Health and Safety Policy (Ref 12 MPHAS)

Mosaic Partnership Trust

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Policy Name	Health & Safety Policy
Policy Reference	12 MP HAS
Version	V2.1
Date Created/Amended	02/06/2026
Date Approved	16/06/2026
Policy Author	Vanessa Ravenscroft: Estates and Sustainability Manager
Approved By	Audit & Risk Committee
Review Cyle	Annually
Review Date	Term 6, 2026
Trust Board Ratification	Yes

This H&S Policy should be read in conjunction with the following supporting policies:

MPT Educational Visits Policy
MPT SEND Policy
School Control of Infection Policy
MPT Managing First Aid, Medical Conditions and Administering Medications Policy
MPT Allergy Management Policy
MPT Managing Asbestos Policy (where applicable)
MPT Managing Contractors Policy
School Managing COSSH Procedures
MPT Fire Safety Management Policy
School Lettings Policy
School Behaviour Policy
MPT Business Continuity and critical incident Policy and Procedures
MPT Child Protection and Safeguarding policy
MPT Preventing and Dealing with Violence and Assaults towards Staff Policy

Local arrangements: sections in red, need to be completed at school level

History of most recent Policy changes

Version	Date	Page	Change	Origin of Change
V1.0	14/06/2024	Whole Document	Adoption by the Mosaic Partnership Trust and Implementation	New Academy Trust requirement of a Health and Safety Policy
V2.0	10/06/2025	Whole Document	Full review and the addition of local arrangements to be completed by schools.	Annual review of policy reflecting the Trust being established for a year.
V2.1	02/06/2026	Page 12 Page 13 Page 14 Page 14 Page 15 Page 17 Page 19 Page 20 Page 21 Page 22 Page 23	Updated Appendix 1 list of local managers. Updated Appendix 2 list of school's EVCs. 3.3.1- added reference to Trust's Managing Asbestos Policy. 3.4.1 – added reference to Trust Managing Contractors Policy. 3.8.3 – Additional paragraph regarding lightning protection. 3.15 - New section on Managing Medical Conditions/ Allergies. 3.21.6 - Additional line specifying location of school risk assessment registers and filing of risk assessments. 3.25.1 – amendment to include allocation of time to staff to complete H&S training. 3.29 – New section on voice care. 3.33.4 – Additional line regarding supporting nursing mothers. 3.36 – change to the roles from Headteacher to School Business Manager being responsible for assessing the radon potential in school, monitoring of Radon and record keeping.	Review of health and safety arrangements. New legislation regarding Allergy Management in schools 'Benedict's Law'. Advised by Handsam during H&S Audits

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1.0 Statement of Intent

1.1 Mosaic Partnership Trust (MPT) ("the Trust") has overall responsibility for the health, safety and welfare of staff, children and visitors in the schools it operates. The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable and proportionate to maintain a safe environment where children can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

1.2. The health, safety and welfare of staff, children and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture that aligns with our Trust principles of equality, diversity, inclusion and belonging.

1.3. The safety culture of our schools is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our schools have a strong and positive safety culture through communication, training, collaboration, partnership and leading by example.

1.4. Together, we are committed to achieving the following aims and objectives:

- To provide, as far as is reasonably practicable, a safe and healthy working environment for all by complying with all relevant health and safety legislation, regulations and guidance.
- To ensure that all members of the Trust's community are aware of their health and safety responsibilities, providing clear roles and responsibilities at Trust and individual school level.
- To ensure that all staff receive sufficient training and resources to enable them to play an active part in achieving a safe and healthy working environment.
- To have an effective system for consulting and communicating staff on health and safety matters.
- To ensure that sufficient risk assessments are carried out to identify workplace and curriculum risks and implement control measures to control these risks.
- To effectively plan, implement, monitor and review the impact of the arrangements ensure safe practices in teaching, learning, site maintenance and school activities including educational and residential visits.
- To encourage, promote and continuously improve the Trust's health and safety performance by implementing a Trust wide health and safety management system.
- Enhancing the physical and natural environment of the Trust's estate.
- Ensuring that the Trust's decision making reflects sustainability principles.
- To ensure that the Trust operates a health and safety committee with staff and trade union representation.

1.5. The trust has incorporated Health and Safety objectives within its Strategic Plan for 2025-2030 in the Priority Section – Green Estates and therefore this Policy should be read in conjunction with the plan which is available on the Trust website.

KPIS OR YEAR 2030
Trust Green Estate and Sustainability Strategy is fully implemented and embedded across the Trust taking account of environmental equalities impacts with the goal that by 2030 we are on track to be Carbon Neutral (Net Zero)
Procurement and management of repairs are delivered on-budget ensuring statutory compliance and the Trust's commitment to environmental sustainability.

The Trust delivers on new Nursery provision where there is sufficiency need, enhanced provisions where there is a SEND and inclusion need, and improved, consistent classroom environments that use sustainable resources.
All Mosaic Partnership Trust schools have environmental sustainability, and accessibility plans at an individual school level that reflect the needs of the school and the communities they serve. There will be a renewed focus on becoming paper-free.
The Trust has consistency in the reporting of Estates and Health and Safety compliance through the online Health and Safety platform and Compliance tool.
Centrally procured contract for all Trust catering and where appropriate 'in-house' catering. Catering focuses on nutrition and health and using more locally sourced sustainable ingredients. The provision of catering provides better value for money, removing subsidies from overall costs.
The Trust being innovative in its use of outdoor environments, that include rewilding, orchards and creating allotments. Zero chemical policy for all outdoor spaces.

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. Trustees, the Trust's employees and our children will play their part in implementing this policy.

Name: __Catherine Ballhache _____ Signature:

(Interim Chair of Trustees)

Name: __Andrew Best_____ Signature: 

(Trust CEO)

2.0 Roles and Responsibilities for Health and Safety

2.1. Board of Trustees

The Board of Trustees delegate their responsibility for carrying out the key responsibilities for ensuring that the health and safety policy is implemented to the Audit and Risk Committee. They will do this by:

- Ensuring that the H&S policy meets the needs of the Trust
- Ensuring that sufficient budget and resources are allocated for health and safety provision
- Monitoring the impact of the effectiveness of the H&S policy
- Ensuring that the Trust risk register reflects the high-level H&S risk across the Trust's estate.
- Actively questioning the Central Team on health and safety data and the impact of any preventative and reactive measures taken.
- Supporting the commissioning of periodic audits to access the effectiveness of management structures and risk controls for health and safety.
- Scrutinising benchmarked workplace health and safety data in the context of our schools.

2.2. The Trust's Central Team

The Board of Trustees, have assigned health and safety responsibilities as follows:

Chief Executive

- The Chief Executive will act as the Health and Safety Representative of the Board of Trustees. They will attend the Audit and Risk Committee which has a Health and Safety remit, reporting back to the Trust Board. They will ensure that the board of trustees is aware of and up to date with any health and safety legislation or reasons for change in health and safety policy.
- To regularly review the Trust's risk register to ensure that it identifies health and safety risks and to ensure adequate mitigation of those risks.
- To regularly review each School's risk register with the Headteacher to ensure that health and safety risks are identified and mitigated.
- The Chief Executive will be supported by the Trust's Estates and Sustainability Manager who will act as internal advisor providing support and professional advice in matters relating to health & safety.

Estates and Sustainability Manager

- Will identify risk to inform the Trust's risk register in the context of health and safety and support the necessary mitigation measures.
- Will carry out health and safety inspections and audits to ensure requirements to monitor, review and record safe systems of working within schools are met.
- They will seek support and professional advice from competent H&S and educational visits advisors as necessary.
- Will be the duty holder for Legionella and Asbestos management.
- Will support schools to manage health and safety issues reported by Senior Leaders.
- Will report back findings to the Chief Executive and the Chief Finance Officers The Operations and Estates Manager keeps a list of the designated Local Managers (see Appendix 1)
- Is responsible for the development and implementation of the training matrix and ensuring that staff complete the training set.
- Responsible for monitoring compliance, remedials and PPM across the trust.
- Responsible for monitoring the implementation of the health and safety management system across the Trust.

Headteachers, Executive Headteachers and Heads of School

The Headteachers/ Executive Headteachers / Head of Schools have the following responsibilities:

- To regularly review the School's risk register to ensure that health and safety risks are identified and to ensure adequate mitigation of those risks.
- Ensure that sufficient risk assessments are carried out and actions to reduce risks are completed, for the following:
  a. Science
  b. Art and DT
  c. Physical Education
  d. Early Years including Nursery (where appropriate)
  e. Playground and outdoor space
  f. Classroom
  g. Lunch and breaktime supervision
  h. School run breakfast and after school clubs
  i. Outdoor learning including forest school and ponds
  j. Education visits
  k. Display Screen Equipment
  l. Manual handling
  m. Working at hight
  n. Lone working
  o. Asbestos
  p. COSSH
  q. Radon
  r. Fire
  s. Car park
  t. First aid needs assessment
  u. PEEPs when necessary

- Ensure the school maintains an up-to-date risk assessment register.
- Report to Estates and Sustainability Manager any health and safety matters that arise in their setting.
- Ensure that the Health and Safety Policy is communicated annually to all staff and that the signed declaration is displayed on staff notice boards.
- Ensure that all support staff have sufficient knowledge and information to deal with health and safety issues and emergencies
- Ensue that there is sufficient budget made available for managing health and safety in their school, including where acting as landlord as stated in the terms of the tenancy agreement.
- Ensue that all staff, children and volunteers are aware of their health and safety responsibilities to themselves and each other to ensure everyone's safety.
- Ensure that a minimum of three practice fire drills are undertaken each year, that they are recorded and any actions identified to improve are implemented.
- Ensuring a minimum of two practice lockdowns are undertaken each year, that they are recorded and any actions identified to improve are implemented.
- Ensure that the policies and procedures that support the management of health and safety in their settings are implemented:
  a. School H&S arrangements
  b. Educational Visits Policy
  c. CLEAPSS
  d. Safe Practice in PESSPA (PE activities)

e. Managing Medical Conditions, First Aid and Administering Medicines policy and arrangements
f. Managing Allergies Policy
g. Managing Asbestos Policy (where applicable)
h. Managing Contractors Policy
i. Managing COSSH procedures
j. Accident investigation procedures (including RIDDOR)
k. Fire management policy
l. Accessibility plan
m. Behaviour policy
n. Business continuity and critical incident policy and procedures
o. Child protection and safeguarding policy
p. Preventing and dealing with violence and assaults towards staff policy
q. SEND policy

- Support the Estates & and Sustainability Manager by ensuring sufficient time is given to the completion of health and safety training by their staff.
- Support the Estates & and Sustainability Manager by ensuring compliance checks, remedials and PPM are undertaken to remain legally compliant.

School Business Manager

The School Business Manager will advise the Estates and Sustainability Manager, ensuring that details related to health and safety management are passed on. They provide support and advice in consultation (where appropriate) with the Estates and Sustainability Manager to the School Leadership Team and staff where appropriate.

- The School Business Manager will support senior leaders undertake periodic health and safety audits to ensure they are fulfilling their requirement to follow safe systems of work on the sites they are responsible for.
- They will ensure that the appropriate licences, test certificates, insurances etc are up to date and fit for purpose in the running of their area of the business.
- They will be the main contact for contractors, ensuring all relevant policies are followed.
- They will formalise the on-site communication of health and safety matters with appointed contractors.
- They will be the representative for the school when the competent H&S provider is conducting health and safety audits and fire risk assessments.
- They are responsible for ensuring all site-specific compliance checks are completed and may delegate to caretakers where appropriate – as set out in school health and safety local arrangements

Teaching staff

Teaching Staff whether they are fixed term, contract, or permanent take responsibility for:

- Ensuring that they are familiar and up to date with the Trust's health and safety policy and standard procedures.
- Keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred.
- Ensuring that all relevant risk assessments are understood and reviewed before the start of any activity.
- Making sure that the children taking part in the activity are understand how to keep themselves and others safe.
- Exercise effective supervision of their children, to know the procedures for fire, first aid, lockdowns and other emergencies.

All employees are required to:

- Take reasonable care for the health and safety of him/herself and others who may be affected by his/her acts or omissions.
- To co-operate with his/her employer in matters relating to health and safety to enable the employer to comply with health and safety legislation.
- Have a legal duty not to misuse or interfere with anything provided in the interests of health and safety or staff and Child welfare
- Immediately bring to the attention of their Headteacher, Executive Headteacher or Head of School, and the Trust's Estates and Sustainability Manager, any situation or practice of which they are aware, which may lead to injury or ill health.
- Report all accidents, incidents and dangerous occurrences (near misses) in accordance with Mosaic Partnership Trust guidelines.
- Read and sign that they have read the Trust Health and Safety Policy and related policies on an annual basis.

Volunteers are required to:

- Follow the health and safety policy and ensure their own and other's safety whilst working in the school.
- Have a legal duty not to misuse or interfere with anything provided in the interests of health and safety or welfare

Expectations of our Children

While Trust and school staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that children understand the importance of their own behaviours and how they contribute to whole-school and personal health and safety and enable staff to carry out their roles effectively. As members of the Trust community, and allowing for their age and developmental stage, children are encouraged to:

- Take personal responsibility for the health and safety of themselves and others
- Follow the expectations of safe behaviour as explained to them by their teachers and senior leaders and follow instructions given by staff.
- Follow instructions given by staff in an emergency.
- Respect and take care of the equipment and resources made available to them.
- Report health and safety concerns or incidents to a member of staff immediately.

Contractors

All Contractors working on Trust premises are required to comply with the relevant legislation governing their work activities. Contractors are legally responsible for ensuring their own health and safety on Trust premises, and for ensuring that their work does not endanger the health and wellbeing of others. Appointed contractors will be required to demonstrate their competence and supply the necessary risk assessments and method statements, prior to starting works.

2.3 Responsibility for ensuring health and safety standards are maintained and improved

Communication

- Part 1 of this Policy acknowledges the importance of involving all members of the school and Trust community in matters of health and safety including by means of consultation and discussion to achieve a collaborative approach to health and safety. This is achieved through the Audit and Risk Committee which meets regularly as a sub-committee of the Board of Trustees

- Safety representatives of trade unions recognised by the Trust will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly
- All members of the school community are encouraged to report any health and safety issues or concerns to their teachers, line managers, Headteacher/ Executive Headteacher / Head of Schools, the Trust's Estates and Sustainability Manager or to the Board itself. Before making any decisions that could have health and safety consequences for staff, the Trustees will inform safety representatives about the proposed course of action and give them an opportunity to express their views

2.4 Policy Review

- The Health and Safety Policy is to be monitored and reviewed at least annually to incorporate organisational or legislative changes to ensure the policy remains operationally effective.

3.0 Arrangements for Health and Safety

3.1 Arrangement for health and safety are organised at local level and cover the following:

a. Accident reporting
b. Asbestos
c. Contractors
d. Curriculum safety
e. Display screen equipment assessment
f. Educational visits and journeys
g. Electrical safety
h. Fire precautions and emergency procedures
i. First aid
j. Hazardous substances
k. SEND and Inclusion
l. Lettings and shared use of premises, and use of premises outside normal hours
m. Lone working
n. Managing medical Conditions
o. Managing Medicines
p. Maintenance and inspection of Equipment
q. Manual handing
r. PE and Playground Equipment
s. Personal Protective Equipment (PPE)
t. Risk assessment
u. Security
v. Site maintenance
w. Smoking
x. Training and development
y. Stress and wellbeing
z. Swimming
aa. Visitors
bb. Working at height
cc. Control of infections
dd. Harassment, violence and aggression
ee. New and expectant mothers
ff. Supervision of children
gg. Water hygiene management (control of Legionnaire's disease)
hh. Radon management
ii. Voice care

jj. Managing Medical Conditions

See Appendix 3: Local, school arrangements

Appendix 1:

Contact and Named Person information

Central Trust Contact

Estates and Sustainability Manager	Vanessa Ravenscroft	vanessa.ravenscroft@mosaicpt.org.uk

Partner Contacts

Trust's Competent Health and Safety Provider	Handsam	03332 070737
Trust Learning Outside the Classroom	Wiltshire Council and Evolve Platform Gary Burn and Yousaf Mirza	gary.burn@wiltshire.gov.uk yousaf.mirza@wiltshire.gov.uk

Estates Team

St. Michael's CE Primary School	Kristina Parfrey	kristina.parfrey@stmichaelswinterbourne.co.uk

Appendix 2:

Educational Visits Co-ordinator (EVC)

St. Michael's CE Primary School	Emma Hillocks	emma.hillocks@stmichaelswinterbourne.co.uk

Appendix 3:

3.0 Local School Health and Safety Arrangements (to be filled in by each school)

St Michael's Primary School

3.1 Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a summary of all the key Health and Safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

3.2 Accident and Incident Reporting

3.2.1 All staff are required to ensure that all accidents are reported to Charlotte Harris/Kirsty Robson (or Kristina Parfrey) who will ensure that the accident is investigated and reported to the Trust CEO and the Health and Safety Executive as appropriate.

3.2.2 All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated, and appropriate steps are taken to prevent a more serious reoccurrence.

3.2.3 All accidents, incidents (including near misses) are recorded on the Trust wide accident and incident reporting tool.

3.3 Asbestos – if applicable

3.3.1 All employees must ensure they have read and understood the Trust's Managing Asbestos policy.

3.3.2 The School Business Manager is responsible for ensuring that the school's Asbestos Register is read by all contractors and that they sign the Asbestos signing sheet before starting any work on the premises.

3.3.3 Staff must not affix anything to walls, ceilings etc. without first obtaining approval from School Business Manager.

3.3.4 Staff must report any damage to asbestos materials immediately (in person if possible) to the School Business Manager.

3.3.5 Where damage to asbestos material has occurred the area must be evacuated and secured as set out in the Trust's Managing Asbestos Policy. Executive Headteacher / Head of School will immediately notify the Trust CEO by telephone who will then notify the Chair of the Trustees by telephone.

3.4 Contractors

3.4.1 The School Business Manager is responsible for the appointment and management of contractors in accordance with the Trust's Managing Contractors' Policy.

3.5 Curriculum Safety (including off-site learning activities)

3.5.1 All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and children.

3.5.2 The risk assessments must be made known to all teaching and support staff and reviewed regularly.

3.5.3 Guidance from CLEAPSS, AfPE and other lead bodies should be adopted as appropriate.

3.6 Display Screen Equipment

3.6.1 Executive Headteacher / Head of School is responsible for ensuring that DSE assessments are completed for support staff and teaching staff who regularly use laptops or desktop PCs.

3.6.3 Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

3.7 Educational Visits and Journeys

3.7.1 Executive Headteacher / Head of School is responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.

3.7.2 Executive Headteacher / Head of School and the EVC are responsible for ensuring that all school/academy educational visits are managed in accordance with the Trust's educational visits policy.

3.7.3 Staff involved in Educational Visit should be familiar with the Trust's Educational Visits Policy.

3.8 Electrical Safety

3.8.1 The School Business Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

3.8.2 The School Business Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

3.8.3 Where lighting protection systems are fitted on the school buildings The School Business Managerwill ensure that they are inspected every 11 months and reinstated after any roof refurbishments are completed.

3.8.4 All staff must be familiar with school procedures and report any problems to The School Business Managerusing the Trust Helpdesk form. Staff must not bring electrical equipment into school unless it undergoes PAT testing by a qualified person and has permission from the Executive Headteacher / Head of School.

3.9 Fire Precautions and Emergency Procedures

3.9.1 The Executive Headteacher / Head of School is responsible for ensuring:

a) That a Fire Risk Assessment is completed and actions implemented and reviewed annually.

b) The school's emergency plan and evacuation procedures are regularly reviewed.

c) That all staff complete Fire Safety Awareness.

d) A fire drill is completed three times a year.

e) The preparation of Personal Emergency Evacuation Plans (PEEP) for staff and/or children with special needs, including temporary disability.

3.9.2 The School Business Manager or delegated person is responsible for:

a) The maintenance and inspection of fire safety systems and reporting significant findings to the Executive Headteacher / Head of School.

b) The maintenance of exit/escape routes and signage.

c) Supervision of contractors undertaking hot works.

3.9.3 All staff must be familiar with the school's Fire Risk Assessment, the emergency evacuation plan and the Fire Management policy.

3.10 First Aid

3.10.1 The names of the qualified First Aiders are displayed on the notice boards in staffroom.

3.10.2 First Aid supplies are kept in the main office and in each classroom and the main office and it is the responsibility of Class teachers and Michelle Tilson to ensure that stocks of supplies are kept up to date.

3.10.3 All staff must be familiar with the arrangements for First Aid provision and the First Aid and Administration of Medicines Policies.

3.11 Hazardous Substances

3.11.1 The School Business Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

3.11.2 Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

3.11.3 All staff are reminded that no hazardous substances should be used without the permission of Executive Headteacher / Head of School. A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.

3.11.4 Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older children under supervision.

3.11.5 Substances used in D&T, Art, and science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

3.12 Inclusion

3.12.1 The School complies with the Trust's SEND policy, and all teaching and support staff should be familiar with this policy and supporting guidance.

3.12.2 Executive Headteacher / Head of School is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any child with SEN.

3.12.3 All teaching and support staff must be given any information about a child's needs and receive such training as is necessary for them to be able to support the child's learning, social and personal needs.

3.12.4 The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any child with SEND. No child should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.

3.12.5 Where it is deemed appropriate to withdraw a child from all or part of an activity (this does not constitute a suspension or permanent exclusion), the decision must be part of an agreed action plan designed to support the child. This plan should be discussed and developed by school leaders, including the SENCO, and shared with parents. The decision to withdraw must be authorised by school leaders. Such withdrawal must not be treated as an internal exclusion. It should be based on health and safety considerations and accompanied by appropriate, supportive provision for the child during period of activity or before and after any regulation break from the activity.

3.12.6 Where it is considered appropriate to suspend a child from school this suspension must be discussed with the Director of Education and the Strategic Lead for SEND and Inclusion before being authorised by the Executive Headteacher / Head of School.

3.12.7 Where it is considered appropriate to permanently exclude (PEX) a child this must be discussed with the Chief Executive Officer, Director of Education and the Strategic Lead for SEND and Inclusion before being authorised by the Executive Headteacher / Head of School.

3.13 Lettings/shared use of premises/use of premises outside normal hours

3.13.1 The Executive Headteacher / Head of School is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy, the Trust's Fire Safety Management Policy and the school's lettings policy.

3.13.2 The School Business Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

3.14 Lone Working

3.14.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.

3.14.2 Premises and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.

3.14.3 Any member of staff working after hours must notify Executive Headteacher / Head of School and School Business Manager of their location and intended time of departure.

3.14.4 Lone workers should not undertake any activities which present a significant risk of injury.

3.15 Managing Medical Conditions

3.15.1 The school's SENCO is responsible for ensuring all children with medical conditions have individual healthcare plans in place (including allergy action plans for those children that need them) and work health professionals to ensure the children are properly supported.

3.15.2 The SENCO will ensure that staff receive appropriate training to support children with specific health conditions.

3.15.3 All staff will complete allergy awareness and anaphylaxis training annually.

3.15.4 The Trust's Managing Medical Conditions, First Aid and Administration of Medicines Policy and Allergy Policy provide detailed guidance, and all staff should be familiar with these policies and their procedures.

3.16 Managing Medicines

3.16.1 No child is allowed to receive medication on the St Michael's Primary School site without a completed request to administer medication form signed by their parent or carer, this includes the emergency salbutamol inhaler: Guidance on the use of emergency salbutamol inhalers in schools

3.16.2 Staff must notify the Executive Headteacher / Head of School if they believe a child to be carrying any unauthorised medicines.

3.16.3 The Trust's Managing Medical conditions, First Aid and Administration of Medicines Policy provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

3.17 Maintenance and Inspection of Equipment

3.17.1 The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the School Business Manager.

3.17.3 All faulty equipment must be taken out of use and reported to the School Business Manager. Staff must not attempt to repair the equipment themselves.

3.18 Manual Handling

3.18.1 Executive Headteacher / Head of School will ensure that there is a general manual handling risk assessment in place. Any significant manual handling tasks performed by members of the site team should also be risk assessed, and these tasks eliminated where possible.

3.18.2 No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask The School Business Manager for assistance.

3.18.3 Children are not allowed to move or lift any heavy or unwieldy furniture or equipment.

3.18.4 Support staff who assist children with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

3.18.4 All staff to complete general manual handling e-learning every two years.

3.19 PE and Playground Equipment

3.19.1 The Physical Education Lead is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the children.

3.19.2 The School Business Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the caretaker.

3.19.3 Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.

3.19.4 The School Business Manager is responsible for ensuring Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

3.19.5 All PE equipment must be visually checked before lessons and returned to the designated storage area after use.

3.19.6 Children must not use the PE or playground equipment unless supervised.

3.19.7 Any faulty equipment must be taken out of use and reported to The School Business Manageror the caretaker using the Trust's helpdesk forms.

3.20 Personal Protective Equipment (PPE)

3.20.1 Where the need for PPE has been identified in risk assessments, it is the Executive Headteacher / Head of School's responsibility to ensure adequate supplies of suitable PPE.

3.20.2 Where a need for PPE is identified by a risk assessment, staff and children should wear PPE as per instructed on the risk assessment.

3.20.3 Any staff member or child who refuses to use the PPE will be subject to disciplinary action.

3.20.4 PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, they should be brought to the attention of the School Business Manager.

3.21 Risk Assessments

3.21.1 It is the Executive Headteacher / Head of School's responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from the school's undertakings.

3.21.2 The Executive Headteacher / Head of School is responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area.

3.21.3 Subject Leads will undertake risk assessments for their specialist areas.

3.21.4 The School Business Manager will undertake risk assessments for maintenance and cleaning in consultation with caretakers and cleaners.

3.21.5 The Executive Headteacher / Head of School will ensure that risk assessments are completed by all staff who organise and lead Educational Visits in line with the Trust's Educational Visits policy.

3.21.6 Completed risk assessments will be noted on the School's Risk Assessment Register ion Teams and saved in the school's Teams folder School Risk Assessments

3.22 Security

3.22.1 The School Business Manager is responsible for the security of the school site. They may delegate to caretakers who will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

3.22.2 The School Business Manager is also responsible for the security of the site after normal school hours use and lettings. This may be delegated to the caretaker.

3.22.3 The School Business Manager will ensure that codes for security pads are changed at regular intervals, and these changes notified to relevant staff. Staff are reminded that these numbers should not be divulged to any child or parent.

3.22.4 Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.

3.22.5 If an intruder becomes aggressive staff should seek assistance.

3.22.6 Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place with another member of staff in attendance. The Executive Headteacher / Head of School should be notified in advance of these meetings where possible.

3.22.7 Incidents of verbal abuse or threatening behaviour by parents, visitors or children must be reported immediately to the Executive Headteacher / Head of School, and the requirements set out in section 3.30 should be followed.

3.23 Site Maintenance

3.23.1 The School Business Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained. This may be delegated to caretakers.

3.23.2 The School Business Manager or Caretaker will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately using the Trusts Helpdesk form to record the hazard, so that progress toward rectifying the issue can be tracked. If the hazard causes an immediate risk of harm to school users it must be reported to the Executive Headteacher / Head of School.

3.23.3 All staff are responsible for reporting any damage or unsafe condition to the Caretaker immediately in writing using the Trusts helpdesk form. When the matter is urgent, this should be communicated by phone or in person to The School Business Manager/ Caretaker.

3.24 Smoking

3.24.1 It is illegal to smoke anywhere within the premises.

3.24.2 Signage to indicate that smoking is not permitted must be displayed in conspicuous areas.

3.25 Training and Development

3.25.1 The Executive Headteacher / Head of School is responsible for ensuring that staff are given sufficient time to complete any Health and Safety training identified and set by the Estates and Sustainability Manager and that safeguarding training is completed.

3.25.2 All new staff will receive specific information and training as part of their induction process.

3.25.3 All staff will receive Health and Safety, Fire Safety awareness training on a bi-annual basis.

3.25.4 Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training as set out in the Trust's training matrix to enable them to carry out these duties competently.

3.25.5 Health and safety will be a regular agenda item for staff meetings.

3.26 Stress and Wellbeing

3.26.1 The trustees and the Executive Headteacher / Head of School are responsible for taking steps to reduce the risk of stress in the staff by taking measures to ensure colleagues are supported through:

a) Providing an environment in which there is good communication, support, trust and mutual respect.

b) Sharing, on a termly basis, information on the Employee Assistance Programme

c) The provision of training to enable them to carry out their jobs competently.

d) Control to plan their work and seek advice as required.

e) Involvement in any significant changes.

f) Clearly defined roles and responsibilities.

g) Consideration of domestic or personal difficulties.

h) Individual support, mentoring and referral to outside agencies where appropriate.

3.26.2 All employees must ensure that they read and understand the school's Wellbeing policy.

3.27 Swimming

3.27.1 External venues used by the school are visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

3.27.2 Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices and at least one lifeguard are located around the poolside.

3.27.3 All teachers and children are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or children.

3.28 Visitors

3.28.1 All visitors must sign in and out at the reception desk. This includes parents and peripatetic teachers/specialists. A visitors' badge will be issued which must be worn at all times whilst on the premises. These are demarcated as:

- red for visitors without a DBS they will require a chaperone at all times
- green for visitors with a current DBS / letter of assurance

3.28.2 Visitors will be made aware of the emergency procedures and other safety information relevant to them.

3.28.3 Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs.

3.29 Voice Care

3.29.1 Staff whose roles involves sustained speaking must take reasonable steps to protect their vocal health. This includes using an appropriate speaking volume, avoiding shouting where possible, taking regular opportunities to rest the voice, keeping well hydrated, and seeking suitable amplification or alternative communication methods in noisy environments.

3.29.2 Line managers should consider voice demands when planning duties and provide support where prolonged voice use is required.

3.29.3 Any member of staff experiencing ongoing hoarseness, vocal strain, throat discomfort, or other voice-related symptoms should report this promptly and seek medical advice where appropriate.

3.30 Working at Height

3.30.1 The School Business Manager is responsible for the purchase and maintenance of all ladders on the premises.

3.30.2 All ladders must conform to BS/EN 131 standard.

3.30.3 The Caretaker is also responsible for completing risk assessments for all working at height tasks on the premises.

3.30.4 Staff are reminded that `working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place (working by a gap or hole in the floor or ground).

3.30.5 When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

3.30.6 Staff must not work at height when alone. If you are planning to use a step ladder, ask the Caretaker to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

3.30.7 Your knees should be no higher than the top platform of the ladder.

3.30.8 Never overreach. Try always to keep one hand free on the ladder to steady yourself.

3.31 Control of Infections

3.31.1 The Executive Headteacher / Head of School is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the School's Control of Infections Policy.

3.31.2 Staff are responsible for complying with the School's Control of Infections Policy.

3.32 Harassment, Violence and Aggression

3.32.1 Violence, threatening behaviour or abuse to staff will not be tolerated so that all members of the school community, and all visitors can be confident that they are operating within a safe environment.

3.32.2 Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from children and others to staff.

3.32.3 Government guidance from the Department for Education, the Health and Safety executive and Unions are considered when risk assessments are completed.

3.32.4 Controls are implemented to reduce as low as is reasonably practicable, the risk of harassment, aggression, violence and stress from working in fear of violence or assault.

3.32.5 Individual child risk assessments or Care Plans will be completed when necessary.

3.32.6 Regular reviews to monitor the effectiveness of the control measures are completed.

3.32.7 The use of the school premises will take into consideration the risks of violence, aggression and harassment.

3.32.8 Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities.

3.32.9 Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure.

3.32.10 If a member of staff is the subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

3.32.11 To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

3.33 New and Expectant Mothers

3.33.1 A member of staff that is a new or expectant mother should notify their line manager as soon as practicable.

3.33.2 The Executive Headteacher / Head of School is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the School's Control of Infections Policy.

3.33.2 The relevant manager should review the risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

3.33.3 The school should consider these risks when completing the risk assessment:

a) Working with hazardous substances
b) Stressful environments
c) Movement around the site (including stairs and distances between classrooms etc.)
d) Doing duties that involve physical effort which might be too arduous
e) Standing for long periods
f) Inherent risks in certain departments, e.g. PE, Science
g) Manual Handling
h) Working in a confined working space
i) Using an unsuitable workstation
j) Infectious diseases
k) The provision of appropriate sanitary and rest facilities.

3.33.4 Suitable arrangements should be made for nursing mothers who wish to express whilst at work.

3.34 Supervision of children

3.34.1 Staff will actively promote sensible, safe behaviour to children

3.34.2 Dangerous or risky behaviour displayed by children will be addressed and dealt with following the school's behaviour policy.

3.34.3 Children will only be allowed into or stay in classrooms under adult supervision.

3.34.4 Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

3.35 Water Hygiene Management (control of Legionnaire's Disease)

3.35.1 The Estates and Sustainability Manager will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be specialist external contractors

3.35.2 The Estates and Sustainability Manager will ensure a suitable and sufficient risk assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

3.35.3 Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective

3.35.4 The Estates and Sustainability Manager will ensure that a suitable and sufficient monitoring regime is in place, carried out by external contractors.

3.35.5 The School Business Manager will ensure that weekly flushing of showers and taps that are not used regularly is carried out. This may be delegated to the caretaker.

3.35.6 The School Business Manager is responsible for ensuring that that monitoring records are kept. This may be delegated to a caretaker.

3.36 Radon Management – if appropriate

3.36.1 School Business Manager will assess the potential for elevated indoor radon levels using the online UK Radon Map.

3.36.2 If the school is in a radon effected area The School Business Manager will ensure that monitoring of radon levels is undertaken to ascertain if radon levels exceed the actionable level of 300 Bq/m^3.

3.36.3 The Executive Headteacher / Head of School is responsible for ensuring sufficient resources are available for any mitigation measures needed.

3.36.4 The School Business Manager is responsible for ensuring ongoing monitoring takes place every 5 to 10 years.

3.36.5 School Business Manager is responsible for ensuring all radon management documentation is recorded.