EDITH STEIN
CATHOLIC ACADEMY TRUST

HEALTH & SAFETY POLICY - Template

APPROVED BY DIRECTORS	**October 2026**
DATE LAST REVIEWED	**September 2026**
MEMBER OF STAFF RESPONSIBLE	**Chief Financial Officer**
STATUTORY / NON-STATUTORY	**Statutory**

Policy Amendments

Version Date	Section / Page	Amendments
September 2026		New policy

CONTENTS

Section	Heading / Sub-Heading	Page No.
1.0	**Introduction**	3
2.0	Organisation	5
2.1	Overall Accountability	5
2.2	General Arrangements	5
2.3	Roles and Responsibilities	6
2.5	Local Governing Board	7
2.6	Provision of Information	8
2.7	Specific Roles and Responsibilities	8
2.701	Lead Health & Safety Governor	9
2.702	Responsible Manager (Headteacher)	10
2.703	All Staff (Including Volunteers)	11
2.704	Health & Safety Co-ordinator / Lead	12
2.705	Site Supervisor / H&S Deputy	14
2.706	Fire Safety Officer / Coordinator	15
2.707	Fire Marshal Co-ordinator	16
2.708	Legionella Competent Person	16
2.709	Asbestos Competent Person	17
2.710	Designated Safeguarding Lead	18
2.711	First Aid & Medical Lead	18
2.712	Senior Mental Health & Wellbeing Lead	19
2.713	Educational Visits Co-ordinator	19
2.714	SENCO	20
2.716	Accident Investigator	20
2.100	Good Housekeeping	21
2.200	School Health & Safety Committee	22
3.1	Health & Safety Training, Assistance and Advice	23
3.2	Health & Safety Diary Management	24
4.0	Compliance Matters	25
4.1	Asbestos Compliance	25
4.2	Legionella Management	26
4.3	COSHH Management	27
4.4	Construction (Design and Management) Regulations	29
4.5	Contractors on the School Site	30
4.6	Display Screen Equipment (DSE)	31
4.7	Use and Testing of Electrical Equipment	32
4.8	Moving and Handling	33
4.9	Working at Height	34

DRAFT

Section	Heading / Sub-Heading	Page No.
4.10	Lone Working	35
4.20	Mechanical and Engineering Contractor Management	36
5.0	Assessing Risk	37
5.1	Risk Assessments	37
6.0	School Site Arrangements	39
6.1	Catering Arrangements	39
6.2	Premises Hirers / Lettings	40
6.3	Grounds Maintenance	41
6.4	Animals on the School Site	42
6.5	Staff Kitchenette Areas	42
6.6	Playgrounds	43
6.7	Visitors	43
6.8	Security	44
6.9	Building Specific Issues	44
6.10	Minibuses	45
7.0	Reporting, Monitoring and Investigating	47
7.1	Accident / Incident Reporting and Investigation	47
7.2	Near Miss Reporting	49
7.3	Inspections and Monitoring	50
8.0	Education and Curriculum Related	52
8.1	Educational Visits / Off-site Activities	52
8.2	Curriculum Activities	53
8.3	Alternative Curriculum Provision	54
9.0	Emergency Procedures, Evacuation and Lockdown Arrangements	56
9.1	General Emergency Evacuation	56
9.2	Personal Emergency Evacuation Plans (PEEPs)	57
9.3	Fire Safety	58
9.4	Lockdown Arrangements	60
9.5	Footwear	61
9.6	Hot Drinks Across the School Site	61
10.0	First Aid and Associated Functions and Procedures	63
10.01	First Aid Arrangements	63
10.02	Staff Health and Wellbeing	65
10.03	Supporting Students with Medical Conditions	66
10.04	Violent Incidents	67
10.05	Virus Control	68
10.06	Physical Intervention	68
10.07	Wheelchair Use	69
Appendix A	Not Used	71
Appendix B	Health & Safety Management Roles - Named Staff Roles	72
Appendix C	Aggressive Behaviour and Violent Incidents Report Form	74

DRAFT

1.0 Introduction

1.1 This policy is to be adopted by schools within the ESCAT Trust. It encompasses the relevant areas required for Health and Safety management within an educational setting. Schools should read and review each section and adapt as required to align to the practice within their school. This policy is to be used as a template and guide when creating the school Health & Safety policy. All rtrust schools must give particular consideration to the elements within this policy template in yellow so that the policy accurately reflects the nature and context of the school.

1.2 The Board of the Edith Stein Catholic Academy Trust recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed in the headquarters and Academies, for the pupils attending the Academies and for visitors and contractors, who come on to the premises.

1.3 The Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation.

1.4 The Trust will ensure that appropriate policies are in place and kept up-to-date. To this end, the Trust will procure the services of an appropriate health and safety consultant to advise the staff of the Trust and its Academies on all related matters and to provide the Trust and the Academies with up-to-date information in relation to its health and safety responsibilities.

1.5 The responsibility for the implementation, monitoring and ongoing management of each Academy's Health & Safety Policy within the Trust rests with the Headteachers, who are the duty holders at each site as a part of the Edith Stein Multi Academy Trust.

1.6 Statement of intent

Schools should include a clear statement, which includes the school name, making a commitment to protecting the health, safety and welfare of all pupils, staff, visitors, contractors and others who may be affected by the school's activities. The statement should confirm the school's commitment to complying with relevant health and safety requirements, managing risks so far as reasonably practicable, and cooperating with external organisations, contractors, the local authority and other relevant parties where activities or premises are shared or involve external provision.

The aim of name of schools a part of ESCAT is to:

1. Develop and maintain a positive health and safety culture through regular communication and consultation with staff and their representatives throughout the Trust on health and safety matters
2. Ensure Trust staff are suitably trained and competent to do their work safely
3. Maintain the control of health and safety risks arising from our activities
4. Consult with all staff on matters affecting their health, safety and welfare
5. Provide appropriate information, instruction and supervision for staff/students/visitors
6. Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
7. Assess risks, record significant findings and monitor safety arrangements at individual Academy schools
8. Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health

9. Provide and maintain safe systems, equipment and machinery
10. Ensure safe handling, storage and use of substances
11. Record all accidents and near misses in accordance with HSE guidelines
12. Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
13. Schools may add here any additional aims that relate to their context or phase of education

DRAFT

2.0 Organisation

2.1 Overall accountability

2.11 The overall accountability for health and safety across all Academy schools is held by the Edith Stein Catholic Academy Trust who delegate management and monitoring of health and safety to the Local Governing Body to:

1. Ensure that health and safety has a high profile
2. Ensure adequate resources for health and safety are made available
3. Consult and advise staff regarding health and safety requirements and arrangements
4. Consult staff regarding suitable health and safety training opportunities
5. Periodically monitor and review health and safety arrangements

2.2 General Arrangements

2.21 The following arrangements for health and safety have been drawn up following assessments of risk. These arrangements set out all the health and safety provisions for Schools within the ESCAT trust to be read in conjunction with the school's individual procedures with all current school policies referred to in this document.

2.22 In carrying out their normal functions, it is the duty of all individual school managers and staff to do everything possible to prevent injury and ill-health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.

2.23 General arrangements can be summarised as follows:

1. Providing a healthy and safe working environment with adequate welfare facilities
2. Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities and how to carry out their duties safely
3. Providing safe places to work with safe access to and exit from them
4. Providing a system for rapidly identifying and effectively dealing with hazards
5. Implementing control measures to reduce risks to as low as reasonably practicable
6. Providing and maintaining safe equipment and safe systems of work
7. Implementing arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
8. Providing suitable personal protective equipment (PPE) and clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

2.24 All personnel have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

2.25 Staff are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery via the use of the school's defect reporting system.

DRAFT

2.3 Roles and Responsibilities

The roles and responsibilities are set out within this policy.
Schools should update the yellow highlighted text with the specific job title for the person responsible for that area within their school setting.

2.4 Training

2.41 The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

2.42 All staff will be provided with the following as a minimum training provision:

1. Induction training regarding all the requirements of this health and safety policy, including Moving and Handling, Working at Height and Fire awareness.
2. Appropriate local training regarding risk assessments and safe working practices
3. Updated training and information following any significant health and safety changes
4. Specific training commensurate to their own role and activities
5. Schools to list all the training that is relevant for staff in their school

2.43 Line Managers are responsible for maintaining training records for all those personnel under their line management and all training must be recorded on the performance management record. Any specific Health and Safety or Fire safety related training requirements will be co-ordinated by the nominated Manager who is responsible for maintaining the health and safety training plan and managing the planning of refresher training for all staff in liaison with the nominated person responsible for CPD. Copies of Health and Safety training certificates are to be held by the HR Office either soft copy on Educare or hard copy in Personnel Files.

2.5 Local Governing Board

The school Governors have a responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of the school. Each governor has a clear role in supporting and holding the school to account.

Governors are responsible for overseeing the management of the school and will:

1. Monitor compliance of policies
2. Termly monitor and review local health and safety arrangements and report back to the Head teacher and board of Trustees.
3. Work alongside the Trustees to provide guidance and support
4. Provide oversight and be accountable to parents, Trustees, the local community and the local authority
5. Ensure that health and safety has a high profile
6. Consult and advise staff regarding health and safety requirements & arrangements
7. Use professional business/industry experience to support, inform and constructively challenge decisions
8. Promote the objectives of the Trust
9. Attend relevant training sessions and Trust events
10. Local governing bodies may wish to add specific responsibilities that relate to their context or phase

DRAFT

The table below outlines a range of roles and responsibilities. The allocation of these roles will vary according to the size, structure, and complexity of each school. However, the responsibilities highlighted in yellow must be covered in all schools. School may identity other responsibilities according to context and phase and these should be include.

Local Governing Bodies are responsible for ensuring that these responsibilities are appropriately allocated and that suitable oversight and monitoring arrangements are in place to provide effective assurance that they are being fulfilled.

2.6 Provision of Information

2.61 The H&S Lead with the support of the Site Supervisor or H&S Deputy will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises.

2.62 These systems are: schools must adapt the list according to the systems they currently use.

- Staff Briefings (routinely twice weekly)
- Email
- Staff Bulletins (weekly)
- Induction Programmes and Training Sessions
- Health and Safety Notice Board
- School Intranet System - Staff Only/New Structure/Whole school/Health and Safety
- Health and Safety Report
- Departmental Health and Safety Representative
- Health and Safety Committee Meetings
- Informative Posters
- School Risk Assessments
- Microsoft Teams

2.63 Health and Safety Law posters are also displayed in strategic locations around the school site.

DRAFT

2.700 Specific roles and receptibilities

	Role	Responsibilities
2.701	**lead Health & Safety Governor**	The school has assigned or elected a lead health and safety link governor who will: 1. Actively monitor and promote health and safety across the school by raising matters with the Headteacher as necessary 2. Monitoring and evaluation of the school's health and safety policies and procedures. 3. They will report their findings to the Local Governing Body at least once a term. They will work closely with the H&S Lead and seek guidance from the School's Health and Safety Consultant as necessary. 4. Attend Health and Safety Committee meetings at least once a year and also assist with an annual review of safety management systems. 5. Complete the Governing Body Health & Safety Management Review Monitoring Form during the site walk with appropriate school staff and then upload it to Governor Hub along with a summary of findings. This feedback will also be emailed to the HT, Site Manager and Finance and Premises Manager for actioning. 6. Other responsibilities detailed by the schools will be included here
2.702	**Responsible Manager:** for each school within the academy trust this will be Headteacher In the Headteacher's absence, the Site Manager assumes the above day-to-day health and safety responsibilities.	The responsible manager will: 1. Develop a safety culture throughout the school/premises/organisation 2. Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively 3. Ensure all new staff are given an appropriate health and safety induction 4. Assess and control risk on the premises as part of the day-to-day management of the school 5. Ensure staff are aware of their responsibilities 6. Ensure a safe and healthy environment and provide suitable welfare facilities 7. Make operational decisions regarding health and safety 8. Ensure periodic safety tours and inspections are carried out 9. Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks 10. Ensure staff are aware of their health and safety responsibilities 11. Update governing bodies/partners as appropriate 12. Produce, monitor and review local safety policies and procedures
2.703	**All Staff (including volunteers)** ***for each individual school within the school***	All staff across the trust have a statutory obligation to co-operate with the requirements of the H&S policy within their school and to take care of their own health and safety and that of others affected by their activities by: Supporting the school's health and safety arrangements 1. Read the school's Health and Safety Policy, and make note of any changes as notified 2. Ensure all training that is assigned to them is completed and carried out as required 3. Read risk assessments within the school or that may be associated with their role 4. Ensuring their own work area remains safe at all times, take remedial action or report any issues via the defect system set up in their school 5. Periodic visual checking of equipment to ensure it is safe 6. Ensure safe use of equipment by adults and children 7. Not interfering with health and safety arrangements or misusing equipment 8. Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions

DRAFT

		9. Reporting safety concerns to the relevant Health & Safety Lead based in their school 10. Reporting any incident that has led, or could have led, to damage or injury 11. Supporting the school/premises/organisation health and safety arrangements 12. Assisting in investigations due to accidents, dangerous occurrences or near-misses 13. Not acting or omitting to act in any way that may cause harm or ill-health to others 14. Will help keep the premises tidy and not obstruct fire exits or routes 15. Schools may add here any specific requirements that reflect their context
2.704	**On-site Health and Safety co-ordinatior or lead(HSC)** Schools must identify who this is and record it here for example, the Site manager or Finance and premises manager	Schools must describe the specific responsibilities of the health and safety lead and it must reflect the nature and context of the school, for example, the Health and Safety Co-ordinator will manage and coordinate Health & Safety matters, systems and procedures. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the Head teacher as required under the guidance of the H&S consultant. Schools may wish to consider where responsibilities reside depending on the staffing in each school The HSC will support the Trust, Local Governing Board and Head teacher to fulfil their statutory responsibilities for keeping pupils, staff, Trustees and visitors safe by: 1. Working closely with the Trust Health and Safety consultant to provide advice and guidance to staff and Trustees 2. Coordinating the administration and implementation of Health and Safety policies and procedures 3. Working with the Head teacher to ensure a consistent approach to Health and Safety across the Trust Schools. 4. Facilitating training requirements and maintain records for the school 5. Being responsible for undertaking and monitoring a wide range of typical health and safety related duties within the school. These include but are not limited to: (Schools may wish to adapt this list depending on thee context) 6. Maintaining, review and improve the Trust Health and Safety Management operations 7. To facilitate, assess, review, monitor and maintain good records for: 8. Fire and emergency procedures 9. Provision of Health and Safety information to staff, pupils, contractors and visitors 10. Identification of hazards and risk management 11. Management of the Health and Safety training plans across the Trust and its Schools including identifying and facilitating appropriate courses 12. Welfare arrangements including First Aid provision 13. All aspects of building and site safety arrangements (liaising with Trust Estates Manager) 14. Risk assessment management and co-ordination of the schools' risk assessment records 15. Management of First Aid provision across the Trust including ensuring training is up to date and recorded, equipment is checked. 16. Coordinate the review of relevant polices and procedures to ensure appropriate and timely approvals 17. Incident and accident reporting and investigation 18. Near miss reporting 19. To effectively manage the computerised diary, recording and reporting systems to ensure Health and Safety practices and performance are, and are seen to be, effective and efficient. 20. Liaise with senior and nominated staff in the implementation and deployment of Health and Safety procedures.

		21. To manage and carry out regular scheduled and ad hoc inspections of school premises to monitor the effectiveness of hazard identification and risk management 22. To schedule and prepare Health and Safety report as required 23. Keeping up to date with any changes that may impact health and safety within the school and disseminating information at the appropriate level to Trustees and staff. 24. Acting as the main point of contact for all matters relating to Health and Safety within the school 25. Liaising as appropriate with the Health and Safety Governor 26. As directed by Health and Safety Consultant providing advice and guidance to the Chair of the Local Governing Board and Senior Leaders in the event of an incident
2.705	**Site Supervisor, caretaking staff /H&S Deputy**	Site staff have a key responsibility for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the H&S Lead and Headteacher. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the H&S Lead and/or the School's Health and Safety Consultant as required. They will: 1 Identify day-to-day health and safety issues across the school site 2 Liaise with staff to seek solutions and provide advice on items relating to health and safety 3 Ensure all staff Health and Safety training is up to date and a training plan is in place 4 Ensure all bring up diaries are a true and accurate record of the noted subjects 5 Act as the fire marshal coordinator, further details surrounding this role can be found in the Fire Evacuation Plan 6 Ensure all risk assessments are undertaken and are made available to all staff 7 Complete the day-to-day management of Health and Safety bring up diaries; this includes: policies, Mechanical and Engineering (M&E) servicing, COSHH assessments, risk assessments, statutory tasks and Health and Safety Committee information 8 Act as Chairperson for the Health and Safety Committee, this includes formulating the meeting minutes and documenting the meetings existence and collating the agreed action points 9 Compile the Health and Safety management report on a 6 weekly basis to be submitted to SLT, Governors and the Health and Safety Committee
2.706	**Fire Safety Officer or Coordinator** Schools should identify and record here who takes on this responsibility, for example site or premises staff	The Fire Safety Officers at Name of school is competent persons for fire safety on the premises and act on behalf of the Headteacher. These person will have attended the fire safety co-ordinator training course and will refresh this training every 3 years. They are responsible for overseeing the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual in liaison with the Site Supervisor. They will also oversee staff & student safety during a fire evacuation liaising with the Site Supervisor to ensure all areas have been cleared before allowing access to the school buildings. They are to work within a level of competence and seek appropriate guidance and direction from the Headteacher and/or School's Health and Safety Consultant as required. 1. The Fire Safety Coordinators are responsible for the local management and upkeep of the Fire Safety Manual. 2. The Fire Safety Coordinators ensure that the contents of the Fire Safety Manual are reviewed and that required actions are monitored and completed.

DRAFT

		3. The Fire Safety Coordinators carry out the annual internal fire risk assessment on behalf of the Headteacher. 4. The Fire Safety Coordinators arrange for an external fire risk assessment to be undertaken every three years. 5. The Fire Safety Coordinators arrange for an external fire risk assessment as soon as reasonably practicable where there is a change in fire safety risk, room use, or refurbishment/construction works that may affect fire safety. 6. completes day-to-day fire safety duties. 7. Ensure monthly checks of fire safety equipment are carried out. 8. concerns relating to fire safety equipment are addressed promptly. 9. Work is carried out in accordance with the level of competence within their level of competence. 10. Seek appropriate guidance and direction from the responsible manager and/or RWSS when required.
2.707	**The Fire Marshall Co-ordinator** Schools should identify and record here who takes on this responsibility, for example, site or premises staff	The Fire Marshal co-ordinator will: 1. Maintain an up-to-date Fire Safety Manual. 2. Ensure maintenance of the fire alarm system is current and appropriately recorded. 3. Ensure maintenance of fire extinguishers is current and appropriately recorded. 4. Ensure maintenance and testing of fire alarm call points is current and appropriately recorded. 5. Maintain clearly identified and accessible Fire Marshal assembly points. 6. Keep an up-to-date record of trained Fire Marshals, as listed in the appendix. 7. Coordinate Fire Marshal sweeps of buildings during fire alarms and other emergency situations. 8. Ensure all fire safety records and documentation are maintained and readily available for inspection.
2.708	**Legionella Competent Person** Schools should identify and record here who takes on this responsibility, for example, site or premises staff	The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager to provide the necessary competence to enable Legionella to be managed safely. The Legionella Competent Person is responsible for: 1. Completing Legionella Management Training not exceeding three years and all training records are to be retained by the relevant H&S Lead and HR. 2. Ensuring all training records are retained. 3. will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8) on the approved Legionella testing template. 4. Advising the Responsible Manager of any condition or situation relating to Legionella that may affect the safety of premises users. 5. Seeking appropriate guidance and direction from the 6. Adviing the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premise's users. 7. They are to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or RWSS where. Headteacher and/or School's Health and Safety Consultant as required. 8. Will ensure all staff have access to the Legionella Written Scheme and Risk assessments for the school site.
2.709	**Asbestos Competent Person** Schools must identify and record here who takes on this responsibility,	The Asbestos Competent Person is responsible for: 1. Acting as the nominated competent person for asbestos on the premises. 2. Acting on behalf of the Responsible Manager to provide the necessary competence to ensure asbestos is managed safely. 3. Completing Asbestos Management Training. 4. Attend training at intervals not exceeding three years and all training records are to be retained H&S Lead/H&S Deputy and HR 5. Ensuring all staff have a reasonable awareness of asbestos management and the associated dangers. 6. Ensuring appropriate staff are competent in the use of the asbestos register. 7. Ensuring asbestos is managed in accordance with relevant statutory guidance.

DRAFT

	for example, site or premises staff	8. Advising the Responsible Manager of any condition or situation relating to asbestos that may affect the safety of premises users. 9. Working within their level of competence at all times. 10. Seeking appropriate guidance and direction from the Responsible Manager and/or RWSS where required. 11. Schools may wish to include a specific reference to issues related to their site where additional responsibility is required for the management of asbestos.
2.710	**Designated Safeguarding Lead**	The Designated Safeguard Lead (DSL) is 1. The person appointed to take lead responsibility for child protection issues in the school. They are supported by the Headteacher at each individual school. 2. Responsible for Arrangements regarding child protection are set out in the Child Protection policy and Safeguarding policy. 3. To co-ordinate any specific action related to individual children who present a risk to themselves or others around them
2.711	**First Aid & Medical Lead Health & Medication Management**	Under the direction of the Head teacher an on-site First Aid Leader with sufficient first aid training, will manage and coordinate the medical needs of the school. Schools should pay particular attention to the needs of their community and the responsibilities should be reflected in this section. 1. Complete the first aid & medical needs assessment and review annually, or sooner when required 2. Ensure staff are adequately trained to minimum requirements as outlined in the first aid & medical needs assessment 3. Ensure first aid equipment are undertaken 4. Responsible for meeting requirements as outlined in the First Aid Policy and for administration of medicines 5. Ensure First aid resources are available for trips and visits. 6. Ensure specific requirements for medical conditions are met and relevant staff are informed and kept up to date 7. Oversee the first aid rota to ensure adequate cover is in place to manage any incidents and accidents on site 8. Monitor and control the management of all medicines on site, First Aid kits, wheelchairs and student details who require medical support. Individual Health Care Plans are managed by the SENDCo with support from the First Aid Lead, Head teacher and individual pupils' teacher and parents/careers.
2.712	**Senior Mental Health & Wellbeing Lead (SMHL)** Schools should identify and record here the role of the person who takes on this responsibility.	Senior Mental Health & Wellbeing Lead is designated person in school to lead school mental health and wellbeing to ensure procedures are in practice and act as a point of contact for staff and pupils. They will be adequately trained to ensure It is their responsibility to ensure they have he correct knowledge and expertise to support staff and pupils 1. Oversee, plan, evaluate and implement the school mental health and wellbeing strategy. 2. Promote the schools Mental Health and Wellbeing policy and work with school leaders and the Trust to regularly update the policy where appropriate.
2.713	**Educational Visit Co-ordinator** Schools should identify and record here the role of the person who	Visits Coordinator works with their colleagues to help them access and manage risks regarding off-site activities. The must support and oversee planning so that well-considered and prepared arrangements are made when managing off site activities. The EVC will have the nationally recognised Educational Visits Coordinator training every 5 years. The EVC is responsible for: Schools detail here the responsibility of the EVC Coordinator in their school

DRAFT

	takes on this responsibility.	1. Supporting and advising staff in the planning and organisation of educational visits, ensuring that visits are properly planned and appropriately managed. 2. Ensuring risk management is effective, including checking that suitable risk assessments, emergency procedures and control measures are in place. 3. Checking the competence of visit leaders and staff, ensuring that those leading or supporting visits have the appropriate knowledge, skills and experience. 4. Monitoring and reviewing educational visits, including ensuring that required approvals, records and documentation are completed and retained. 5. Providing advice and guidance on the Trust's educational visits policy and relevant legal requirements, and escalating any significant concerns to the Headteacher
2.714	SENCO	Schools must include here how the SENCO'S role contributes to the H&S of students. Schools should consider how this integrates with the responsibilities of the DSL, Headteacher and other member of of staff .
2.716	**Accident Investigator** Schools should identify and record here the role of the person who takes on this responsibility.	On-site trained accident investigators will 1. Attend appropriate training, and refresher training every three years. 2. Lead an accident investigation in accordance with procedures and best practice procedures. 3. Work within their level of competence and seek appropriate guidance and direction from the Headteacher, schools H&S Lead/H&S and the Health and Safety Consultant, RW Safety Solutions.

2.8 General Responsibility

Teachers and Support Staff

2.81 Whilst specific staff at name of school take responsibility for various specific area related to health and safety, similar to safeguarding, **Health and safety procedures on a day-to-day basis is everyone's responsibility**

2.82 Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the H&S Deputy or Site Supervisor (as appropriate) so the associated risks are assessed and any precautions deemed necessary are implemented.

2.83 All accidents will be investigated in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate.

2.84 They are to ensure that all new members of staff under their control are instructed in their own individual responsibility with regards to the Health and Safety at Work Act 1974, are familiar with the School Health and Safety Policy and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary.

2.9 Teacher Lead/Heads of Department

2.91 Schools need to include her a statement that confirms who is responsible for the day-to-day local management of health within structures that exist with school, for example a department safety within their own department

DRAFT

2.92 The school will ensure that staff with specific responsibility .will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to thedepartment's functions.

2.100 Good Housekeeping

2.101 At name of school, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

1. All corridors and passageways are kept free from obstruction
2. Shelves in storerooms and cupboards are stacked neatly and not overloaded
3. Floors are kept clean and dry, and free from slip and trip hazards
4. Emergency exits and fire doors are not obstructed in any way
5. Supplies are stored safely in their correct locations
6. Rubbish and litter are cleaned and removed at the end of each working day
7. Poor housekeeping or hygiene conditions are immediately reported

2.102 The school employs Cleaners / **Cleaning Contractor**. The cleaning team are responsible for cleaning and not cleaning away equipment and teaching and learning materials left out by staff. The cleaning team will:

1. Ensure that all cleaning staff adhere to the school safeguarding policy and health and safety policies and procedures.
2. Ensure all cleaning staff hold a current DBS certificate and have their performance monitored throughout the year.
3. Hold valid Insurance, provide risk assessments and manage the COSHH of all cleaning products.
4. Ensure all cleaning products and equipment are stored in the correct storage areas for the cleaning team.
5. Ensure that the Cleaning Supervisor checks the work undertaken throughout the contract
6. Hold monthly meetings with the Site Supervisor to discuss issues, actions to be taken and management/staff reviews in these meetings.

2.200SchoolHealth and Safety Committee

2.201 The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the responsible manager/headteacher The Health and Safety Committee who will meet 6 times a year to monitor and discuss on-site health and safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory The Committee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

2.202 The Health and Safety Committee consists of:

1. Appointed H&S Lead
2. Site Supervisor
3. HSC
4. Schools need to determine who else should attend to ensure representation and coverage from all school areas or departments, for example, LSA Representative – Learning Support and SEN, teacher Representatives from departments, particularly those with higher risk

DRAFT

3.0 Information and recording in the schools

3.1 Health and Safety Training, Assistance and Advice

3.11 At name of school role of individual has been appointed to coordinating Health and Safety specific training on their behalf. They will ensure that a training needs analysis is undertaken and appropriate training events made available to staff.

3.12 They will ensure a training plan is in place and all Health and Safety training is logged through the schools training platform.

3.13 The Trust has appointed a Health and Safety Consultant, RW Safety Solutions. They act as the competent source of safety guidance as required under health and safety regulations. Where incidents, issues or concerns arise beyond the level of understanding or knowledge in the school, advice from the School's Health and Safety Consultant must be sought.

3.2 Health and Safety Diary Management

3.21 At name of school all activities pertinent to Health and Safety are recorded on the Health and Safety Diary acting as an aide memoire to include, but not limited to, risk assessment and policy documentation reviews, training events, statutory maintenance and inspection events.

3.22 The appointed H&S Lead/H&S Deputy & Site Supervisor for each school will be responsible for maintaining the Health and Safety Bring Up diary. The bring up diaries which are in place within the schools are, but not limited to:

1. Risk assessment bring up diary – The bring up diary will notify 30 days before the risk assessment is due for review, there should be a central record of all risk assessments across the school's site.
2. Policy Documentation Review - The bring up diary will notify 30 days before any Health and Safety and Facilities Management related policies and documentation are due for review.
3. Training – The bring up diary will notify when staff training is due for renewal. This also acts as a central record for all staff training relating to health and safety.
4. Statutory and Maintenance Inspections – All routine inspections undertaken by the Site Supervisor which includes but not limited to emergency lighting test, fire extinguisher inspection, ladder inspections, legionella temperature inspections, fire exit inspections are all documented within the routine inspection bring up diary. All servicing which is undertaken by the schools nominated mechanical and engineering prime contractor is logged using the EPPM and managed by the Site Supervisor.
5. DSE Assessments – The DSE Assessment bring up diary logs all DSE assessments which have been undertaken and any accompanying remedial action which needs to be undertaken as detailed in the DSE section above.

DRAFT

4.0 Compliance maters

4.10Asbestos Compliance

4.11 Name of school has a nominated competent person for asbestos on the premises and act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. They are to attend training at intervals not exceeding three years and all training records are to be retained H&S Lead/H&S Deputy and HR.

4.12 The Trust encourages all schools to manage Asbestos in accordance with the Asbestos management plan, and display Smart QR codes in each block which refers to plans showing the locations of all known Asbestos and the details and condition.

4.13 Schools need to record the location on the the asbestos register, for example it is located at Main Reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register when signing into the school via the school reception before commencing any works on site.

4.14 Any changes to the premises' structure that may affect the asbestos register information will require recording in the asbestos register.

4.15 Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and obtaining approval from the competent persons (Site Supervisor).

4.16 Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Site Supervisor who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Site Supervisor or H&S Lead

4.2 Legionella Management

4.21 Legionella management at name of school is controlled by the Legionella competent persons who will manage and undertake all procedures regarding Legionella in accordance with each school's Legionella Management Written Scheme.

4.22 Records of all related training, flushing, temperature monitoring, cleaning and defects are to be completed on authorised templates and retained for auditing purposes.

4.23 Legionella test equipment will be calibrated annually by a qualified contractor.

4.24 An annual review of the risk assessment is undertaken by the Site Supervisor and a signature record sheet will be used to evidence such reviews.

4.25 The school will carry outa Legionella risk assessment carried out annually and reviewed as follows:

1. Annually, internally by the school Legionella competent person and Health and Safety Governor who will ensure that evidence of reviews is retained for inspection purposes.
2. Externally by a competent Legionella risk assessor initially and every three years thereafter
3. Internally by a competent Legionella risk assessor as soon as reasonably possible where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk.

DRAFT

4.26 The monthly Legionella checks will be undertaken by a competently trained site team member and any issues which arise to be reported.

4.27Temperatures, signs of scale and flushing are extensively checked throughout the school on a monthly basis, details can be found in the Legionella logbook

1. Hot Sentinal Taps
2. Cold Sentinal Taps
3. Representative Taps
4. TMVs
5. Calorifiers
6. Water Heaters
7. Point of Use heaters
8. Cold water Storage tanks
9. Shower heads and Hoses
10. Pre-holiday flushing

4.3 COSHH Management

4.31 At name of school the responsibility of The Control of Substances Hazardous to Health Policy is managed by a compete Manager and each department or area that holds chemicals of any kind, ie Science, Art & Tech, Food Prep & the Main Kitchen.

4.32 Materials, chemicals and cleaning liquids, all chemicals are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessors, and the product has been approved for safe use on site by the Headteacher. The premises COSHH assessors will be appointed to act on behalf of the Headteacher

4.33 Before the procurement of any potential hazardous substances, the appointed H&S Lead is to be informed and a COSHH assessment is to be undertaken. No hazardous substances are to be procured until authorisation has been issued the completed COSHH assessment is provided.

4.34 When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

4.35 Where relevant each department or area is responsible for managing the chemicals on site, producing a COSHH form and holding this information in a central location, ideally online, along with the safety data sheet (SDS) for each chemical compound. In line with the COSHH policy all chemicals are stored safely in appropriate locked storage areas.

4.36 The COSHH and SDS forms are to be reviewed annually, and the Site Supervisor or H&S Deputy will monitor via the bring up diary system to ensure each department completes this task.

4.37 When using any harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. The school provides Personal Protective Equipment (PPE) as required to staff using hazardous chemicals. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

4.38 All hazardous substances are stored in the secure and signed storage area when not in use.

DRAFT

4.39 The school cleaning contractor or team is to be provided with designated storage areas for cleaning materials, and these locations and cleaning fluids must be marked up with signage in accordance with the COSHH regulations. Items such as washing soap and washing capsules are to be stored in upper-level cupboards and monitored. No hazardous substances are to be left in an area which is unsupervised and occupied by students. Schools need to include a description related to the management of substances that are commonly available, for example, washing up liquid, whiteboard cleaner, nail varnish remover.

4.4 Construction (Design and Management) Regulations (CDM) – Client Responsibilities

4.41 The school will comply with CDM this helps to ensure that no-one is harmed during any building works and that the school's buildings remain safe to use and maintain. Effective planning will also help ensure that the works are well managed with fewer unexpected problems.

4.42 For most building works on any of the school site, the school will have Client Responsibilities which are as follows:

1. Appointing the right people at the right time
2. Ensuring there are arrangements in place for managing and organising the project
3. Allowing adequate time for the work to be completed
4. Providing information to and communicating with the principal designer and principal contractor
5. Ensuring adequate welfare facilities on site
6. Ensuring a construction phase plan is in place
7. Keeping the health and safety file on completion of the works
8. Protecting members of the public, including the school's employees and students
9. Ensuring workplaces are designed correctly

4.43 Further information regarding the client responsibilities are available via the Health and Safety Executive website. Where incidents, issues or concerns arise beyond the level of understanding or knowledge in the school, then advice from the school's Health and Safety Consultant must be sought.

4.5 Contractors on the school site.

4.51 Where contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. All contractors will require adequate risk assessments to be sighted to demonstrate their safe working practices for specific work being undertaken.

4.52 All contractors must report to the school's reception where they will be asked to sign in via the electronic system and will be required to complete an accompanying form requesting any DBS information they may hold. They will be also required to read and sign the asbestos register for the specific areas they will be undertaking work within. They will be given a visitor's badge which they must wear at all times whilst on the school grounds. All contractors will be provided with all emergency procedures which includes the fire evacuation and lockdown procedure. All contractors must comply with school policies and procedures.

4.53 Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and/or students on the premises.

DRAFT

4.6 Display Screen Equipment (DSE)

4.61 At name of school all users of display screen for continuous periods of an hour or more per day must complete a workstation DSE assessment. Once the assessment is undertaken the necessary actions are automatically sent to the H&S Lead/H&S Deputy, Site Supervisor, the employee's line manager and the appointed Network Lead.

4.62 The DSE assessment should be undertaken at least every two years, however, users are asked to undertake a new assessment if there is any change in environment or personal circumstances. Reminders are issued to all-staff at regular intervals.

4.63 Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician and can claim the cost of the test from the school.

4.64 Staff who work from home as a result of a flexible working arrangement nust undertake a DSE assessment

4.7 Use and testing of Electrical Equipment

4.71 The Site Supervisor for each school will ensure that:

1. Only authorised and competent persons are permitted to install or repair equipment
2. Where 13-amp sockets are in use, only one plug per socket is permitted
3. Equipment is not to be used if found to be defective in any way
4. Defective equipment is to be reported and immediately taken out of use until repaired
5. Equipment inspection/testing can only be carried out by a competent person - a trained member of the site team or a qualified contractor
6. Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
7. New equipment must be advised to the Site Supervisor so it can be PAT tested and added to future testing schedules
8. PAT test equipment will be calibrated by a qualified contractor.
9. All Electrical equipment will be tested as follows by a competent contractor:
   - Fixed Appliances and Fixed wiring electrical testing, every five years
   - IT and Double Insulated Equipment, every two years
   - All Earthed Equipment and other portable items, annually
   - Microwave tests, annually
10. The use of plug adaptors and extension leads to be kept to a minimum.
11. All coiled extension leads must only be used temporarily and must be fully extended when in use.
12. Standard extension leads can be used but they must be plugged directly into a main plug socket and not be 'piggy backed' into another extension lead or adaptor or overloaded. These are to be PAT tested annually.
13. Any trailing cables must be covered safely to reduce the possibility of tripping accidents.
14. School may wish to add requirements related to their site or the phase of education

4.72 Any defective or suspected defective equipment, systems of work, fittings etc must be reported via the online defect reporting system and any remedial works required actioned as soon as possible. If the issue is of an urgent nature. The individual should make the Site Supervisor or H&S Lead/H&S Deputy aware as soon as possible.

4.73 All PAT testing equipment will be sent for calibration annually this is managed by the Site Supervisor.

DRAFT

4.8 Moving and Handling

4.81 All name of school staff must complete moving and handling training in accordance with the Trust policy at periods not exceeding three years. Training for low risk moving and handling activities is provided by the school's Health and Safety consultant as part of the all staff Health and Safety training programme. Training for higher risk activities undertaken by the Site Supervisor, Site team staff or other departments such as IT, PE, Drama, DT are provided by the Health and Safety consultant as required. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items and equipment unless they have attended specific moving and handling training and /or have been provided with mechanical aids in order to work safely.

4.82 Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Supervisor and any Site staff are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

4.83 Schools should include information here related to children moving equipment. For example children being asked to assist in moving chairs or carry PE equipment. Schools should also include information that relates to the use of outside contractors to move equipment.

4.9 Working at Height

4.91 Work at height is always to be undertaken in accordance with the school's procedures. General work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

4.92 The Site Supervisor will ensure the following is completed:

1. Carry out Quarterly inspections of all on-site ladders, stepladders and podium steps
2. Remove access equipment from use if defective or considered inappropriate for use
3. All staff to have read the Working at height risk assessment relevant to the task undertaken

4.93 At no time are Site Supervisor or other members of staff to access the roof unless there is a safety guard or safety railing present and another member of staff is made aware that they are undertaking a task on the roof, ideally a second member of the team will hold the ladder and keep the area below clear or erect safety barriers.

4.94 Work at height on the premises is only permitted to take place under the following conditions:

1. Any work to be carried out at height must be underpinned by a risk assessment
2. Access equipment selected for work at height must be as per the risk assessment
3. Any staff working at height must be appropriately trained to use the access equipment (includes step stools)
4. Staff are not to improvise or use alternative access methods of their own choice
5. Use of any furniture, including tables and chairs, is forbidden for any work at height
6. Staff may only use leaning ladders if they have attended appropriate training at intervals not exceeding three years
7. Any safety concerns about a work at height task or access equipment must be raised prior to work starting
8. Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors

DRAFT

9. Access equipment used on site such as ladders and stepladders, must have passed the relevant inspections by the school site team and subsequently abide by relevant regulations.
10. Appropriate footwear must be worn at all times when using ladders.
11. Contractors working at height are to be appropriately supervised and must only use their own access equipment.

4.95 Low risk work at height training is provided by the school's Health and Safety consultant as part of the Health and Safety induction and ongoing training arrangements.

4.96 School must include a statement related to training for higher risk work at height equipment

4.100 Lone Working

4.101 All lone working is to be reported to the H&S Lead/H&S Deputy in advance and is to be carried out in accordance with the schools lone working risk assessment and the written procedures.

4.102 The lone working arrangements for staff who may undertake lone working on this site are detailed in the Lone Working Policy.

4.103 An annual review of the risk assessment is undertaken by appointed manager. A signature record sheet will be used to evidence such reviews.

4.104 For staff, with the exception of the Site Supervisor and Site staff, if lone working is permitted, the following requirements must be adhered to at all times:

- Cannot work at height
- Cannot work with dangerous equipment
- Cannot work with hazardous substances

For Site staff there is an expectation that some duties listed in 4.102 do not apply as the very nature of their job involves working with power tools and at height, however these will be done within reason. Therefore, small power tools such as drills, push mowers, leaf blowers are used as part of their normal duties.

4.201 **Mechanical and Engineering (M&E) Contractor**

4.202 The Trust will appoint mechanical and engineering prime contractor who are responsible for undertaking all servicing and regular maintenance of items across the school. This includes but is not limited to;

- Catering Equipment
- DT Equipment
- Lightning Protection
- LEV
- Sewage Pump
- Auto Doors and Roller Shutters
- Lift Service
- Fire Alarm Service
- Intruder Alarm
- Access Control
- Boiler
- Science Gap Taps
- TMV Service
- Fire Hydrant
- Fan Convectors/Extract Fans
- Emergency Lighting

DRAFT

- Water Tank and Softener
- Air Conditioning
- Hot Water/Pumps Equipment

DRAFT

5.0 Assessing Risk

5.1 **Risk Assessments**

5.12 Risk assessment management will be overseen by the H&S Lead. H&S Deputy or Site Supervisor and a copy is kept centrally. Risk assessments must be undertaken for anything which may cause harm to an individual and reviewed annually unless there are significant changes appropriate to the risk assessment which also require documenting. A reminder will be issued to the person responsible when the annual reviews are due for each department, this will be documented in the school bring up diary system

5.13 The school wide risk assessments must be carried out by Teacher lead/Heads of Department, Support Managers, Site Supervisor or their representatives, using appropriate knowledge and understanding in each area of work undertaken on a daily basis to ensure all potential hazards are identified and appropriate control measures are in place and documented in the risk assessment and department. These documents are to be accessible to all staff to view centrally online.

5.14 The people writing the risk assessment will have received the appropriate training and ensure that this is updated every three years, these records will be held centrally and should document the record of all Workplace Risk assessment or IOSH training completed and remind staff when this training is due.

5.15 Risk assessments are used to identify Hazards and the control measures in place, therefore each department head/subject lead/classroom teacher/ must ensure that they have considered all aspects of the tasks undertaken in their department, this includes moving and handling, working at height, storage of supplies, moving around site.

5.16 Special attention should be taken in higher risk areas such as Science, design & Art, PE, Food preparation areas teaching and main kitchen, and the site team, the department lead is responsible for ensuring these are robust and fit for purpose, that the control measures are in force at all times.

5.17 All risk assessments and associated control measures are to be forwarded for filling and approval from the appointed Manager. Completed risk assessments are listed in the risk assessment central record and must be reviewed at least every 12 months or as necessary when circumstances change.

DRAFT

6.0 School Site Arrangements

6.1 Catering Arrangements

6.11 At name of school the schools Catering Department or Catering contractor is responsible for ensuring they comply with all necessary regulations which are set by the regulatory bodies, this includes food hygiene, Allergen Awareness and COSHH regulations. They are also to fulfil the requirements and expectations of those classed 'all staff' within this policy.

6.12 The Catering Department/Contractor are required to report any issues surrounding health and safety to the appointed H&S Lead.

6.13 The Catering Manager/Contractor is responsible for ensuring that all Risk Assessments and COSHH forms are reviewed and updated annually or if there are any changes to products used. They are responsible for ensuring all equipment is in safe working order and to report any issues to the Site Supervisor or contact a service provider to complete relevant checks if necessary.

6.14 The Catering Manager or Catering Contractor will also be responsible for ensuring all Allergens are listed on the food products in line with Natasha's law

6.15 The servicing of all Catering equipment will be arranged via the Site Supervisor and the term Contractor.

6.16 Schools need to identify equipment that requires special attention; for example, ventilation system will be cleaned annually and the assigned contractor will ensure that this work is completed correctly, the main kitchen will be deep cleaned regularly and this will be managed by the appointed Catering manager/contractor.

6.2 Premises Hirers / Lettings

6.21 The Board of Trustees has overall responsibility for the security and management of its Academy premises. However, it is the responsibility of each school is to ensure that this policy and the procedures are implemented. The administration of the hire procedure is the responsibility of the administrative staff school.

6.22 Lettings must complete the Lettings Policy and Form, provide enhanced DBS checks on all persons and to review safeguarding policies and procedures and to impose any additional requirements they consider appropriate in connection with the hiring. Lettings must comply with the school's health & safety policies and procedures

6.23 Hirers of the school premises are bound to follow the requirements as are stipulated to all school visitors. However, in addition to this for individuals who are using school equipment for personal use they must inspect the equipment prior to use to ensure it is safe to use for its intended purpose. If there are any issues with the environment or an individual piece of equipment, they must notify the Site Supervisor immediately.

6.24 All external hire is arranged through the school managed on the day by the Site Supervisor. Any hire is to be pre-arranged and a booking confirmation, risk assessment and copy of the hirers Public Liability Insurance and Risk Assessment are required before the event can proceed. If the participants of the event are under the age of 18 the hirer must ensure that an enhanced DBS is in place for their staff or volunteers, in the event of this a letter stating they have completed all the relevant safeguarding checks will be required and forwarded to the school's safeguarding lead.#

6.25 For each school the appointed administration person or Site Supervisor will ensure that:

DRAFT

1. Third parties and other extended service users operate under hire agreements
2. A risk assessment for the activity is completed
3. The premises are safe for use and is always inspected prior to, and after each use. The physical checks are to be undertaken by the site team and such check to be documented accordingly.
4. Means of general access and egress are safe for use by all users
5. All provided equipment is safe for use
6. Fire escape routes and transit areas are safe and clear of hazards
7. Hirers/users are formally made aware of fire safety procedures and equipment

Premises hirers and community/extended service/third party users must record all accidents and near misses using the above procedure and this information will be added to the school records.

6.3 Grounds Maintenance

6.31 Grounds maintenance is manged inhouse or by using outsource to contractors where necessary, they who must adhere to the individual schools safeguarding and Health and Safety policies and procedures.

6.32 If the grounds maintenance or aspects of the work are outsourced the contractor's staff must hold valid DBS certificate and their performance will be monitored throughout their contract with the school. They must also meet the required minimum insurance requirements.

6.32 Grounds maintenance contractors must, similar to all visitors, report to Reception on arrival and sign in to the school system and log out when leaving.

6.33 Any external Grounds Maintenance Contractor will be responsible for supplying and maintaining their own equipment and provide proof of work completed. They must produce risk assessments and associated control measures which are supplied to the school. If the ground maintenance is completed in-house risk assessments and regular maintenance of equipment must be documented.

6.34 If a school uses a ground maintenance contractor regularly they must will submit an annual plan of works to be completed by month, the team on site will supply a work sheet once they complete the task assigned.

6.34 The school recognises that trees within the school grounds should be subject to appropriate Management Plan. A full tree survey should be completed by a competent person (Arbor culturalist) every three years, following this all trees considered High or medium risk will be monitored annually and low risk trees will be monitored every other year, unless damage is detected beforehand due to age or bad weather. Any immediate risk will be reported to the H&S Lead, H&S Deputy or Site Supervisor, the area cordoned off and advise sought for appropriate action to be take

DRAFT

6.4 Animals on the school site

For each school there will be a policy in place for animals on site – ideally no animal should not be brought onto the school grounds at any time unless they are an assistance animal, eg guide dog or approved & trained therapy dog or there is prior approval in place from the Headteacher, eg visiting speaker.

6.1 For any approved animal on site at name of school a Risk Assessment will be in place for trained therapy dogs, the animal will be based in an agreed location, and the dog will only engage with students during pre-agreed sessions when a handler is present. Arrangements will be put in place for

the dog to toilet safely and out of sight of the main school. The dog will be monitored by its handler at all times to ensure it is coping with the sessions and its environment, if at any time the animal needs to be removed from a situation the handler will manage this safely and securely for everyone present.

6.5 Staff Kitchenette areas

6.51 These are specifically designed for making hot drinks and warming up food; there are no cookers in these areas only microwaves, hot water boilers and fridges to store food at the correct temperature and dishwashers. Schools list areas where kitchenettes can be found on their site

6.52 Equipment is PAT tested in line with the school procedures, the cleaning contractor maintains the cleanliness of these areas and staff are also required to check items of food to ensure they are in date and dispose of anything at each half term.

6.6 Playgrounds

6.61 The play ground use risk assessment in name of school can be found xxxxx

6.62 Schools must add here specific information about the use of playgrounds and the activities that are permitted in each are and the level of supervision provided. Schools should also record the regime for checking external play areas are safe for children to use.

6.7 Visitors

6.71 All visitors must initially report to reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

6.72 All visitors will be asked to sign in and accept the school's safeguarding guidance and policy. They will receive a visitor's badge which they must wear at all times on site and this will be issued with the Visitors information leaflet which gives details of health and safety and fire safety procedures.

6.73 The school reserves the right to ask new visitors for proof of identity. This can include a driver's licence, passport, or identity badge. All visitors without a current DBS must be escorted whilst on site and be taken back to reception to sign out on leaving the site and return their visitors badge accordingly.

6.8Security

Individual school arrangements regarding security are based on the premises security risk assessment which includes emergency unlock routines. Schools should include here ther own security arrangements for keeping the site secure.

6.9 Building specific issues

Schools should include here any specific issues that need to be managed around site due to the nature of the site and building this could include

1. Use of lifts
2. Access and egress in steep staircases
3. Movement in narrow corridors
4. Control and use of toilets
5. Shared use facilities for example a school or church hall
6. Traffic management and vehicle movements

DRAFT

6.100 Minibuses

Schools need to adapt this section depending on if they own a mini buss borrow one occasionally

6.101 Where the school owns, leases, hires or borrows a minibus for the transportation of pupils, staff or other authorised passengers, appropriate arrangements will be in place to ensure that the vehicle is suitable, roadworthy and operated safely. Arrangements for the use of minibuses are set out in the school's Minibus Policy and/or relevant transport procedures and will be overseen by an appointed person.

School-owned or leased minibuses will be maintained, serviced, insured, MOT tested and taxed as required by law and in accordance with the manufacturer's recommendations, lease arrangements and any applicable service agreement. Where a minibus is hired or borrowed, the school will establish, before use, that the vehicle is appropriately maintained, insured, legally compliant and suitable for the intended journey. Responsibility for servicing, testing and maintenance will be confirmed with the vehicle owner or hire provider.

6.102 Before using a minibus, the driver will undertake appropriate pre-use checks to confirm that the vehicle is in a safe and suitable condition for the journey. Any defect, damage, warning light, accident, breakdown or other safety concern must be reported promptly to the appointed person or Site Supervisor and, where applicable, to the vehicle owner or hire company. Vehicles presenting a safety concern must not be used until the issue has been appropriately addressed.

For school-owned or regularly used leased minibuses, the Site Supervisor or other nominated person will undertake appropriate periodic checks to ensure that the vehicle is maintained in a safe and suitable condition, including checking that required documentation, equipment and safety items are in place. Checks will be recorded in the school's minibus or vehicle log. For hired or borrowed vehicles, appropriate pre-use checks and documentation will be retained in accordance with the school's procedures.

6.103 Staff and other authorised persons who drive a minibus on behalf of the school must hold the appropriate driving entitlement for the vehicle being driven and meet any additional competency or training requirements specified by the school, its insurers or the vehicle owner/hire provider. Drivers will hold appropriate minibus driver training or accreditation, such as MIDAS, and will receive suitable familiarisation with the vehicle before use.

6.104 Drivers must notify the school of any change to their driving licence or circumstances that may affect their ability to drive on school business, including any driving disqualification or restriction. A person who is not legally entitled, appropriately authorised or considered competent to drive the vehicle must not do so.

6.105 All minibus journeys will be appropriately planned, taking account of the number and needs of passengers, the proposed route, journey duration, weather and road conditions, driver requirements, emergency arrangements and any relevant risk assessment. Appropriate arrangements will be made for pupils or passengers with additional needs.

6.106 In the event of an accident, breakdown or other significant incident during a journey, the driver will prioritise the safety and welfare of passengers, contact the emergency services where necessary, and notify the school and/or vehicle owner or hire provider as soon as practicable. Incidents will be recorded and reviewed in accordance with the school's accident and incident reporting procedures.

DRAFT

DRAFT

7.0 Reporting Monitoring and investigating

7.1 Accident /Incident Reporting and Investigation

7.1 Name of school has appointed on site on-site trained accident investigators. They will attend appropriate training, and refresher training every three years.They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher, schools H&S Lead/H&S Deputy and the Health and Safety Consultant, RW Safety Solutions

7.2 Any accident or injury involving staff, visitors or contractors is to be immediately reported and recorded. The H&S Lead and Headteacher will monitor and update any action taken following the accident to reduce the risk of similar accidents occurring

7.3 Minor accidents to pupils are to be recorded online this information will be maintained by the school's appointed H&S Lead/H&S Deputy. Both the H&S Lead and Headteacher will monitor and update any action taken following the accident to reduce the risk of similar accidents occurring.

7.4 Near misses or dangerous occurrences i.e. an accident waiting to happen, must be reported. Near Miss reporting is an important part of the management of health and safety and is key to reducing the risk of injury to staff, pupils and visitors.

7.5 Schools should record here the location of the Accident report book and how near miss reports are recorded and reported to staff. The Health & Safety committee are also reminded during their meetings to advise staff where they can be found, and all new staff are shown the forms and advised the location during their new starter induction sessions.

7.6 The more serious accidents that are notifiable to the Health and Safety Executive (HSE) are to be reported using the appropriate form and a copy is to be forwarded to the School's Health and Safety Consultant for approval prior to forwarding to the HSE.

7.7 All significant accidents or incidents and near-misses are to be reported to the Head of School or their representative. The trained accident investigator is to conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident to be able to implement appropriate measures to prevent reoccurrence. Each School H&S Lead is to ensure that the governing body is informed of all accidents of a serious nature and dangerous occurrences. All accident reports and near misses will be monitored by the Health and Safety Committee for trend analysis in order that repetitive casual factors may be identified to prevent reoccurrences and the findings reported to Governors at least once a term, more information regarding this process can be seen in the monitoring section of this policy.

7.8 Schools should include here any specific action the school will take with its own community to manage minor accidents, including how parents are notifed. Schools may also record how the community are made aware of a minor injury to a child

7.9 Premises hirers, community and third-party users must report all incidents related to unsafe premises or equipment to the Site Supervisor or the H&S Lead who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

DRAFT

7.2 Near Miss Reporting

7.21 The school is committed to promoting a safe environment for pupils, staff, visitors and contractors. An important part of maintaining this environment is the prompt reporting of near misses.

7.22 A near miss is an incident or unsafe situation that did not result in injury, illness or damage, but had the potential to do so. Examples may include a pupil or member of staff slipping without being injured, an object falling in an occupied area without hitting anyone, or a hazard such as a damaged handrail being identified before an accident occurs.

7.23 All staff are encouraged to report near misses as soon as possible. Pupils and visitors should also be encouraged to raise concerns with a member of staff. Reports should provide sufficient information to identify what happened, where and when it occurred, the potential risk, and any immediate action taken.

7.24 The purpose of near miss reporting is **prevention, not blame**. Staff and pupils should feel confident that genuine concerns can be reported without fear of criticism or disciplinary action. However, where a report identifies deliberate or seriously unsafe behaviour, the school may take appropriate action in accordance with its policies and procedures.

.

7.3 **Inspections and Monitoring *on Trust school premises***

Each school should have a monitoring routine; this should outline the frequency of monitoring, who carried it out and the reporting structure if an issue is identified.

.If the noted issue is of an immediate danger to individuals this is to be reported to the Site Supervisor immediately through the use of the internal school phones or school radio. The Site Supervisor needs to be advised if the issue cannot be resolved with internal school resources.

7.31 Monitoring and inspections of the classrooms and equipment in the subject areas for every department will be carried out by Teacher Lead/Heads of Department and/or the nominated subject teachers. Any issues found with the building structure or larger items of equipment such as desks, chairs, cupboards, blinds, windows, doors and carpets will be reported to the Site Supervisor. Specific departments/areas such as PE and Art&Design will have specific equipment which should be visually checked by the member of staff before use, this will be detailed in the individual department risk assessments.

7.32 Each school should undertake Management checks of school logs on a rolling programme, schools should determine how this is actioned and discussed and the frequency of reporting

7.33 The school needs to include here details related to the frequency of inspection of the site, how findings are recorded and reported to the H&S committee and Governors

7.34 The Site Supervisor is responsible for ensuring any issues identified through a site inspection are actioned. Any identified high-level risks or safety management concerns will be discussed firstly at the next SLT meeting and thereafter at the Health and Safety Committee meeting or Governor's Business and Collaboration Committee meeting whichever meets first.

7.35 The school will undertake a detailed inspection of the premises' safety management system will be carried out every year by the H&S Lead. These documented inspections will examine all areas of the safety management system and will be carried out using an Annual Safety Inspection Checklist.

7.36 The H&S Lead/H&S Deputy for each school will produce a health and safety report every six weeks. This report will provide an extensive overview of all health and safety aspects regarding the school over the given period. This report will highlight any changes surrounding the following:

1. All recent management checks which have been undertaken.
2. Any planned capital works or M&E servicing.

DRAFT

3. Overview of school risk assessments, how many if any are due to be reviewed and how many are appearing as outstanding.
4. Any health and safety training that has recently been undertaken and any which is due to be completed.
5. Any recent legislation/guidance advice which stakeholders should be aware of
6. Overview of any recent fire safety/evacuation or lockdown drill reports
7. Overview of any noted current risks such as legionella and glazing
8. Overview of the undertaken site inspection reports
9. Overview of the recent accidents and incidents, noting any particular trends in data
10. Overview of any near miss's and what action has been undertaken
11. Overview of the online defect reporting system and if there are any high-priority issues outstanding

The report is distributed to the school Trustees, Governors, SLT and the Health and Safety Committee on a six-weekly basis. It is then further discussed and questioned when presented at the Governors' Business and Collaboration Committee Meeting.

DRAFT

8.0 Education and Curriculum Related

8.1 Educational Visits/ Off-site Activities

8.10 The Educational Visits Co-ordinator and is responsible for overseeing and managing all events which involve the school's curriculum. They must ensure all health and safety requirements have been undertaken and that the visit has been sanctioned by the H&S Lead

8.11 The Educational Visits Coordinator must ensure a risk assessment has been undertaken for the trip, the required number of staff have been assigned to the trip, the relevant first aid protocols are in place for the trip. Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

8.13 If the Educational Visits Coordinator encounters any issues they are to consult with the H&S Lead to seek a solution.

8.14 Schools must add any specific trip requirements that relate to the age of children

8.2 Curriculum Activities

8.21 All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant Teacher Lead and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design and Technology, Science, Music, Physical Education and Sport, Art and Drama as issued by relevant appropriate bodies. Teacher Lead and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

8.22 Staff carrying out any activity involving food preparation with children should have completed the Level 2 Food Hygiene course and must carry out a risk assessment before starting the activity, paying particular attention to the medical needs of children. The Level 2 Food Hygiene course should be reviewed every 3 years

8.23 All risk assessments undertaken for curriculum activities are to be sent to the appointed H&S Lead/H&S Deputy so they can be added to the school's risk assessment central database and be subjected to spot checks by the H&S Lead.

8.24 All off-site trips/activities will be recorded on Evolve overseen by the Headteacher or someone appointed by them. The trip leader will update the relevant information on to the Evolve System to ensure all the risks are managed appropriately, this includes number of students, number of staff, the location and length of the trip, activities undertaken and transport required.

8.3 Alternative Curriculum Provision

8.31 The school recognises that alternative curriculum provision can make an important contribution to the education, personal development and wellbeing of pupils. Where pupils access education or activities outside the normal classroom environment, the school will take reasonable steps to ensure that appropriate health and safety arrangements are in place.

8.32 Alternative provision may take place **on the school site or at external venues** and may include vocational activities, work-related learning, therapeutic or wellbeing activities, educational programmes, sports, outdoor learning, college placements or other approved activities. Before pupils participate in alternative provision, the school will ensure that:

DRAFT

1. appropriate checks have been undertaken on the provider, venue and activities;
2. relevant risk assessments have been completed and are reviewed where circumstances change;
3. appropriate safeguarding arrangements are in place;
4. staff supervising pupils are suitably competent and understand their responsibilities;
5. emergency procedures, including arrangements for accidents, illness, fire and evacuation, are understood;
6. appropriate arrangements are in place for first aid and the management of medical needs;
7. transport arrangements, where applicable, are suitably assessed and managed;
8. parents/carers are provided with appropriate information about the placement or activity;
9. pupil needs, including SEND, medical and accessibility requirements, are considered;
10. appropriate arrangements are in place for supervision, attendance and communication between the school, pupil and provider.

8.33 For off-site provision, the school will establish clear lines of responsibility between the school and the external provider. The provider will be expected to maintain suitable health and safety standards and to notify the school promptly of any accident, incident, near miss or significant change in circumstances affecting the pupil's safety. Schools who undertake work placements need to include an overview of procedures, for example, Where pupils attend a work placement or other external setting, the school will maintain appropriate contact with the provider and monitor the placement in accordance with the school's procedures. Any concerns regarding health, safety, safeguarding or welfare will be addressed promptly.

8.34 For on-site alternative provision, the same principles of risk assessment, supervision, safeguarding and emergency preparedness will apply. Activities will be appropriately planned and supervised, taking account of the environment, equipment and individual needs of participating pupils.

8.35 The school will keep appropriate records relating to alternative provision and will review arrangements periodically to ensure that identified risks are being managed effectively. Any significant incident or near miss will be investigated and used, where appropriate, to inform future risk assessments and improvements to provision.

DRAFT

9.0 Emergency Procedures Evacuation and Lock Down Arrangements

9.1 General emergency evacuation

9.10 General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency response plan for all non-fire emergencies including lockdown.

9.11 Schools must stipulate here how staff have access to emergency response plans, for example, paper copies at induction or plan on the school's Intranet. They must also indicate how staff will be informed of any updates

9.12 Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. (See also section on PEEPs below) Schools may wish to indicate where information is displayed or here specific registers are kept for example, in a Fire grab bag

9.13 Schools must indicate how they will manage students who are in school on crutches with limited mobility due to injury :

Considerations will be specific to the age of the children and the nature of the school site, for example

1. Risk assessment to review mobility
2. Assess access to various parts of the site, for example first- and second-floor rooms
3. Use of lifts
4. Location of students with reduced mobility
5. How to facilitate movement and support
6. If the nature of the injury is such that the student should not be in school, or if the student has to have a reduced day
7. Management of students' social time

9.14 Any school staff who have a medical condition or require the use of crutches should undertake a Risk Assessment with the ESCAT HR department. Recommendations and adjustments will then be made according to their place and duties of their role.

DRAFT

9.2 Personal Emergency Evacuation Plan (PEEP)

9.21 At name of school is nominated to manage PEEPS on their behalf and will ensure an evacuation plan is created and managed for individuals unable to reach a place of ultimate safety unaided, or within a satisfactory period of time, in the event of any emergency.

9.22 Together with the Special Needs Co-ordinator (SENDCO), they are responsible for:

1. Assessing if any students need a PEEP
2. Completing PEEPs, with the SENCO, with support from teachers, parents and other relevant agencies
3. If, after taking reasonable preventative action, there is still a significant risk to the child, which may go beyond the level of risk to be expected, or may be considered to be too difficult to control, then specialist advice is sought from the Schools Health and Safety Consultant
4. Reviewing the effectiveness of the PEEP during and after evacuations and make any changes that are applicable.
5. Reviewing PEEPs on an annual basis, or earlier if the needs of the evacuee change.

6. Extant PEEPs are filed on Classcharts and SIMS so that they are easily accessible for all staff to refer to.

9.3 **Fire Safety**

9.31 At name of school arrangements regarding fire safety are set out in their Fire Safety Manual. The H&S Lead is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

9.32 The Headteacher will ensure through the H&S Lead that:

1. All staff are to complete fire safety training at intervals not exceeding three years
2. Fire safety information is provided to all staff at induction and thereafter annually
3. Fire safety procedures are readily available for all staff to read
4. Fire safety notices are posted in the key areas of the building close to the fire points • Evacuation routes and assembly points are clearly identified
5. Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
6. All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
7. Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
8. A plan of the whole school showing locations of Fire exits, Fire call points and Fire extinguishers is in the Fire Safety Manual based in Reception
9. Any school specific criteria

9.33 The Fire Risk Assessment is reviewed as follows:

1. Internally carried out annually by the H&S Lead who acts as the Fire Safety Officer/competent person and Health and Safety Governor who will ensure that evidence of reviews are retained for inspection purposes.
2. Externally carried out by a competent fire risk assessor every two years
3. Externally carried out by a competent fire risk assessor as soon as reasonably possible where there is a possible change in fire safety risk, room use or refurbishment/ construction which may affect fire safety
4. The School operates a 'No Smoking' policy. This includes vaping equipment, liquid vapes, e-cigarettes and any alternative smoking materials.
5. All non-essential electrical equipment that is not designed to be left on unattended will be switched off, and where practical at the wall. This is particularly important at times when the School will be unoccupied for long periods of time, ie, weekends and holiday periods, etc
6. The necessary checks for Fire Doors, Fire Fighting Equipment and Emergency Lighting are carried out locally and by external contractor when appropriate. These records can be found in the Fire Safety Manual, located in the ….

9.33 An annual fire safety management review will be undertaken by the Health and Safety Governor and evidence of the reviews maintained.

9.4 Lockdown Arrangements

9.41 Name of school will maintain appropriate arrangements to protect pupils, staff, visitors and contractors in the event of an incident or external threat where remaining inside the school buildings is considered safer than evacuation.

DRAFT

9.42 A lockdown may be initiated in response to circumstances such as a dangerous person in or near the school, a serious security incident, or another external threat requiring movement around the site to be restricted. The school will periodically test its lockdown procedure

9.43 The school will maintain a **Lockdown Procedure** setting out the specific actions to be taken by staff, pupils and visitors. This will include arrangements for:

1. Initiating and communicating a lockdown
2. Securing classrooms, offices and other areas where appropriate
3. Keeping pupils and staff away from windows and areas of potential danger
4. Accounting for pupils, staff and visitors
5. Managing pupils who are outside the main school buildings
6. Maintaining communication with emergency services and relevant school personnel
7. Supporting pupils and staff with additional needs
8. Responding to medical emergencies during a lockdown
9. Ending the lockdown and communicating the all-clear
10. Recording and reviewing any incident following its conclusion.

9.44 Staff will receive appropriate information and training on their responsibilities during a lockdown. Pupils will be made aware of lockdown arrangements in an age-appropriate manner without causing unnecessary anxiety.

9.45 Lockdown arrangements will be reviewed periodically and following any significant incident, exercise or change to the school site or circumstances. Where appropriate, lockdown drills may be undertaken to test the effectiveness of the arrangements. Any drill will be planned carefully to minimise distress and will take account of safeguarding and individual pupil needs.

9.46 The school will liaise with relevant emergency services and other appropriate agencies when developing and reviewing its lockdown arrangements. Detailed operational information, including specific signals, communication methods, safe areas and site-specific procedures, will be contained within the school's **Lockdown Plan** and will be made available only to those who need the information to carry out their responsibilities.

DRAFT

9.5 Footwear (Applicable to Staff & Contractors on individual school sites)

9.51 Footwear must be safe, sensible, in good order and have regard for Health and Safety considerations. Trainers (unless specifically required for the work role), stiletto heels and ‘flip-flops’ ie. shoes without a heal strap, are not to be worn on the school grounds.

9.52 Certain work roles, for example,. site team, catering team require staff to wear protective footwear and this is to be appropriate for the activities undertaken.

9.6 Hot Drinks across all the school Site

9.61 Evidence shows that serious injuries have been caused to school children by staff carrying hot drinks around school sites without the appropriate tight-fitting lids. The prevention of such incidents is essential in ensuring the safety of all users.

9.62 For the purposes of this policy the term “hot drinks” refers to tea, coffee, soup, water or any other liquid which may be considered as a hazard.

6.63 It is essential all users of the site abide by the following to prevent incidents involving spillage which may result in serious injury to other persons using the site:

1. Staff should aim to drink hot liquids in the Staff Room or away from children whenever possible. Where hot drinks need to be transported around the site, in corridors, into classrooms or playground areas, they must be in a sealed container with a minimum of a screw top lid or tight-fitting plastic lid on a paper or plastic cup. These types of lids can be purchased online or from kitchen shops.
2. Any receptacle which contains hot liquid must not be carried through the corridor or playground areas unless in a suitable container
3. If moving containers of hot liquid is unavoidable then an appropriate risk assessment must be put in place and appropriate control measures put in place and adhered to avoid the risk of injury. Guidance on completing such risk assessments should be sought from the appointed H&S Lead.
4. Any hot drinks purchased by students or adults from the school canteen must not be taken from the room unless a suitable and secure lid is in place
5. Visitors to the school must also be reminded that any hot drinks should be in suitable containers, any found on site without the appropriate lid will be disposed of or decanted into an appropriate lidded cup.

9.54 It is each individual's responsibility to ensure their own health and safety and the health and safety of others. Therefore, all site users must follow the above procedures as stated.

9.55 A notice will be provided at hot drinks dispensing points warning staff that hot drinks are provided with a lid for theirs and others safety and should not be removed whilst moving around

DRAFT

10 First Aid and Associated Functions and Procedures

10.01 First Aid Arrangements

10.01 Arrangements regarding first aid provision are set out in the separate school First Aid Policy. The names and locations of the first aid trained staff on site are held by the Headteacher appointed First Aid Lead and also clearly signposted around the school.

10.02 It is normal and expected that any person will take reasonable and prudent action to support someone who has been injured or is hurt and to make them as comfortable as possible. However, first aid treatment is only to be administered by someone who has been trained to undertake first aid procedures. They must have in-date training certification and conduct first aid within the parameters of their training. Wheelchair training is also included in the first aid training.

10.03 An immediate call requesting a first aider should be made if treatment is required and an untrained person must hand over to a trained person when the trained person arrives at the scene.

10.04 In conjunction with physical first aid, the school also have nominated mental health first aiders to be able to provide support and assistance accordingly.

10.05 The number of first aiders and mental health first aiders required by the school is documented within the school's first aid needs assessment.

10.06 The name of role is the nominated competent persons for administering medicines and the provision of Individual Healthcare Plans for students with medical conditions on behalf of the Headteacher in accordance with the school Medical Conditions and Administration of Medicines Policy. They ensure that all staff have First Aid at work Training and that this training is up to date, oversees the first aid rota to ensure adequate cover is in place to manage any incidents and accidents on site. They also monitor and control the management of all medicines on site, First Aid kits, wheelchairs and student details who require medical support.

10.07 The school provides first aid kits, emergency grab bags, Wheelchairs and defibrillators, these are managed by the appointed Manager, who completes an annual check of the first aid kits to ensure they are fully stocked, the site team complete a visual check of the Wheelchairs quarterly. Details of locations of these First Aid items and the contents of the kits are documented in the First Aid policy.

10.08 In some Trust schools Evac chairs are in all blocks with more than one floor, these are serviced annually by an external contractor and are used to aid evacuation of sick and injured people who are still able to move without further injury.

10.10 Staff Health & Well-being

10.11 Stress management through staff wellbeing questionnaires and appropriate consultation with staff will be periodically reviewed and acted upon. There is a health and well-being staff committee who monitor, and review any concerns raised by staff, they meet regularly to recommend any changes or incentives to help reduce stress and promote wellbeing this is managed by a person nominated by the Headteacher to take the role of the Senior mental health and Well Being Lead.

10.12 On-site arrangements to monitor, consult and reduce stress situations include one-to-one meetings between employees and their line managers, team phase meetings, staff meetings, occupational health referrals and liaison between the H&S Lead and HR.

DRAFT

10.13 Furthermore, our site arrangements to monitor, consult and reduce stress situations are as follows: Schools can adapt this list to reflect their practice

1. Annual wellbeing questionnaire completion by all staff – this is reviewed by the Senior mental health and wellbeing lead to establish any areas of concern and discussed with the SLT team and Governors if any changes are needed.
2. Health and Well-being action plan reviewed and monitored by Governors throughout the year - any changes identified will be implemented throughout the year.
3. Ongoing improvements made to site environment, specifically staff areas to enhance the working day and reduce stress and encourage a better working environment.
4. New staff induction programme to help new staff familiarise themselves with the school rules, site and procedures, helping to identify key staff they should refer to if they need help or assistance
5. INSET sessions specifically tailored to Staff Health and Wellbeing to ensure staff are relaxed and have fun in the working environment, these are to help staff strength work friendships, learn new skills and unwind.
6. Improved performance management scheme for all staff which is easier to use and reduces the stress and pressure off the annual review and quarterly updates.
7. The school arranges a session annually to provide the flu jab to all staff at a small cost helping to promote a healthy workforce and build staff immunity to illness.
8. Staff shout out board celebrated every week
9. Open door policy for discussion at any time this ensures staff feel heard and can reduce the stress in the workplace if there are any issues.
10. Emergency Support Line counselling (6 x free sessions) available to all staff for any stress and well-being reason (Number needed here)
11. Staff wellbeing day promotes staff awareness to wellbeing and a more relaxed day.

10.20 **Supporting Students with Medical Conditions –**

10.21 Arrangements regarding the support of students with medical conditions are undertaken in accordance with the school Medical Conditions and Administration of Medicines Policy.

10.22 All students requiring an Individual Health Care Plan are identified and the plan is drawn up in conjunction with parents, medical professionals and relevant staff. Extant IHCPs are filed on Classcharts and SIMS so that they are easily accessible for all staff to refer to.

10.23 Prescribed medication, including Epi pens (See Allergen Policy) and inhalers kept on each school site and will be secured in a locked cupboard, these are only given to the student they are prescribed to following the medication guidelines, as detailed in the Medical Conditions and Administration of Medicines policy.

10.30 Violent Incidents – *All schools within the Trust*

10.31 Violent, aggressive, threatening or intimidating behaviour towards any member of the ESCAT Trust community whether verbal, written, electronic or physical, will not be tolerated. Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

10.31 The school publishes a parent code of conduct on it's website

10.32 Arrangements regarding violent incidents should be reported on the Aggressive Behaviour and Violent Incidents Report Form refer to Appendix C

DRAFT

10.40 Virus Control

10.41 To limit the spread of viruses whether they be locally borne such as the common flu or an international pandemic such as Coronavirus COVID-19, control measures will be adopted as advised by the appropriate authority for each school.

10.42 The guidance and advice of UK Health Security Agency (UKHSA), the Department for Education, our Health and Safety Consultant and/or insurers will be followed in drawing up the appropriate Risk assessments identifying hazards and the necessary control measures.

10.50 Physical Intervention

10.51 Arrangements regarding physical intervention are set out in the school Restrictive Physical Intervention Policy. Any use of restrictive physical intervention must be recorded using the online form detailed in the policy. This should be completed as soon as possible after the incident and certainly within 24 hours.

10.52 Where an incident causes injury to a member of staff, it should be recorded as per the corporate accident/incident reporting procedure using the online report form and internal Aggressive Behaviour and Violent Incidents Report Form (Appendix C). The Headteacher or in their absence one of the Deputy Headteachers is to be informed as soon as possible and parents must also be informed by phone (or by letter or note home with the child if this is not possible). A copy of the record form is also to be made available for parents to read.

10.60 Wheelchair Use

10.61 Every school presents many challenges for the use of a wheelchair on a long-term basis. Whilst improvements have been made to allow increased accessibility for staff and students with mobility issues these arrangements do not extend to the long-term use of a wheelchair on site.

10.62 Any use of a wheelchair on site, whether temporary or medium-term use, must only be allowed if a risk assessment has been undertaken. These risk assessments must be completed in conjunction with any personal emergency evacuation plan (PEEP) and a separate manual handling risk assessment as required.

10.63 Due to the varying hazards around the site including slopes, steps, access through doorways and lift access available in only two of the ten main blocks on the school site, careful consideration needs to be given to the following in the risk assessment:

Schools must iterate this list according to the risks

- Car park/drop-off points
- Access around the site and in and out of buildings
- Break and Lunch times
- Outside play
- Toilet needs

10.64 The use of electric/battery operated wheelchairs brings additional hazards such as; power failure or breakdowns, terrain that the wheelchair cannot cross, such as gravel or soft ground and water on the wheelchair causing electrical failure.

10.65 A risk assessment is in place for the occasional use of a wheelchair in situations where first aid is required but in all other cases of short to medium term use a separate risk assessment must be undertaken and advice should be sought from the H&S Lead/H&S Deputy in completing these wheelchair risk assessments.

DRAFT

10.66 The condition of the wheelchairs must be monitored by the Site Supervisor who will report any concerns. Basic maintenance will be undertaken by the Site Supervisor or site staff, and quarterly checks of the wheels will be recorded on the Wheeled equipment register held by the Site Supervisor or H&S Deputy.

10.67 Training for the users is covered in First aid training, this is a low-level section in the training session, any trained staff that have concerns or additional training will refer to the appointed manager.

DRAFT

Appendix A Not used

Appendix B – To be completed by each individual school

Health and Safety Management Roles – Named Staff Role	Named Person
Responsible Manager	
Health and Safety Officer Fire Safety Officer	
Health and Safety Co-ordinator Health and Safety Training Manager Lettings Manager	
Fire Safety Co-ordinator	
Fire Marshals	
PEEP Manager First Aid Co-Ordinator and Medical Lead	
Legionella Competent Person	
Asbestos Competent Person	
Accident Investigator	
Link Governor for Health and Safety	
Health and Safety Consultant	
Designated Safeguard Lead	
SENCO	
Food Safety Manager	
Site Supervisor	
Site Team	
Network Manager	
Mechanical and Engineering Contractor	
Out of hours Security	
Alarm Monitoring Company	

DRAFT

Educational Visits Co-ordinator	
Senior mental health and Well Being Lead	
Ground Maintenance and Tree Maintenance Contractor	
Minibus Leasing and Maintenance companies	
Cleaning Contractor	

Appendix C

ESCAT
Edith Stein Catholic Academy Trust

Aggressive Behaviour and Violent Incidents Report Form

DRAFT

Key information

Full Name of person reporting the incident	
Job Title of person reporting the incident	
Date and time report was made	
Full Name of person(s) subject to violent/aggressive behaviour	
Role of person(s) subject to violent/aggressive behavior (Please circle)	Employee / Pupil / Parent or Carer / Contractor / Visitor / Other (please state) ……

Incident details

Date and time of incident	
Location of incident (including a sketch if necessary)	
Name(s) of person(s) causing violence/showing aggression	
Role of person(s) causing violence/showing aggression	Employee / Pupil / Parent or Carer / Contractor / Visitor / Other (please state) ……
Type of incident (Please circle all that apply)	Verbal Abuse / Physical Attack / Theft / Anti-Social Behaviour / Near Miss
Full description of the incident including: • Causes and lead up to the incident • All known persons involved • Use of offensive weapons (including a description) • Medical treatment/first aid provision required • Presence of emergency services	

DRAFT

What injuries were sustained during the incident? (Please circle all that apply)	Cuts / Burn or Scald / Bruise / Strain Other ……..……..
Who assisted the injured person?	
What action was taken? (Please circle all that apply)	First Aid / Ambulance called / Police called Other …….……
Names, roles and address (if non-employee) of witnesses *Attach statements obtained from witnesses to this form	

Response details

Staff or pupil absences caused by incident, and length of absence (if known)	
Initial actions taken by school	
Follow-up actions taken by school	
Has a risk assessment been carried out? If so, list conclusions and suggested actions	
Have outside services (e.g. police, family services, child protection services) been informed? If yes, provide details	

DRAFT

Has this incident resulted in any member of staff sustaining a RIDDOR-reportable injury, or being absent from work for more than 7 days? If yes, state who and for how long	
Does anyone involved require further support/guidance, including further training? If yes, include details	
For management/HR use only:	
RIDDOR Reportable? Yes/ No Followed up by Management/HR on (date):	

DRAFT