



Policy for Health and Safety

Friendly. Growth. Trust.

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REVIEW/REVISIT
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Policy Statement

At Edukos Trust we strive to be: **EXCEPTIONAL. TOGETHER.** Creating great schools, ensuring better lives for all who we serve through our 3 core values:

- **Friendly**
- **Growth**
- **Trust**

Related Documents

- First Aid Policy
- Personal Emergency Evacuation Plan (PEEP)
- Visitor Policy
- Manual Handling Risk Assessment
- Working at Heights
- Lone Worker
- Display Screen Equipment (DSE)
- Asbestos Management Policy
- Supporting Children with Medical Conditions Policy
- Data Protection Policy
- Educational Visits and School Trips Policy
- Evacuation Procedure

References

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

Purpose

At Edukos Trust, we are committed to the health and safety of our staff, children and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment. We are committed to:

- providing a productive and safe learning environment.
- preventing accidents and any work-related illnesses.
- compliance with all statutory requirements.
- minimising risks via assessment and policy.
- providing safe working equipment and ensuring safe working methods.
- including all staff and representatives in health and safety decisions.

- monitoring and reviewing our policies to ensure effectiveness.
- ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Scope

This policy applies to all individuals who use any site that Edukos Trust is responsible for.

Responsibilities

The **Trust Board and the CEO** are responsible for monitoring the effectiveness of this policy, ensuring that a consistent approach to the Policy for Health and Safety is applied across the Trust. The **Board of Trustees**, in conjunction with the head teacher, will:

- ensure this policy is reviewed at least annually.
- ensure it provides a safe place for all users of the site, including staff, children and visitors.
- oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- create and monitor a management structure responsible for health and safety in the school.
- ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- assess the effectiveness of the policy and ensure any necessary changes are made annually.
- identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- ensure the school has secured safe means of entry and exit for all site users.
- ensure the school can provide equipment, grounds and systems of work which are safe.
- ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.
- designate a competent person who will be responsible for ensuring school meet their health and safety duties.

The **Head Teachers** are responsible for ensuring that staff adhere to this policy and procedure and will:

- have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, children, and visitors.
- set the direction for effective health and safety management.
- introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.

The **designated officer** will:

- be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- reviewing accidents monthly
- support staff with any queries or concerns regarding health and safety.
- identify hazards by conducting risk assessments.

The Competent Advisors will be responsible to the Trust for the following:

- keeping the trust informed in respect of best current practice, equipment development, hazard recognition and changes in legislation.
- liaising with the various regulatory authorities on matters related to health and safety at work, if necessary.
- liaising with the trust regarding all health and safety matters including training requirements and organising courses and/or placements as necessary.
- conduct annual health & safety reviews/audits and share findings with respective school leaders.
- monitoring, auditing, and reviewing this policy and other policies, procedures and forms in place within the trust and reporting back to the chief executive & managers and/or trustees on any matter requiring attention.
- circulating information to the trust, as and when required.
- to investigate any accident, incident or industrial disease that causes injury or illness within their area of responsibility, and to ensure the appropriate accident/incident report is completed.
- maintain an up-to-date knowledge of legislation and codes of practice as they affect the trust's activities.
- liaise with the CEO, trustees, head teachers and trust health and safety lead whenever necessary to discuss relevant health and safety matters.
- investigating any potential RIDDORS.
- be the designated contact with the HSE where necessary.

Employees and volunteers will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, children, and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.

- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of children.

Children will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other children's, health and safety.

Equality and Diversity

Edukos Trust is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines;
- Ensuring staff are protected from unlawful direct or indirect discrimination resulting from a protected characteristic (e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation).
- Delivering high quality teaching and services that meet the diverse needs of its children and its workforce, ensuring that no individual or group is disadvantaged



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Edukos Trust

Policy for Health & Safety

Edukos Trust recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, children and visitors are protected from harm.

We also appreciate that whilst managing our activities we need to be risk aware, but not necessarily risk averse and are accepting of the responsibilities imposed by the Health and at Work etc. Act 1974 and all relevant Regulations. It's the Trust's intention to be self-regulating.

The Trust will provide sufficient resources, time, effort, and finance to ensure, that as far as is reasonably practicable it will be committed to:

- providing a productive and safe learning environment, for all.
- preventing accidents and any work-related illnesses.
- compliance with all statutory requirements.
- minimising risks via assessment and policy.
- providing safe working equipment and ensuring safe working methods.
- including all staff and representatives in health and safety decisions.
- monitoring and reviewing our policies to ensure effectiveness.

This policy will be reviewed on a regular basis and, in any event, not less than every year.

Chief Executive Officer:

A handwritten signature in black ink, appearing to read 'Chris Huscroft', written over a horizontal line.

Date: October 2023

Chair of Board of Trustees:

A handwritten signature in black ink, appearing to read 'N A Greenfield', written over a horizontal line.

Date: October 2023

Training and induction

The trust expects schools to ensure staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school. This training shall be provided at least annually and at induction upon appointment to a role within the Trust.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD to further contribute to the running and success of the school.

Staff will be trained on how to:

- assess risks specific to their role.
- meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- using industrial machinery.
- managing asbestos.
- having responsibility for the storage and accountability for potentially hazardous materials.

Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the designated officer using the standard Accident Report Form. Schools will always record and report work-related injuries to staff members or children.

The designated officer will be responsible for informing the head teacher if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

We will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- accidents to employees causing either death or major injury
- accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- fractures, other than to fingers, thumbs and toes
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- any crush injury to the head or torso, causing damage to the brain or internal organs
- serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause 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, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- the collapse, overturning or failure of any load-bearing part of any lifting equipment
- the explosion, collapse or bursting of any closed vessel or pipe work
- electrical short circuit or overload resulting in a fire or explosion
- unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- any accidental release of a biological agent likely to cause severe human illness
- any collapse or partial collapse of scaffolding over five metres in height
- when a dangerous substance being conveyed by road is involved in a fire or is released
- the unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- any explosion or fire resulting in the suspension of normal work for over 24 hours
- any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- accidental release of any substances which may damage health
- serious gas incidents
- poisonings
- skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

We will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis, e.g. from work involving strong acids or alkalis
- hand-arm vibration syndrome
- occupational asthma, e.g. from wood dust and soldering using rosin flux
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported because they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

We will only report accidents that are:

- discrete.
- identifiable.
- unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the designated person, will file a report as soon as is reasonably possible. The person will complete the relevant report on the [HSE website](#): The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web link. Fatal and specified injuries, as outlined above, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

Staff, children, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the designated officer as soon as possible, who will then inform the head teacher as appropriate. Serious hazards will be reported using the appropriate form available in the school.

Accident investigation

All accidents, however minor, will be investigated by the designated person and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The designated person will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends to take corrective action and minimise the reoccurrence of any incident or illness.

Risk assessment

Edukos Trust will ensure potential hazards are identified and risk assessments are completed for all necessary areas. The designated officer will be consulted when risk assessments are being carried out.

Termly assessments of high-risks areas, such as laboratories, will be undertaken. Annual risk assessments will be conducted for all other necessary areas. Risk assessments will consider the needs of staff, children, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- there is any reason to suspect that they are no longer valid.
- there has been a significant change in related matters.
- the governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

We will record any significant findings of any risk assessments, including the following:

- the identified hazards

- how people might be harmed by them
- what the school has implemented to control the risk

We will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

Active monitoring

The Trust's procedure for actively monitoring its systems will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Monthly reports and updates to the head teacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Contacting the emergency services

Edukos Trust will certify that procedures for ensuring safety precautions are properly managed, are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so. See LSP for how this will be communicated.

Where an ambulance is called for a child, office staff will contact the child's parent. Wherever necessary, all children will be evacuated from the building and taken to the designated emergency assembly point. Staff will be aware of anyone who have PEEPs. Staff will be responsible for the safety of children and responding to any questions from the emergency services, as best they can.

First aid

Schools will act in accordance with the Policy for First Aid at all times. They will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

Schools will carry out a first aid needs assessment to help inform their LSP for Policy for First Aid and to assess the first aid needs appropriate to the circumstances of the school. When conducting a first aid needs assessment, the school will consider:

- the school site.
- children and staff members.
- the hazards and risks present.

Schools will teach Health Education to children, including basic first aid, such as dealing with common injuries. The head teacher will ensure that there is an appropriate number of first aid trained staff members working within in their school.

Please refer to the Policy for First Aid and associated LSP.

Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. We use utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

We will remain especially vigilant to the following hazards:

- Members of staff or children running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

Sharps

For the purposes of this policy, “sharps” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- during school-based vaccination programmes
- where an individual within the school requires injections to manage a health condition
- where a child brings a sharp into the school
- where glass is broken within the school, or broken glass is found on or around the school premises
- where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Policy for Supporting Children in school with Medical Needs.

The head teacher will ensure that all children are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp. Where a sharp is found, the nearest staff member will move all children away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring the sharps retrieval kit.

Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of children. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it. The following procedure will be followed if sharps are found on the school premises:

- staff will wear protective gloves and will not handle sharps with bare hands.
- staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- the appropriate staff, including the headteacher and site manager, will be informed.
- the incident will be recorded, with details of when, where and by whom the sharp was found.
- sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere to the following guidelines in case of injury from a contaminated sharp:

- encourage the wound to bleed gently, ideally by holding it under running water
- wash the wound using water and soap
- avoid scrubbing the wound while washing
- avoid sucking the wound
- dry the wound and cover it with a waterproof dressing
- seek medical advice

Injuries will be handled in line with the First Aid Policy.

Evacuation, lockdown and bomb threat procedure

In the event of a crisis, we will follow the procedures outlined in our Lockdown, Evacuation, Bomb Threat Procedures and in PEEPs.

Evacuation

Fire safety

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The head teacher is responsible for certifying that procedures for ensuring the safety precautions are properly managed, will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Lockdown

All staff fully understand and effectively implement the lockdown plan, which will be implemented in the event of an emergency.

The head teacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive training to ensure they understand the procedure for lockdown.

Bomb threat procedure

All staff fully understand and effectively implement the bomb threat procedure, which will be implemented in the event of an emergency.

The head teacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive training to ensure they understand the bomb threat procedure.

PEEPs

PEEPs should be created for any child, staff, or visitor who has been identified as requiring assistance in the event of an emergency which requires evacuation. PEEP should identify the following:

- Any specific needs of the individual
- Specific evacuation routes, where applicable

- Refuge areas
- Any specific evacuation procedures requirements

Lifts must not be used in the event of a fire (see fire evacuation procedures for further details).

Visitors and contractors

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, children, or visitors to the school.

The designated officer is responsible for ensuring that all contractors/sub-contractors engaged to work on school premises are suitably competent to conduct their activities and possess the correct levels of insurance.

All contractors/sub-contractors are required to report to the school office, sign the visitor's book and be briefed on any health and safety arrangements relating to their work on the premises (including fire procedures and vehicular access).

Contractors/sub-contractors will be asked to provide schools with risk assessments and method statements (RAMS) for the work to be undertaken, which shall be agreed by the school and Trust's Health and Safety Advisor prior to work commences on site. All RAMS should be submitted 10 days in advance to work commencing, unless agreed otherwise.

All work shall be arranged for suitable times of the day to minimise the risk to employees and children. All contractors, as visitors, on site during school hours must not be left alone with any children for safeguarding reasons. Regular contractors, known to the school, who must attend during school hours should have DBS clearance.

Construction and maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering, or engineering construction work, including:

- the construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;
- the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- the installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The designated officer will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. They will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The head teacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, kept up-to-date by the designated officer, and is made available to anyone who needs to alter or maintain the building.

The designated officer will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Personal protective equipment (PPE)

Adequate supplies of protective clothing and equipment are available where and when necessary and employees should ensure that they are using the correct protection for the relevant job. With the assistance of the Safety Consultants, schools are responsible for the identification, purchasing, issue and monitoring of all PPE.

Work-related hazards

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

Schools, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place. All members of staff will receive manual handling information and training as needed.

In order to manage these risks, the school will implement and follow its Manual Handling Safe Methods of Work.

Working at heights

Policy and procedures concerning employees working at heights will be addressed through the Trust's Safe Working Method. Staff members are required to sign statements confirming that they have received, read and understood the this, prior to being allowed to work at heights.

Lone working

Policy and procedures concerning employees' lone working will be addressed via the school's Lone Working Risk Assessment. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

Display screen equipment

Display screen assessments will be carried out by the designated officer for teaching staff and administrative staff who regularly use laptops or desktops computers. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Risk Assessment.

Electrical Equipment

Edukos Trust adopts a routine cycle of maintenance and testing of fixed wiring and electrical installation. Portable appliances (PAT testing) is carried out in accordance with a cycle agreed in a risk assessment. A visual check of any portable equipment should be undertaken before each use to inspect for damage of the power cables.

Portable equipment brought into school by members of staff should not be used until it has been PAT tested, unless it is brand new and marked with the appropriate CE mark. It should then be included in the agreed risk assessment.

All electrical equipment must be used only for its intended purpose.

Housekeeping

The cleanliness and tidiness of premises is the responsibility of every employee and volunteer. Accumulation of excess rubbish should not be allowed since adequate waste bins/skips are available which should be frequently emptied for disposal from site.

Legionella

The procedure for Edukos Trust is to control, prevent and minimise the risk from legionella, to provide and maintain safe and healthy working conditions, equipment, and systems of work for all staff, children, contractors, and visitors, and to provide such resources, information, training, and supervision as needed for this purpose.

Maintaining equipment

Schools will ensure that staff and children can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- all electrical appliances
- all fixed gymnasium equipment
- any workshop equipment, e.g. lathes and kilns
- all fume cupboards
- all play equipment

It will be the responsibility of the designated person to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Any portable electrical equipment will be visually inspected on a daily basis by the site manager and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

The school will make use of automated external defibrillator (AED) as part of its first aid equipment through the DfE's arrangements to buy, install and maintain an AED.

Hazardous materials

Schools will act in accordance with COSHH at all times, ensuring that a person is suitably trained in the handling of hazardous chemicals and materials.

Schools will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

The designated person will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The site manager/designated officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or child will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the designated officer. They will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

Asbestos management

In accordance with HSE guidance, an asbestos management survey will be undertaken by a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, any identified risks will be dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

Cleaning

Where schools use contract cleaners, they will be monitored by the designated person in school. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

Infection control

The school will actively prevent the spread of infection through the following measures:

- routine immunisation
- maintaining high standards of personal hygiene and practice
- maintaining a clean environment

Schools will keep up-to-date with national and local immunisation scheduling and advice. They will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and children and staff are not permitted in school if they are unwell. Staff and children displaying signs of infection will be sent home and recommended to see a doctor.

Allergens and anaphylaxis

The school's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding children' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on children who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist children with managing their allergies.

Safeguarding

All education professionals, including administrative and facilities staff as well as teaching staff, have a statutory duty of care to all children. This duty extends to promoting the welfare of children who require additional support but are not suffering harm or at immediate risk of harm. All schools will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. Each school has a designated safeguarding lead, who is responsible for providing support to staff members in their safeguarding duties and for liaising closely with the relevant statutory services, such as children's social care or the police.

Medication

The Trust's Supporting Children with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting children with medical conditions.

Schools will obtain notification from parents regarding any medication that children are required to take. Only designated staff will administer medication. A record will be kept of any medication that children take – this will be checked prior to administering any non-prescription medication.

Smoking

Our schools are non-smoking premises, this includes the use of e-cigarettes and other tobacco related products and no smoking will be permitted on the school's grounds. All staff, children, visitors and contractors will be made aware of the policy. All staff and parent helpers are expected to refrain from smoking on all school trips, activities, and events.

Security and theft

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the Trust's Data Protection Policy.

Staff and children will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

Severe weather

Schools will act in accordance with the Adverse Weather Policy where the weather could pose a risk to individuals on school site.

The head teacher, in liaison with the CEO, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, all key stakeholder will be promptly informed.

School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits and School Trips Policy.

Near misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health. If staff members, children, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future. The head teacher will be kept informed on a regular basis and as appropriate.

Schools will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the designated officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident. After the investigation is concluded, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.