Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Health and Safety Policy

Status	**Statutory**
Version	**11**
Responsible Directors' Board	**Finance and Operations Committee**
Responsible Persons	**Director of Estates**
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Academy to implement with Amendment to Appendix 1	

Summary of Changes from Previous Version

Version	Date	Author	Summary of Updates
V8	August 2024	Jamie Jenkinson	Changed any reference to Bsafe to new system, Clear Risk Management.
V9	May 2025	Clair Long	Removed references from NYCC and changed to Clear Risk Management Updated section 9 Reporting of accidents/incidents/near misses
v10	August 2025	Clair Long	Amended to accident reporting procedures
V11	August 2026	Mark Arthur	Aligned with Academy Trust Handbook 2026 and DfE School Estate Management Standards. Section 9 - Added statutory RIDDOR reporting timeframes. Section 11 - Updated Fire Safety references to include Fire Safety Act 2021 & 2022 Regulations. Details of the transition from individual to a collective FM contract added. Section 12 -Removed legacy CHIP symbols. Section 13 - Updated PUWER/DSE maintenance wording and IET Code of Practice for PAT testing. Section 21.4 - Added CDM 2015 Client duties. Section 21.5 - Incorporated Martyn's Law security preparedness and Estate Strategy requirements.

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Introduction

As the employer, Exceed Learning Partnership (ELP) has the overall responsibility for the health, safety and welfare of all staff and pupils in the academies. ELP recognises that decisions about workplace health and safety should take into account the views/priorities of the workforce and the management.

ELP will support its academies in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil ELP's monitoring role and to initiate and review health and safety policies and procedures, the Board of Directors will review and approve all Trust Wide policies, which will cover all the academies within ELP.

The Directors Board meets termly and has a balanced management membership, Academy based Local Governing Board will be required to formally adopt Trust wide policies on behalf of their Academy.

Although overall accountability for health and safety lies with Exceed Learning Partnership, the Principal is responsible for the day-to-day health and safety of staff and pupils in individual academies. The Principal will then delegate some functions to other staff, in particular the Academy Business Managers/Site Managers/Supervisors etc.

The Local Governing Boards of academies within Exceed Learning Partnership are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Principal and Senior Management Team of the academy and other staff of the Trust to support and promote good health and safety management.

The following Health and Safety Policy, Procedures and Guidance is required for adoption by all Exceed Learning Partnership academies.

1. General Statement of Intent

It is the aim of Exceed Learning Partnership and all Local Governing Boards to comply with, The Health and Safety at Work etc. Act 1974 and all subsequent legislation.

The Local Governing Board of all academies are committed to taking effective action *'so far as is reasonably practical'* to ensure the health, safety and welfare of all the academy staff, employees, pupils, visitors, contractors and any other person affected by its activities including: -

- To implement the requirements of the Exceed Learning Partnership Health and Safety policy
- To provide adequate control of health and safety risks arising from our work activities
- To make adequate arrangements for the health, safety and welfare of staff and pupils
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction, and supervision for employees
- To communicate any changes to policy to all employees within the organisation
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To consult with our employees on matters affecting their health and safety
- To co-operate with Clear Risk Management in matters related to Health and safety
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals

The Local Governing Board of all academies will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Local Governing Board will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

Exceed Learning Partnership has commissioned the services of Clear Risk Management as responsible body for providing Health and Safety support to its academies.

All employees must follow policy, procedures and guidance to ensure the maintenance of high standards of health and safety in all academy premises and activities.

This Health and Safety Policy Statement of Intent and Organisation and Arrangements that support it will be reviewed annually or more frequently, where there have been significant changes to the Exceed Learning Partnership.

2. Organisation

The academy will adopt Exceed Learning Partnership's Health and Safety Policies, Procedures and Guidance, or if/where necessary, establish its own individual policies where Trust-wide policies do not cover the academy requirements. The academy policies will be in addition to Exceed Learning Partnership - wide policies, procedures and guidance.

Any Exceed Learning Partnership-wide Health and Safety Policies, Procedures and Guidance **must not be amended, either to add to or remove, in any way,** apart from inserting the name of the individual Academy on the General Statement of intent (see page 3 and 4).

Any review proposals raised by the Local Governing Board will be required for the approval by Exceed Learning Partnership.

This Health and Safety Policy should not be used in isolation, other policies and procedures relating to health and safety should also be referred to where appropriate i.e.

- Hot Works Policy
- Lone Working Policy
- No Smoking Policy
- Staff Stress Management Policy
- Risk Assessments
- Lockdown, Invacuation and Security Policy (including Martyn's Law / Protect Duty compliance)
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Fire Safety Policy and Procedure
- First Aid and Medicines Policies
- Asbestos Management Plan
- Water Safety and Legionella Management Policy
- Estate Management Strategy (aligned with DfE School Estate Management Standards)

If you are unsure of a procedure or require support relating to health and safety you should always contact the Trusts central team for advice on 01709 805175 or Clear Risk Management on 01302 346813.

Responsibilities of the Local Governing Board

The Local Governing Board will ensure that:

- The Principal produces any required Academy specific addendums to the Trust Wide health and safety policy for approval and adoption by the Governing Board
- Suitable and sufficient risk assessments of buildings and work activities are undertaken and a written record of the assessments are kept and appropriate control measures required are implemented '*so far as is practicable'*
- Sufficient funding is allocated for health and safety e.g. in respect of training, protective equipment, any remedial work/service and maintenance of building
- Termly safety inspections are undertaken
- Inspection reports, including those from trade union health and safety representatives are considered and acted upon
- Health and Safety is a standing item on all agendas
- An annual health and safety report is published following the annual Health and Safety check/walk round carried out by the responsible Governor for Health and Safety
- A positive health and safety culture is established and maintained

Responsibility of the Principals

The Principal will ensure that:

- To produce for approval and adoption by the Governing Board any Academy specific addendums to the Trust Wide health and safety policy and ensure these addendums are regularly reviewed and revised annually
- To report any Accidents/Incidents/Near Misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- To complete an accident/incident/near miss investigation where appropriate and implement actions required to eliminate/reduce the risks to the health and safety of people and buildings/equipment etc.
- Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change of circumstances
- For high-risk activities, safe systems of work are identified via a risk assessment
- Adequate and appropriate first-aid provision is in place
- Information and advice on health and safety is acted upon and circulated to staff and governors
- Regular inspections are carried out with reports submitted to the Governing Board and Exceed Learning Partnership's Directors
- An annual report is provided to the Governing Board
- There is co-operation with Exceed Learning Partnership in meeting its legal requirements in respect of monitoring of health and safety practices and procedures
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons
- Staff are provided with equipment and other resources to enable their work to be undertaken safely
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties
- Appropriate tasks are delegated to the Academy's Site Manager/Supervisor and other premises staff
- Health and Safety is covered in weekly briefing meetings and communications/notes displayed for all employees to view

Responsibilities of all Senior Managers

Vice/Assistant Principals and Academy Business Managers may be required to undertake any of the Principal's duties which have been reasonably delegated to them which may include responsibility for health and safety management.

Responsibilities of the Premises Manager/Supervisor

The Premises Manager/Supervisor will ensure that:

- Safe means of access and egress are maintained
- The premises are kept clean and that adequate welfare facilities are provided
- Safe working arrangements are in place when contractors are working on the premises
- Adequate security arrangements are maintained
- Adequate fire safety arrangements are implemented
- Regular testing and maintenance of electrical equipment including portable equipment takes place
- Communication takes place with staff to alert them of any specific Health and Safety concerns in their working area
- Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella
- All premises-related accidents/incidents/near misses are recorded and investigated
- Regular visual inspections of all areas of the premises to take place at least half termly. With safety representatives invited to take part and records kept
- Boiler room annual inspection
- A copy of the Health and Safety Law poster is displayed in an easily accessible location

Responsibilities of all employees:

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:

- They are familiar with, and comply with, the academy Health and Safety Policy, procedures and guidance
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities
- They report immediately, to the Principal, Business Manager or to their line manager any serious or immediate danger of which they become aware
- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Principal or to their line manager
- There is no misuse of anything that has been provided for health and safety purposes
- They use the correct equipment and tools for the job and any protective equipment that may be necessary

All pupils should be encouraged:

- To follow safe practices and observe safety rules including:
- To follow instructions issued by a member of staff in case of emergency
- They do not intentionally interfere with safety equipment, e.g., fire extinguishers and fire alarms
- To inform a member of staff of any situation, which may affect their safety or that of another pupil

Local Governing Board

The academy's Local Governing Board will report to the Trust Board of Directors. It is essential that the Local Governing Board work with the Principal and the Academy team to support management and trade union representatives working together to ensure not only compliance with the law, but to develop a positive health and safety culture within the workplace. The academy recognises that when employees are pro-actively engaged in health and safety, workplaces have lower accident rates.

The Academy Health and Safety Management Team shall consist of:

- Management and employee representative with the number of management representatives not exceeding the number of employee representatives

Management participants should include people with senior management responsibilities for health and safety include:

- Principal (or their representative) and other representatives with the necessary knowledge, expertise and management authority to play a full role
- 'Link' governor(s) for health and safety
- The school workforce contingent should include the health and safety representatives from each union
- The employee representatives will include the accredited safety representatives from the teaching and support staff trade unions
- Membership of the health and safety management team is regarded as part of an individual's normal work

Local governing Board shall include the following functions:

- Promoting co-operation between management and employees on matters of health, safety and welfare at work
- Studying accident and absence statistics (including absence levels due to stress) in order that unsafe conditions, acts and practices can be identified and consideration given to the formulation of policies and guidance to eliminate the hazard and/or reduce the risk
- Assisting in the development of safety guidance and safe systems of work
- Monitoring the effective implementation of Exceed Learning Partnership Trust Wide Health and Safety Policies and Procedures
- Monitoring the effectiveness of the safety content of employee training
- Developing policies and arrangements that will safeguard the health and safety of persons other than employees such as pupils, visitors, and contractors
- Participating in periodical joint inspections
- Monitoring action taken following trade union, Clear Risk Management and management site inspections

3. Arrangements

Exceed Learning Partnership and its academies follow the "Plan, Do, Check, Act" approach with the intent on delivering effective arrangements.

PLAN, DO, CHECK, ACT	HEALTH AND SAFETY MANAGEMENT	PROCESS SAFETY
PLAN	Determine your policy / plan for implementation.	Define and communicate acceptable performance and resources needed. Identify and assess risks / identify controls / record and maintain process safety knowledge. Implement and manage control measures
DO	Profile risks / organise for health and safety / implement your plan.	
CHECK	Measure performance (monitor before events, investigate after events).	
ACT	Review performance / act on lessons learned.	Measure and review performance / learn from measurements and findings of investigations.

Exceed Learning Partnership will discuss the effectiveness of its Health and Safety Policy and procedures at its Management meetings. Any items requiring attention will be given priority and allocated to a responsible entity.

4. Communication and Consultation

Exceed Learning Partnership and all academies are committed to maintaining effective communications at all levels. Responsibilities ensure communication channels can be maintained and that relevant information relating to health, safety and welfare is distributed to staff.

Exceed Learning Partnership and all academies encourage daily discussions relating to health, safety and welfare. More formally, employee health, safety and welfare consultation occur during performance reviews.

Exceed Learning Partnership and all academies aim to provide clear instructions, information and adequate training to ensure employees are competent to do their work.

5. Induction

All new employees will complete an induction; this will be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances).

For further information on Staff Induction please see the Exceed Learning Partnership Staff Induction policy.

6. Health and Safety Communication Channels

Exceed Learning Partnership and all academies appreciate that employers must consult employees, either directly or through appointed or elected representatives, on health and safety matters.

Exceed Learning Partnership and all academies aim for an efficient and effective process between employees and their Health and Safety Representatives by utilising the following methods:

- talk to one another
- listen to one another's concerns
- raise concerns and solve problems together
- seek and share views and information
- discuss issues in good time
- consider what everyone has to say
- make decisions together

Exceed Learning Partnership and all academies recognise that talking to, listening to and involving employees benefits the business and helps to:

- make your workplace healthier and safer
- improve performance
- raise standards

Exceed Learning Partnership and all academies believe that successful worker involvement is based on:

- trust
- respect
- co-operation
- joint problem solving.

Communication channels will be established for the exchange of health and safety knowledge and information. These communications will include: -

- Senior leadership team meetings and staff meetings
- Trust Directors and Members meetings
- Local Governing Board meetings
- Meetings of the Academy Health and Safety group
- Meetings of the Academy Risk Register working party
- Provision of information relating to safe systems of work and risk assessments
- Training
- Communication of health and safety bulletins or information from Clear Risk Management
- Communications with relevant specialist advisors/committees and bodies
- Staff notice boards providing information on Health and Safety arrangements and updates
- The use of posters/ email communication/training events
- The provision of information in alternative languages
- The provision of information in different formats for staff with additional needs to aid the receipt of the communications

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the academy in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The academy will consult in good time with health and safety representatives on any measures, which may affect the employees represented by the health, and safety representative.

The academy will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

Display board

The office will have a display board containing the following information, providing mandatory and useful and relevant information:

- H&S Law poster
- Employers Liability insurance policy
- Responsible Person (Fire)
- Appointed Person (First Aid)

Sharing information with those with a limited knowledge of the English language

Exceed Learning Partnership and all academies understand the following can help to involve and consult with such employees:

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Encourage employees to express their views in their preferred language by using interpreters.
- Ask a work colleague to interpret, although these employees may need training if they are asked to undertake this role.
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers. Tip: make sure it is clear in English first.
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials and allow more time
- Committees and representatives should reflect the workforce they represent.
- Consider ESOL courses (English for Speakers of Other Languages) as an improved grasp of English will help communication in the workplace and on health and safety.
- Be aware of cultural differences and take these into account when consulting employees - there may be some employees who do not feel able to speak up about health and safety matters.

7. Monitoring and Review of Health and Safety

Exceed Learning Partnership and all academies understand that formal review and monitoring of health and safety performance is essential; it allows the Trust to establish whether the essential health and safety principles – strong and active leadership, worker involvement, and assessment and review – have been embedded in our organisation and tells us whether our systems and procedures are effective in managing risk and protecting people.

Our process for monitoring reviewing and reporting on our policy and procedures include the following:

- Health and Safety premises audit / inspection
- Health and Safety paperwork audit / inspection
- Annual Fire Risk assessments
- Half termly business and operations report
- Principal reports to Governing Board
- Risk assessment
- Risk registers and risk management
- Statistical reviews of Health and safety information, accident reporting, near miss, absence, health and wellbeing
- Benchmarking
- Staff communication and feedback

Health and Safety audits

Exceed Learning Partnership commission a third party to undertake regular inspections on the premises and paperwork so as to assess the effectiveness of the health and safety arrangements set out in this policy. Any non-conformities raised by the Health & Safety Advisor are discussed in the management meeting and rectification actions are discussed to ensure a solution is agreed upon.

Risk Assessment

Exceed Learning Partnership acknowledges the requirement that employers must assess the health and safety risks to which employees and others are exposed to within the work environment.

A risk assessment has been developed for activities such as; manual handling; use and storage of hazardous substances (COSHH); slips and trips, work equipment / DSE and lone working. The hazards associated with all tasks will be continuously analysed to identify potential and inherent hazards, and the risks related to the hazards will be eliminated or reduced to the lowest practicable level.

Exceed Learning Partnership benchmarks its estates safety and compliance against the DfE School Estates Management Standards (SEMS) maturity framework.

8. Training and Competence

The Health and Safety at Work etc. Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with the academy and Exceed Learning Partnership in undertaking their legal duties.

The HSE describes competence as 'the combination of training, skills, experience and knowledge that a person has and their ability to apply to perform a task safely'. Other factors, such as attitude and physical ability, can also affect someone's competence.

Someone's level of competence only needs to be proportionate to their job and place of work.

The academy appoints competent people to assist them in meeting their health and safety duties.

Where members of staff do not have the necessary training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided. Or it may be that manual handling training, or DSE training is required in order for someone to complete so far as is reasonable' their tasks in a safe manner.

The completion of mandatory on-line training for all staff is required. Modules include:

- Why it is important to work safely
- Identify everyone's responsibilities in relation to safety, health and wellbeing in the workplace
- Define key terms in safety and health
- Identify workplace hazards and risks, their impact and how to control them
- Identify ways safety, health and wellbeing are managed and improved within the workplace

For those deemed responsible (i.e. Principal, Academy Business Manager, Site Manager/Supervisor), up-to-date Asbestos Awareness and Management training is required. **See also the Managing Asbestos Policy.**

Health and Safety information and training records

Inductions: On completion of the health and safety induction, the employee will be required to sign the induction form to say that they have been provided with and understand the information provided.

On-line training: Certificates will be awarded to employees who have completed the training and records of these should be kept by the employee and Academy Business Managers/Office Manager (training records may alternatively be hosted on National College site)

Face-to-face delivery of health and safety training: Certificates will be given to all employees who have attended and successfully completed the course.

Checks of such records are included in the inspection regime.

9. Reporting of Accidents/Incidents/Near Misses

All accidents and incidents, whether they result in an injury or not, have to be internally logged and depending on the nature and circumstances, a report may have to be made to the local enforcing authority (HSE or Local Authority). Incidents that require a report are known as **RIDDOR reportable accidents.** Accidents that are logged for internal investigation only are known as **non-reportable accidents**.

The main purpose of both logging non-reportable accidents and reporting RIDDOR reportable accidents is that information can be obtained regarding the cause of the incident to allow steps to be taken to prevent a similar occurrence happening in the future.

It is the understanding of Exceed Learning Partnership that the definition of accident/incident/near miss (AIN) are:

- **Accident** - any event that results in injury, ill health or intervention by a first aider for comfort or treatment
- **Incident** - an unexpected and usually unpleasant event that has happened. Including acts of aggression/verbal abuse that result in damage to property.
- **Near miss** - is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. Other familiar terms for these events are a "*close call*," a "*narrow escape*," or in the case of moving objects, "*near collision*" or a "*near hit*"

Exceed Learning Partnership and Academies record information about any injured person and the details of the incident, including accidents, injuries, diseases, near misses, or dangerous occurrences linked to work. All accidents must be reported using the accident form within 24 hours, but each Academy manages this process locally. If an incident is or may become reportable, it will also be transferred to the Clear Risk Management reporting system for safe-keeping and oversight.

Information will be collated by the relevant persons:

- Trust Accountable person: CEO as Accounting Officer
- Deputy Accountable person: Deputy CEO
- Trust Responsible person: Director of Estates
- Academy Accountable person: Principal
- Academy Responsible person: Academy Business Manager

We may be required to share such information with the Health and Safety Executive to ensure that we meet our legal responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. *Note: The Data Protection Act 2018 requires that employee's personal information must be kept secure after the form has been completed. This will be done by the transfer of the report information onto the secure, electronic, Clear Risk Management system.*

AINs will be reviewed and trends assessed to ensure control measures are appropriate and prevent future occurrences.

There will be an AIN breakdown for each academy which is reported on Exceed Assure, the Trust Quality Assurance Dashboard.

Employee Accident

- Inform all employees that all accidents should be reported to their Manager immediately.

- Ensure the first step when an accident occurs is that the injured person is looked after. Inform first aiders and seek any medical treatment required.
- All accidents must be recorded on the accident form.
- All records locally logged are stored to ensure they remain confidential.
- The Trust and Clear Risk Management must be notified in the event that there is a RIDDOR reportable accident, an accident which the school feels has the possibility of being a claim at any point, an accident that leads to serious injury to a pupil (fractures, eye injury, burns, loss of consciousness, deep cuts), an incident that leads to a pupil going directly to hospital or an incident we establish could have been prevented and has prompted the school to make changes following lesson learned. (see appendix 1 for assistance with decision making).
- The Trust and Clear Risk management must be notified in the event that there is a RIDDOR reportable accident or an accident which the school feels has the possibility of being a claim at any point.
- A RIDDOR report must then be made on the HSE website as soon as possible (where applicable).
- Where the accident is RIDDOR reportable or there is a possibility of a claim, a full investigation will be carried out and documented. This will be completed on the Clear 'Accident Investigation Form'.
- More minor accidents will be investigated to an appropriate level.
- Following investigation, all identified actions must be completed in a timely manner.

Pupil Accident

- Inform all employees that all pupil accidents should be recorded as soon as they are made aware of them.
- Ensure the first step when an accident occurs is that the injured person is looked after. Inform first aiders and seek any medical treatment required.
- All accidents that require first aid or staff intervention must be recorded on the pupil accident form.
- All records from the accident book are stored to ensure they remain confidential.
- Head bumps must be notified immediately via phone call/text.
- Accidents where the pupil is feeling unwell and it appears they may need to go to hospital, the doctors or home should also be reported to parents/carers immediately. Parents/carers should be informed and asked to collect the child.
- Any accident that leads to an ambulance being called or a child being taken directly to hospital by an employee must also be reported to parents/carers immediately.
- A note home should be provided to parents following all significant pupil accidents.
- The Trust and Clear Risk management must be notified in the event that there is a RIDDOR reportable accident, an accident which the school feels has the possibility of being a claim at any point, an accident that leads to serious injury to a pupil (fractures, eye injury, burns, loss of consciousness, deep cuts), an incident that leads to a pupil going directly to hospital or an incident we establish could have been prevented and has prompted the school to make changes following lesson learned. (see appendix 1 for assistance with decision making).
- A RIDDOR report must then be made on the HSE website as soon as possible (where applicable).
- Where the accident is RIDDOR reportable, there is a possibility of a claim, or the pupil has sustained a serious injury a full investigation will be carried out and documented. This will be recorded on the Clear 'Accident Investigation Form'.
- More minor accidents will be investigated to an appropriate level.
- Following investigation, all identified actions must be completed in a timely manner.
- Following a pupil accident, the parents/carers should be contacted regularly to check on the pupil and receive updates about their condition until such time as they return to school and any injury is fully healed.

Procedure for Carrying Out an Accident Investigation

- All relevant persons must be interviewed as soon as practical after the incident. Ensure that facts
- are obtained rather than assumptions. This includes the injured person, witnesses, supervisors etc.
- Review the accounts of the people involved and then review any equipment involved and the area the accident occurred. Take photographs. If the area of the school or the equipment is faulty ensure a note is made as this may lead to a pupil accident being RIDDOR reportable.
- Ascertain who was in the area and why.
- Determine what activities were taking place immediately prior to the accident.
- Determine whether risk assessments were appropriate and site safety rules were being followed. If it is a pupil incident, were supervision levels appropriate? If not, this could lead to a pupil accident being RIDDOR reportable.
- If the accident occurred outside, consider whether the weather had any influence.
- Collate relevant documentation such as risk assessments, written safe systems of work, maintenance records, training and authorisation records.
- Analyse the findings of the investigation in order to determine what reasonable steps can be taken to prevent a recurrence.

Near Miss Reporting Procedure

Near misses must also be recorded and investigated in order to identify causes and to prevent a recurrence that may next time result in an injury.

- Inform all employees that all near misses should be recorded immediately.
- All near misses must be recorded on the near miss form.
- All records are stored to ensure they remain confidential.
- The responsible person for reviewing the incident must immediately act to make the situation safe, and to prevent a recurrence.
- A near miss investigation is conducted following the procedure detailed above. Actions taken to prevent recurrence must be noted and completed in a timely manner.
- If the incident falls under the criteria of a RIDDOR dangerous occurrence then immediate contact is made with Clear Risk Management.
- A RIDDOR report must then be submitted.

Reporting Dangerous Occurrences to the Local Enforcing Authority

Employers have a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations to report certain categories of dangerous occurrences. We have identified key persons authorised to carry out this task in conjunction with advice from Clear Risk Management.
Incidents that fall under the RIDDOR Regulations are categorised on the Health and Safety Executive website at http://www.hse.gov.uk/riddor/dangerous-occurences.htm

RIDDOR REPORTING FOR EMPLOYEES

All RIDDOR reportable incidents must be submitted to the Health and Safety Executive (HSE) within the statutory timeframes:

- Fatalities and Specified Injuries: Must be reported without delay (and within 10 days of the incident).
- Over-7-Day Incapacitation Injuries: Must be reported within 15 days of the incident.
- Occupational Diseases: Must be reported as soon as a registered medical practitioner notifies the Trust in writing.

Types of reportable incidents
The following injuries are reportable under RIDDOR when they result from a work-related accident:

- **The death of any person** (Regulation 6)

- **Specified Injuries** to workers (Regulation 4)

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
    - covers more than 10% of the body
    - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness
    - requires resuscitation or admittance to hospital for more than 24 hours
- Injuries to workers which result in their **incapacitation for more than 7 days** (Regulation 4)
- Injuries to non-workers which result in them **being taken directly to hospital for treatment**, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- plant or equipment coming into contact with overhead power lines
- the accidental release of any substance which could cause injury to any person.

RIDDOR REPORTING FOR PUPILS

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in **RIDDOR REPORTING FOR EMPLOYEES** only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or the condition of the premises (e.g. poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (e.g. an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity.

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity.

If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, e.g. where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity. This includes incidents arising because:

- the condition of the premises or equipment was poor, e.g. badly maintained play equipment;

or

- the school had not provided adequate supervision, e.g. where particular risks were identified, but no action was taken to provide suitable supervision.

10. First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide 'adequate and appropriate' provision to ensure their employees receive immediate attention if they are injured or taken ill at work.

The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, it is **strongly recommended** by the HSE, and it is the academy's policy that provision is made for them.

First Aid Risk Assessment

Exceed Learning Partnership and all academies therefore undertake an **Assessment of First Aid Needs.** This involves consideration of workplace hazards and risks, the size of the academy and other relevant factors to determine what first-aid equipment, facilities and personnel should be provided. Points to Consider/Impact on First Aid Needs include:

- The number of people at any one time that occupy the building. These should include staff, pupils, visitors, work experience students and contractors
- The type of accidents/incidents that have been identified in past
- The size of the academy
- Remote workplaces
- Higher level hazards, such as chemicals or dangerous machinery
- Lone working
- Alternative first-aid provision due to absence

Exceed Learning Partnership defines the minimum standards per Academy site as:

- A suitably stocked first aid kit(s) (determined by the first aid assessment)
- Appropriate numbers of trained qualified first aiders (determined by the first aid assessment)
- Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiably and accessible first aid kit(s)
- Provision of first-aid needs to be available at all times to people at work

First Aid Boxes

There is no mandatory list of items to put in the first aid box, it depends on what needs have been assessed. As a guide for low-level hazards a minimum stock of first aid items are:

- A leaflet giving general guidance on first aid (e.g., HSE's Basic advice on first aid at work)
- Individually wrapped sterile plasters
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large individually wrapped, sterile, unmediated wound dressings
- Medium-sized, individually wrapped, sterile, unmediated wound dressings
- Disposable gloves

***Note**: Tablets and medicines should **not** be kept in the first-aid box. Please refer to separate Policy for the dispensing of medication to pupils.*

First Aiders

The amount of trained first aiders depends on the assessment of the first aid needs, or where there are additional special circumstances. As an example, the HSE suggested numbers available **at all times** at work are:

- Low hazard - for more than 50 people at least one first aider-trained in every 100 employed
- Higher-hazard - for more than 50 at least one first aider-trained for every 50 employed

First Aiders - Training and Qualifications

The first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course with a competent training provider e.g., those offering nationally recognized, regulated qualifications, voluntary aid societies (e.g. St. John Ambulance, British Red Cross) and undertake appropriate refresher training.

When selecting a training provider, the following will be checked:

- Qualifications expected of trainers and assessors
- Quality assurance systems
- Teaching and standards of first-aid practice
- Syllabus content
- Certification

First Aid Courses include:

- First aid at work (FAW)
- Paediatric first aid training
- Emergency first aid at work (EFAW)

11. Fire Safety

The Responsible Person

The Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, and the Fire Safety (England) Regulations 2022 place a statutory duty on the 'Responsible Person' to ensure that its fire safety management and in particular, fire equipment, fire notices and fire drills are in place and up-to-date. See Annex 1 for a fire safety checklist which should be used in conjunction with the academy's Fire Safety Policy.

The 'Responsible Person', is the Principal within the academy and is responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants. Duties include, taking:

- **Measures to Reduce the Risk of Fire on the Premises and the Risk of the Spread of Fire on the Premises**, including:
  - The completion of a Fire Risk Assessment
  - Ensuring fire doors are kept closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire)
  - Daily checks* on the premises, including security to ensure that all practical measures have been taken to reduce the risk of fire both internally and externally
  - Ensuring portable heaters are only used in extreme circumstances i.e. heating failure.

- **Measures in Relation to the Means of Escape from the Premises,** including;

- Fire action notices to be displayed throughout the building with clear emergency evacuation instructions in the event of a fire.

- **Measures for securing that, at all material times, the means of escape can be safely and effectively used,** including:
  - Fire exit routes must be kept clear of obstructions at all times
  - Final fire exit doors must be kept clear of obstructions leading to a place of safety on the external parts of the building

- **Measures in relation to the means for fighting fires on the premises,** including;
  - Appropriate firefighting equipment must be provided
  - Relevant staff members must be trained in the use of fire extinguishers (this is to aid an escape only)

- **Measures in relation to the means for detecting fire on the premises and giving warning,** including;
  - Appropriate fire/smoke detection to be installed, in relevant locations
  - Viewing panels in doors and walls, where there are rooms within rooms

- **Measures in relation to the arrangements for action to be taken in the event of fire on the premises** including:
  - The instruction and training of employees
  - Fire Policy and Procedures to be disseminated to all staff
  - Fire awareness training to be provided to all staff on an annual basis
  - Fire Action Notices to be displayed throughout the building
  - The training of Fire Marshals

- **Measures to mitigate the effects,** including;
  - Do not exceed the maximum occupancy
  - Maintain fire exits and signage
  - Comply with electrical and gas regulations
  - Service and maintenance of firefighting equipment, which must be easily accessible.
  - Safe storing and using of hazardous materials
  - Safety inspection of buildings
  - Maintenance of fire alarm systems
  - Fireproofing
  - Training of staff
  - Fire drills

Role of Teaching Staff

- All teaching staff have the responsibility for the safe evacuation of children in their charge
- Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly, evacuating by the nearest safe emergency exit route

People with disabilities

- Teaching staff should be aware of any child in their class that has a disability and may experience difficulties in evacuating the building by the designated escape route e.g. where there is a difference in floor level with stairs or ramps. A Personal Emergency Evacuation Plan (PEEPs) must be in place.

- Line Managers must complete a Personal Emergency Evacuation Plan for all people with a disability

All staff members

- Must take reasonable care for their own health and safety at work and that of other persons who might be affected by their acts or omissions
- Should follow evacuation procedures

- All staff are required to take mandatory fire awareness training.

Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The fire risk assessment should demonstrate that, as far as is reasonable, the needs of relevant persons including the disabled have been identified.

A suitable and sufficient fire risk assessment must be completed by a competent Fire Risk Assessor and reviewed at least every 12 months, or sooner if there have been significant changes e.g., in the layout of the building, if there are contractors working on site that may pose a hazard.

Competence of a Fire Risk Assessor

The academy defines as a minimum that a competent Fire Risk Assessor to be as follows:

- Be a member of the Institution of Fire Engineers
- Hold at least the NEBOSH Certificate in Fire Safety (or equivalent accredited fire safety qualification registered on the Nationally Accredited Fire Risk Assessors Register)
- Has demonstrable experience in completing school/college Fire Risk Assessments
- Has a current DBS check

Exceed Learning Partnership have contracted with Clear Risk Management as the competent body to provide our annual Fire Risk Assessment in all academies within the Trust.

Exceed Learning Partnership have contracted Pyro Fire to undertake annual fire door surveys.

Housekeeping

Good housekeeping is essential to reduce the risk and spread of fire within the school building and outbuildings.

- Combustible, materials should be kept to a minimum, do not allow waste to build up
- Aerosols not to be kept on site
- Empty waste bins regularly
- Do not store skips and waste bins near to the school property
- Ensure large amounts of contractor's materials are stored safely away from the buildings (wherever possible)
- Keep flammable materials away from sources of ignition

Display materials and decorations

An evaluation of the material(s) used in displays and decorations should be made sprayed with fire retardant spray - paper, cardboard and plastic provide a means for the rapid spread of fire.

To reduce the risk of fire spread:

- Avoid the use of 3D displays in corridors and foyers
- Minimise the size and number of display areas to discrete, separated areas
- Do not put displays down stairways, which are part of the designated escape route or where there is only one direction of escape i.e., dead-end conditions
- Treat displays with proprietary flame-retardant sprays
- Avoid the use of display boxes
- Keep displays away from curtains, light fittings and heaters
- Keep displays away from ceiling voids, which may lack fire barriers
- Ensure that there are no ignition sources in the vicinity
- Ensure displays do not obstruct escape routes or obscure fire notices, fire alarms, call points, firefighting equipment or escape signs

Fire Safety Management (FSM) Checks

To ensure compliance with fire regulations, checks must be made to reduce the risk of fire at the academy. These tasks are delegated by the 'Responsible Person' the Principal to the Site Manager/Supervisor/Caretaker at the academy.

FSM checks Daily/weekly/monthly/three-monthly/six-monthly/annual checks must be made and records kept.

Each Academy has its own maintenance agreement for the Fire Fighting Extinguishing and Fire Alarm system. But over the next 12 months will be transitioning to a central FM (facilities management) contract. Academy's must ensure that they have access to a copy of the latest (in date) certification.

Fire Marshalls

Staff expected to undertake the role of Fire Marshalls (often called fire wardens) would require comprehensive training. Their role may include:

- Performing a supervisory/managing role in any fire situation
- Assisting those on the premises to leave
- Checking the premises to ensure everyone has left
- Using firefighting equipment if safe to do so
- Liaising with the fire and rescue service on arrival
- Shutting down vital or dangerous equipment

Safe Emergency Evacuation Procedures

Under no circumstances are lifts to be used for evacuation purposes in the event of a fire, unless the lift is clearly identified as an emergency evacuation lift, and this may only be used for disabled people.

Fire Action notices must be displayed in appropriate locations throughout the buildings next to fire call points. These will include clear instructions on what to do it when raising the alarm and information regarding the nearest fire exit and assembly point(s).

All staff must be aware of emergency procedures. Including:

- Fire Action notices
- The locations of fire alarms
- How to activate the fire alarm as a means of raising the alarm
- Locations of Fire Extinguishers (fire extinguishers must only be used to aid escape in event of a fire)
- Emergency exit routes/final exit fire doors
- Fire assembly points

On Sounding or Hearing the Alarm

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly in a calm manner.

On discovering a fire

- Sound the alarm by pressing one of the emergency fire alarms
- Call the Fire & Rescue Service telephone 999
- Leave the building by the most direct route
- Attack the fire using fire extinguishers **only if** your escape route is blocked by the fire and in order to enable a safe evacuation

On hearing the fire alarm

- Leave the building by the most direct route, closing all doors behind you
- Report to the assembly point for the building
- Do not take risks
- Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service

Fire drills

Fire drills are intended to ensure, by means of training that:

- People who may be in danger act in a calm and orderly manner
- Those with responsibilities carry out their tasks to ensure the safety of all concerned
- Escape routes are used in accordance with a predetermined and practiced plan
- Evacuation of the building is achieved in a speedy and orderly manger
- People will react rationally when confronted with a fire or other emergency at school

How often to carry out a fire drill?

It is the policy of the academy to carry out fire drills at the beginning of each term; these should be carried out on different days and times of the day.

Should you inform staff before a fire drill?

The advantage of informing all staff of fire drills beforehand is that firstly they will not panic, which avoids potential injuries that could be caused in a rush to exit a building. Secondly if the alarm sounds without a prior warning, there will be no ambiguity as to if it is a drill or not and people will behave appropriately.

Preparing for a fire drill

When planning a fire drill decide on something specific that will be monitored. This could be a specific aspect of the escape plan that has been highlighted as needing improvement or a more general goal, such as reducing the amount of time it takes for everyone to exit the building.

Amongst the staff, a team of fire marshals with a chief fire marshal should be appointed to supervise fire drills and check that everyone gets out safely. All marshals will require special training so that they can carry out their duties safely and effectively.

Informing the fire service of a fire drill

If the academy has a system that automatically informs the fire service when the alarm is triggered, appropriate measures must be taken to stop this from causing the fire service a wasted journey. Take any systems off line before the fire drill but be sure to get them back up and running once the drill has finished.

During the fire drill and/or Emergency Evacuation

To monitor fire drills, observers should be placed at points around the building in areas such as stairwells to look for good and bad practices. Any room for improvement can be noted and then discussed at the debriefing meeting after the evacuation.

In buildings where there are more than one exit routes, the main exits should be blocked off to encourage staff to use alternative escape routes as in a real fire; parts of the building could be impassable due to fire or smoke.

Set a stopwatch to record how long the full evacuation takes, teachers, academy business managers, cleaning supervisors, senior catering staff and fire marshals should do a roll call and tick people off to make sure everyone in their class and department(s) are out of the building.

Any visitors in the Academy at the time of the fire evacuation/drill must be escorted to the assembly point and remain with the escorting member of staff until it is safe to return to the building.

The Fire Service must be informed immediately of any person who is missing, along with their area of work. Registers of people are derived from:

- Inventory system – employee registration
- Inventory System visitors
- SIMS – pupil registration

Evacuation of people with disabilities - Personal Emergency Evacuation Plans (PEEPs)

Of all the people who may be especially at risk you will need to pay particular attention to pupils, staff and visitors who have special needs, including those with a disability.

Personal need will often be modest and may require only changes or modifications to existing procedures. It may be required that a PEEP needs to be developed for that individual who frequently uses the building. This PEEP needs to be completed in consultation with the individual or in the case of a pupil with their parents/guardians and/or other relevant people, with copies provided of the PEEP and records kept.

- A PEEP should also be completed for any pupil, staff, or visitor who have a disability
- The PEEP will clearly state what actions are required in those particular circumstances

Assembly Points
An area outside the school building must be designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the school premises. It must be far enough away from the school building(s) to give protection from the heat and smoke given off by a fire. It should be in a position that does not put any people at risk by emergency vehicles responding to the incident.

- Once outside and at the Fire Assembly Point, staff members should take a register to check that all children and staff members are accounted for

- If there are any staff or children missing this must be reported immediately to the Fire Service details to be provided to the Fire Service include:

    - Name of missing person
    - Place and time last seen and by whom
    - Any other information e.g., medical condition, or behavioural issues

Staff members in charge of the class are then to supervise the class and await further instructions from the Fire and Rescue Service.

For academies with split sites, the former arrangements for fire evacuation may not be suitable. Therefore, a personalised evacuation plan, specific to each individual site should be written and approved by the principal. All staff members working on each site must be trained in these procedures.

12. Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 requirements is to evaluate and control measures. All reasonable steps will be taken to substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils, and visitors are not exposed to substances hazardous to health.

Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.

Actions to evaluate and control risks include:

- Completing an inventory identifying all hazardous substances used on the academy premises and obtain material safety data sheets
- Wherever possible replace hazardous substances with safer alternatives
- A risk assessment is completed for the use of any substances, which present a significant health risk
- Ensuring that any equipment required for controlling risk is being adequately maintained
- Ensuring all staff have received information, instruction and training where required
- Ensuring records of assessments are being kept on the premises and made available on request to any relevant people
- Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled
- Ensure that any equipment provided to control the risk e.g. local exhaust ventilation; fume cupboards, personal protective equipment (PPE) is adequately maintained.

Hazard symbols and hazard pictograms

- Classified substances can be identified by their warning labels and carry the pictograms detailed below.
- All hazardous substances are identified by mandatory CLP (Classification, Labelling and Packaging) hazard pictograms (red diamond border with white background and black symbol) in accordance with the GB CLP Regulations. Legacy CHIP symbols (orange squares) are fully revoked and must not be used for hazard identification.

New CLP symbols include: **1)**, **2)**, **3)**, **4)**, **5)**, **6)**. **Note:** the harmful symbol has been replaced by an exclamation mark.

					
Carcinogenic and respiratory sensitisation.	Contains gas under pressure.	Flammable	Toxic	Corrosive	Dangerous to the environment
					
Such substances may be hazardous through inhalation, ingestion, absorption or contact through the skin.					

Material Safety Data Sheets: should be obtained from the manufacturer/supplier. Data sheets are not by themselves a suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

COSHH Assessment: will be developed for each substance using the information from the data sheet and according to the intended task. See the COSHH Assessment template.

Only competent persons shall undertake any assessment of risk, which shall consist of experience of the task at hand, training etc. During the assessment process it is important that there is suitable consultation with those carrying to ensure that all of the hazards have been identified and that the necessary precautions are understood to maximise compliance.

Health Surveillance: is only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with

exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out.

- Records relating to named individuals must be kept for 40 years
- Advice should be sought from Occupational Health if there is any uncertainty regarding the need for health surveillance

Exceptions to COSHH Regulations: There are exceptions to these regulations, which are already being controlled by their own specific legislation, e.g., asbestos, lead, radioactive substances.

13. Work Equipment

Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE i.e., computers and laptops. A user is defined in the regulations as "an employee who habitually uses display screen equipment as a significant part of his/her normal work". This is usually interpreted as continuous periods of an hour or more on most days of the week. The employees' line manager will identify DSE users.

To comply with DSE regulations the 'Responsible Person' Principal or delegated member of staff must:

- Analyse workstations to assess and reduce risks
- Make sure controls are in place
- Providing information and training
- Providing eye and eyesight tests on request and special spectacles if needed
- Review the assessment when the user or DSE changes

All DSE users must complete on-line DSE training and assessment which will provide a workstation assessment and provide information and training. See the DSE Assessment form for further information.

Some DSE users may experience fatigue, eyestrain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors. Changes in activity may help users, the following is advised:

- Stretch and change position
- Look into the distance from time to time and blink often
- Change activity before you get tired rather to recover
- Short frequent breaks are better than longer, infrequent ones

Eye test

Upon request of the DSE user, identified by their line manager, (see above) the academy will pay for a test to be carried by a qualified optician. Only "users" are entitled to receive corrective appliances paid for by the academy.

'Normal' corrective appliances are at the user's own expense, but users needing 'special' corrective appliances will be prescribed a special pair of spectacles for display screen work only. The academy liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user's work.

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

Inspection & Maintenance of Work Equipment (PUWER)

In accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER), all work equipment (including Display Screen Equipment workstations and power leads) must be maintained so that it is safe for use. While low-risk office equipment does not require daily written logs, users must perform user visual checks prior to use and report defects immediately. Formal visual checks and electrical safety testing (PAT) are conducted in accordance with the Trust's planned maintenance schedules and risk assessments.

Employees and DSE users are provided with the manufacturers manuals that contain information on the correct use and maintenance.

14. Manual Handling

The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or inanimate, such as a box.

The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:

- Avoid hazardous manual handling operations, 'so far as is reasonably practicable'
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable

ELP recognises that manual handling problems often come from poor workplace environments or job design. Hazardous activities include:

- Lifting heavy or awkward loads
- Using excessive force
- Repeated handling of heavy loads
- Poor posture and twisting when handling

The responsible person, the Principal, or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will be completed for moving loads that cannot be avoided.
- Where possible Information, instruction and training will be provided to employees
- Wherever possible the load to be moved will be reduced e.g., is it possible to split the load into smaller units?
- Use appropriate equipment for reducing the need for manual handling; e.g., trolleys to eliminate/or reduce the risk of injury

The following **guidelines** should not be exceeded and each individual must be aware of their own physical capabilities and should not attempt to move any object that is beyond their capabilities.

- Force to stop or **start the load Male 20kg, Female 15kg**

- Sustained force to **keep the load in motion Male 10kg, Female 7kg**

All employees must complete on-line manual handling training or attend a hands-on training session with a reputable provider arranged via your Business Manager in the academy.

15. Driver Safety

ELP recognises that as an employer, we have a responsibility under Health and Safety legislation to ensure, so far as reasonably practicable, the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving (or riding) on public roads whether it's your own vehicle or a company vehicle.

ELP refers all employees to the UK's road traffic legislation that imposes specific requirements in respect of vehicle use and maintenance.

ELP endeavour to protect workers from the hazards associated with driving by:

- providing employees with relevant training (online course) if they are required to drive a company vehicle
- providing employees with relevant information on vehicles including breakdown arrangements, fuel, insurance and familiarisation with the vehicle
- planning journeys so they are safe for employees
- keeping employees safe
- protecting employee's health and wellbeing

ELP requires a Vehicle Safety Checklist to be carried out prior to use of the vehicle.

16. Young Persons

ELP recognises that young people may lack the experience and maturity at work of their colleagues, so could be more at risk. There are particular factors ELP consider for this group of new starters in the workplace:

- When employing a young person under the age of 18, ELP acknowledges that they have the same responsibilities for their health, safety and welfare as they do for other employees.
- A tailored risk assessment specific to the young person and the type of work they are enrolled to undertake will be undertaken to ensure that young persons employed will be protected in accordance with the provisions of such regulations.

17. PPE

ELP understands that the requirement for PPE will be determined by an activity-specific risk assessment or COSHH Assessment. The most common users of PPE will be cleaning teams, premises managers and those working in Science Labs.

ELP will ensure that adequate supplies of all necessary protective clothing and equipment are available.

18. Workplace Regs

ELP will provide all employees with a safe place of work and working environment therefore workplace health and safety inspections (see **Premises Inspection Reports**) are undertaken regularly to identify potential hazards before any harm is caused. Inspections cover:

- Lighting
- Temperature
- Ventilation
- Legionella

19. Legionella Control

In order to comply with the Health and Safety at Work etc. Act 1974 and the HSE Approved Code of Practice (ACoP L8 / HSG274) "Legionnaires' disease: The control of legionella bacteria in water systems", the Principal or their delegated duty holder must ensure:

- **Identify and assess the sources of risk** for which employees, pupils or visitors may be exposed to within the academy. The assessment should include a survey to identify whether there are conditions present that will encourage bacteria growth this includes legionella
- **Identify the hot and cold-water temperatures** throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45 °C
- **Identify all areas or services** capable of releasing an aerosol such as showers, spray taps and where necessary measures put in place to control the risks
- **Identify whether there are susceptible individuals** present that may be exposed to such aerosols

In order to manage the risk, the following guidance should be followed:

Weekly tasks

- Weekly flushing of any outlets and showers that are infrequently used (less than once per week). Precautions should be taken to minimise aerosol release when implementing a flushing programme

Monthly tasks

- Water temperatures should be recorded at the nearest and furthest outlets from the storage tanks and water heaters
- Water temperatures in the flow and return pipes to be monitored and recorded.
- Hot water temperatures should be recorded from outlets after 1 minute of operation. Cold water should be tested after 2 minutes of operation
- A programme should be set to ensure that all the taps within the building are checked at least once, annually

Quarterly

- All showerheads and hoses should be dismantled, cleaned and descaled on a quarterly basis. This action should be recorded

Six monthly

- The cold-water storage tanks should be inspected and temperatures recorded to cover storage, supply and distribution temperatures and general conditions

Annually

- The condition of the tanks should be reviewed annually. Where the presence of organic material, vermin and water quality deterioration is identified etc. Remedial actions should be conducted. Where required a sample should be taken from the drain outlet

School holidays, low occupancy periods. Six-week summer break

- It is extremely important to manage the risk of legionella during school holidays and periods of low water usage or closures. Such times will provide the perfect opportunity for bacterial growth and proliferation including the growth of legionella within the academy's water systems and services.

The following actions should be recorded:

- When the school is occupied but at a significantly lower capacity to normal then the outlets which are used less than once per week should be flushed weekly
- When the school is not in use at all during the holiday periods outbuildings and sports halls/gyms etc.) Then all tanks, calorifiers and associated outlets should be thoroughly flushed prior to the commencement of the new term. This should be recorded. Water samples should also be considered for collection prior to the start of the new term.

All testing of legionella areas must be completed and records kept on file and are easily available for inspection.

20. Work-related health and wellbeing

Each Academy manages work-related health issues via risk assessments (**See the Employment Health Check Form & Work Health Assessment). See; Staff Stress Management Policy.**

For Behaviour and the Drugs & Alcohol policy – see: Code of Conduct Policy

For Health and wellbeing implications arising from pupil behaviour, see **Staff Stress Management Policy and the Staff Health and Wellbeing Policy .**

21. Building Safety Management (BSM)

The 'Responsible Person' has a duty to provide and maintain a working environment that is safe and without risk to health. Information required in the BSM records are:

- Installations that are currently in place
- Testing/check/service/maintenance regime
- Competent persons completing testing/check/service/maintenance regime/s
- Names and job title where relevant

All such information will be recorded in the Clear Risk Management system. Evidence of visits and contractor visit reports will be scanned and uploaded to the system as evidence of compliance.

21.1 Electrical safety

The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. The following apply in schools:

- **Competent Persons to undertake maintenance or repair of electrical installations and Portable Appliance Testing (PAT)**

Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance. Without exception, such work should be allocated to an individual with appropriate training and expertise.

Under no circumstances will academy staff work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certification of the training is required as proof.

Day to day testing of electrical equipment could be the task of a delegated member of staff e.g., Site Manager/Supervisor/Caretaker who have had the necessary training and equipment for this task.

- **Risk Assessment**

Risk assessments on electrical safety must take account of the requirements of the Electricity at Work Regulations, which cover electrical apparatus as well as the mains supply.

- **Visual inspections and tests**

All portable appliances should be visually inspected at the beginning of each term, but more frequently if its use or environment suggests this e.g., checking for loose cables or signs of fire damage, and if possible, checking inside the plug for internal damage, bare wires and the correct fuse.

Whilst using electrical equipment all staff should be aware of the requirement to report any instances where equipment appears to be faulty or unsafe to use.

All earthed portable equipment such as drills, saws, irons, hand lamps etc., should be subject to a detailed inspection and test at a frequency dependent upon the use of the equipment and Determined by a competent person. Items, which are rarely unplugged e.g., refrigerators will need inspecting and testing infrequently.

In-service Inspection and Testing of Electrical Equipment (PAT) must be carried out in accordance with the IET Code of Practice (5th Edition). Tests must be completed by a competent person with appropriate electrical knowledge and testing equipment, on a periodic basis.

A written record of the tests, in the form of a logbook or register are maintained and available for examination and the equipment itself should be marked with some form of Identification, with the date of the most recent test included on a label.

All damaged or faulty equipment must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a 'DO NOT USE' sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely.

The Site Supervisor/Academy Business Manager is responsible for the safe disposal of faulty equipment. All equipment deemed to be requiring disposal must be recorded on the Civica Asset management system and kept until authorisation has been given for the item to be disposed.

- **Fixed Electrical installations**

The HSE advises that fixed electrical installations (including the mains system, sockets, lights and heaters provided they have been adequately maintained), should be inspected by a competent person at least every five years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse.

A test certificate should be prepared showing the date and results of the inspection and test. A copy will be kept at the school.

Equipment should always be visually checked before use, in particular the condition of power cables and their terminations, as these can often be damaged, wrenched and jerked, which may loosen their connections.

Note: Any accidents/incidents/near misses involving electricity may need to be reported under The Reporting of Injuries, Diseases, Occurrences Regulations (RIDDOR).

- **Preventing accidents with electricity**

In the prevention of accidents and fire the academy will not accept gifts or second-hand electrical appliances.

Staff must not bring in their own appliances from home, unless a competent person has tested the equipment and records provided of the test (PAT).

21.2 Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 requires employers and self- employed persons to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.

No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register.

Although registration is deemed a basic indication of competence, it must be noted that not **all** engineers are qualified for **all** gas work. Registered engineers are issued with a unique license number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. The School Business Manager or their delegated person must ensure that any contractor engaged to work on gas fittings is Gas Safe Registered and appropriately qualified for the work to be carried out.

You can check this by contacting the **Gas Safe Register online or by calling them on 0800 408 5500**

Gas works includes:

- The installation, repair or service of a gas boiler
- Installation or repair of a gas fire, gas cooker, hob or water heater
- Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply

The Gas Safe Register will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

The Principal or their delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably, danger to persons or property
- Only persons authorised to work on gas installations do so e.g., Gas Safe Registered engineers with the technical knowledge and experience to prevent injury, see above 'Competence'.
- Use a competent engineer to install, maintain or repair appliances
- Ensure that gas pipework, appliances and flues are regularly maintained
- Check all rooms with gas appliances have adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues and chimneys

If you suspect a gas leak:

- Turn off the supply and immediately call the National Gas Emergency Service on 0800 111 999 for natural gas
- For LPG call the supplier if in doubt, evacuate the building and inform the police as well as the National Gas Emergency Service or your gas supplier
- Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered engineer

Maintenance

All gas appliances, flues; pipe work and safety devices will be maintained in a safe condition. The Principal or their delegated person will ensure that they are inspected by a competent person who is a Gas Safe Registered engineer, in accordance with current industry practice. Periods between inspections may vary depending on the equipment and its use and should follow manufacturer's recommendations. Annual inspections will be a minimum frequency.

- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide (CO) are not produced
- It should not be used in poorly ventilated spaces
- There should be enough ventilation to remove combustion products
- Operators are fully trained – use a safe procedure for purging, lighting up and shutting down.

21.3 General repair and maintenance checks

Checks should be completed daily by the Premises Manager, and any repairs and maintenance that are identified must be reported to the Principal or their delegated person. The report should include:

- Date the work/actions were identified
- Description of work/actions required and/or what immediate actions were taken (if any)
- Photos of the works done
- Name of the person reporting
- Date work was completed

All daily/weekly/monthly repairs and maintenance /compliance checks will be recorded in the Clear Risk Management System.

21.4 Constructions/Building work/Refurbishment or Demolition

Under no circumstances must plans for/construction/building work/refurbishment or demolition on academy premises begin without consulting with the Principal /CEO/Deputy CEO or Directors of Exceed Learning Partnership.

The person responsible for contractors on academy premises is the Principal or their delegated staff member and/or where applicable the CEO or the Deputy CEO.

The person responsible or delegated person should complete the suitability check* of all contractors to ensure that they have taken all reasonable steps possible.

*see suitability check form

All construction, refurbishment, maintenance, and demolition projects must strictly comply with the Construction (Design and Management) Regulations 2015 (CDM 2015). For all relevant projects, Exceed Learning Partnership will fulfill its statutory duties as "Client," ensuring that a Principal Designer and Principal Contractor are formally appointed in writing where required, suitable pre-construction information is provided, and a robust Health and Safety Plan is in place before work commences on site.

21.5 DfE School Estate Management Standards & Security Preparedness

Estate Strategy: The Trust and its academies manage all premises in alignment with the DfE School Estate Management Standards maturity framework (aiming for Le, ensuring long-term asset management, statutory compliance, and safe learning environments.

Security & Martyn's Law: In accordance with public protection and terrorism preparedness guidance (Martyn's Law), each academy maintains a site-specific Security Risk Assessment, Invacuation and Lockdown Procedure, and regular emergency response drills to safeguard staff, pupils, and visitors against security incidents.

Appendix 1

Pupil Accidents flowchart

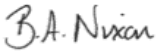
Did the accident involve a head bump?	
Yes Notify parent/carer immediately via phone call or text	No Follow flow chart
Has the accident resulted in first aid or staff intervention?	
Yes Record the incident on the pupil accident form	No No action required
Is the accident significant?	
Yes The accident must be reported to parent/carer and a note sent home	No Record accident on non-reportable accident log
Has the pupil suffered a serious injury?	
Yes Log the incident on Clear Risk SharePoint Inform the Trust and Clear Risk Management Complete the RIDDOR report and save a copy Complete accident investigation form	No Record accident on non-reportable accident log
Does the pupil need to go to hospital or for medical investigation/treatment?	
Yes Contact parents to collect child and take them Log the incident on Clear Risk SharePoint	No Record accident on non-reportable accident log
Has the accident resulted in an ambulance being called?	
Yes Notify parent/carer immediately Log the incident on Clear Risk Sharepoint	No Record accident on non-reportable accident log
Is the accident RIDDOR reportable?	
Yes Log the incident on Clear Risk SharePoint Inform the Trust and Clear Risk Management Complete the RIDDOR report and save a copy Complete accident investigation form	No Record accident on non-reportable accident log
Does the school feel the accident could result in escalation or complaint?	
Yes Log the incident on Clear Risk SharePoint Inform the Trust and Clear Risk Management Complete accident investigation form	No Record accident on non-reportable accident log
Could the accident have been prevented or has it prompted the school to make changes following lessons learned?	
Yes	No

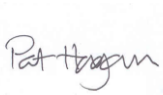
Log the incident on Clear Risk SharePoint Inform the Trust and Clear Risk Management Complete the RIDDOR report and save a copy Complete accident investigation form	Record accident on non-reportable accident log

Employee/Visitor Accidents flowchart

Has the accident resulted in first aid or staff intervention?	
Yes Record the incident on the employee accident form	No No action required
Is the accident RIDDOR reportable?	
Yes Log the incident on Clear Risk SharePoint Inform the Trust and Clear Risk Management Complete the RIDDOR report and save a copy Complete accident investigation form	No Record accident on non-reportable accident log
Does the school feel the accident could result in escalation or complaint?	
Yes Log the incident on Clear Risk SharePoint Inform the Trust and Clear Risk Management Complete accident investigation form	No Record accident on non-reportable accident log
Has the employee/visitor suffered a serious injury?	
Yes Log the incident on Clear Risk SharePoint Inform the Trust and Clear Risk Management Complete accident investigation form	No Record accident on non-reportable accident log
Could the accident have been prevented or has it prompted the school to make changes following lessons learned?	
Yes Log the incident on Clear Risk SharePoint Inform the Trust and Clear Risk Management Complete accident investigation form	No Record accident on non-reportable accident log

Policy Agreed: August 2026

Signed Chief Executive Officer: 

Signed Chair of Directors: 

Policy to be reviewed: September 2027

Appendix 2 – Academy Addendum

Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Sandringham Primary School

Our statement of intent is:

- Implement the requirements of Exceed Learning Partnership Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with Exceed Learning Partnership and Clear Risk Management in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed:	C Metcalfe	**Principal**
Signed:	M Blount	**Chair of Governors**

Date: September 2026

Review Date: September 2027

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

Overall responsibility for health and safety within the establishment is that of:

Principal: Mr C Metcalfe

Chair of Governors: Mrs M Blount

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Executive Business Manager:

- Be accountable for all premises issues relating to the site including resources and Health and Safety, ensuring that inventories are maintained
- Be accountable for the maintenance of the academy grounds ensuring the safety of the pupils and optimising the costs
- Ensure the academy meets all compliance requirements e.g. COSHH/Manual Handling/Fire Safety and Health and Safety

Premises Manager:

- To uphold the Trust and schools Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working
- To carry out daily/weekly checks to ensure that the school buildings are meeting the required standards and review any risk to safety
- To liaise with the Business Manager on Fire safety procedures
- To liaise with the Principal and Business Manager in order to ensure fire risk assessments on the buildings are carried out
- Cooperate with the school to ensure that Health and Safety responsibilities are carried out
- Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified

Name: To be confirmed

Responsibility: Health & Safety Governor

All employees have to:

- **co-operate with supervisors and managers on health and safety matters;**
- **not interfere with anything provided to safeguard their health and safety;**
- **take reasonable care of their own health and safety and of others; and**

- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Principal
Executive Business Manager
Premises Manager
Staff member undertaking the activity

The findings of the risk assessments will be reported to:

All staff

Action required to remove/control risks will be approved by:

Principal
Executive Business Manager
Premises Manager
Staff member undertaking the activity

The person responsible for ensuring the action required is implemented is

Principal
Executive Business Manager
Staff member undertaking the activity

Checks that the implemented actions have removed/reduced the risks will be carried out by:

Principal
Executive Business Manager
Staff member undertaking the activity

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

N/A

Consultation with employees is provided by:

Staff briefing and noticeboard

Training Days

Email

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

Identifying equipment/plant, which will need maintenance is the responsibility of:

Premises Manager
Executive Business Manager
Facilities Team
Catering Team
Grounds Maintenance Team
ELP Estates Team

Ensuring effective maintenance procedures are drawn up is the responsibility of:

Premises Manager
Executive Business Manager
Facilities Team
Catering Team
Grounds Maintenance Team
ELP Estates Team

The person responsible for ensuring that all identified maintenance is implemented is:

Premises Manager
Executive Business Manager
Facilities Team
Catering Team
Grounds Maintenance Team
ELP Estates Team

Problems with plant/equipment should be reported to:

Premises Manager
Executive Business Manager
Facilities Team
Catering Team
Grounds Maintenance Team
ELP Estates Team

Checking plant and equipment health and safety standards before purchase is the responsibility of:

Premises Manager
Executive Business Manager
Facilities Team
Catering Team
Grounds Maintenance Team
ELP Estates Team

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

Identifying substances which need a COSHH assessment is the responsibility of:

Premises Manager
Executive Business Manager
Facilities Team
Catering Team
Grounds Maintenance Team
ELP Estates Team

The person(s) responsible for undertaking COSHH assessments is/are:

Premises Manager
Executive Business Manager
Facilities Team
Catering Team
Grounds Maintenance Team
ELP Estates Team

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

Premises Manager
Executive Business Manager
Facilities Team
Catering Team
Grounds Maintenance Team
ELP Estates Team

The person responsible for ensuring that relevant employees are informed about COSHH assessments is:

Premises Manager
Executive Business Manager
Facilities Team
Catering Team
Grounds Maintenance Team
ELP Estates Team

Checking that substances can be used safely before they are purchased is the responsibility of:

Premises Manager
Executive Business Manager
Facilities Team
Catering Team
Grounds Maintenance Team
ELP Estates Team

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

KS2 Admin office
KS1 Photocopier area
Early Years kitchen area
Main kitchen

Health and safety advice is available from your HandS Safety Risk Adviser:

Clear Risk Management
01302 346813

Supervision of young workers and trainees will be arranged/ undertaken/monitored by:

Line Manager
Senior Vice Principal
Executive Business Manager
Designated Safeguarding Lead

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

Line Manager
Senior Vice Principal
Executive Business Manager
Designated Safeguarding Lead

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Line Manager
Executive Business Manager
Designated Safeguarding Lead

Job specific training will be provided by:

Line Manager
Line Manager
Executive Business Manager
Designated Safeguarding Lead
Exceed Learning Partneship
Clear Risk Management

Health and Safety Training Requirements:

Asbestos/Legionella training

First Aid training

Fire Awareness / Fire Warden training

Working at Height / Safe Ladder use

Manual handling

Educational Visit Training

Training records are kept:

In Health & Safety Document Management file
National College

Training will be identified, arranged and monitored by:

Local SLT Induction
Line Manager
Executive Business Manager
Designated Safeguarding Lead
Exceed Learning Partnership

ARRANGEMENTS

ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Locations of First Aid Boxes:

EYFS, KS2 office, KS1 office, Staff room, KS1 Library
Midday Supervisors have 3 medical boxes – KS1 Dining Hall, KS1Playground, KS2 Playground

The first aiders are:

List of trained first aiders including paediatric first aid is kept in Google Drive and displayed throughout both buildings and circulated to all staff.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:

KS1 office, KS2 office, Midday Supervisors
Accident report form recorded on the Trust spreadsheet/ Clear Risk Management portal

The person responsible for reporting accidents, diseases and dangerous occurrences to Clear Risk Management is:

Executive Business Manager
Office Manager
Premises Manager
Admin team (infectious diseases)

ARRANGEMENTS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionella testing
Asbestos inspection
Termly Visual H & S inspection
Establishment Hands Service Inspection
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
Property Services Condition Survey
Prioritised programme of risk assessment
Boiler room annual inspection
Gulley and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Senior Leadership Team

The person responsible for investigating work-related causes of sickness absences is:

Occupational Health
Executive Business Manager, Principal
Clear Risk Management

The person responsible for acting on investigation findings to prevent a recurrence is:

Occupational Health
Executive Business Manager, Principal
Clear Risk Management

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Principal

The Asbestos Risk Management file is kept in:

Main office in KS2 building

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

Main office in KS2 building

Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:

Premises Manager
Office staff
Executive Business Manager

Asbestos risk assessments will be undertaken by:

ELP contractor

Visual inspections of the condition of ACM's will be undertaken by:

Premises Manager

Records of the above inspections will be kept in:

Admin office, Executive Business Manager's office, CRM Portal

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

The 'Nominated Persons' for Water Management at the premises are:

Principal
Premises Manager
Executive Business Manager

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Water Management Arrangements Folder

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Premises Manager

Record showing that the above on-site tasks have been undertaken are kept in:

Water Management Arrangements Folder/ Crysp

ARRANGEMENTS

WORK AT HEIGHT

All work at height in the establishment must be authorised by:

Principal **Executive Business Manager** **Premises Manager**

Risk assessments for working at height are to be completed by:

Executive Business Manager, Premises Manager and all members of staff

Equipment used for work at height is to be checked by and records kept in:

Premises Manager **H&S Governor**	**Establishment Management File** **Crysp**

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Principal
Senior Vice Principal

The Educational Visits Co-ordinator(s) is/are:

Senior Vice Principal (ES)

Risk assessments for off-site visits are to be completed by:

Group Leader

Policy, Procedures & Guidance for Educational Visits are kept in:

Google Drive and SAM People

Details of off-site activities are to be logged onto Evolve by:

Group Leader for non-local visits

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

Principal

Escape routes are checked by/every:

All staff	**Daily**

Fire extinguishers are maintained and checked by/every:

Firesolve **Visually Inspected by Premises Manager**	**Annually** **Termly**

Alarms are tested by/every:

Premises Manager **Signum**	**Weekly** **Bi-Annually**

Emergency evacuation will be tested:

Termly

APPENDICES

List here any other policies relevant to health and safety e*.g. Medicines Policy, Educational Visits Policy etc.*

CYPS Policy and Guidance Handbook
Emergency Response Guide
Safeguarding Policy
Safeguarding Audit
Lockdown Procedure
Disaster Recovery Procedure
Educational Visits Policy
Display Screen Equipment Procedure
Emergency Procedures
Events Procedure
Fire Safety Procedure
First Aid and Medicines Procedures
First Aid at Work Procedure
Intimate Care Procedure
Laptop and Tablet Procedure
Lettings Procedure
Lone Working Procedure
Midday Supervisor Procedure
Missing Child Procedure
Nappy Changing Procedure
Snow and Ice Procedure
Gritting Plan
Use of Chemicals at Work Procedure
Use of Sunscreens Procedure
Working at Height Procedure