage, and emergency measures in case of accident
- Only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- Clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- Clear records of chemicals ordered, who they are ordered to, and that they are ordered for
- Safe disposing of chemicals
- Appropriate PPE for use when handling hazardous substances The School Site Team

  shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Safety Data Sheets (SDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted by Site Tecnhician and School Safety Coordinator to identify the safe working method and appropriate emergency procedures
- all chemicals are appropriately and securely stored out of the reach of pupils
- all chemicals are kept in their original packaging and never decanted into unmarked containers]

Health and Safety Committees

All Trust schools are encourage to include for a school led health and safety committee. School health and safety committees are a useful tool in effective continuous monitoring and reporting. The committee focuses on pulling together all the separate areas and systems of health and

safety management and provides the overarching overview to successful management of this area.

The Safety Committee might include

- Governor responsible for health and safety matter
- Headteacher
- School Safety Coordinator
- Site Team member]

The standard agenda items/ terms of reference for a school health and safety committee meetings is :

- The general working arrangements for health and safety including this policy
- Monitor and review any accidents of note since the last meeting, how many accidents in total and are there any trends. i.e., act as a focus for joint participation in the prevention of accidents, incidents, and occupational ill-health
- Assist in the development of safety procedures and systems
- Risk assessment progress and review
- Examine inspection findings (from site walk or other inspection/enforcement agencies) and required actions
- Findings of any compliance issues

Health and Safety Training

Health and safety training is managed, recorded, and assessed by the Headteacher in accordance with the ELAN Health & Safety Competency and Training Policy.

The school recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and governors. Recording when staff and governors have completed relevant training, assists the school to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities, as identified by the relevant risk assessments
- refresher training where required

Training records will be kept by the senior leadership administrator

The Senior Leadership Administrator is responsible for coordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager’s attention to their own personal needs for training and for not undertaking duties, unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

Law Poster

The Health and Safety Information for Employees Regulations requires the school to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in the corridor outside the headteacher office.

Legionella

A water risk assessment for the school has been completed by Pure Store Ltd, and the School site team is responsible for ensuring that the identified operational controls are being conducted and recorded. This risk assessment will be reviewed where significant changes have occurred to the water system.

A Water Hygiene Management Plan (written scheme) for the school has been completed by Pure Store Ltd.

Manual Handling and Lifting

The Trust and its schools operate in accordance with the Manual Handling Operations Regulations (1992) as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling, or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day-to-day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

A risk assessment of significant manual handling tasks will be undertaken. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All moving and handling of pupils will be risk assessed by the SENDCo and Headteacher and recorded in a specific Handling Plan for the individual pupil concerned.

All staff who move and handle pupils will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment, that they may be required to use.

Most staff are involved in the lifting and handling of materials and equipment as part of their normal working activities. Staff will be given instruction in correct lifting and handling techniques and should use the following guidelines:

- Survey the load and the environment where item is placed and where it is to be moved to – look for obvious problems and restrictions
- Relax – tension can lead to a rigid, and damaging lifting technique
- Positions your feet close to the load and comfortably apart to aid balance
- Bend your knees not your back and maintain your balance through the lift
- Keep your back as straight as possible, and maintaining your balance through the lift
- Grip the load securely taking the weight in your palms, not your fingers alone
- Lift using your thigh and calf muscles
- Carry the load to its location keeping it close to your waist
- Avoid jerky movements.

Handling also refers to continual repetitive movement and not just items to be lifted. It is a requirement to ensure that any repetitive task is minimised and that where there may be continual repetitive movement, sufficient breaks are taken. It is essential that all staff consider performance of any activity and ensure that where operating procedures are in place, these are followed.

Medication Arrangements

Arrangements for medication are detailed in the ELAN Supporting Pupils with Medical Condition & First Aid Policy, which is reviewed annually. A copy of this policy can be found on the Trust website.

Medication is only administered to pupils when the parental consent form has been completed.

All medication kept in school is securely stored in a locked cupboard within the classrooms, medication is clearly labelled. The main office with hold controlled drugs / prescriptions.

We hold auto injectors as spares in case of emergency.

These auto injectors are for emergency use only in case a pupil or member of staff has forgotten, lost, or their own medication fails to work. This medication is checked on a monthly basis and these checks recorded on the school medication record sheet.

- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional.
- The school will avoid administering non-prescription medicine. However, we may administer non-prescription Paracetamol/antihistamine if requested by the parent and if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only and no more than 3 consecutive days without seeking medical advice. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.
- Medicines are kept either in the medical fridge in the staff kitchen or a locked drawer in the school office.
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school]

Monitoring the Policy

The Governors and Headteacher monitor the effectiveness of the Health and Safety arrangement and their overall performance to ensure that:

- Physical controls are in place and working satisfactorily.
- Staff are carrying out the functions allocated to them.

The Headteacher, will ensure procedures to monitor compliance with the arrangements described in this policy are in place. The central component of this process is the review process undertaken by Educating Safely LLP. Feedback from this process is to be referred to the Headteacher, Local Governing Body and the Board of Trustees.

A general inspection of the site will be conducted monthly and be undertaken by H&S Committee. Feedback from this process is to be referred to the Headteacher and the Health and Safety Governor.

The Trust's Estates Manager will undertake an annual review of risk within the school, and impromptu health and safety inspection visits and audit files throughout the school academic year.

The Trust's Compliance and Facilities Manager will regularly monitor compliance and report their findings to the Headteacher and Trust Estates Manager.
Other processes employed to monitor compliance with this policy and health and safety performance in general include:

- Collecting accident/incident data for periodic review with the staff responsible
- Inspections of the premises by members of the school health and safety committee
- Annual audit of the school's Health and Safety provision
- A review of health and Safety records and reports
- A review of the maintenance plan and statutory maintenance reports
- Monitoring the hazards reported by staff, pupils, parents, and others
- A review of the risk assessments
- Actions arising from competent person support package

New and Expectant Mothers

Pregnancy should not be regarded as ill health. It is part of everyday life, and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and may return to work while they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their child(ren). Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and while breastfeeding.

In most cases pregnancy usually goes undetected for the first 4-6 weeks. It is important for employers to identify hazards and risks for all female employees of childbearing age. They should also take into account that some hazards can present more of a risk at different stages of the pregnancy. The law requires employers to assess risks to their employees, including new and expectant mothers, and to do what is reasonably practicable to control those risks. Controlling common workplace risks appropriately will reduce the need for special action for new and expectant mothers.

Managers are responsible for ensuring an assessment is carried out and for reviewing it once they have been informed that a member of staff is pregnant. Managers must ensure that hazards that could pose a risk are identified and take appropriate action to remove or reduce the risk.

A generic risk assessment for New and Expectant mothers is available on the staff portal – Estates - Risk Assessment and is designed to be adapted to meet individual assessment criteria consistently for all new and expectant mothers employed by the Trust.

Occupational Health, Welfare & Wellbeing

The Board of Trustees and the Trust executive team takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.

The school fully supports the Trust's commitment to identifying vulnerable pupils and staff, developing school-based prevention programmes, and strengthening co-operation with mental health services, pupils, and parents. The school has an appointed Wellbeing Champion who has undergone mental health first aid training.

Miss K Davies & Mrs L Young are the appointed Wellbeing Champions for our school and their role is to promote healthy minds by:

- leading and working with other staff to coordinate whole school activities to promote positive mental health and wellbeing
- providing advice, support, and signposting to staff
- organising training and updates
- updating and managing the wellbeing noticeboard with helpful information and signposts

The Trust makes available to all staff, access to the Schools Advisory Service Health and Wellbeing Services. Further details can be found on the HR portal.

Personal Safety and Security

The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff. Please refer to the Trust Code of Conduct and the School Behaviour Policy.

Staff will report any such incidents on the EEC Ltd system in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance, will be risk assessed by the Headteacher, in order to identify and implement control measures. This will be reviewed annually or after significant change and recorded by amending the relevant section the Lone Working risk assessment documents.

Staff working outside normal school hours must obtain permission of the Headteacher.

The requirement to undertake a lone working risk assessment will also extend to working alone offsite, where staff conduct home visits.

Radon Gas

Fortunately, Weston-super-Mare is a low Radon area; although the Trust will still monitor as due diligence dictates, the Trust's buildings do not have elevated radon levels and do not require any more radon tests for 4-8 years, unless there are any major changes to the characteristics.

Glencoe Radon Gas Centre Ltd carried out radon testing on behalf of the ELAN, over a threemonth period between December 2018 and March 2019. All detector results were well under the action level of 300 Bq-m-3. The highest recorded level was 117 Bq-m-3 (85 Bq-m-3 annual average). Therefore, the Trust will plan for monitoring in 2025.

School Trips/Off Site Activities

The school manages all trips and off-site visits in accordance with the ELAN Educational Visits Policy.

The named competent person nominated as the Educational Visits Coordinator (EVC) is Emma Parkins

Activities will be led by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made, and they will complete the necessary risk assessments before departing.

The EVC will be provided with all relevant information and risk assessments for school trips or off-site visits.

School Security

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school. To ensure that our school is a secure environment we:

- Record details of all visitors entering and leaving the site
- Have designated key holders
- Engage the services of an alarm monitoring company

The Headteacher is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This will be reviewed annually or after significant change and recorded by amending the relevant section of the risk assessment document.

Slips and Trips

Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip. Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education premises happen for a number of reasons. They typically involve:

- members of staff or pupils running or carrying heavy or awkward items
- wearing unsuitable footwear
- poor lighting - particularly where there are uneven surfaces and changes of level
- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants e.g., food, litter etc
- obstructions – particularly bags and trailing cables To prevent slip and trip incidents we will:

- Ensure suitable cleaning regimes are in place
- Ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff
- Ensure there is appropriate lighting
- Ensure there is appropriate storage space

Snow and Ice

A school plan is in place outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions.

If it becomes impossible to keep these routes clear, the head teacher is informed immediately, and this information contributes to any decision to close the school.

Transport

Staff transporting pupils/equipment in their own cars.

Staff who use their own cars must confirm that their insurance policy covers them for this purpose and the vehicle is fit for purpose. (This insurance cover is not provided by the Trust).

Staff transporting pupils/equipment in the school minibus, or a minibus hired in for the purpose.

Only Staff who have been authorised by the Headteacher and have the required certification in place to drive a minibus are able to drive the minibus in accordance with school policy.

Transport and driver hired in
Transport and driver's hire in are only from a reputable source.

Tree Safety Management

The Trust organises for a formal tree inspection by a trained arboriculturalist to be carried out annually and documented. A copy of the report is shared with the school.

The School site team will also conduct monthly visual inspections, which will be recorded on the iAM Compliant Management System.

Ad hoc inspections are carried out on a risk assessment basis, such as after severe storms.

Where the tree inspection process makes recommendations for remedial actions, the school will implement them as described. Records of tree inspections and associated remedial works are kept on site, these are located in Site Technician / Senior Admin office.

Vehicles and pedestrian segregation

Where possible vehicle movement e.g., car parking / deliveries, will be away from footpaths, crossings, gates, and doorways.

Traffic entering school premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced, and managed.

Pupils, staff, and visitors are reminded to be extra vigilant when crossing roads near to the school at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time.

Vehicle movement within the school's premises is restricted during the school day and contractors' vehicles are not allowed on site when the children are likely to be present. The school playground access gates are locked throughout the day. Staff and visitors are strongly discouraged from entering or leaving the car park between 08:30 - 9:00 and 15:00 - 15:30.

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents or guardians when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

Violence at Work

The Health and Safety Executive (HSE) defines work-related violence as, '*any incident in which a person is abused, threatened or assaulted in circumstances relating to their work*'. This can include verbal abuse or threats as well as physical attacks.

The School is committed to ensuring the safety and welfare of its staff. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed, and appropriate action will be taken if necessary.

Work Experience

If the school hosts a work experience placement, any significant hazards within the planned work tasks will be risk assessed and findings will be communicated to the pupil and their parents/guardians via the pupil's secondary school.

Working at Height

Working at height will be avoided wherever possible. Work carried out at height, where a significant injury could result, will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto tables, chairs, or other surfaces.

Formal training on work at height will be undertaken where the need is identified as in the risk assessment process described above, the Headteacher will ensure that the following are in place:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- access equipment is regularly inspected and maintained in a safe condition
- access to fragile surfaces is properly controlled and planned

Workplace Safety

The school will take reasonable steps to ensure that the school environment and workplace is reasonably safe for pupils, staff, and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school, and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Certain teaching environments e.g., food technology, or site staff workshops will have increased health and safety risks due to equipment and substances being used in these activities. School level organisation and arrangements documents detail how this information is managed and stored. Only teachers, support staff (or pupils) trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.