

Health and Safety Policy

Hilton Lane Primary School

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Written by:	MB Health & Safety LTD
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CONTENTS

	Page
Preface.....	3
Health and Safety Policy Statement	4
Policy Review	5
Revision Control & Annual Review Summary	5
School's Safety Management System.....	6
Organisation – Duties, Roles and Responsibilities	7
Organisation Chart	7
Responsibilities	8
The LINK Education Trust and Head Teachers	8
Appointed Health and Safety Advisor	9
Staff.....	9
School Business Manager supported by Site Managers.....	10
Fire Marshals	10
First Aiders.....	10
Educational Visits Co-Ordinator (Site Specific)	11
School-Appointed Contractor/Consultant.....	11
Designated Responsibility Summary	13
Management Arrangements	14
The Management of Health and Safety at Work Regulations 1999.....	14
Visitors and Third Parties	15
Training and Competency.....	15
Occupational Health	16
Mental Health & Well-Being	16
Lone Working	16
Refusal to Work on the Grounds of Health and Safety	17
Accident, Incident and Near Miss Reporting	17
The Workplace (Health, Safety & Welfare) Regulations 1992.....	18
The Manual Handling Operations Regulations 1992	19
The Health and Safety (Display Screen Equipment) Regulations 1992	19
The Health and Safety (Consultation with Employees) Regulations 1996.....	19
The Electricity at Work Regulations 1989	20
Maintenance of Equipment and Systems	20
The Health and Safety (First Aid) Regulations 1981	20
The Regulatory Reform (Fire Safety) Order 2005	20
The Control of Substances Hazardous to Health Regulations 2002 (as amended)	21
Protection of Young Persons.....	21
New and Expectant Mothers.....	21
Violence and Aggression	22
The Control of Asbestos Regulations 2012.....	23
The Safety and Hygiene (England) Regulations 2013	23
Stress Management.....	24
Data Protection Statement.....	24

Preface

This is the Policy Statement for The LINK Education Trust, who will be referred to as 'the schools.

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

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

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

Health and safety Policy Statement

This is a general statement of the intentions of The LINK Education Trust with regard to health and safety. The policy statement is signed and dated by the most senior member of staff the CEO of the LINK Trust, this indicates that health and safety is highly regarded, with full commitment to it from the most senior level of the school.

The Organisational Duties

This section commences with a chart showing the safety structure of The LINK Education Trust. It is followed by a list of individual responsibilities of staff, Directors and Trustees

Arrangements for Managing Health and safety

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

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out the school's undertakings.

Where help is needed, the Schools will engage the health and safety support services of M^cCormack Benson Health and safety Ltd, for providing competent advice on safety matters, guidance on risk management, safety auditing, safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

The Schools	-	LINK Education Trust Schools
MBHS	-	M ^c Cormack Benson Health and safety Ltd
HSE	-	Health and safety Executive
ACoP	-	Approved Code of Practice

Health and Safety Policy Statement

This is the Policy Statement for The LINK Education Trust, who will be referred to as 'the schools.'

At our schools we are committed to providing and maintaining an environment that ensures the health and safety of our employees, pupils, contractors and authorised visitors. We want to prevent accidents and illness by making sure that health and safety considerations are at the heart of everything we do. To make this happen, we'll be encouraging everyone who works within our schools to actively take part in and support this policy.

Our staff, employees and subcontracted personnel are of paramount importance. The schools recognises that the talent and energy of the men and women, who work for it, are its most valuable assets.

The overall responsibility for health and safety lies with the Directors. The LINK Education Trust will keep all personnel advised of their responsibilities and those of the School, with regard to health and safety matters.

Our schools recognise and accept their responsibilities under the health and safety at Work Act 1974 and its regulations which affect its activities. In order to comply with the associated regulations, our schools will:

- ❖ Provide the necessary information, instruction, training and supervision to ensure the health and safety of its employees and others.
- ❖ Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and safe systems of work.
- ❖ 'So far as reasonably practicable' ensure that they will provide satisfactory financial resources and support needed to meet these objectives.
- ❖ Ensure that effective planning, control and monitoring of all activities are maintained.
- ❖ Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- ❖ Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury or ill health.

The support of the staff and others at the school is necessary to achieve the objectives of the Health and Safety Policy and The LINK Education Trust make it clear that health and safety is a responsibility of equal standing with all other responsibilities. We at the Link Education Trust will strive to improve the health and safety standards and culture throughout the organisation at all levels.

The schools will co-operate fully in encouraging consultation between Managers, Senior Leadership, Department heads and those for whom they are responsible.

A copy of this statement will be distributed to staff, teachers and support staff for communication to those for whom they are responsible. Copies will also be displayed on the School's notice boards.

The statement will be reviewed, added to or otherwise modified from time to time as appropriate and any other additions or modification will be brought to the attention of all employees.

Signed:CEO

Date:

On behalf of The LINK Education Trust

Review Date: September 2027

Policy Review

It is a requirement of the HASAWA (section 2 (3)) that an employer shall keep their health and safety policy under regular review to ensure that it remains relevant and reflects the organisation, arrangements and established processes/procedures. The School will conduct an annual review of this policy, or more frequently if deemed prudent to do so. This review shall cover all sections of the policy and shall ensure that:

- The responsibilities reflect the current staffing of the schools.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.

Additionally, the policy shall be reviewed as necessary to reflect any changes in legislation, significant school appointments and/or relevant technological advancements.

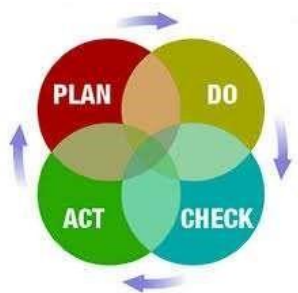
The Policy review will be completed by the appointed health and safety advisors in conjunction with the School's appointed personnel. Evidence of the Policy review will be summarised in the table below.

Revision Control & Annual Review Summary

MBHS		John Addison	Advisor Signatures  J Addison
School Approval			
Issue Number	Date	Summary Details	By Whom
1.0	Sept 2026	New Health and safety Policy	MBHS Advisor John Addison, LINK Rep Nicola Anderson SBM

School's Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health & Safety Management"



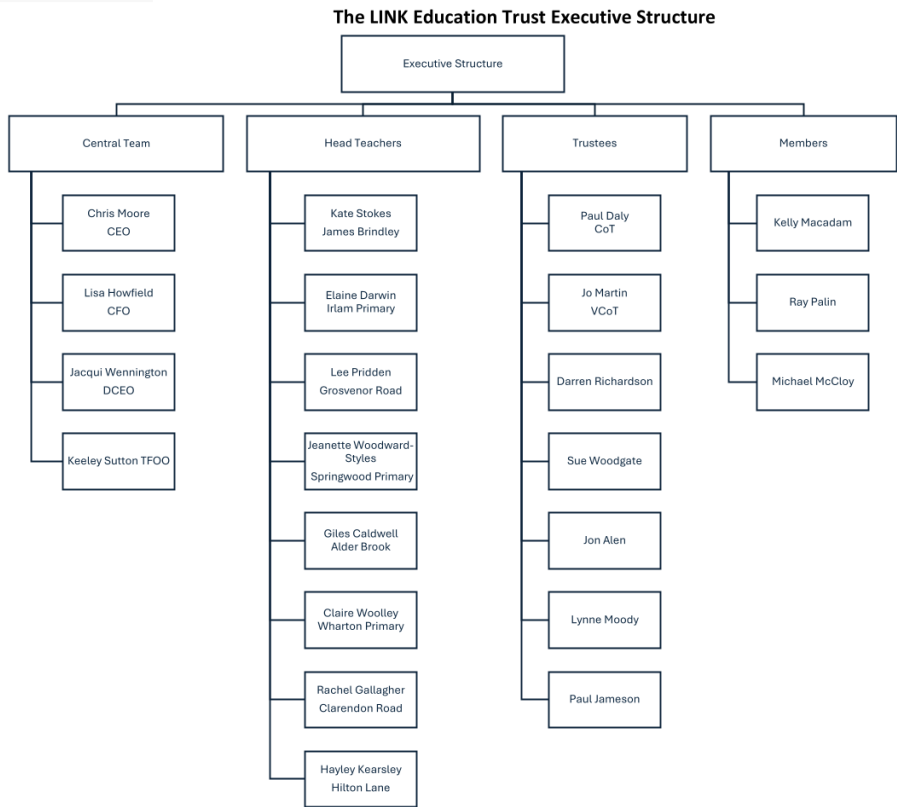
Plan, Do, Check, Act	Conventional health and safety management	Process safety
Plan	Determine the policy Plan for implementation	Define and communicate acceptable performance and resources needed (Policy)
Do	Identify risks Organise for health and safety/implement your plan	Identify and assess risks Identify controls Implement and manage control measures (Risk Assessment)
Check	Measure performance (monitor before events, investigate after events)	Measure and review performance (Inspections & Audits)
Act	Review performance Act on lessons learned	Learn from measurements and findings of investigations (Make improvements where necessary)

The overall aim of this policy is to set out the framework for securing the health, safety and welfare of all staff, pupils, contractors and authorised visitors. The implementation of this policy relies on all members of staff co-operating on all health and safety matters. To enable this to work the school have given responsibilities to certain job roles which are detailed below.

Organisation – Duties, Roles and Responsibilities

Organisation Chart

The School have identified and included specific responsibilities in relation to health and safety, as they relate to each post in the organisation.



September 2026

The Link Education trust schools
 Hilton Lane Primary School

M'Cormack Benson Health and safety Ltd
 Unit 1, Hedley Avenue,
 Grays,
 Essex,
 RM20 4EL

Telephone Numbers:
 Office: 0161 921 1196

Telephone Numbers:
 Office: 01375 398998

Fax: 01375 398959
 John Addison 07507 720968

Responsibilities

The LINK Education Trust and Head Teachers

The LINK Education Trust and Head Teachers will be responsible for ensuring the effective day-to-day implementation of the Health & Safety Policy.

- Ensuring the necessary resources are available to allow this policy to be implemented.
- Ensuring staff, pupil and visitor safety in respect of compliance to specific arrangements, applicable to all activities within the school. Ensuring that safe systems of work are identified and adhered to.
- Ensuring the schools appointed competent person is alerted of any new activities, so that Risk Assessments can be completed/reviewed.
- Ensuring training needs are identified with respect to health and safety.
- Health and safety information is communicated to relevant staff.
- Health and safety inspections of the school are carried out at regular intervals.
- When using services of other contractors (self-employed persons etc.) on school premises, ensure the appropriate procedure is adhered to which will incorporate the:
 - Exchange of safety policies
 - Safe systems of work will be used
 - The safety of all persons affected by their activities
 - Obtaining of contractors' risk assessments
 - Assessing competence of contractors.

Directors/Trustees

The Link Trust and the Trustees have delegated these responsibilities to the Head Teachers:

- Ensuring the effective implementation of this policy of health and safety within their area of control including consideration to changes in legislation, the workplace, work activities and individuals.
- Promoting and developing a positive attitude towards health, safety and welfare throughout the school.
- Keep themselves informed of incidents/accidents occurring within their respective areas of control and ensuring that the procedures for reporting, recording and investigating are adhered to.
- Ensuring arrangements are implemented for the appropriate health and safety training of all staff.
- Ensuring that new employees receive appropriate health, safety and welfare information, instructions and training, including details of the health, safety and Welfare Policy, fire and other safety procedures.
- Ensuring the provision and maintenance of safe machinery, equipment, working conditions, safe systems of work and safe place of work.
- Ensuring that substances that may be hazardous to health are assessed under COSHH are handled, used and stored safely.
- Ensure arrangements are implemented for employees' involvement in health and safety matters by the organisation and encouragement of good communication.
- Ensuring that staff adhere to all health and safety arrangements at all times whilst at work.
- Ensuring that this policy is effectively communicated to all existing and new members of staff.

Appointed Health and Safety Advisor

The School has appointed MBHS as their health and safety advisor and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The health and safety advisor advises the Senior Leadership team on the implementation of this health and safety policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The health and safety advisor has the responsibility for the following:

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

Staff

It is the responsibility of every member of staff to have regard for the health and safety of themselves and others who may be affected by any act or omission either inside or outside the workplace while engaged in a work activity. This duty is reinforced by law and criminal penalties may apply.

- To read and understand this health and safety policy and to carry out their duties in accordance with its requirements. Staff should communicate with their department managers regarding any area of the policy they do not understand, to enable clarification.
- To know the safety procedures in the event of fire.
- To be aware of the location and identification of first aid personnel.
- To report any accident or near miss to the appropriate authority who will complete the accident book as necessary, in accordance with the accident procedures.
- Not to attempt to repair or maintain any plant or workplace equipment without full instruction and training and permission from their department manager.
- To use and wear all protective clothing or appliances applicable to the task, as determined by good practise and risk assessment.
- Not to obstruct any fire escapes, emergency exits or doors and report any that are obstructed.
- Not to attempt to move or lift any item or materials that are too heavy and/or likely to cause injury, and to ask for additional manual handling training and/or risk assessment where necessary.
- To use the appropriate equipment and/or assistance when attempting to reach items at high levels or moving heavy items, as outlined in the risk assessment.

- To ensure the health, safety and welfare of any person, including pupils, within their care.
- To notify the Senior Leadership team of any changes in health or welfare, which may affect working activities.
- To notify the Senior Leadership team of pregnancy once it is confirmed.
- To report any hazards in the workplace to the Health and Safety Management team.
- To attend any training course given in order to inform or instruct where a need has been identified by risk assessments.

School Business Manager supported by Site Managers

The person given this job role is responsible for ensuring the health and safety of the site, in particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied.
- Undertaking the weekly test of the fire alarm system.
- Undertaking the monthly test of the emergency lighting system.
- Undertaking the weekly test of the magnetic door release mechanisms.
- Conducting monthly assessments of the outdoor play equipment.
- Checking the hazard reporting system, rectifying those issues and notifying their line manager of unresolved issues.
- Undertaking regular inspections of the communal areas of the school to identify hazards.
- Undertaking regular visual inspections of the outdoor playground and play equipment to identify any hazards.
- Liaising with lettees/community groups etc. to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures.
- Liaising with contractors to ensure that they are aware of relevant school procedures, including but not limited to fire, hazard and accident reporting and asbestos control.
- Ensuring the school is secure outside of normal working hours.

Fire Marshals

Appropriate training will be given to all fire marshals before taking up the position. This will include the use and application of fire fighting equipment.

Fire marshals responsibilities are to:

- Assist in a quick and safe evacuation of the premises.
- Check all your allocated areas.
- Be familiar with all the exit points for their area(s) of responsibility.
- Go to the assembly point and make themselves visible.
- Confirm that the fire brigade has been called and a full, accurate address given.
- Get the roll-call completed and identify any absentees.
- Report to the person in charge to confirm whether or not everyone is accounted for.
- Participate in a de-briefing exercise following the evacuation.

First Aiders

First aid personnel will be in possession of a current First Aid Certificate and the school will undertake to provide First aid personnel with the facilities to attend regular retraining. An appropriate number of trained First Aid personnel will be nominated and the appropriate training (i.e. paediatric for early years) will be given.

First Aid personnel will be responsible for ensuring that:

- First Aid boxes are correctly stocked and the contents have not passed their expiry date.
- Correct personal protective equipment is used by them whilst administering first aid within the course of their duties.
- Telephone numbers for the emergency services are prominently displayed.
- Any medical equipment used is correctly disposed of.
- Accidents beyond the capability of a first aider are referred, immediately to the local hospital. In cases where the ambulance service is required, the first aider must remain with the casualty whilst awaiting assistance. The first aider will notify The Senior Leadership team who will ensure that the next of kin are informed.
- Accidents are recorded in the accident book and details of treatments given. Under no circumstances must any form of medication be administered by first aiders without consent from the Health and Safety Management Team.

Educational Visits Co-Ordinator (Site Specific)

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Schools policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment.

School-Appointed Contractor/Consultant

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

A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a contractor/consultant is bringing 10 persons or more onto the school premises, they will be required to nominate a 'safety supervisor'. This person is required to liaise with the Senior Leadership team and/or MBHS to ensure that all arrangements for safety, health and welfare are dealt with. The appointed contractor/consultant 'safety supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the School Health and Safety Policy.
- Contractors/consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.
- They must ensure that the School is provided with any information available that may affect health and safety on site.
- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the School prior to commencing work.
- All plant and equipment provided by the contractor/consultant for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the

School. Where weekly inspections are required, copies of documentation must be provided to the School.

- Contractors/consultants who will use any material or substances likely to jeopardise the health and safety of others must provide the School with specific risk assessments (as required by The Control of Substances Hazardous to Health Regulations 2002 (as amended) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the contractor/consultant should inform the School in order to ensure that adequate steps are taken to reduce exposure to School employees.
- Contractors/consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the School and that they co-operate fully with the Health and Safety Management Team.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the School that this has taken place.

Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy review	CEO of the Trust and Central Team <i>(supported by MBHS)</i>
Health and Safety Administration	School Business Manager
Facility Administration	School Business Manager
Health and Safety Training	Senior Leadership Team
Premises risk assessments	School Business Manager, Staff <i>(supported by MBHS)</i>
Work activity risk assessments	School Business Manager, Employees <i>(supported by MBHS)</i>
Display screen equipment assessments	School Business Manager, Employees <i>(supported by MBHS)</i>
Manual handling assessments	Senior Leadership Team, Employees <i>(supported by MBHS)</i>
COSHH Assessments	School Business Manager, Employees <i>(supported by MBHS)</i>
Fire risk assessments	School Business Manager, Employees <i>(supported by MBHS)</i>
Expectant/New mother risk assessments	School Business Manager, Employees <i>(supported by MBHS)</i>
Young Person risk assessments	School Business Manager, Employees <i>(supported by MBHS)</i>
First Aid	Senior Leadership Team
Emergency Planning	Senior Leadership Team, Employees <i>(supported by MBHS)</i>
Vetting Contractor/Consultants	Admin Officer, School Business Manager <i>(supported by MBHS)</i>
Monitoring of Health and Safety in the Workplace	School Business Manager, Senior Leadership team, Employees <i>(supported by MBHS)</i>
Site Inspections	Senior Leadership Team <i>(supported by MBHS)</i>
Audits	Senior Leadership Team <i>(supported by MBHS)</i>
Accident, Incident and Near Miss investigations	Senior Leadership Team <i>(supported by MBHS)</i>

**** The school have agreed a level of support from MBHS on the above topics. If assistance is required, please refer to the current contract agreement for clarification of service support level provided.**

Management Arrangements

The Management of Health and Safety at Work Regulations 1999

The schools will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Health and Safety Management Team, assisted by the health and safety advisor, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
 - Change in legislation.
 - Change in control measures.
 - Significant change in work carried out.
 - Transfer to new technology.
 - Original assessment is no longer valid.
- Assessments are recorded and copies held at the school.
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – young persons, expectant mothers.

The Schools will monitor safety performance on an informal daily basis by ensuring health and safety issues are discussed with employees.

The Schools have appointed MBHS as their source for Health and Safety assistance and competent advice.

MBHS will conduct a certain number of site visits once agreed with the Schools. The site visit will be used to monitor performance and ensure that all employees are aware of, and implementing, the standards which have been set and are required. The appointed MBHS Advisor will compile a report following each visit, detailing topics discussed and any actions required for completion.

All teaching staff must regularly review the arrangements within their classrooms with regard to the safety of pupils. Teachers must consider:

- The proper supervision of the children in their case.
- Equipment: Teachers should establish clear guidelines with their pupils for the use of all equipment which may present a hazard e.g. scissors, compasses, tools etc.
- Storage: Teachers should ensure that equipment and materials are safely stored. Materials/equipment to which pupils are to have ready access to should be clearly labelled and easily accessible. Coats and bags should be hung on hooks provided so as not to present a trip hazard.
- Behaviour: When discussing the behaviour of pupil's considerations of personal safety and the safety of others must be paramount. Advice in regard to specific curriculum activities is available for the relevant subject co-ordinators.

Visitors and Third Parties

School premises

Visitors to the School premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception/office area.
- Be made aware of the Schools requirements and rules for visitors if working alone proof of a DBS check may be required.
- If not working alone be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visits are aware of any hazardous process or situation they may be exposed to.
- Wear a visitor's badge.

Site locations/work areas/premises

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

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

Visitors who are in frequent or intensive contact with children as part of their visit, are required to undergo an enhanced DBS check.

Frequent – is understood to be once a week or more

Intensive – is understood to be 4 days or more in any month.

Training and Competency

Preventing accidents and ill health caused by work is a key priority for everyone within the Schools. The Schools recognise that competent employees are valuable and that providing health and safety information and training helps them to:

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

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

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

Occupational Health

Where deemed necessary by the management team, the company will arrange for an occupational health practitioner to conduct pre-employment medical assessments appropriate to the job requirements; or where deemed necessary and relevant, return to work appointments following a period of absence

General health conditions are included within the pre-employment screening and where deemed necessary, continued at intervals, as prescribed by the appointed occupational health practitioner.

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

On-going monitoring of occupational health is completed at appropriate intervals by the management team and includes the use of a health questionnaire relating to general topics (completion is required for each employee). Health surveillance records for each employee that is exposed to specific hazards/issues etc will be maintained for 40 years from the date of the last entry due to possible delay from exposure of the hazard to the onset of ill health.

Mental Health & Well-Being

The management team recognise that employees or those working on behalf of the Company do so for a large proportion of their lives and as such can impact on an individuals' well-being. The overlapping and interaction between an individual's home and work life are recognised as potentially creating an increase in general stresses and pressure that they may feel. As such, all are made fully aware that they can approach the management team or designated individuals that have received specific training, to discuss any issue or concern that they may have

To this end the following goals have been established:

- Build and maintain a workplace environment and culture that supports mental health, overall health and wellbeing, and prevents discrimination (including bullying and harassment)
- Increase employee knowledge and awareness of mental health and wellbeing issues and behaviours
- Reduce stigma around depression and anxiety in the workplace
- Develop a programme of initiatives for identified at-risk areas
- Facilitate employees' participation in initiatives that support wellbeing and mental health
- Provide training and resources to deliver these initiatives
- Provide support for those affected by wellbeing issues

Lone Working

The School endeavours to avoid lone working whenever possible. However, the Senior Leadership team are aware that employees may be required to work alone on the School premises. The School recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between them and their appointed member of the Health and safety Management Team.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.

- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- If not returning to the School at the end of the last visit, notify their appointed member of the Senior Leadership team to inform them that they have left their client/location and they are okay (or otherwise).

Refusal to Work on the Grounds of Health and Safety

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

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

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

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following:

If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of the Health and Safety Management Team, so it can be investigated and resolved to an acceptable conclusion, if possible.

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

Accident, Incident and Near Miss Reporting

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the Schools premises. An appropriate investigation of any accident, incident or near miss will be carried out by a member of the Health and Safety Management Team, assisted by the appointed Health and Safety advisor, if required. The investigation will establish the actual or underlying cause of the incident and will enable the School to instigate additional control measures to prevent re-occurrence. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out
- any machinery, plant, substances or equipment used for the work or
- the condition of the site or premises where the accident happened

The Schools recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents.

The timescales for reporting and/or recording accident information is:

- Accidents resulting in the death of any person, specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences must be reported without delay (fatal accidents or accidents resulting in a specified injury to a worker can be reported by telephone 0845 300 9923). **A report must be submitted to the HSE within 10 days of the incident.**
- Over-seven-day injuries, where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days. **A report must be submitted to the HSE within 15 days of the incident.**
- Over-three day-injuries will be recorded using the school accident book/form and filed securely to protect any personal information. This information must be held on record for 3 years.
-

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

The Schools procedures for accident/incident records, including accident book entries and RIDDOR notifications will be retained for 6 years or 12 years if work related from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 25). Retention of other medical records related to particular topics or events are detailed within the relevant section of this policy.

The school will contact MBHS for further advice and guidance if required.

The Workplace (Health, Safety & Welfare) Regulations 1992

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

The school wholly accept their responsibilities regarding the protection and control, where applicable, of the effects of bacteria like Legionella. The management team, assisted by the appointed health & safety advisor will review and refer to the Approved Code of Practice (L8) issued by the Health and Safety Executive. In summary, the school will:

- Identify and assess sources of risk including checking whether conditions will encourage bacteria to multiply. For example, if the water temperature is between 20–45 °C, if there is a means of creating and disseminating breathable droplets, such as the aerosol created, eg by cooling towers, showers and spa pools; and if there are 'at risk' susceptible people who may be exposed to the contaminated aerosols
- Where appropriate, prepare a written scheme for preventing or controlling the risk.

- Implement, manage and monitor precautions so as to ensure that control measures remain effective and that the monitoring of general bacterial numbers indicates there is microbiological control
- Keep records of the precautions and control measures being undertaken.
- Appoint a competent person with sufficient authority and knowledge of the installation in question to help take the measures needed to comply with the law.

The Manual Handling Operations Regulations 1992

The school is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity, the School will:

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

Manual handling risk assessments will be conducted by the health and safety management team, assisted by the health and safety advisor, and will take into account:

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

Employees of the School are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

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

The Health and Safety (Display Screen Equipment) Regulations 1992

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

The Senior Leadership team ensure that all relevant information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

The Health and Safety (Consultation with Employees) Regulations 1996

The Senior Leadership team recognise that having, and maintaining, a mechanism for communicating relevant health and safety information is important in establishing an on-going positive health and

safety culture. To this end, the Schools will consult with employees or their representatives on the following:

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

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

The School encourages all employees to enter into the spirit of the regulations by taking part in discussions with the Trust. Any required actions from the discussions are agreed with both parties and escalated through the Senior Leadership team for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

The Electricity at Work Regulations 1989

The School will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be checked when required by a competent person to ensure it is safe to use.

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

Maintenance of Equipment and Systems

Maintenance and inspection contracts will be put in place for all essential systems (boiler, fire detection/alarm, security alarm, water etc.) so that they are checked at set regular intervals.

The Health and Safety (First Aid) Regulations 1981

The School ensures that a sufficient number of employees are identified and trained in emergency aid and/or are first aiders. The identity and location of the nominated First Aid employees will be included on notice boards and the specific first aid signage. First aid kits will be located within the schools and it is the responsibility of the first aid personnel to ensure that the kits are checked on a regular basis and remain suitably stocked.

The Regulatory Reform (Fire Safety) Order 2005

The Schools will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working on the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The completed risk assessment will be reviewed regularly by the Senior Leadership team to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The Schools will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Senior Leadership team will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, etc. of the emergency evacuation procedure. The fire procedures will be under the control of the Health and Safety Management Team.

The Control of Substances Hazardous to Health Regulations 2002 (as amended)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by a member of the management team, assisted by the Health and Safety Advisor.

Alternative less harmful substances will be used wherever possible.

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

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

Protection of Young Persons

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

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

New and Expectant Mothers

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

Action 1 - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:

Action 2 - Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible:

Action 3 - Suspend her from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.

Violence and Aggression

The Schools will not tolerate harassment and violence of any kind. This stance is followed throughout the School and includes the relationships between colleagues, employees and between staff and any other third party such as parents of pupils.

Issues of harassment and violence between colleagues will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). Issues of harassment (including physical and verbal) and violence towards a member of staff from a third party will be dealt with as a police matter. The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the Senior Leadership team as equal to those listed below:

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

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

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

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

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

This process includes:

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

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

The Control of Asbestos Regulations 2012

The School do not undertake any Asbestos Containing Materials (ACMs) removal works as this is outside the scope of work activities conducted. In addition, the employees have not been trained to carry out removal works and the school is not licensed by the HSE to conduct these works, including submission of a written scheme of work 14 days prior to commencement

The School avoids works where asbestos-containing materials are knowingly located, unless assurances are given by the client responsible for managing/controlling the on-going condition of the Asbestos Containing Materials (ACMs) that no risk is posed to employees.

The Safety and Hygiene (England) Regulations 2013

The Schools firmly believes in providing its staff and pupils where appropriate with high-quality service and food products and has therefore made a commitment to food safety and hygiene. The mmanagement team operate the business with all due diligence and it regards this as top priority, in line with productivity and profit

The School accept its legal duty to comply with the Food Safety Act 1990, and all subordinate and associated legislation. Suppliers to the School are expected to apply the same philosophy.

The School takes all reasonable precautions and exercises all due diligence to ensure that its products are free from harmful microbiological, chemical and physical contamination and are fit for human consumption.

The School ensure that the mmanagement team and staff are suitably trained according to their tasks and responsibilities that they have been allocated with regards to food hygiene. Every effort is given to the ongoing maintenance of training in the established procedures. Employees are required to abide by this policy along with all codes of practice and procedures as defined in the school's HACCP management system.

The School operates practices and procedures which follow the principles of HACCP (Hazard Analysis and Critical Control Points) according to Regulation (EC) No 853/2004 on the hygiene of foodstuffs to maintain traceability throughout the system and to react rapidly in the case of non-compliance.

Specific procedures will be implemented and maintained for:

- Pest control.
- Hygiene training.
- Food storage.
- Hygiene aspects of food handling.
- Temperature controls with the inclusion (fridges, freezers, cooking, reheating, cooling)
- Cleaning programs for equipment and premises.
- Supplier audits (traceability).
- Allergen advice.
- HACCP flow diagrams identifying CCP's and corrective action.

Stress Management

As an employer, the school is required to take reasonable care to protect the psychological health and safety of its staff. Our aim is to ensure that employees do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them.

The School acknowledges that people react differently to the situations they have to face because we are all unique individuals. Showing signs of stress does not mean you are a weak individual, unable to cope, it means you are human like everyone else. Some people have passive personalities whilst others may be very competitive. Life experiences will vary enormously as will our overall conditioning. Our state of health will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell. The School supports systems to prevent, lessen and alleviate stress:

- **Job descriptions** to bring certainty to the individual's tasks and responsibilities.
- **Performance management** to regularly review staff performance and to identify early, problematic or stressful areas.
- **One to one interviews** are available to all staff, to assist in promoting good communications and a positive health and safety culture.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

All data will be handled in accordance with the school's GDPR Data Protection Policy.

Name of policy	Content	Reason for policy	Who does it relate to?	Where is it stored?
Health and safety Policy	Health and safety responsibilities and arrangements	To comply with Section 2 (3) of the health and safety at Work Act 1974	All Staff	Datto School Shared drive

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		