



Health and Safety Policy 2024

Document Management Information

Applicable to:	This policy is applicable to all employees, pupils, visitors, contractors, Trustees, Governors of the Trust and members of the public who use Trust facilities.
Development & Consultation:	The policy has been developed with reference to general guidance.
Dissemination:	The policy will be available to employees via the Trust compliance system Every.
Implementation:	Members, Trustees, governors and employees in all academies and Trust workplaces including Head Office will refer to and be compliant with this the policy.
Training:	Review of policy at school level and dissemination of practice via line management and workplace operational procedure.
Review Frequency:	The policy will be reviewed annually. The policy will be reviewed earlier if needed in the light of new evidence / legislation / guidance.
Policy Author:	Penny Rawlins, Director of Governance and Compliance
Executive Policy Owner:	Stephen Mitchell, Interim CEO
Approval by:	Business and Operations Committee
Approval Date:	May 2024, implemented October 2024
Next Review Due:	October 2025

Revision History

Document version	Description of Revision	Date Approved
V2.0	Approved by Committee	November 2020
V3.0	Reviewed and revised in line with Model policy on the Key. Draft approved by Committee ahead of consultation. Implemented October 2024	May 2024

GENERAL STATEMENT OF INTENT

Pathfinder Schools is a Multi Academy Trust that consists of the following schools:

Havelock Infant School	Havelock Junior School
Hawthorn Community Primary School	Loatlands Primary School
Naseby CofE Primary School	Montsaye Academy
Rothwell Junior School	Rothwell Victoria Infant School
Rushton Primary School	Wilbarston CofE Primary School

As the employer for these schools, the Trust recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and other statutory and Common Law duties.

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for employees, and to provide such information, instruction, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all pupils, contractors, visitors and members of the public who may visit the premises and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our organisation. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all relevant meetings and workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Jo Woods
Chair of Trustees

Stephen Mitchell
Interim Chief Executive Officer

AIMS

Pathfinder Schools aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst employees, pupils and all visitors to our school sites
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

LEGISLATION

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their employees
- [The Work at Height Regulations 2005](#), which requires employers to protect their employees from falls from height

The Trust follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

RELATED INTERNAL POLICIES

- First Aid
- Administering Medication to Pupils
- Safeguarding and Child Protection Policy
- Menopause Policy
- Management of Sickness Absence Policy

- Staff Code of Conduct
- Health and Wellbeing
- Induction
- Educational Visits
- Supporting Pupils with Medical Conditions

ORGANISATION AND RESPONSIBILITIES

The responsibility for health and safety rests with everyone, from the most senior person through to each employee. This section sets out the responsibilities under this policy.

Responsibilities of the Trust Board

The Trustees are responsible for health and safety matters and are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment
- Reviewing the Trust's Health and Safety Policy and performance annually
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary
- Providing appropriate resources within the Trust's budget for the implementation of the attached arrangements
- Receiving from the Headteacher or other nominated employee reports on health and safety matters and reporting to another body as necessary, any hazards which the establishment is unable to rectify from its own budget
- Seeking specialist advice on health and safety which the Trust may not feel competent to deal with
- Promoting a positive health & safety culture and high standards of health and safety within the Trust
- Ensuring all employees are appropriately trained for their role within the Trust

Responsibilities of the Principal/Headteacher of each school and the Sports Centre Manager:

Overall responsibility for the day to day management of health and safety in each school rests with the Principal/Headteacher. For Montsaye Community Sports Centre, this responsibility lies with the Sports Centre Manager.

As leader of the establishment and of all the activities carried on within it, the Headteacher/ Sports Centre Manager will advise local Governors and/or Trustees of the areas of health and safety concern which may need to be addressed by the allocation of funds.

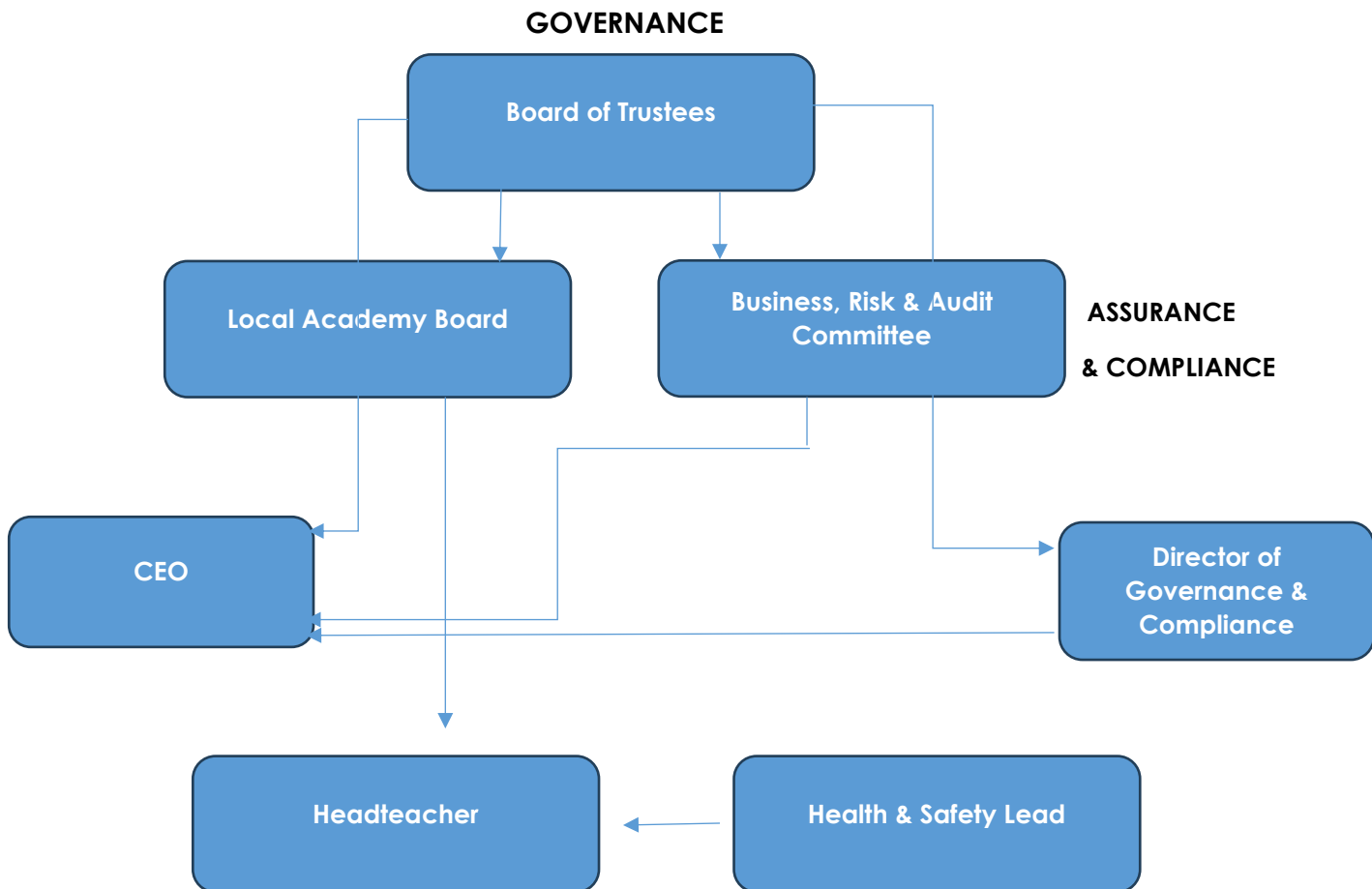
The Headteacher/Sports Centre Manager has responsibility for:

- Communicating the policy to all relevant parties
- Promoting a positive health & safety culture, setting the standard and leading by example
- Ensuring there is an adequate system in place for undertaking risk assessments
- Ensuring that any accidents and near misses are reported and responded to with appropriate investigation and remedy.
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy
- Ensuring all employees are provided with adequate information, instruction and training on health and safety issues
- Ensure that necessary Personal Protective Equipment is provided on site

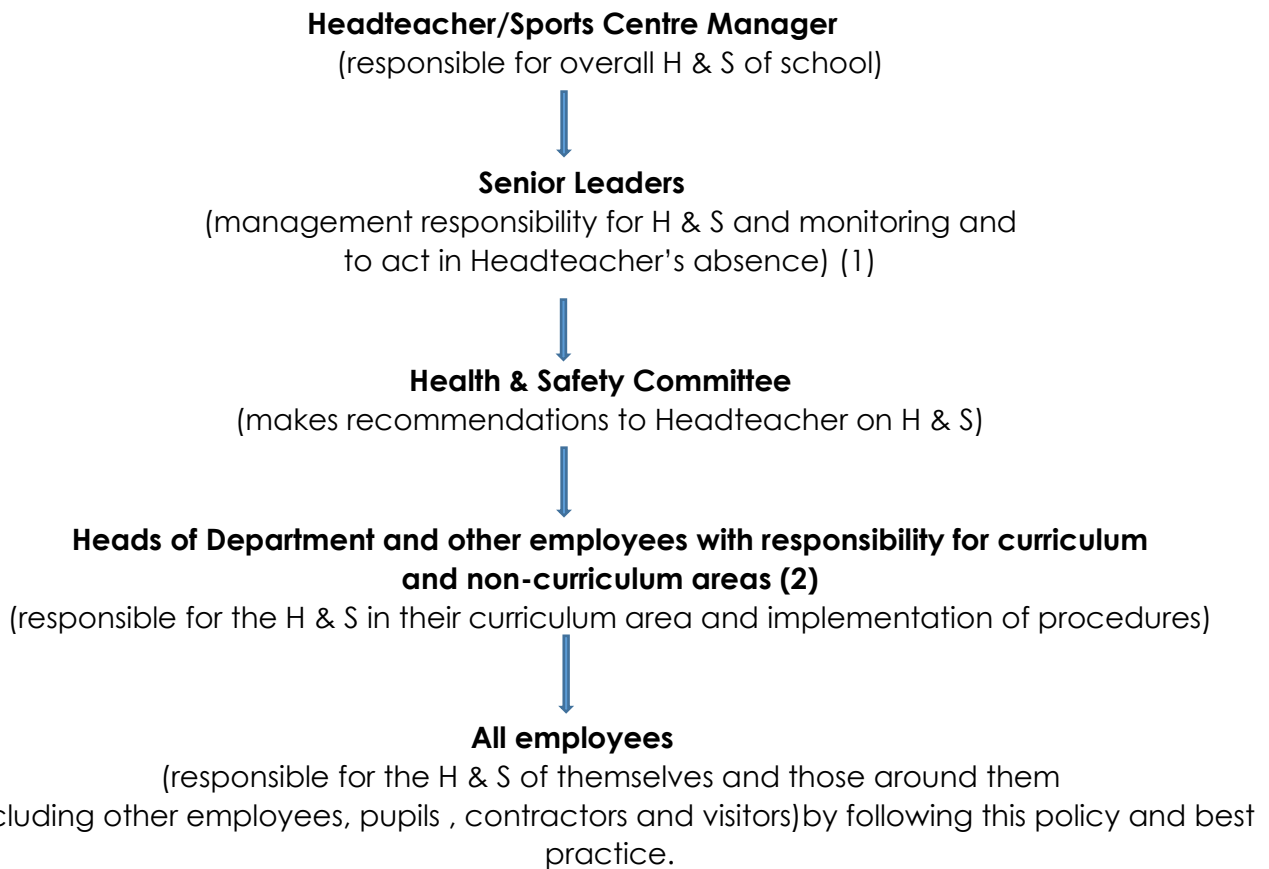
- Ensuring that the establishment has effective emergency procedures in place
- Ensuring there is no misuse of plant, equipment or similar
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition
- The provision of appropriate health and safety information to governors and the Director of Governance and Compliance
- Ensuring that appropriate information is shared with the Trust Joint Committee (JC) and consultation takes place between employees and trade union representatives via the Trust JC Terms of Reference
- Ensuring employees have completed the safety training appropriate to their role on an annual basis or as appropriate [e.g. First Aid at Work is every 3 years]

The Headteacher may choose to delegate certain tasks to other employees. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Hierarchy of responsibility for Health and Safety at Pathfinder Schools



Organisational responsibility for health and safety within each school is:



Those with delegated responsibility from the Headteacher are referred to in this policy as Health and Safety Lead. For clarity this means the person or persons who the Headteacher has delegated a specific Health and Safety responsibility for their respective school or schools. In the absence of any delegation, it is the Headteacher.

1. Inspections will be organised centrally through Pathfinder Schools and directly by the school based on emerging need outside of the Trust inspection and audit cycle.
2. All Heads of Department (or equivalent) are responsible for ensuring lessons are safe for employees and pupils. In particular the guidelines for higher risk subjects and activities including but not limited to Forest School and equivalent, Science, Information Technology, Expressive Arts, Physical Education and Technology will be known and applied by all employees. Equipment and substances provided will be assessed to comply with published legal standards.

Responsibilities of other employees holding posts of special responsibility

- Apply the Trust's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources and ensure that all employees are aware of and make use of such guidance

- Ensure regular health and safety risk assessments are undertaken for the activities and resources for which they are responsible and that control measures are implemented effectively
- Ensure that appropriate safe working procedures are brought to the attention of all employees under their control or using their working area
- Resolve health, safety and welfare problems as employees refer to them, or defer to the Headteacher or Line Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them
- Carry out regular inspections of their areas of responsibility to ensure that resources including equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their department are promptly reported, recorded and investigated using the appropriate forms etc
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe or no longer fit for purpose
- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Immediately inform the appropriate responsible person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

Premises employees may have additional Health and Safety responsibilities to those detailed in this policy. These will be detailed in individual job descriptions and operating procedures.

Pupils and parents/carers

Pupils and parents/carers are responsible for following the trust's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to an employee at the earliest opportunity.

Contractors

Contractors will agree health and safety practices with the Health and Safety Lead before starting work. Before work begins the contractor will provide evidence that they have completed adequate risk assessments of all their planned work.

Responsibilities of employees

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

All employees of the Trust have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.

- Understand and comply with the Trust's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any resources, equipment or fittings provided in the interests of health safety and welfare
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager or the Site team
- Report immediately to their line manager any shortcomings in the arrangements for health and safety
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use in compliance with the manufacturer's specification and operating instructions
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons
- Complete and understand the safety training appropriate to their role in the prescribed timeframe in the Trust's policy, requesting support or clarification where required

ARRANGEMENTS FOR HEALTH & SAFETY

Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999, the Trust has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the Trust's policy to ensure that no-one is put at unnecessary risk from any activities under its control.

Risk assessments will be undertaken by each school for situations that may present a risk to health and safety. The main areas of risk are:

All Sports and PE	Fire	Paints, solvents and glue
Animals and Plants	First Aid	Playgrounds
Asbestos management	Food Handling	Ponds
Athletics	Food Preparation	Power tools
Basketball	Football	Premises
Chemical experiments in science	Fundraising	Racket Games
Classrooms – general	Games	Reprographics
Classrooms - practical and workshops	Gas	Rugby Union or League
Cleaning	Glue Guns	Science
Contractors on Premises	Group sizes in practical activities	Security
Cookers	Gymnastics	Sports Halls
COSHH	Hand tools	Storage
Cricket	Hot metal work in DT	Swimming Pool (where on site)
Cross Country	Infection control of micro-organisms	Traffic Routes (on site)
Dance	Kitchen	Transportation of Pupils
Design & Technology	Knives and Scissors	Violence to Employee
Dining Areas	Manual Handling	Water management
Display Screen Equipment	Music	Wood dust
Disposal of chemicals	Netball	Work Equipment
Disposal of Waste	Off-site Activities (Educational Visits)	Work Placements
Electricity	Outdoor Climbing Frames	Working at height

The risk assessment process will be coordinated by the employee responsible for the activity. The findings of the risk assessments will be reported to all relevant employees and others affected. Action required to remove / control risks will be approved by the Senior Leaders. The Head of the respective Department/Area will be responsible for ensuring the action is implemented.

Assessments will be reviewed annually or when work activity changes, when new machinery or equipment is introduced, when there are changes to the premises that affect fire safety, following a work related accident or incident, whichever is soonest.

A list of statutory risk assessments and a risk assessment template can be found at Appendix C

Hazardous Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the Trust has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, pesticides, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.)

Within curriculum areas (in particular Science, DT and Art), Heads of Department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

The Head of Department will be responsible for identifying all substances that need a COSHH assessment, for undertaking COSHH assessments and for obtaining manufacturer's safety data sheets when chemical products are purchased.

Senior Leaders will be responsible for ensuring that all actions identified in the assessments are implemented, ensuring control measures detailed are implemented and will review annually or when the work activity changes, whichever is soonest.

RADIOACTIVE SOURCES – The Trust has registered its use of radioactive sources with the Health and Safety Executive. It follows CLEAPSS guidance in Managing Ionising radiations and radioactive sources. The employee in charge of radioactive sources (RPS) is the Head of Department for Science and is responsible for ensuring all records pertaining to radioactive sources are maintained. This may include appointing a third party or specialist to act as the appointed person.

Accident/Incident reporting

All schools and workplaces will ensure, so far as is reasonably practicable, that all accidents, near misses and dangerous occurrences are reported internally and where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

All accidents, cases of work-related ill health and dangerous occurrences are to be reported to the nominated school Health and Safety Lead. Details of the incident will be recorded on an accident form. Accident forms must be completed and stored for all accidents, major and minor. Accident forms will be assessed on a regular basis in order to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

The Health and Safety Lead is responsible for the following:

- Periodically analysing the accident book for signs of trends and is responsible for reporting such findings to the LAB

- Undertaking investigations following accidents, dangerous occurrences and work related ill health absence
- Responsible for acting on investigation findings to prevent a recurrence
- Responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)2013
- Reporting any reportable accidents or incidents to the Director of Governance and Compliance

Please see more details at Appendix B

First Aid

All schools and workplaces are to undertake a first aid needs assessment for their setting to determine the processes, equipment, employee and facilities required to ensure appropriate measures are in place and understood by all.

The Headteacher will ensure that First Aiders have a current certificate at the appropriate level and that new persons are trained should first aiders leave.

The Health and Safety Lead will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital: If the First Aider or Headteacher considers it necessary, any injured person will be sent directly to hospital (normally by ambulance). Where the injured person is a pupil, parents and/or guardians will be informed, where the injured person is an employee their emergency contact shall be contacted as appropriate. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents or next of kin cannot be contacted.

First aid kits are to be readily available and the list of first aiders is kept in each school / department / workplace area, in the medical room and in the employee handbook / online shared area

The Health and Safety Lead is responsible for ensuring that first aid boxes are regularly stocked with approved and in date first aid material.

Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered an injury or are unwell, they remain in the school office/nurse's office until they can be collected.

Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be retained in line with the Trust retention policy.

Any medicine administered in school will be recorded.

Further details can be found in the school First Aid Policy and the Supporting Pupils in Schools with Medical Conditions and the

Emergency Procedures

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is to be held by the Health and Safety Lead and reviewed on an annual basis.

Fire Instructions

These documents are made available to all employees and included in the induction process and employee manual. An outline of evacuation procedures are made available to all employees, contractors / visitors and are available at the front reception. Emergency exits and fire alarm call points are clearly identified by safety signs and notices.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the employee handbook and drills will be undertaken at least termly and a record kept in the Fire log book. Performance in any drill will be reviewed to ensure that any areas of improvement are identified and acted upon. Emergency procedures will be reviewed at least annually.

Emergency contact and key holder details are to be maintained by the Health and Safety Lead.

Fire Fighting

Ensure the alarm is raised BEFORE attempting to tackle a fire. The safe evacuation of persons is an absolute priority. Employees may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment. Only trained persons may operate the portable firefighting equipment.

Inspection/Maintenance of the Emergency Equipment & Testing Of the Fire Alarm System

Fire alarm call points are to be tested weekly in rotation by nominated and competent premises employees and a record kept in the Fire log book.

Any system defects will be reported immediately to the Health and Safety Lead. Schools should ensure there is a fire alarm maintenance programme/contract in place and the system tested annually by them. Smoke, heat detectors and any sprinkler system are also to be tested and maintained.

Inspection of Fire Fighting Equipment

All portable firefighting equipment is to have an annual maintenance service. Weekly visual checks are carried out by premises employees and are recorded in the fire log book. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Health and Safety Lead.

Emergency Lighting Systems

These systems are to be checked monthly by premises employees and recorded in the fire log book. An inspection is carried out annually by a service contractor. Test records are to be recorded in the fire log book.

In the event of a fire

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by employees only, and only then if employees are trained in how to operate them and are confident they can use them without putting themselves or others at risk

- Employees, Adults and pupils will congregate at the assembly points.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- A register of all employees and visitors including contractors will be undertaken
- Employees, Adults and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Reporting

Health and Safety Leads will report to the central team on a termly basis on all of the above.

Work Equipment

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the organisation has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

Electrical Safety

All employees should visually monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation from a Senior Leader and subjected to the same tests as school equipment.

Major fixed wiring circuits are to be checked at least once every five years by a competent person/ electrician. Records of checks will be retained.

Curriculum

Heads of Department/Area are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented. They will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and will require detailed attention with regards to inspection, use and repair (this list is not exhaustive)

Access equipment e.g. ladders, tower scaffold
 Cleaning equipment including hand tools
 Gas appliances (includes catering equipment, boilers, food tech etc.)
 PE and play equipment
 LEV, dust / fume extraction in DT/Art / fume cupboards in Science
 Technology Equipment
 Art/Design Equipment
 Portable electrical equipment
 Lifts/lifting equipment
 Pressure vessels in catering / science
 Stage lighting
 Radioactive sources

Hot/Cold water systems

Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 the Trust/schools have a duty to consult with workers either directly or through elected representatives on matters relating to health and safety.

Each school is to have a health & safety committee which is to meet in each full term to discuss health, safety and welfare issues affecting employees, pupils or visitors. Action points from meetings should be brought forward for review by the Senior Leaders and any findings reported to the Director of Governance and Compliance and if necessary, the Trust Board. These will be discussed at the next JC meeting.

Information, Instruction and Supervision

The Health and Safety (Information for Employees) Regulations 1989 require the Trust/schools to display a poster telling workers what they need to know about health and safety.

A copy of the HSE's Health and Safety Law poster is to be displayed in each school preferably in the staff room and in the Sports Centre.

Training and Development

The law requires the Trust to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

Health and Safety induction training will be provided and documented for all new employees.

The Headteacher is responsible for ensuring that all employees are provided with adequate information, instruction and training and identifying the health and safety training needs of employees.

Employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required

Each school is to identify an employee to maintain training records and is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Trust has purchased an online safety training system which provides a wide variety of courses. This is the preferred system for all schools in the Trust. At Appendix B to this policy, is a programme for safety training that is the minimum expected of all schools within the Trust.

The Headteacher is responsible for assessing the effectiveness of training received. Each employee is responsible for drawing their line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

No employee should carry out a task that they are not competent to do, unless supervised by a suitably qualified person. Employees operating a vehicle on behalf of the employer must hold the

appropriate class of licence and be specifically authorised, for that particular vehicle, by management.

If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to their line manager.

Asbestos

An asbestos register must be maintained and readily available to all employees and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

Each school is to have an Asbestos Authorising Officer and premises employees and other appropriate employees are to undertake appropriate training.

The Authorising Officer shall ensure:

- That an asbestos survey for the site is available
- The asbestos log is maintained and that any changes are recorded.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work. This is particularly important for contractors who may be unfamiliar with the site (see contractors section).
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must employees drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.

Working at Height

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

Schools nominated person(s) responsible for work at height is usually the Health and Safety Lead and they shall ensure:

- All work at height is properly planned and organised
- The use of access equipment is restricted to authorised users
- All those involved in work at height are trained and competent to do so
- The risks from working at height are assessed and appropriate equipment selected and that all access equipment is inspected and maintained
- A register of access equipment is maintained and that ladders are checked

Display Screen Equipment

All employees who habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin employees, bursars etc shall undertake a DSE self-assessment using the HSE checklist [Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](#) with the outcome reviewed and acted upon by their line manager or the Health and Safety Lead.

Those employees identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). This shall be claimed via the Trust Health and Wellbeing Cash Plan provided by Westfield Health.

Slips and Trips

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

- employees or pupils/students running or carrying heavy or awkward items,
- wearing unsuitable footwear,
- poor lighting - particularly where there are uneven surfaces and changes of level
- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants eg food, litter etc.
- Obstructions – particularly bags and trailing cables

To prevent slip and trip incidents we will:

- Ensure suitable cleaning and maintenance regimes are in place
- Ensure appropriate footwear is worn, including slip resistant footwear for kitchen employees
- Ensure there is appropriate lighting
- Ensure there is appropriate storage space
- Ensure appropriate risk assessments are in place

Contractors

All contractors must report to reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and any movement restrictions. Where necessary, contractors will be issued with a copy of the Asbestos Register and the latest survey. The Health and Safety Lead is responsible for monitoring areas where the contractor's work may directly affect employees and pupils and for keeping records of all contractor work and for inducting contractors to site as required. It is the responsibility of the Health & Safety Lead or Site Manager (where appropriate), to review and approve contractor's Risk Assessments and Method Statements (RAMS)

Lone working

There will be some situations where employees will be working alone or one on one with a pupil. Examples of this would be an employee locking up the school at the end of the day, attending to an alarm call out of hours or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the Trust and its schools have provisions in place to both identify and manage these risks.

Any employees, pupils, contractors or visitors who are identified as lone workers will be provided with the necessary training, information and instruction to enable them to recognize any hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

As a minimum anyone working alone will adhere to the following:

- Employees must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed employee on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one employee alone on-site.
- Employees must not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification
- On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

Employees are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

The following activities must not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons.

Where it is necessary to work alone or have a one-to-one lesson with a pupil employees should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Comply with the requirements of the Safeguarding and Child Protection Policy and Staff Code of Conduct at all times.
- Avoid working in isolated parts of the building, leave the door open where possible, where this is not possible work in a room with an unobscured vision panel so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the employee and pupil are visible through a window.

It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions.

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team/Designated Safeguarding Lead immediately, along with a detailed written report including names dates and times etc. Reference should be made to the Low Level Concern Policy.

Schools maintain local guidelines related to lone working by pupils in school. Further details regarding specific management of lone working are set out in the school's health and safety organisation and arrangements documentation.

Legionella

Schools are to comply with advice on the potential risks from legionella as identified in the HSE guidance L8 which is encapsulated in the Trust's Water Management policy template which is to be taken into use and updated for local conditions.

The Health and Safety Lead will be responsible for organising a suitable risk assessment to be carried out, a management plan put in place and that the necessary tests and checks are undertaken, recorded and any actions addressed in a timely way.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document "Managing Medicines in Schools and Early Years Settings"

Emergency Plan

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

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

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

Manual Handling

Generic risk assessments for manual handling are undertaken and employees are provided with information and training on safe moving and handling techniques as part of induction. Some specific manual handling assessments may also be required.

All manual handling activities which present a significant risk to the health and safety of employees, whether they involve the manual handling of people or objects, will be reported to the Health and Safety Lead who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be undertaken and the risk reduced as far as is reasonably practicable. The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Employees should ensure they are not lifting heavy items and equipment or awkward shaped items unless they have received training and/or equipment in order to do so safely.

Off-site visits

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. The Trust maintains a specific Educational Visits and Learning Outside the Classroom Policy.

When taking pupils off the school premises, the school will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- They are subject to parental consent
- All off-site visits are appropriately staffed
- Employees will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents/carers' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits.

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

Violence at work

We believe that employees should not be in any danger at work and will not tolerate violent or threatening behaviour towards our employees.

All employees will report any incidents of aggression or violence (or near misses) directed to themselves to their Headteacher immediately. This applies to violence from pupils, visitors or other employees.

Smoking and vaping

Smoking and vaping are not permitted anywhere on the school premises.

Dogs on Site

The only dogs that will be permitted on site will be registered support or therapy dogs.

Food Safety and Hygiene including Allergens

The Trust engages in a range of activities involving food, therefore it has responsibility for ensuring that food hygiene standards are met and those handling food have had appropriate training.

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

In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer, and will be sited where there is adequate

ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.

Wherever food is prepared or served, safe and adequate cleaning routines are established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, or employees, it is vital that all involved are aware of these routines and that they are followed at all times.

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

Specific details of how food safety is managed in Trust schools is included in the Allergy Policy.

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant, these will be reviewed at identified milestones within the pregnancy.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

Advice will be sought from the Trust's Occupational Health Provider as and when appropriate.

Wellbeing

The Trust is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and school management standards.

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

Pathfinder Schools recognises the importance of identifying and reducing workplaces stressors through risk assessment and systems are in place within the school for responding to individual concerns, monitoring workloads and providing suitable support mechanisms for employees suffering from the negative effects of stress.

Any incidences of absence related to workplace stress will act as an automatic trigger under the Trust Management of Sickness Absence Policy to ensure suitable support mechanisms are put into place, which may include a stress self- assessment, stress risk assessment and or a wellness action plan with the member of staff.

The Trust makes available to all employees an 'employee assistance programme', providing employees with a 24-hour helpline to support though any of life's issues or problems. Your call will be handled by an experienced therapist or adviser, who will offer support in a friendly, non-judgemental manner. The service also entitles to employee to up to 6 sessions of counselling. The service is completely confidential and none of the information discussed is fed back to the Academy or Trust.

The Trust will refer any employee to Occupational Health for an assessment if they are concerned.

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

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

The Trust is committed to identifying vulnerable students and employees, developing school-based prevention programmes and strengthening co-operation with mental health services, students and parents.

The Trust is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers and involving parents and mental health services. The Trust will address any instances of bullying and will adopt methods to reduce bullying in our schools.

Montsaye Community Sports Centre

Montsaye Community Sports Centre and Montsaye Academy are synonymous in upholding their duties and responsibilities regarding the health, safety and welfare of the employee, students and visitors that use this facility.

Owing to the complex nature of this facility specific provision has been made for the health, safety and welfare of the employees, students and visitors who use it and this has been outlined in Appendix A.

Monitoring and Reviewing

A general workplace inspection of the site will be conducted termly and be undertaken by the Health and Safety Lead.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher and to the Director of Governance and Compliance. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher or delegated representative where appropriate.

If employees are unsure about any issues raised in this policy, they must inform the Senior Leaders or line management immediately. Employees must not take unnecessary risks and must always seek advice when in doubt.

Monitoring and Review

This Trust's Health and Safety policy, together with the supporting procedures, will be subjected to an annual review. Reviews will be undertaken earlier should there be a significant change in operations or legislation, or if it is found that the arrangements in place are not effective.

Independent health and safety audits will be undertaken at 2 yearly intervals.

Audit action plans will be monitored and reviewed at least termly as part of Health and Safety Committee meetings with individual academies and within the Trust's Executive Health and Safety Management Committee.

The Trust will use various systems to measure health and safety performance:

Active Monitoring Systems

- Spot checks and routine workplace monitoring (including termly classroom inspections in academies) will be undertaken with findings acted upon.
- An annual formal workplace inspection will be undertaken, recorded, and acted upon.
- Review documents and information relating to the promotion of the health and safety culture.
- Monitor to ensure that appropriate statutory inspections on premises, plant and equipment have been undertaken with a formal review of this as part of termly Health and Safety meetings.
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive Monitoring Systems

- Identify where health and safety standards are not being met, by monitoring for failures in the systems - such as responding to and investigating incidents and near misses, cases of ill health (work-related sickness) and damage to property, etc.

Reporting and Response Systems

- Have a Trust incident reporting procedure with all employee and pupil incidents requiring more than first aid on site reviewed by the Health and Safety Lead and reported to the Director of Governance and Compliance.
- Have clear systems for reporting and recording defects with assigned actions to investigate/rectify.
- Have clear systems for reporting and recording health and safety concerns with assigned actions to investigate/rectify.
- Ensure that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- Health and Safety Committees, Executive Leadership Team's/SLT's will all receive and consider reports on health and safety concerns, trends, and performance.

Investigation Systems

- Investigate all incidents that have, or have had the potential to cause injury, ill-health, or loss prioritising those which indicate the greatest risk and the identification of both the immediate and the underlying causes of events.
- Analyse data to identify common features or trends and initiate improvements.
- Investigate all cases of occupational ill-health and identification of any additional controls required.
- Investigate fully all complaints relating to workplace health and safety.

Enforcement Monitoring/ Inspection

- The Trust and its academies will be subject to third party inspection and monitoring such as those from Ofsted, the HSE, Environmental Health and the Fire Service. Actions arising from third party inspections will be incorporated within the Trust/academy action plan with appropriate target dates for completion.

Reporting and Consequences of Non-Compliance

Any member of employee found to have breached the Health and Safety policy may be subject to formal disciplinary procedures in accordance with the Trust's Employee Disciplinary Policy.

Policy Status

This policy does not form part of any employee's contract of employment.

Montsaye Community Sports Centre

Montsaye Community Sports Centre and Montsaye Academy will, so far as is reasonably practicable, provide information, training and supervision to all employees.

Training will be reviewed annually by the Management Team and provided as part of an ongoing programme of development to meet individual, corporate and statutory compliance need.

An employee induction programme is given to all new employees providing, information, instruction and training on the following.

- Employee and Employer responsibilities with regards to Health and Safety
- Risk, Manual handling and COSHH Assessments
- Systems of work for the setting up and taking down of sports equipment
- Systems of work on the use of all other equipment including electrical equipment
- Normal Operating procedures
- Emergency Action Plan including evacuation procedures
- The use of Display Screen Equipment
- First Aid
- Cleaning of the Pool and changing areas
- Tour of the facilities including restricted access areas (Plant Rooms, Chemical Store and Electrical Plant Room)
- Pool water testing
- Pool chemicals and their use
- Cleaning chemicals for other cleaning duties
- Fire Safety
- Child Protection and Safety
- Working at Height
- Accident/Incident Reporting and Sickness

For those centre employees whose duties include a responsibility for the management and upkeep of the swimming pool, further induction and training on the Normal Operating Procedure for the pool will be given.

A Health and Safety Law poster is on display in the Office. The poster has information regarding employers' and employees' responsibilities as well as information on reporting of incidents.

All employees are monitored by the Management team to ensure they carry out tasks as they were trained. Further training may be made available for those employees who are not following the centre's policies and procedures.

Safety Tours, Audits, Inspections and maintenance schedules are in place to ensure that so far as is reasonably practicable, Montsaye Community Sports Centre has a safe working environment and is in a safe condition and free from risks to health.

These include:

- Procedures for fault reporting and maintenance
- Safety tours and audits conducted twice per day by the Management team
- Monitoring and recording of Air Temperature, Water Temperatures and ventilation systems
- Effective monitoring and reporting of all other areas
- Monitoring of pool plant and effective testing and correction of pool water

The Montsaye Community Sports Centre business is conducted in such a way to ensure that persons not in their employment, but who may be affected thereby are not exposed to risks to their Health and Safety.

Measures in place include:

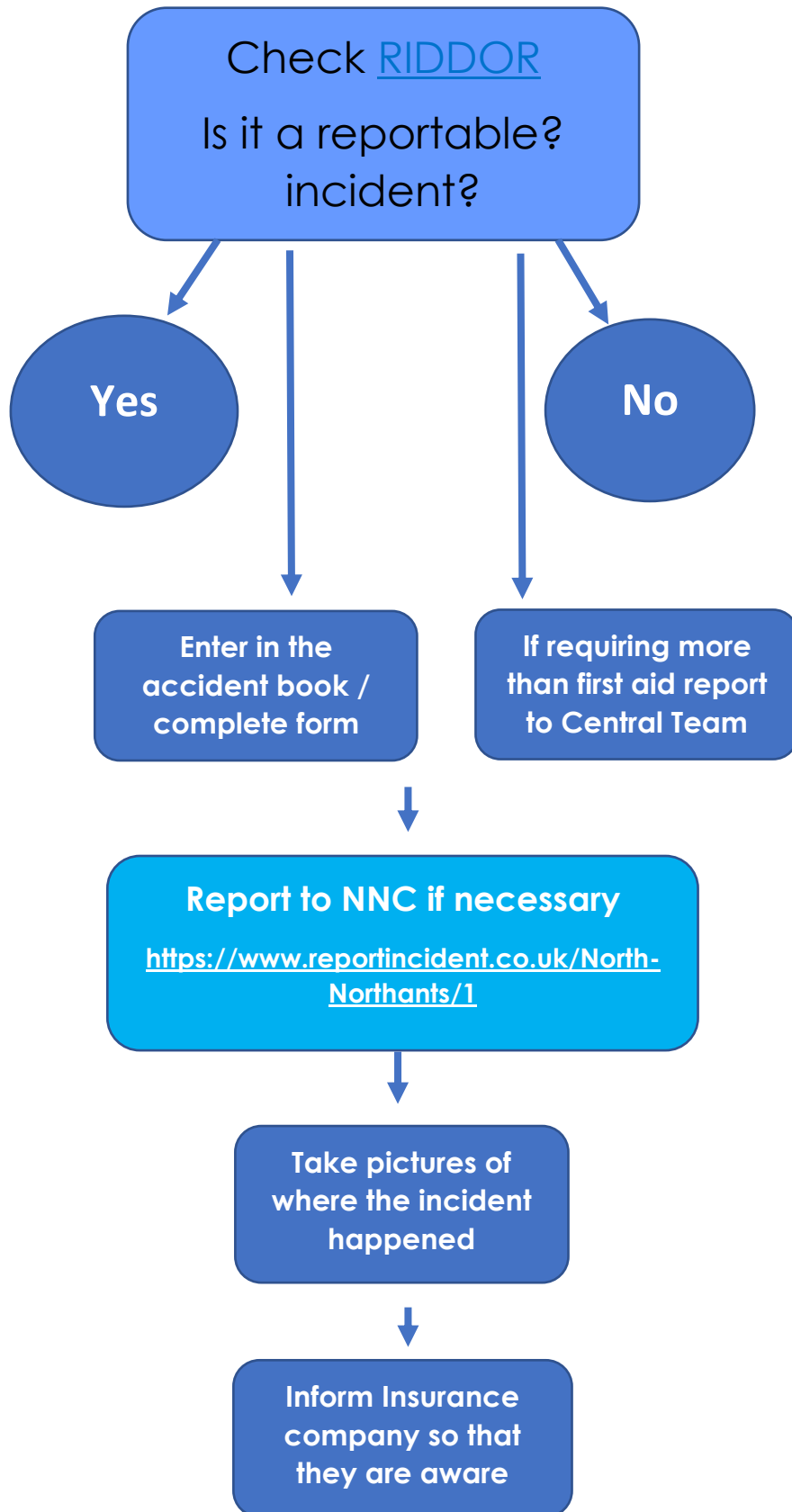
- The Montsaye Community Sports Centre Quality Management System which details all policies, procedures and systems are in place for the effective operation of the business and is followed by all employees based at the Montsaye Community Sports Centre.
- Montsaye Community Sports Centre is managed by a competent team of personnel who have sufficient experience and knowledge in operating leisure and sporting facilities.
- All Employees are trained and competent to carry out tasks detailed in their job description.

Montsaye Community Sports centre purchases and only uses equipment provided by reputable suppliers that adhere to section 6 of the Health and Safety at Work act 1974.

So far as is reasonably practicable, all employees whose workplace location is the Montsaye Community Sports Centre take reasonable care not to endanger themselves or any other person who may be affected by their work place activities.

The Management Team and employees are on site at all times during opening hours so they can monitor visitors to the site to ensure they do not interfere or misuse anything provided in the interests of Health and Safety.

Accident Reporting



Accident reporting

Accident recording

- An accident form will be completed as soon as possible after the accident occurs by the employee or first aider who deals with it. An accident form template can be found in the pages below
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept
- Records held in the first aid and accident book will be retained by the school in line with the Trust Records Retention Policy
- A report should be submitted to the Director of Governance and Compliance if the accident requires more than first aid.

Reporting to the Health and Safety Executive

You should name the individual responsible for recording and reporting accidents in this section in line with your scheme of delegation. Although the RIDDOR guidance explains 'employers' must report incidents this can be delegated to the most appropriate employee.

The Health and Safety Lead will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety Lead will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School employee: reportable injuries, diseases or dangerous occurrences

These include:

- Death

Specified injuries, which are:

- 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 whole body's total surface area; or
 - 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, or requires resuscitation or admittance to hospital for more than 24 hours

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Health and Safety Lead will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it 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)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

The Health and Safety Lead will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to child protection agencies

The Headteacher will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Accident report form

Name of injured person/s		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident (Print)		School	
Signature		Date	

Date sent to Director of Governance and Compliance

Pathfinder Schools Health and Safety Training Programme

	School Health, Safety and Wellbeing Training Matrix	Mandatory (M) Identified by Risk Assessment (IRA) Role Specific (RS) Recommended (R) Beneficial (B)		Training Delivery	Head Teacher	Deputy or Assistant Head Teacher	Senior Management Team	Phase Leads	Site Team	Cleaning Employee	SBM	Administrator	Clerical Assistant	Mental Health lead	First Aider	Pastoral Support Officer	Educational Visits Coordinator (EVC)	Educational Visit Leader (EVL)	Anyone Driving a minibus	Teaching Assistants	Teachers	Lunchtime Supervisors	Early Years Employee		
General	Health and Safety Induction	M	Induction	Induction Checklist/Policy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	School Health and Safety Awareness	M	Annual	Every	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	Managing Health and Safety	M	Annual	Every	Y	Y			Y		Y														
	Building Compliance guidance	RS/M	Bi Annual	HSE/NNC/DFE	Y				Y		Y														
	CDM Management & Application	RS/M	Bi Annual		Y				Y		Y														
	Legionella (L8)	IRA	Annual	External	Y				Y		Y														
	Governing Body Managing H&S	R		Trust																					
	Accident Investigation	RS/R	Bi Annual	External	Y		Y	Y			Y														
	Management of Wellbeing at Work	RS/R	Bi Annual	DFE			Y							Y											
	Manual Handling	RS/M	Bi Annual	Every	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

	Asbestos Awareness	RS/R	Annual	External	Y				Y		Y										
	COSHH for Managers	RS/R	Bi Annual	Every	Y				Y		Y	Y									
	COSHH for Employees	RS/R	Bi Annual	Every	Y	Y	Y		Y	Y	Y										
	Dealing with Biological Hazards	RS/R	Bi Annual		Y		Y		Y	Y	Y										
	Risk Assessment Training	RS/R	Bi Annual		Y		Y	Y	Y		Y	Y				Y	Y			Y	
Emergency Response Training	First Aid at Work Certificate	RS/IRA/M	Every 3 years											Y							
	Paediatric First Aid	RS/M	Every 3 years	External										Y							Y
	Emergency First Aid Certificate	IRA	Every 3 years	External										Y							
	Fire Risk Assessment	RS/R	Annual		Y				Y		Y										
	Practical Fire Extinguisher Training	RS/R	Bi Annual	SB ORGANISES					Y												
	Fire Safety Awareness	M	Annual	EVERY	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Practical Safety	Minibus Driver Improvement Training	RS/M	Every 3 years	EXTERNAL- EVERY 3 YRS													Y				
	Slips/Trips and Falls	RS/M	Every 3 years	EVERY	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Educational Visits Coordinator Training	RS/R	Every 3 years	EVOLVE	Y		Y								Y						
	Educational Visits Leader Training	RS/R	Every 3 years	EVOLVE												Y					
	Safe Use of Ladders and Step-Ladders	RS/M	Bi Annual	EVERY					Y	Y										Y	
	Erection and Use of Tower Scaffolds	RS/M	Bi Annual	EXTERNAL																	
	Working at Height		Bi Annual	EVERY					Y	Y											

	Working in Confined Spaces	RS/M	Bi Annual	EVERY					Y	Y													
	COSHH for Managers	RS/R	Bi Annual	EVERY	Y				Y		Y	Y											
	Self Management of Stress	RS/B	Bi Annual	EVERY	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	DSE Training & Assessment	RS/M	Bi Annual				Y				Y	Y	Y										
Personal Safety & Individual Needs	Pupil Moving & Handling	RS/R	Every 3 years	External -SLT to determine																			
	Childcare Moving and Handling - 0 to 4years	RS/R	Every 3 years	External -SLT to determine																			
	Managing Violence in Schools	IRA/RS/R	Every 3 years	External	Y	Y	Y	Y															
	Stress awareness	R	Every 3 years	EVERY	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	Lone Working	RS/R	Every 3 years	EVERY	Role dependant																		
Primary School Science &DT	Food Hygiene Certificate - Level 2	RS/M	Every 3 years	EVERY																Y	Y	Y	
	H&S in Primary School Science and Technology	RS/M	Every 3 years																				
				CLEAPSS																Y	Y		

Statutory risk assessments

In addition to the risk assessments covered here, there may be other areas your school needs to assess in terms of risk, depending on your school's facilities and activities.

You should have a separate risk assessment for pregnant employees.

If your school is aware that an employee is pregnant, your school must consider this when assessing risk. See regulation 16 of The Management of Health and Safety at Work Regulations 1999.

As soon as an employee tells your school about a pregnancy, it has an extended duty of care and this should be documented in a risk assessment.

RISK ASSESSMENT	AREAS TO COVER	✓	COMPLETED BY	REVIEW DATE
Workers under the age of 18	<p>This can be part of other risk assessments you do to assess risks to the health and safety of employees and doesn't need to be a standalone risk assessment. Any risk assessments that cover workers under 18 must take account of the:</p> <ul style="list-style-type: none"> • Inexperience, lack of awareness of risks, and immaturity of young persons • Fitting-out and layout of the workplace and the workstation • Nature, degree and duration of exposure to physical, biological and chemical agents • Form, range and use of work equipment, and the way in which it is handled • Organisation of processes and activities • Extent of the health and safety training provided or to be provided to young persons • Risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC(1) on the protection of young people at work 			
Asbestos	Assess whether asbestos is, or is liable to be, present in your school.			
Substances hazardous to health	<p>Take into account:</p> <ul style="list-style-type: none"> • The hazardous properties of the substance • Information on health effects provided by the supplier, including information in any relevant safety data sheet 			

	<ul style="list-style-type: none"> • The level, type and duration of exposure • The circumstances of the work, including the amount of the substance involved • Activities, such as maintenance, where there is the potential for a high level of exposure • Any relevant occupational exposure standard, maximum exposure limit or similar occupational exposure limit • The effect of preventive and control measures, which have been or will be taken • The results of relevant health surveillance • The results of monitoring of exposure • In circumstances where the work will involve exposure to more than 1 substance hazardous to health, the risk presented by exposure to such substances in combination • The approved classification of any biological agent • Any additional information you may need to complete the risk assessment 	□		
Display screen equipment	Use this to assess and minimise risks to employees using display screen equipment.			
Fire	<p>Use this to identify the risks that people are exposed to and determine the fire precautions you need to take.</p> <p>If there are, or are likely to be, dangerous substances on your premises, the risk assessment must take into account:</p> <ul style="list-style-type: none"> • The hazardous properties of the substance • Information on safety provided by the supplier, including information contained in any relevant safety data sheet • The circumstances of the work including: <ul style="list-style-type: none"> ○ The special, technical and organisational measures and the substances used and their possible interactions 			

	<ul style="list-style-type: none"> ○ The amount of the substance involved ○ Where the work will involve more than 1 dangerous substance, the risk presented by such substances in combination ○ Arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances <ul style="list-style-type: none"> ● Activities, such as maintenance, where there is the potential for a high level of risk ● The effect of measures which have been or will be taken to control the risks of fire ● The likelihood that an explosive atmosphere will occur and its persistence ● The likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective ● The scale of the anticipated effects ● Any places which are, or can be connected via openings to, places in which explosive atmospheres may occur ● Any additional safety information the responsible person may need to complete the assessment ● The specific risks of having employees aged under 18 	□		
First aid	Use this risk assessment to determine what first aid provision your school needs to provide in addition to the basic requirements.	□		
Manual handling	<p>Where you can't avoid employees doing manual handling operations that involve a risk of injury, do a risk assessment. This must take into account the following factors and questions.</p> <p>Tasks</p> <p>Do they involve:</p> <ul style="list-style-type: none"> ● Holding or manipulating loads at distance from trunk? ● Unsatisfactory body movement or posture, especially twisting the trunk, stooping or reaching upwards? 			

	<ul style="list-style-type: none"> • Excessive movements of loads, especially excessive lifting or lowering distances, or excessive carrying distances? • Excessive pushing or pulling of loads? • Risk of sudden movement of loads? • Frequent or prolonged physical effort? • Insufficient rest or recovery periods? • A rate of work imposed by a process? <p>Loads</p> <p>Are they:</p> <ul style="list-style-type: none"> • Heavy? • Bulky or unwieldy? • Difficult to grasp? • Unstable, or with contents likely to shift? • Sharp, hot or otherwise potentially damaging? <p>Working environment</p> <p>Are there:</p> <ul style="list-style-type: none"> • Space constraints preventing good posture? • Uneven, slippery or unstable floors? • Variations in level of floors or work surfaces? • Extremes of temperature or humidity? • Conditions causing ventilation problems or gusts of wind? • Poor lighting conditions? <p>Individuals' capabilities</p> <p>Does the job:</p> <ul style="list-style-type: none"> • Require unusual strength, height, etc.? • Create a hazard to those who might reasonably be considered to be pregnant or have a health problem? • Require special information or training to do it safely? <p>Other factors</p>	□		
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	Is movement or posture hindered by personal protective equipment or clothing?			
Work at height	Use this risk assessment to identify the measures you need to put in place to make sure that work at height is done safely.	<input type="checkbox"/>		
Children being drawn into terrorism	Base this on your understanding of the potential risks in your context.			
Swimming pools	If you have your own swimming pool in your school, do an assessment of the risks to workers and users to help decide what you need to do to make your pool safe.			

Risk assessment form

This risk assessment is designed to cover the risks and hazards that may be encountered, employee have a duty to manage their own health and safety and that of colleagues and children in their care. No document can cover every possible scenario; employee must be aware of potential risks and hazards and act accordingly to keep themselves and others safe; this includes unforeseen risks and hazards.

Key

High risk	H
Medium risk	M
Low risk	L

Employee name		
Job title		
Work location		
Date of assessment		
Responsible person		
Review frequency (please tick)	Annual	
	Termly	
	Monthly	
	Other (please state)	

