THE QUILL C OF E TRUST

Health and Safety Policy

Version Control	Date	Author	Changes Made
1	10.10.25	K Wilkinson	Policy review following internal staffing changes and H&S responsibilities

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Preface

This is the Health and Safety Policy for The Quill C of E Trust.

The document contains information which must be followed to ensure the continued health, safety and welfare of the employee's, pupils and contractors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health and Safety Policy Statement.
- The Organisational Duties.
- The Arrangements for Managing Health and Safety.

Health and Safety Policy Statement

This is a general statement of the intentions of the trust regarding Health and Safety. The policy statement is signed and dated by the most senior member of the trust senior leadership team and therefore indicates that Health and Safety is highly regarded, with full commitment to it from the most senior level of the trust.

The Organisational Duties

This section commences with a chart showing the safety structure of the trust and the schools within the trust. It is followed by a list of individual responsibilities of personnel and contractors.

Arrangements for Managing Health and Safety

This section will contain information that will need to be followed by all levels of management, to ensure that we comply with current legislation and actively reduce the risk to all persons who may be affected by the works carried out on the trust's behalf.

To reduce accidents and incidents, all personnel, pupils, and contractors must adhere to the policies whilst carrying out the site undertakings.

Where help is needed, we also have assistance of the Compliance and Facilities Manager who is available for providing competent advice on safety matters, guidance on risk management, safety auditing, safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

The Quill C of E Trust:	Tonge Moor Primary Academy St Bede Primary Academy Washacre Primary Academy Head Office Building - Lostock
Compliance:	Compliance and Facilities Manager
HSE:	Health and Safety Executive
ACOP:	Approved Code of Practice

Health and Safety Policy Statement

In accordance with its duty under sections 2 and 3 of the Health and Safety at Work etc Act 1974, and in fulfilling its obligations to employees, pupils and members of the public who may be affected by its activities, the trust has produced the following statement of policy in respect of Health and Safety.

It is our aim to achieve a working environment that is free of work-related accidents and ill health and to this end we will pursue continuing improvements from year to year.

The trust recognises its Health and Safety duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all concomitant legislation, to ensure, so far as is reasonably practicable, the health and welfare at work of all employees and members of the public inclusive of pupils.

Particular attention will be paid to duties required, namely:

- Provision and maintenance of safe plant and systems of work.
- Safe and healthy use, handling and storage of articles and substances.
- Provision of necessary information, instruction, training, and supervision.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them, and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment and stablishing / enforcing safe work methods.
- Recruiting and appointing personnel who have the skills, abilities, and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are consistent with their skills, knowledge, and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of Health and Safety and of good practice through the effective communication or relevant information.
- Furnishing sufficient resources needed to meet these objectives.

A successful Health and Safety programme is dependent on the participation and co-operation of all employees.

All employees are aware that they have a legal duty to:

- Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- Co-operate with and assist the employer in meeting statutory obligations.
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety, and welfare.

Our Health and Safety Policy will be reviewed annually, or more frequently if required, by the Facilities and Compliance Manager in conjunction with trust management, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. This review shall cover all sections of the Policy and shall ensure that:

- The responsibilities reflect the current staffing of the school, inclusive of changes to key personnel.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.
- Legislative changes are reflected.
- Advancement or changes in technologies.

Copies of this Health and Safety Policy will be displayed in the workplace and on the trusts internal compliance system (IAM Complaint) and will therefore be available for all employees to read and use for reference.

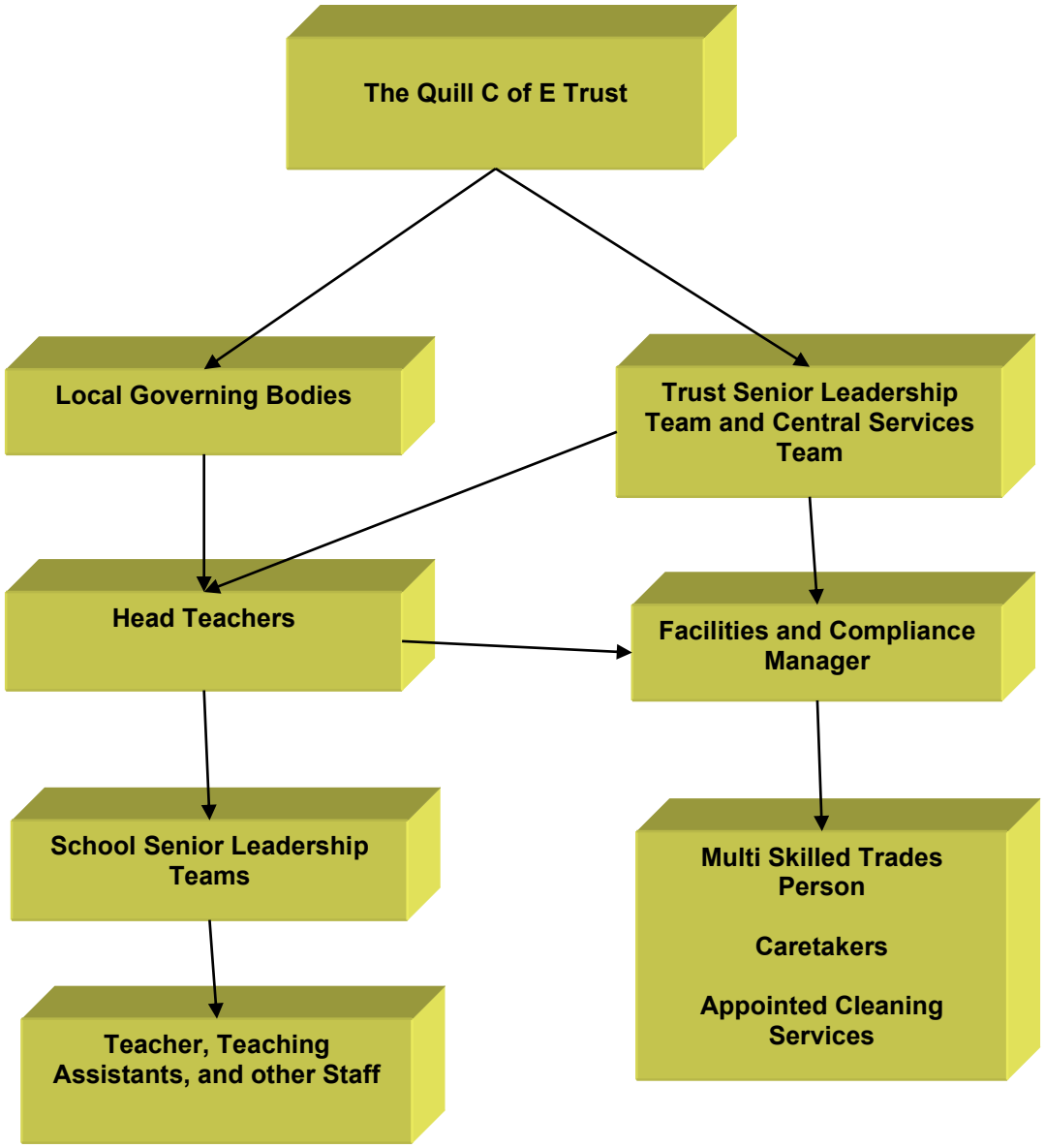
All Employees, external Consultants and Contractors employed by the school will be expected to comply with this Health and Safety Policy.

Signed: .....Sarah Bagshaw..... CEO Date: 10.2025

Organisation – Duties, Roles, and Responsibilities

Organisation Chart

The school have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.



Trust Sites

Tonge Moor Primary Academy Brierwood Bolton BL22PF Tel: 01204 328994	**St Bede Primary Academy** Morris Green Lane Bolton BL33LJ Tel: 01204 61899	**Washacre Primary Academy** Clough Ave Westhoughton Bolton BL52NJ Tel: 01942 634756	**The Quill C of E Trust Head Office** Lostock Office Park Lynstock Way Lostock Bolton BL64SG

Responsibilities

Trust Senior Leadership Team

The trust senior leadership team have overall responsibility for health and safety within the trust; however, these responsibilities are and can be delegated out to trust personnel who will be responsible for ensuring the effective day-to-day implementation of the Health & Safety Policy across all trust schools. These responsibilities include:

- Ensuring staff safety in respect of compliance to specific arrangements, applicable to activities within their departments/workspaces.
- Ensuring that safe systems of work are identified and adhered to.
- Ensuring the Facilities and Compliance Manager is alerted of any new activities, so that Risk Assessments can be completed / reviewed where required.
- Ensuring training needs are identified with respect to health and safety.
- When using services of other contractors (self-employed persons etc.) on the above Trust's premises, ensure the appropriate procedure is adhered to which will incorporate the following:
  - Exchange of Health and Safety Policies.
  - Safe systems of work are used.
  - The safety of all persons affected by their activities.
  - Obtaining of contractors' RAMS (Risk Assessments and Method Statements).
  - Assessing the competence of contractors including progress of any works undertaken.
  - Asbestos Management Plans are reviewed (if applicable).

Head Teachers and Local Governing Bodies

Head Teachers and The Local Governing Bodies have ultimate responsibility for ensuring that the schools fulfil its legal responsibilities, that Policy objectives are achieved, and that effective management is in place for the achievement of the policies concerned with health, safety, and welfare. The Head Teacher will also ensure that school's policies are reviewed as appropriate to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient Health and Safety arrangements.

Management Team

The personnel appointed to these job roles are responsible for implementing this Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting the school in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties. A summary of their duties is as follows:

- Ensure that necessary consideration is always given to the requirements of this Health and Safety Policy and to the following:
  - Safe methods of working.
  - Induction training including Health and Safety matters.
  - Welfare facilities.
  - Fire precautions.
  - Hazards arising from work activity.
  - Carrying out workplace inspections and advising, as and where necessary, on how to improve methods of working.
  - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
  - Advising and assisting with safety training of personnel.
- They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for.
- All accidents, incidents, near misses and dangerous occurrences are fully investigated and preventative actions are recommended.
- Documented safe systems of work are implemented and are adhered to.
- They are aware of, and implement, all safe working practices and procedures.
- Ensuring that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- Ensuring that all relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by school employees will not create a risk or hazard to anyone (either employees or non-employees).
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.

- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that, where Health and Safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all school procedures are adhered to.

Facilities and Compliance Manager

The Trust has appointed the Facilities and Compliance Manager as their competent person and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Facilities and Compliance Manager advises management / SLT on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Facilities and Compliance Manager has the responsibility for the following:

- Ensuring the school is aware of statutory obligations and recommended Codes of Practice.
- Advising the SLT of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the SLT and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the school.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

All Staff

All staff will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They co-operate with the school in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.
- All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to their direct Supervisor or Line Manager.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to their direct Supervisor or Line Manager.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their direct Supervisor or Line Manager verbally, by telephone or e-mail.
- During their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
    - Arranged, provided and/or otherwise approved.
    - Provided by the Client or Contractor with specific authorisation that they may be used by employees of the school.
    - Provided for unrestricted use by members of the public.

Appointed Contractors / Consultants

We may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities which school employees are unable to undertake. All Contractors/Consultants appointed must be able to provide auditable evidence of their competency.

A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a Contractor/Consultant is bringing 10 persons or more onto the school premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the Trust Management / SLT and / or the Facilities and Compliance Manager to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the School's Health and Safety Policy.
- Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.
- They must ensure that the school is provided with any information available that may affect Health and Safety on site.
- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the school prior to commencing work.
- All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained, and tested as required. Copies of all necessary certificates and registers must be available for review by the school. Where weekly inspections are required, copies of documentation must be provided to the school.
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the school with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the school to ensure that adequate steps are taken to reduce exposure to school employees and pupils.
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the school and that they co-operate fully with the school's management team.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are always kept clear, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the school that this has taken place.

Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy review	Facilities and Compliance Manager *(supported by Trust Senior Leadership Team / Directors and Trustees)*
Health and Safety administration	Trust Senior Leadership Team *(supported by Trust Senior Leadership Team / Directors and Trustees)*
Facility administration	Trust Senior Leadership Team *(supported by Compliance and Facilities Manager)*
Health and Safety training	Trust Senior Leadership Team / Head Teachers *(supported by Facilities and Compliance Manager)*
Premises risk assessments	School Senior Leadership Team / Facilities and Compliance Manager
Work activity risk assessments	School Senior Leadership Team / Facilities and Compliance Manager
Display screen equipment assessments	School Senior Leadership Team, Employees *(supported by Facilities and Compliance Manager)*
Manual handling assessments	School Senior Leadership Team, Employees *(supported by Facilities and Compliance Manager)*
COSHH assessments	School Senior Leadership Team / Facilities and Compliance Manager
Fire risk assessments	School Senior Leadership Team / Facilities and Compliance Manager
Expectant/New mother risk assessments	School Senior Leadership Team, Employees *(supported by Facilities and Compliance Manager)*
Young Person risk assessments	School Senior Leadership Team, Employees *(supported by Facilities and Compliance Manager)*
First Aid	School Senior Leadership Team *(supported by Facilities and Compliance Manager)*
Emergency Planning	Trust and School Senior Leadership Team, Employees *(supported by Trust Senior Leadership Team / Directors and Trustees)*
Vetting Contractor/Consultants	Trust Senior Leadership Team *(supported by Facilities and Compliance Manager / Operations Director)*
Monitoring of Health and Safety in the workplace	School Senior Leadership Team, Employees *(supported by Facilities and Compliance Manager / Operations Director)*
Site inspections	Facilities and Compliance Manager *(supported by Facilities and Compliance Manager / Operations Director)*
Audits	Facilities and Compliance Manager *(supported by Operations Director)*
Accident, Incident and Near Miss investigations	School Senior Leadership Team, Employees *(supported by Facilities and Compliance Manager)*

Management Arrangements

Building

Our School Environment (The Workplace (Health, Safety & Welfare) Regulations 1992)

The Management Team ensures that the school premises meet the health, safety and welfare needs of all its employees, pupils, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water, and eating facilities.

The trust has appointed a Facilities and Compliance Manager as their source for Health and Safety assistance and competent advice.

The Facilities and Compliance Manager will conduct regular site visits to trust sites. The site visit will be used to monitor performance and ensure that all employees are aware of, and implementing, the standards which have been set and are required. The Facilities and Compliance Manager will compile a report following each visit, detailing topics discussed, and any actions required for completion.

The Facilities and Compliance Manager will undertake regular audits of safety standards.

The trust arranges for any required services and maintenance with approved competent contractors to carry out building repairs, ground maintenance and statutory service and maintenance inspections.

Maintaining Our School (School Premises Regulations 2012)

As our pupils fall under section 3 of the Health and Safety at Work etc Act 1974 this Regulations sets out additional standards for structural requirements and the health, safety and welfare needs, of pupils.

Our buildings are owned and managed by the trust who arrange / carry out condition surveys which assists in preparing a long-term maintenance programme. As part of our ongoing commitment to preserve the life of our building periodical inspections are carried out by the facilities team who will complete a methodical check for damage to the exterior and interior fabrication of the building, doors, windows etc.

When necessary external structural professionals will be appointed to complete a professional survey or carry out remedial repairs.

Asbestos (Control of Asbestos Regulation 2012)

Asbestos can be found in any building built before the year 2000. Therefore, an Asbestos Management Survey Report has been carried out by a competent contractor and a copy is retained onsite for internal and external use.

Under general health and safety law, our management and facilities teams will ensure that suitable precautions are taken to prevent or control the risk of exposure to asbestos.

The facilities team and contractors are required to read and comply with The Asbestos Management Survey Report and complete a registration form to inform them what to do should they discover asbestos.
From this report an Asbestos Management Plan has been drawn up and is monitored regularly by the facilities team who then reports any concerns to the Head Teacher / Facilities and Compliance Manager.
Regular inspections of the site, as recorded in the appropriate documents will record any concerns regarding this subject. The Head Teacher / Facilities and Compliance Manager will be informed and will seek appropriate help and support from specialists on this matter.

As part of Asbestos Management Plans, we are required to address any emergencies associated to the accidental or unplanned disturbance of asbestos within the school.

In an emergency the following actions will be followed:

- stop any activity in the affected area immediately.
- remove everyone from the affected area and do not remove any items from the area as the spread of asbestos can occur through contaminated clothing or possessions.
- prevent access to the area until any necessary remedial action has been taken.
- seek immediate expert advice regarding necessary remedial action to be taken – there may be a need to decontaminate individuals or areas exposed to asbestos.

Water Management

Under general health and safety law, the trust will ensure it takes suitable precautions to prevent or control the risk of exposure to legionella.

Therefore, the trust employs the services of an external contractor to provide the school with comprehensive testing programme which regularly includes water system assessments, water sampling, monthly temperature monitoring and thermos-static mixing valve testing and inspections.

The appointed persons ensure that the flushing procedures are followed for all infrequently used outlet(s) and that these are recorded in the Water Management Folder / IAM Compliant. This may be the facilities team or an appointed external contractor.

Waste Disposal

The trust will comply with the Waste Management Regulations 1992. It will ensure that all waste stored on the premises will be suitably protected and stored, also to supply suitable bags for first aid disposal, so as not to pose a Health & Safety risk either to staff, public, the environment and in keeping with the Fire Regulations.
In addition, from 31st March 2025 Simpler Recycling Regulations are enforced across the trust, details of which can be found here: https://www.wastemanaged.co.uk/simpler-recycling/ to ensure all school sites comply with current legislation.

Drainage

Under the Department for Environment Food and Rural Affairs (Defra) surface water flooding is a growing challenge with climate change bringing more frequent heavy storms.

Therefore, as a trust we endeavour to play our part by ensuring:

- Our water drains are kept clear of debris to prevent blockages.
- All gullies and guttering are inspected regularly and cleared out when necessary.
- All blockages are dealt with in a timely manner.

Noise Control (The Control of Noise at Work Regulations 2005)

The Control of Noise at Work Regulations 2005 place a duty on employers within Great Britain to reduce the risk to their staff and pupils' health by controlling the noise they are exposed to whilst at work/school.

Our Music, Drama, I.T departments (where applicable) have been extensively refurbished to ensure compliance with this requirement. Acoustic tests will be carried out on any new school accommodation to demonstrate that performance standards are achieved.

The acoustic conditions and sound insulation of each room or other space has been assessed based on the activities which normally take place therein.

In locations with a good acoustic environment, people will experience:

- good sound quality – enabling people to hear clearly, understand and concentrate on whatever activity they are involved in.
- minimal disturbance from unwanted noise (such as from activities in adjacent areas, teaching equipment, ventilation fans or road traffic).

In classrooms, learning spaces, this will allow teaching staff to communicate without straining their voices.
In types of spaces, such as music rooms and rooms where pupils with hearing impairment are taught, there are additional requirements that may require higher acoustic standards than those for normal class bases.

Fire Prevention (The Regulatory Reform (Fire Safety) Order 2005)

The trust will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working at the premises. This fire risk assessment (completed by a competent and qualified person) will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by the management, facilities teams to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The trust will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The management and facilities teams, assisted by the Facilities and Compliance Manager, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all staff, pupils, visitors, contractors, etc. of the emergency evacuation procedure.

The fire procedures will be under the control of the Management Team, assisted by the Facilities and Compliance Manager.

Electrical Equipment (Electricity at Work Regulations 1989 and The Provision and Use of Work Equipment Regulations 1998)

The trust will ensure that suitable equipment is provided, and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of tools and equipment will be suitably trained in their use. The Management Team ensures that all relevant information and instructions on the use of work equipment is readily available to all staff for review.

All tools and equipment purchased, and used by staff and pupils, will have suitable control measures to protect staff/pupils against risks associated with dangerous parts of machinery.

Equipment will be checked prior to use, ensuring that all controls, indicators, switches, and displays are clear and free from obstruction, dirt, damage, etc.

All equipment will be maintained in good working order by the trust. Staff are required to liaise with their Management Team representative if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.

The trust is aware that for larger pieces of equipment, for example a fixed piece of machinery, an immediate replacement is not practical. In this circumstance, the Management Team will arrange for a suitable repair to be completed by a person with the relevant competency and skill set.

On occasions, the trust may need to hire in equipment, due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all staff are suitably trained in the use of the equipment.

The trust will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The user's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If staff are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Management or Facilities Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

Portable Appliance Testing (PAT) The Electricity at Work Regulations 1989 requires that all electrical equipment that is classified as "portable" is deemed safe for use.

All our portable electrical equipment is inspected by a qualified contractor or internal 'competent' person who has obtained certification and has relevant experience to perform this task.

No 'portable' electrical items are allowed to be brought in or used on site unless it is displaying a current PAT Test label or has been purchased as new with the appropriate British standard kite safety marks.

Use of chemicals (The Control of Substances Hazardous to Health Regulations 2002)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Facilities and Compliance Manager.

Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. The Management Team will brief employees on any hazard or substance precautions, with written records being held on the premises.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant storage location.

To comply with the legislative requirements placed upon it, the trust will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice:
    - *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
    - *Consider all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.*
    - *Control exposure by utilising measures proportionate to the health risk.*
    - *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*
    - *Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment.*
    - *Check and review regularly all elements of control measures for their continuing effectiveness.*
    - *Inform and train all employees on the hazards and risks from the substances with which they work, and the use of control measures developed to minimise the risks.*
    - *Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.*
- Ensuring that the Workplace Exposure Limit is not exceeded.
- Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.

Most chemical substances will carry a warning that the product is to be **'Kept out of reach of children'** therefore, we will ensure all products are safely placed out of reach or locked away from vulnerable persons.

Art - Potentially dangerous substances are often used in art.

These can include certain types of glues and paints.

Therefore, our teaching staff will ensure that:
- All teaching staff are trained.
- Personal Protective Equipment (PPE) is purchased and worn.
- All chemicals are stored and disposed of correctly as per MSDS.
- All chemical store locations are well ventilated and always locked when not in use.
- Qualified staff are on hand to oversee and help.
- The staff are logging the use of all chemicals (where required).
- During lesson preparations staff only issue enough of the chemicals required to carry out a demonstration/practical session.
- Spill kits are available and appointed staff receive training.
- Appropriate safety instructions are communicated to all staff and pupils.

Use of dangerous substances (The Dangerous Substances and Explosive Atmospheres Regulations 2002)

The trust will ensure that where a dangerous substance is, or is liable to be, present, a suitable and sufficient assessment of the risks will be completed by a competent person. The regulation imposes a duty to classify

workplaces into hazardous and non-hazardous areas. These areas will be defined and signage indicating their location will be posted around the site.

Where elimination of a substance cannot be achieved, the trust will:

- Reduce the number of dangerous substances to a minimum.
- Avoid any minimal release.
- Control the release at source, i.e., by extraction systems.
- Prevent the formation of an explosive atmosphere.
- Following any release, the collection, containment, and removal will be done in a controlled and safe manner.
- Avoid ignition sources.
- Segregate incompatible substances.
- Ensure that containers of dangerous substances will be appropriately labelled that clearly identify the contents and any associated hazards.

Provide employees with suitable and sufficient information, instruction and training on the appropriate precautions and actions to be taken to safeguard themselves and other employees at the workplace, where a dangerous substance is present.

The trust will put in place procedures and arrangements necessary to deal with an accident, incident, or emergency relating to a dangerous substance in the workplace.

Extractors / Extraction Systems (Workplace (Health, Safety and Welfare) Regulations 1992, Health, and Safety at Work Act 1974, the Control of Substances Hazardous to Health Regulations 2002, the Management of Health and Safety at Work Regulations 1999 and Dangerous Substances and Explosive Atmospheres Regulations 2002).

The trust has completed a comprehensive risk assessment and has identified several areas within the trust buildings (Kitchens, Boiler and Server locations, Site Team / Cleaner Rooms or storage areas) where employees are working, or which are enclosed or are at higher risk from dust, mist, fumes, vapours, or gas.

An Extractor or mechanical ventilation has been installed in these areas (where required) as an engineering control to reduce exposure by drawing harmful substances away from the user unless sufficient natural ventilation is present.

Procedural

Critical Incident Plan (Business Continuity) The definition of what this plan is for: 'an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures, and which is likely to have emotional and organisational consequences.

The plan covers:

- A deliberate act of violence.
- A school fire or explosion.
- A person being taken as a hostage.
- The destruction or serious vandalising of a buildings or property.
- A transport related accident.
- Bomb threats.
- A more widespread disaster in the community.
- Civil disturbance or terrorism.

Within the plan are details of immediate place of safety and who should be contacted in an emergency. This plan will be reviewed regularly by the Facilities and Compliance Manager.

Risk Assessments (Management of Health and Safety at Work Regulations 1999)

The Health and Safety Executive (HSE) defines a risk assessment as 'a careful examination of what could cause harm to people so that appropriate measures can be put into place to reduce or even remove the risk.

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. Following this five-step process:

1: Identify the hazard.
2: Decide who might be harmed and how.

3: Evaluate the risk and decide on precautions.
4: Record your findings and implement them.
5: Review your assessment and update if necessary.

Hazards and Risks

A hazard is defined as anything which can cause harm. E.g. electricity, chemicals etc.

The person completing the risk assessment will identify all the hazards associated with the site or their area of responsibility that could reasonably be expected to cause harm. Hazards can be identified by:

- Observing the task or area.
- Referring to available guidance and information about best practice.
- Looking at accident and ill-health records.
- Checking manufacturers' instructions or data sheets.
- Asking staff for their views.

The risk is the chance (likelihood) that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

For each hazard the groups of people who might be harmed and how, must be identified and the groups of people to be considered include:

- Pupils (age and the size of the group).
- Staff with particular requirements e.g., new, and young workers, people with disabilities, new or expectant mothers.
- Cleaners, visitors, contractors, maintenance workers who may not be in the workplace all the time.
- Members of the public, service users.
- Shared workplaces – how the work affects others and the risks to staff from those who share the workplace.

With the assistance of Facilities and Compliance Manager/CLEAPSS/HSE all identified hazards are evaluated and a set of controls are put in place to protect people from harm as far as 'reasonably practicable'.

For each hazard identified the level of risk must be evaluated High, Medium, and Low. This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

Once the level of risk is established the person completing the risk assessment will consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

Review

Once a risk assessment is created it is imperative that it is reviewed, finalised, and read by all relevant staff. Thereafter, SLT (with the assistance of the Facilities and Compliance Manager) are responsible for ensuring the risk assessments 'Live Documents' are:

- Regularly reviewed.
- The effectiveness of the control measures is monitored.
- Physical control measures are used and followed by staff and pupils.
- Kept up to date by informing the relevant people of any changes so, amendments and risk re-assessments can be carried out.

Examples that would activate a risk assessment review:

- Following a significant change and/or if there is reason to suspect it is no longer valid e.g., after an accident, ill-health incident, violent incidence or malfunction has occurred.

When controlling risks, the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether.
- Substitution by something less hazardous or risky.
- Prevent access to the hazard e.g., by guarding.
- Organise work to reduce exposure to the hazard e.g., putting barriers between pedestrians and traffic.
- Create safe methods of work and safe systems of work designed to reduce the risk.

- Issue personal protective equipment e.g., clothing, footwear, goggles etc.
- Provide welfare facilities e.g., first aid and washing facilities for removal of contamination.
- Provide suitable information, instruction, and training.
- Ensure appropriate supervision.

Types of risk assessment

There are three different types of risk assessments. These are generic, specific, and dynamic.

Generic activities are those which although they are carried out at different times and locations, the hazards and risks are largely the same and do not change. For this type of activity generic risk assessments can be produced as a model for guidance only:

Generic Category	Examples
Premises Risk Assessment	Classrooms, Offices, Corridors
Premises Risk Assessment (High Risk)	Physical Educational, Forest School
Activity Risk Assessment (Job specific)	Teachers and TAs, Office Workers, Site Managers
Activity Risk Assessment (Events)	Summer Fayre, Christmas Concert
General Risk Assessment	Trips to the swimming pool, Animals in school

A specific risk assessment may be applicable where the hazards and risks are only applicable to a certain activity and also where there is a requirement in legislation to undertake a specific assessment for example COSHH, new and expectant mothers etc. Examples include:

- Fire Risk Assessment
- COSHH Risk Assessment
- Educational Visits Risk Assessment
- Expectant Mothers Risk Assessment
- Individual Personal Risk Assessment due to injury or medical condition
- Display Screen Equipment Risk Assessment (DSE)
- Stress Risk Assessments
- Work Equipment or Machinery

Educational visit assessments are individually planned for every visit and specific considerations will include the needs of the pupils, staff ratios, environmental factors, and choice of activity in relation to the individual or group. All assessments are recorded on the internal system and where necessary all risk assessments are reviewed by the educational visits coordinator, with escalating responsibilities dependant on the category (defined in the educational visits policy).

Educational Health Care Risk Assessments involves a number of internal and external organisations (Parents, Social Workers, SEND Leads, Local Authorities etc) to bring about a plan and risk assessment which is tailored to a pupil specific educational, health and social care needs.

Dynamic Risk Assessments are constant, on the spot assessments of the situation/task that are not written down. Dynamic risk assessments alone will not be accepted by the HSE in any accident investigation. However, they have been adopted by the trust and are used as an on-going assessment of identifying the hazards that occur e.g. an emergency, assessing the risks and taking immediate action to eliminate or reduce these risks to an acceptable level.

Communication

Any persons at risk are provided with comprehensive and relevant information on the identified risks and the preventive and protective control measures.
Everyone should understand what they must do and why.
Where necessary, job safety instructions, standard operating procedures, should be issued to employees and appropriate training provided.
All staff on educational visits and trips should be aware of the associated risk assessment.

First Aid Provision (The Health and Safety (First Aid) Regulations 1981)

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities, and personnel to ensue their staff receive immediate attention if they are injured or taken ill at work.
While the regulations do not require the school to provide first aid for anyone other than their own staff. We consider it our ‘duty of care’ to ensure all our pupils / visitors and staff are considered when carrying out a first aid

provision needs assessment which will cover both staff and pupils whilst they are on trust premises and whilst off-site taking part in an organised educational visit activity.

On completion of our 'First Aid Provision Needs Assessment' which will be carried out by the SLT we will ensure all nominated staff receive appropriate training (First Aid at Work, Emergency First Aid, Paediatric First Aid, Emergency Paediatric First Aid and Forest School First Aid (where appropriate)). So, that first aid can be administered without delay, and will therefore consider the size and layout of the site, the age of the pupils, the location of high-risk subjects, staff locations and staff absence.

Early Years Foundation Stage – School Sites

Under the current guidance we will ensure that at least one of our members of the early years staff who holds a current Paediatric First Aid qualification will be in school and will always be available whilst children are on the school premises and will accompany children on outings.

As an employer we will ensure all our newly qualified early years staff who have completed either Level 2 or 3 attend or provide us with proof that they hold either a Paediatric First Aid or Emergency Paediatric First Aid Certificate before we include them in our staff-to-child ratios.

Our school will display or make available to parents the names of all staff who currently hold a Paediatric First Aid or Emergency Paediatric First Aid Certificate. This information is also displayed in the first aid policy for the relevant sites.

First Aid Containers

The number and content of our first aid containers will be identified as part of our 'First Aid Provision Needs Assessment'. Fully stocked first aid kits are strategically placed around site.

Even though there is no mandatory list of items that need to be included in a first aid container we as a trust adopt the HSE recommendation to hold the following items within our main first aid container and all other smaller first aid kits will hold items likely to be needed to deal with an injury in accordance with its location which will include the following items as a minimum:

- a leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.
- 6 medium sized individually wrapped sterile unmedicated wound dressings.
- 2 large sterile individually wrapped unmedicated wound dressings.
- 3 pairs of disposable gloves.

Accident reporting and investigation

An appropriate investigation of any accident, incident or near miss will be carried out by a member of the SLT/management team, assisted by the Facilities and Compliance Manager, if required. The investigation will establish the actual or underlying cause of the incident and will enable the school to instigate additional control measures to prevent re-occurrence.

The school recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) that require them to report and record some work-related accidents by the quickest means possible.

Accident books are used for the initial reporting of injuries and where escalation to investigation is required an accident investigation form will be used. Staff injuries are logged on the intranet.

Employee's Only (This applies to all employees and self-employed persons on trust premises)

- deaths.
- specified injuries.
- over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- non-fatal accidents to non-workers (e.g., members of the public).
- certain occupational diseases.
- dangerous occurrences – where something happens that does not result in an injury but could have done.

Pupils and Visitors Only

All fatal and major injuries on trust premises during educational instruction hours should be reported in the same way as those to employees.

However, injuries during free time arising from collisions, slips and falls need not be reported unless:

- They are attributable to the condition of the premises, plant/equipment on site.
- Insufficient supervision.
- The student or visitor required First Aid.
- The injured person has been taken straight from the site to hospital.

If an accident has occurred in a work/teaching situation, then a member of the Management Team will contact the Facilities and Compliance Manager to discuss the necessary course of action. Relevant accidents/incidents will be reported online via the Health and Safety Executive website by the Compliance and Facilities Manager (where required).

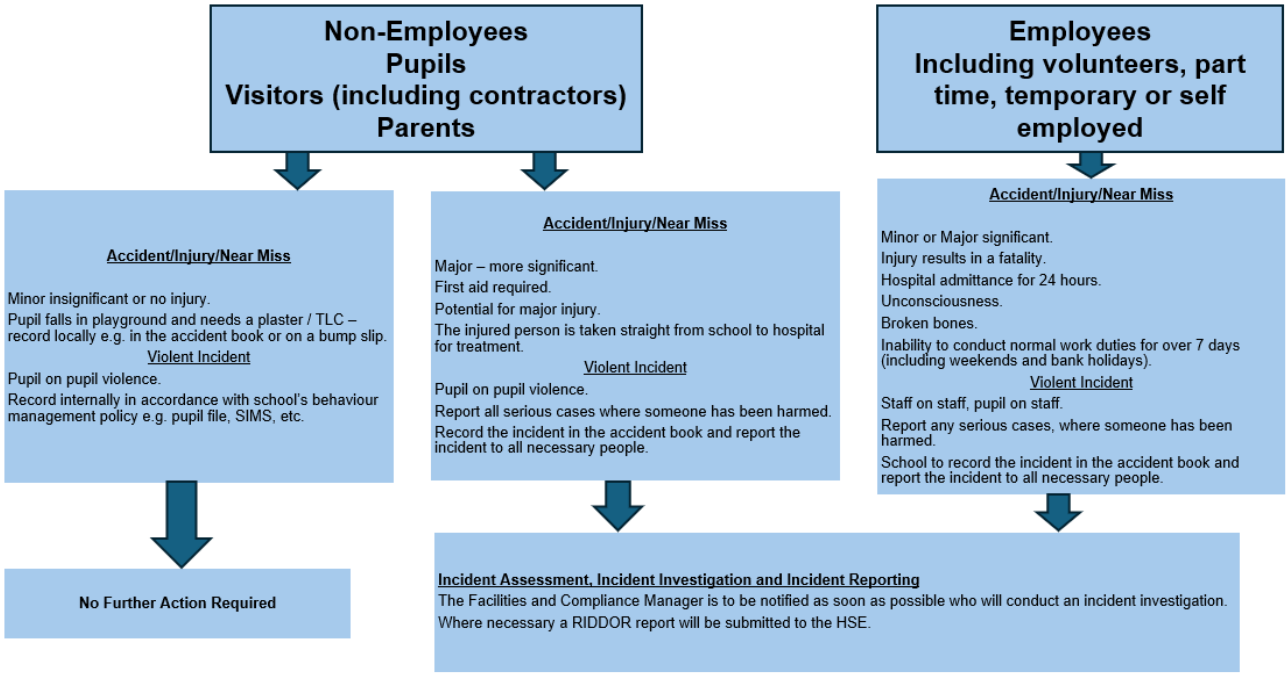
Reporting certain accidents to the HSE (The Management of Health and Safety at Work Regulations 1999 and The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)).

The trust will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Management Team, assisted by the Facilities and Compliance Manager, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
  - Change in legislation.
  - Change in control measures.
  - Significant change in work carried out.
  - Transfer to new technology.
  - Original assessment is no longer valid.
- Assessments are recorded and copies held centrally.
- The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

The trust will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

Accident Flowchart



Supporting Pupils at School with Medical Conditions (DfE Guide 2015 and The Equality Act 2010)

All medication will be administered to pupils in accordance with the DfE document. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

All staff in the school have a duty to maintain professional standards of care and to ensure that our pupils are safe. It is expected good practice that our school will review cases individually and administer medicines in order to meet the all-round needs of the pupil. Therefore, at the beginning of the academic year a pupil's parent/carer is requested to fill in a medical form. An individual medical plan is drawn up, which underlies the medical condition(s) which require ongoing or emergency medication and is tailored to their needs.

The Head Teacher will ensure that all staff are sufficiently trained to administer medication, deal with children who fall within the parameters of an Educational Health Care Plan and are aware of the school's planned emergency procedures.

Educational Visits (Health & Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and The Department of Education (DfE) statutory guidance for Educational Visits).

The schools aim to provide a broad and balanced curriculum and believe that school trips are an essential resource for learning and a key component of the curriculum.

Each educational visit will start with a clear identification of the educational objectives. Once identified these objectives set the agenda for a detailed plan depending on whether they fall within Category 1, 2 or 3. Risk assessment and approval levels vary dependant on the category which is descripted in the educational visits policy.

- ✓ Category 1 (Standard) include visits within the school day or extended school day not involving travel outside of the local area and not involving adventurous activities.

  This is intended to cover swimming and sports fixtures and regular or routine visits to local establishment and facilities that both visiting staff and pupils are familiar with, and any hazards are addressed in the standard operating procedures.

  As part of our educational visit's procedure, a blanket approval and parent consent will be obtained at the beginning of each academic year with parents being provided with information nearer to the time, as to the nature of these off-site visits (sports fixtures, visits to other educational establishments and libraries, etc.)

- ✓ Category 2 (Enhanced) include visits within the school day or extended school day which involves traveling within or outside the local area and does not involve an overnight stay, travel by sea or air or adventurous activities.

  This includes trips to unfamiliar facilities, to facilities the school do not visit regularly, or the school have chosen to take part in a different activity whilst visiting a 'standard' establishment.

  An individual educational visit parent consent form will be sent out to each pupil's parent/guardian. If parents withhold their consent, then the pupil will not be taken on the visit and alternative arrangements for delivering the educational objectives of the visit will be made if possible.

- ✓ Category 3 (High Risk) include all residential visits, overseas visits and visits involving adventurous activities.

  An individual educational visit parent consent form will be sent out to each pupil's parent/guardian. If parents withhold their consent, then the pupil will not be taken on the visit and alternative arrangements for delivering the educational objectives of the visit will be made if possible.

All School trips are planned and risk assessed in accordance with regulations and guidance. Therefore, we follow a full and comprehensive process taken from the Outdoor Education Adviser's Panel (OEAP) and record and save all documentation relating to the educational visit on internal school systems.

Transport

As part of our visit planning, we look at ways in which we can safely transport our pupils and staff to and from the school, based on several factors:

- Travel distance and route to the location (motorway travel, busy roads, highly populated areas, or remote locations)
- Number of staff and pupils.
- Do any of the staff or pupils attending have mobility issues.
- The anticipated amount of luggage and equipment that will need to accompany us on our trip.

When considering what mode of transport will be best to use, we will conduct the following assessments:

- If we intend to hire a coach or minibus with driver to safeguard our pupils when travelling by hired coach/minibus, we will only employ authentic, reputable companies that can provide written assurances that suitable safety management systems are in place, and that appropriate operating procedures are followed. *(Note: Coaches must be fitted with seatbelts by law, but it is not the responsibility of the driver to ensure that they are worn unless the seats are in line with or in front of the driver. Staff should actively encourage pupils to keep their seatbelts fastened throughout the journey).*
- If we intend to hire a minibus or use our own school minibus it will be driven by a member(s) of our staff, and we will ensure the nominated staff hold the correct 'Driving Category Entitlement' and that they are confident and experienced in driving larger vehicles.
- If we intend to use public transport or walk or a mixture of, we will compile a risk assessment which will highlight the risks surrounding our chosen mode of transport.

Manual Handling (The Manual Handling Operations Regulations 1992)

The trust is aware of the requirements placed upon it by the regulations. To meet these legislative requirements and to protect those employees who may be affected by manual handling activities, the trust will:

- So far as is reasonably practicable avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Management Team, assisted by the Facilities and Compliance Manager, and will consider:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees are made aware of their responsibilities and duties during the induction process (through this policy and the staff health and safety handbook). All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment in the manner they have been trained to do.
- Co-operate with the School on Health and Safety matters.
- Tell their line manager/supervisor if they identify hazardous handling activities.
- Make sure that their work activities do not put others at risk.

Lifting Equipment (The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998)

The trust will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for its particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e., the work is planned, organised, and performed by competent people.
- Subject to on-going thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing, or supporting the equipment. A wide range of equipment is covered by these regulations including passenger/mobility lifts, portable/fixed patient/disability hoists and climbing wall lifting and supporting equipment. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

Work at Height (The Work at Height Regulations 2005 (amended 2007)

It is the policy of the trust to comply with the Work at Height Regulations 2005, which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured

falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

There are two distinct items covered by the work and are as indicated below:

a) Work at Height - Work at height is indicated to mean any place where work is being undertaken where a person could fall a distance liable to cause personal injury. It does not indicate a height from which it is considered a fall might cause injury. This is therefore a wide definition and encompasses all work where persons use access steps/equipment as well as work by unprotected edges e.g., a drop at the side of a pathway/playground.

It covers putting up displays, accessing storage at high level, use of scaffolds / stages, roof work and /or clearances and remedial work undertaken when working from ladders/step ups or scaffolds.

It does not include outdoor pursuit's activities, e.g., caving, abseiling etc.

b) Falling Objects – Falling objects are not defined but the regulations require that the employer take suitable and sufficient steps to prevent the fall of any material or object where necessary to prevent injury to any person. Falling objects could therefore be stored items, displays or even people.

We ensure that work at height is properly planned, appropriately supervised, carried out by competent staff, and carried out in a manner which is, so far as is reasonably practicable, safe. This reinforces the general risk assessment requirements, but the regulations go on to specify a hierarchy of approach.

In accordance with these regulations, the trust will:

- Avoid work at height wherever possible.
- Risk assess the required work in advance of work commencing.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

Before any work at height takes place, the below must be followed:

- If there is an alternative means of carrying out work, which removes the need to work at height, this should be utilised.
- All work at height must be properly planned and organised.
- All work at height must be carried out under appropriate supervision, in as safe a way as is reasonably practicable.

As trust buildings can be situated over a several floors and/or have locations where high ceilings are present, specialist contractors would be consulted to carry out any tasks which involve working at height.

<u>Classrooms / Learning Spaces / Halls</u>

Falls from inappropriate use of chairs, tables, or cupboards to put up display work, access of stored items or opening / cleaning windows, completing teaching activities (Drama and PE), maintenance work, falls from ladders are the most common. Other injuries can include being hit by falling objects.

Such work cannot be avoided as trust buildings have display boards, high level storage and hard to access windows etc. But these tasks may be avoided by:

- Removal of fixed cupboards so that persons can reach display boards without standing on them.
- Provision of display boards that can be lowered, e.g., on pulley system.
- Provision of low-level storage units / shelves so that storage can be accessed from floor level.
- Provision of window poles or equipment so windows can be opened/closed whilst stood on the ground.
- Removal of fixed cupboards so that persons can reach windows without standing on cupboards.
- Use of extendable brushes so that cleaning can take place whilst stood on the ground.
- Appropriate storage of equipment.
- Providing stage lighting on rigs that can be lowered to ground level (where required).
- Removal of redundant equipment, e.g., climbing apparatus, ropes, etc.
- Using extendable equipment for painting, e.g., long handled rollers etc.

Equipment or measures that can be implemented to prevent falls or falling objects include:

- Provision of suitable access equipment.
- Ensuring persons are trained in the safe operation of equipment.
- Instructions/Reminders to persons not to climb on chairs/tables.
- Rationalisation of storage to clear out items that are not used.
- Provision of retention strips on cupboard shelves to prevent items falling out.
- Instructions to only open low-level windows.
- Provision and securing access equipment so that it can only be used by competent persons.
- Ensuring immediate area around access equipment is clear and cordon off when work taking place.
- Designing apparatus to prevent persons falling onto other equipment or persons.
- Fitting fall arrest hoops to fixed ladders.

Equipment or measures that can be implemented to reduce consequences of a fall from height or falling objects include:

- Attaching safety lines to display work that reduces distance it can fall.
- Rearranging storage so heavy items are at lower levels and lighter items at high level.
- Use of support harnesses or fall arrest systems (where required).
- Ensuring lighting systems are fitted with safety chains.
- Provision of impact absorbing mats/surfaces (in line with BAALPE guidance).

Site Maintenance

In addition to the above detail covered site teams are often required to undertake additional tasks that involve working from height as ladder use is commonly required with potential access to roofing spaces and maintenance tasks undertaken at height.

Work at height is expected but tasks can be limited by:

- Use of extendable equipment for painting, e.g., long handled rollers.
- Use of nets to prevent items going onto roofs and lower the need for roof access.
- Relocation of play activities away from low roofs.

Work equipment / measures can be implemented to prevent falls or falling objects and include:

- Provision of access equipment, e.g., tower scaffolds, cherry pickers, appropriate ladders.
- Ensuring that persons using the equipment are competent and trained to do so.
- Securing access equipment so that it can only be used by competent persons.
- Ensuring immediate areas around access equipment is clear and cordon off when work is taking place.

Display Screen Equipment (The Health and Safety (Display Screen Equipment) Regulations 1992)

Employees who use display screen equipment, e.g., PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by the Management Team, assisted by the Facilities and Compliance Manager, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The trust will ensure that free eye/eyesight testing, and correction is available for those employees identified as using DSE.

The Management Team ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

As our pupils fall under section 3 of the Health and Safety at Work etc Act 1974 they are therefore, not encompassed in The Health and Safety (Display Screen Equipment) Regulations 1992. As a trust we encourage all our pupils to adopt good ergonomics.

The Personal Protective Equipment (The Personal Protective Equipment at Work Regulations 1992)

The trust recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. The trust will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.

All PPE issued must be stored as per the manufacturer's specification.

It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The Management Team, assisted by the Health and Safety Advisor if appropriate, ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

In addition, appropriate nonslip footwear must be worn by all staff for the tasks undertaken during the working day, unless relaxed by the leadership team at certain times or unless a medical condition requires suitable footwear.

Music and Drama Copyrights (Copyright, Designs and Patents Act 1988)

The Copyright, Designs and Patents Act 1988, is the current UK copyright law. It gives the creators of literary, dramatic, musical, and artistic works the right to control the ways in which their material may be used. The rights cover: Broadcast and public performance, copying, adapting, issuing, renting, and lending copies to the public. In many cases, the creator will also have the right to be identified as the author and to object to distortions of his work.

Types of work covered are:

- Literary (*Song lyrics, manuscripts, manuals, computer programs, commercial documents, leaflets, newsletters, and articles etc).*
- Dramatic (*Plays, dance, etc)*.
- Musical (*Recordings and score).*
- Artistic (*Photography, painting, architecture, technical drawings/diagrams, maps, logos, etc).*
- Typographical arrangement of published editions. (*Magazines, periodicals, etc).*
- Sound recordings. (*May be recordings of works, e.g., musical, and literary)*.
- Films (*Broadcasts and cable programmes).*

If required, we hold a music licence which covers us for when we are performing outside of the copyright exceptions.

Teaching - Several exceptions allow copyright works to be used for educational purposes, such as:

- the copying of works in any medium if the use is solely to illustrate a point, it is not done for commercial purposes, it is accompanied by a sufficient acknowledgement, and the use is fair dealing. This means minor uses, such as displaying a few lines of poetry on an interactive whiteboard, are permitted, but uses which would undermine sales of teaching materials are not.
- performing, playing, or showing copyright works in a school, university, or other educational establishment for educational purposes. However, it only applies if the audience is limited to teachers, pupils and others directly connected with the activities of the establishment. It will not generally apply if parents are in the audience. Examples of this are showing a video for English or drama lessons and the teaching of music. It is unlikely to include the playing of a video during a wet playtime purely to amuse the children.
- recording a TV programme or radio broadcast for non-commercial educational purposes in an educational establishment, provided there is no licensing scheme in place. Generally, a licence will be required from the Educational Recording Agency.
- making copies by using a photocopier, or similar device on behalf of an educational establishment for the purpose of non-commercial instruction, if there is no licensing scheme in place. Generally, a licence will be required from the Copyright Licensing Agency.

Employees, and Non-Employees (Pupils, Visitors and Contractors)

Children on the Premises and The Health and Safety at Work etc Act Section 3

The purposes of the Health and Safety at Work etc Act 1974 include protecting people other than those at work from risks to their health and safety arising out of or in connection with the activities of people at work.

Section 3 of the Health and Safety at Work Act places general duties on employers and the self-employed towards people other than their employees. Therefore, school sites practicing 'Loco Parentis' will ensure we manage all aspects of our pupil's safety, welfare and health issues that are not regulated by occupational health and safety law.

The Head Teacher and the SLT have considerable autonomy in the day-to-day running of their school. The Head Teacher will exercise their autonomy in line with the trusts policies, procedures, and standards.

Getting health and safety leadership right is about managing risk sensibly – not trying to eliminate it altogether. Therefore, we will:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

Visitors and Third Parties

Access to the premises
In accordance with the general health and safety arrangements, safe and adequate access and egress will be always maintained when the premises are occupied. Specific consideration will be given to those who are less able. Means of escape will be checked on a regular basis to ensure availability. It is the duty of all on site to ensure that means of escape are always maintained.

The school premises (Visitors and Third Parties)
Visitors to the school premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception/office area.
- Be made aware of the school's requirements and rules for visitors.
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

Site locations/work areas/premises
Any visitors to work locations that are under the control of the school may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from a school's representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.

Security

The trust treats the security of our pupils / staff and visitors as a top priority. Security arrangements are monitored and reviewed regularly and following a security related incident or feedback from an interested party.

Security arrangements currently in place include:

- CCTV & Intruder Alarm Systems.
- Keeping all external doors and access points secure to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
- Keeping the front door locked as an extra security measure when the premises are empty.
- Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- Ensuring all visitors sign-in upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member.
- Ensuring all visitors show identification upon arrival if unknown to the school.
- Ensuring pupils never open the front door and staff only admit known/expected persons to the school.
- Fitting security locks to all windows identified as requiring them by the insurance company.
- Keeping all gates and boundaries in good repair and checked regularly.
- Keeping all gates bolted for safe access control.
- Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed, and their child not collected.
- Requiring parents/carers to inform staff in advance, either by telephone, email or in writing via the home message book, if another adult will be collecting their child.
- Requiring written permission from parents/carers if child is dismissed to walk home alone.

- Not permitting any child under the age of 16 from collecting a pupil unless specific authorisation has been given to allow siblings of at least age 14 to collect a pupil.
- Ensuring that pupils are handed over personally.
- Maintaining a list of key-holders, held centrally. Emergency Keyholders details are registered with the local police in case of emergency.
- Providing lockable metal filing cabinets for personnel files etc. to satisfy data protection, confidentiality, and fire risk requirements.
- A Lockdown Procedure is in place and is practiced.

Contractors and Visitors

In conjunction with our Safeguarding Policy all contractors and visitors to the school are required to report to the reception upon arrival. Where they will be asked to identify themselves, state the purpose of their visit and to confirm their status, by producing verifiable documentation.
If there is any doubt as to the authenticity of this information, they will not be allowed entrance to the building, and a member of the Senior Leadership Team will be informed. Where necessary, this may lead to contact with other external agencies/partners as deemed appropriate.

Levels of Supervision

The trust recognises the importance of maintaining suitable levels of supervision for our pupils. For staff-to-pupil ratios the school will follow the EYFS and DfE guidelines.

The following applies to all areas of the school:

- Pupils will always be within sight of an adult.
- Registers will be taken at the beginning of the morning and afternoon sessions to ensure pupils are on the premises. Daily absence procedures operated by school office.
- Pupils will be escorted and supervised in outside areas.
- Pupils will be supervised when eating and drinking.
- Adults will be aware of pupils using the toilet/bathroom.

EYFS Ratio for children aged under two:

- there must be at least one member of staff for every three children.
- at least one member of staff must hold an approved level 3 qualification and must be suitably experienced in working with children under two.
- at least half of all other staff must hold an approved level 2 qualification.
- at least half of all staff must have received training that specifically addresses the care of babies.
- where there is a room for under two-year-olds, the member of staff in charge of that room must, in the judgement of the provider, have suitable experience of working with under twos.

EYFS Ratio for children aged two:

- there must be at least one member of staff for every four children.
- where the two-year-olds are pupils, staff must additionally be under the direction and supervision of a qualified or nominated teacher when carrying out specified work.
- at least one member of staff must hold an approved level 3 qualification.
- at least half of all other staff must hold an approved level 2 qualification.

EYFS Ratio for children aged three and over in maintained nursery schools and nursery classes in maintained schools:

- there must be at least one member of staff for every 13 children.
- at least one member of staff must be a schoolteacher as defined by section 122 of the Education Act 2002
- at least one other member of staff must hold an approved level 3 qualification.

Reception/Infant classes are subject to infant class size legislation. The School Admissions (Infant Class Size) Regulations 2012

Class Sizes:

- 4 years (in the September following their 4th birthday) - 1 schoolteacher to 30 pupils.
- 5 years (in the September following their 5th birthday) - 1 schoolteacher to 30 pupils.
- 6 years (in the September following their 6th birthday) - 1 schoolteacher to 30 pupils.

Teachers' do not include teaching assistants, higher level teaching assistants or other support staff. Consequently, in an ordinary teaching session, a school must employ sufficient schoolteachers to enable it to teach its infant classes in groups of no more than 30 per schoolteacher.

Violence and Aggression

The trust will not tolerate harassment and violence of any kind. This stance is followed throughout all trust sites and includes the relationships between colleagues, pupils/parents, and employees, and between employees and any other third party.

Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list, and other issues may be considered by the management team as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.
- Intimidation.
- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the trust and may result in the accuser facing disciplinary action.

The trust will provide support, via the Management Team, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.

The trust will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

The trust will conduct risk assessments for their work activities and include/consider risks to employees from violence and aggression.

This process includes:

- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the trust will develop a procedure which will clearly define the trusts views and their stance on zero tolerance towards violence and aggression in the workplace.

Offensive Weapons

As our pupils develop into maturity they naturally experiment with their behaviour and test boundaries. The younger they are the less capacity they will have for restraining themselves, resisting temptation or resisting peer pressure. None of this excuse's poor or criminal behaviour. It actually increases the need to intervene as early as possible, to show that actions have consequences, and that harm is being caused.

We strive to provide an environment in which all our pupils feel safe, able to express themselves without judgment, by building relationships and trust whilst encouraging our pupils to develop a sense of personal responsibility.

All trust owned high-risk equipment/tools which are used by the pupils during lessons are locked away when not in use and are counted out and counted back in before pupils are released from the lesson.

It is forbidden for any person to bring an offensive weapon onto the site grounds. If an offensive weapon is found on any person, the school lockdown procedure will be activated, and the police will be called at the earliest opportunity.

Offensive weapons are not permitted on any trust site unless specifically authorised by trust senior management.

Drugs

When we refer to 'drugs' within this policy, this also includes alcohol, tobacco, medicines, volatile substances (aerosols, solvents, glue, or petrol) and new psychoactive substances ('legal highs').

We have a key role to play in ensuring that our pupils / staff understand the risks involved and have the confidence, knowledge, and skills to avoid them. Through a strict set of rules, we will discourage drug misuse:

- **Medicines** - The trust has a Managing Medicines Policy for the administration of medicines that must be followed for everyone's safety. Our practice is in line with guidance as recommended by DfE guidance 'Supporting pupils at school with medical conditions and appointed staff receive regular Administering Medication Training.
- **Alcohol** - Persons are not allowed to bring alcohol onto trust premises. Parents and visitors under the effects of alcohol will be asked to leave the premises.
- **Solvents -** The trust will ensure that all potentially hazardous substances are stored safely and used correctly in accordance with:

    - The Control of Substances Hazardous to Health Regulations 2002.
    - CLEAPSS.
    - DfE Guidance 'Safe storage and disposal of hazardous materials and chemicals'.

    All lessons are carefully structured in line with DfE and CLEAPSS guidance.
    In the interests of health and safety, should a pupil be found in possession of any solvent-based products or removing solvent-based products from the classroom, they will be confiscated and dealt with, in line with the School's Behaviour Policy.
- **Illegal drugs -** No illegal drugs are permitted to be brought on to or used on trust premises.
    In the interest of safeguarding staff will remain vigilant.
    Should a pupil be found in possession of illegal drugs then a permanent exclusion is possible in line with the School's Behaviour Policy.

Lockdown

Our trust is generally a safe place for all our pupils / staff and visitors. However, we cannot control what happens outside our trust sites. Therefore, we have created a lockdown procedure which accompanies our lockdown policy detailing what action(s) the trust sites will take to ensure the safety of all persons on site.

The instruction to 'Lockdown' may come from an external source (Police, Fire Brigade) or the alarm maybe activated by a member of staff based on what they have seen or heard.

It will be used in response to an internal or external incident which is deemed as a threat to the safety of perons on site:

- A reported incident, disturbance in the local community.
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc).
- A major fire in the vicinity of the school.
- The proximity of a dangerous dog roaming nearby.
- An intruder on the site.
- Unauthorised visitors.

Protection of Young Persons on Work related placement

The trust will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme, i.e., work placement, then the placement organisation must be involved in the assessment process.

Lone Working

The trust endeavours to avoid lone working whenever possible. However, the Management Team are aware that employees may be required to work alone on the school premises or when visiting a pupil's home address. The

trust recognises and accepts that it is essential that employees always remain safe whilst working on its behalf. Employees ensure they have a mobile phone which will enable communications between them and their designated person. It is the staff members personal responsibility to ensure someone is aware and that continued communication is followed throughout.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- Attend home visits where required in pairs (where possible).
- Make themselves familiar with and following the trusts' safety procedures and be aware of the location of safety equipment.
- Not enter trust premises if there are signs of intruders but are advised to immediately call the police. Outer doors should be locked and areas of the school not in use are kept secure and intruders to site should not be challenged.
- Be aware of any safety issues related to lone working.
- Ensure they adhere to any systems developed for their protection while working alone, inclusive of understand what support is available where reasonably practicable.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- If not returning to the school base at the end of the last visit, notify their appointed member of the SLT to inform them that they have left their client/location and they are okay (or otherwise).
- Not undertake any high-risk activities.
- Not lone work if they have any medical conditions that might cause incapacity or unconsciousness.

The definition of lone worker is where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Hazards identified will be evaluated for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Lone working can be defined as a wide variety of situations including:

- Only one member of staff working on the premises.
- Staff working separately from others or outside normal hours.
- Visiting a pupil's home address.
- Traveling on school business.

<u>Control Measures</u>

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency. Whenever possible it is recommended that staff work with a colleague.

Leadership Team Responsibilities:

- Ensuring that there are arrangements for identifying, evaluating, and managing the risk associated with lone working including safe systems of work.
- Ensuring that risk assessments are carried out and reviewed regularly.
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction, and training, including training at induction, updates, and refresher training at necessary.
- Ensure that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is reviewed regularly.
- Managing the effectiveness or preventative measures through an effective system of reporting, investigation and recording incidents.

Employees Responsibility:

- Co-operation by following rules and procedures designed for safe working.
- Reporting incidents that affect the health and safety of themselves or others and asking for guidance as appropriate.
- Report any dangers they identify or any concerns they might have in respect to working alone.

- Report any incidents (through the appropriate channels) which are defined as any unplanned or uncontrolled sequence of events that has the potential to cause injury.

Risk Assessments

Risk Assessment is essential to risk management, therefore risk assessment for lone workers must consider:

- Safe access and egress.
- Safety of equipment for individual use.
- Security arrangements (Site and personal security/safety) including the risk of violence.
- First aid provisions.
- Travelling between appointments.
- Communication (Reporting and recording movements and emergencies).

New and Expectant Mothers

The trust is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the trust stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, a member of the Management Team, assisted by the Facilities and Compliance Manager, will conduct a specific assessment for the employee in question. If this risk assessment has identified any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the trust will take action to remove, reduce or control the risk. If the risk cannot be removed, the trust will take the following actions:

- Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible.
- Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible.
- Suspend her from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

Occupational Health

The trust will arrange for an Occupational Health Practitioner to conduct pre-employment medical assessments appropriate to the job requirements when necessary.

Health risks are included within the school risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.

On-going monitoring of Occupational Health is completed at appropriate intervals by the Management Team and includes the use of a health questionnaire (completion is required for each employee).

Public Health (Control of Disease) (Public Health (Control of Disease) Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020)

The trust recognises that staff and pupils will suffer from various types of illness and infections. However, no-one knows exactly when the trust will be faced with having to deal with a potentially contagious illness amongst its community and therefore, will work closely with The Health Protection Team (HPT) who have operational autonomy and provide government, local government, the NHS, Parliament, industry and public with evidence-based professional, scientific and delivery expertise, and support.

To maintain a clean and hygienic school the following health and safety arrangements are in place:

- A cleaning rota has been established for all areas of the trust.
- A cleaning rota has been established for all trust equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g., plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of vulnerable persons.
- All premises are to be cleaned and tidied before pupils / staff and visitors arrive.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Outside sand pits are covered and cleaned/changed regularly.

- Dressing up clothes, display drapes, table ware and blankets are regularly washed.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- The trust holds COSHH records for all products used by cleaning staff and the pest control contractor in case of emergencies.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets, and staff meetings.

The trust promotes good personal hygiene practices:

- Persons are encouraged to always observe good practice in matters of personal hygiene.
- Persons are encouraged to use the toilets correctly.
- Persons are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly when outdoors.
- All persons are encouraged to place their hands over their mouths when they cough or sneeze.
- All persons are taught to respect cultural differences that influence people's different attitudes to hygiene.
- Persons are hygiene aware through planned and spontaneous discussion, routines, activities, and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.
- No dogs are allowed on school premises, including the carpark and pedestrian walkways.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets, and staff meetings.

Sharing Information (The Health and Safety (Consultation with Employees) Regulations 1996)

The Management Team recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the school will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as the school competent person with regards to Health and Safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for Health and Safety training.

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The trust encourages all employees to enter into the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated through the Management Team for opinion and rectification where necessary. Any action taken because of the information given by an employee will be communicated directly to them.

The trust fully involves or will involve employees where English is their second language, including labour only. The Management Team, assisted by the Facilities and Compliance Manager, will utilise documents that are readily available on the HSE website in different languages. These documents and any specific site instructions will be aided by pictograms and interpreters if required.

Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at the trust. We recognise that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they carry out.
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how Health and Safety could be managed better.
- Meet legislative requirements.

Members of the Senior Leadership Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the Senior Leadership Team will be responsible for ensuring that the school and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

A work-based competency matrix will be established for all employees of the trust. This matrix will provide the Senior Leadership Team with sufficient information to create a rolling Employee Training and Development plan. The competency matrix will include any identified re-training or refresher dates and will be reviewed on an annual basis, as a minimum, by a nominated member of Senior Leadership Team, assisted if required, by the Facilities and Compliance Manager.

An annual training plan will be established following the review of the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

Refusal to Work on the Grounds of Health and Safety

The trust will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

The trust will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants will always exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following:
If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues are.
- If a member of the SLT cannot be immediately contacted the relevant work should stop.
- The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- If the member of the SLT does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the school.

Dogs on the premises

Dogs are only allowed on trust premises for educational or wellbeing purposes or with pupils, staff or members of the public as a registered service dog.

The following advice is given out to parents who bring their dogs to school at drop off and pick up times.

Dogs are an important part of family life for many, and as such are often included in day-to-day activities such as walking children to and from school. However, others may find the presence of dogs in the playground and site grounds stressful, even frightening particularly with younger children, and even well-behaved dogs can behave unpredictably when placed in a busy, noisy, and crowded environment.
Consequently, dogs are not permitted to access school grounds. The school's priority is the safeguarding of its children and staff.

Dogs being brought into school for wellbeing purposes or as an educational activity for pupils.

From time to time a dog might come into school for wellbeing purposes or as part an educational activity. This could be linked to a curriculum topic on animals or pets, fund raising for Guide Dogs or workshops by the Blind and Dogs Trust.

In these cases, the following guidance will be adhered to:

- A risk assessment is completed prior to the visit, and the dog is from a recognised organisation that can show evidence of the dog's nature and temperament.
- The organisation has public liability insurance.
- Parents/carers have been informed of the proposed visit/how the visit will be carried out.
- The extent of interaction with the pupils and permission slips received.
- Alternative arrangements for pupils that may not wish to participate in the activity.

- All necessary arrangements have been put in place prior to the visit, as agreed with the organisation bringing in the dog. This should take into consideration size, breed of dog, age group and numbers of children.
- Consideration taken of any allergic reactions to dogs that pupils or staff may have.
- Good hygiene and hand washing procedures in place for pupils.