Health and Safety Policy

Company name:	Oaktree Education Services Ltd		
Address:	Head Office Hillfield House 3 Bassett Avenue Southampton SO16 7DP		
Date:	19th March 2026	Policy Version	4.0

This Health and Safety Policy aligns with ISO 45001:2018, adopting a Plan–Do–Check–Act (PDCA) approach to ensure continual improvement, leadership accountability, and proactive risk management across all activities.

Title	Oaktree Education Services Ltd – Health and Safety Policy
Version	4.0
Authored By	Darren Emery – First Response Training & Consultancy Services Ltd
Authored Date	4th April 2023
Review Date	19th March 2026
Valid to	3rd April 2027

Contents

General Statement of Health and Safety Policy 4

1. Organisation for Health and Safety 6

2. The Managing Director 6

2.1 Management Team 8

2.2 Estates Manager 9

2.3 Teachers/Tutors 10

2.4 Employees [including temporary and voluntary] 10

2.5 Managing Director, in liaison with the Health and Safety Advisor 11

2.6 Health and Safety Representatives 12

2.7 Pupils 12

3. General Arrangements Sections 13

Section 1: Accident Reporting and Investigating 14

Section 2: Asbestos 18

Section 3: Safety Representatives and Safety Committees Guidance Procedure 19

Section 4: Building Work and Contractors (in accordance with the Construction (Design and Management) Regulations 2015 where applicable) 22

Section 5: Display Screen Equipment Policy Display Screen Equipment (DSE) 23

Section 6: Electrical Equipment/Appliances 24

Section 7: First Aid Provision 27

Section 8: Fire Safety (including the Fire Safety Act 2021 and Fire Safety (England) Regulations 2022) 29

Section 9: Inspection/Maintenance of Emergency Equipment 32

Section 10: Legionnaires Disease Legionella 33

Section 11: Lone Working 34

Section 12: Off-site Educational Visits 36

Section 13: General Risk Assessments 41

Section 14: Security 42

Section 15: Sun Protection 44

Section 16: Vehicles 45

Section 17: Violence and Aggression 46

Section 18: Volunteers in Introduction 47

Section 19: Stress/Wellbeing 49

Section 20: Work at Height 50

Section 21: Work Experience 51

Section 22: Flammable & Hazardous Substances 52

Section 23: Health and Safety Information & Training Consultation 53

Section 24: Moving and Handling 54

Section 25: Premises & Work Equipment Statutory Inspections 55
Section 26: New and Expectant Mothers Introduction 56
Exective Summary 57
ISO 45001 Alignment – Plan, Do, Check, Act 57
Competent Person (Regulation 7 MHSWR 1999) 58
Work at Height – Legal Requirements 58
Health and Safety Performance Indicators 58

General Statement of Health and Safety Policy

The Senior Management Team recognises and accepts its legal responsibilities for health and safety. As responsible employers and/or persons in control of our premises, we recognise the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

To ensure the above is met, the Managing Director, with the Senior Management Team, will, so far as is reasonably practicable, provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is managed.
- Information, instruction, training and supervision are provided.
- The premises and grounds are maintained in a safe condition.
- There is safe access and egress to all parts of the premises.
- Plant and equipment are safe to use.
- Safe systems of work are defined, implemented and managed.
- Off-site visits are conducted in a safe manner, and risks are identified and controlled.
- The handling and use of substances and articles are safe at all times, and procedures exist for their safe use.
- Adequate welfare facilities exist at all times.
- Risk assessments are undertaken for all tasks, and information about the risk assessments and the controls required to ensure a safe working culture is readily available.

To ensure that Health and Safety is given a high profile at our premises, the Senior Management Team will, within its allocated resources from the devolved capital, set aside adequate funds to ensure compliance with this policy and to complete any allocated works or safety projects.

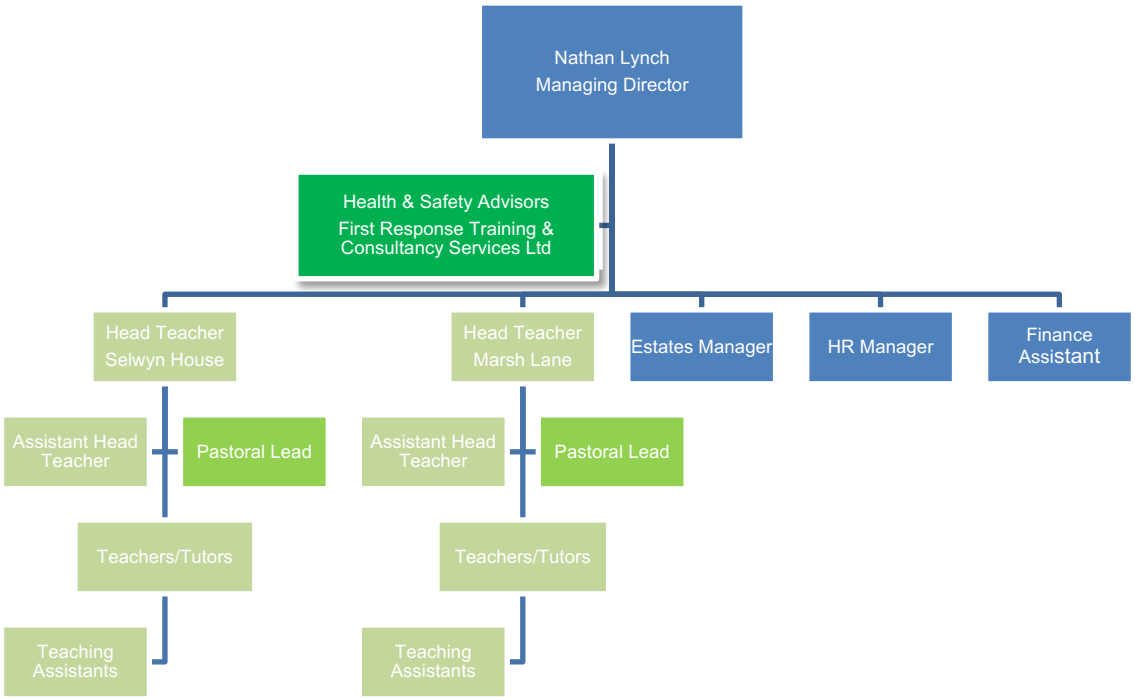
To continue improving our health and safety performance, staff are encouraged to support the implementation of this policy and other safety initiatives for the organisation.

Health and safety consultation is important to us, and we will undertake it as appropriate on matters affecting the health and safety of employees, pupils, or visitors to our premises.

This policy will be reviewed annually to ensure it continues to provide good health and safety standards at work for all employees.

Name	Nathan Lynch
Position	Managing Director
Signature	
Date	19th March 2026

1. Organisation for Health and Safety



2. The Managing Director

The Managing Director has the following responsibilities:

- To take all reasonable measures within their power to ensure the premises are safe and not hazardous to the health and safety of staff, pupils and visitors. As the Local Authority (LA), the Council may take action where the Managing Director fails to discharge this duty appropriately under the delegation scheme.
- To accept individual responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- To establish and implement a suitable health and safety policy within the organisation, the policy must include the organisational arrangements necessary to make it effective.
- Establish and regularly review risk assessments (Generic, Specific, and Fire) as required by the relevant legislation, and incorporate the findings of these assessments into the organisation's risk management process.
- Review the Health and Safety Policy and supporting organisational arrangements and practices regularly.
- Ensure that arrangements are made to inform staff about the health and safety policy and that they have access to it.

- To ensure that health and safety responsibilities and duties are correctly assigned, accepted, and understood by the relevant staff, and to periodically review the effectiveness of the health and safety arrangements.
- To ensure all staff comply with the health and safety policy requirements and supporting rules/procedures.
- To encourage and support the staff in carrying out their health and safety responsibilities and duties.
- To ensure there is a designated member of staff (the Managing Director) to undertake specific health and safety duties and act as “safety coordinator” between the organisation, the Council, the enforcing authorities and service providers.
- Maintain copies of the relevant health and safety publications, codes of practice, guidance notes, and safety booklets and ensure they are readily available for staff use.
- Ensure appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- To encourage and support health and safety training for staff and pupils.
- To encourage and support the work of the health and safety committee and its members.
- To receive minutes from the health and safety committee and confirm or recommend the necessary action.
- To encourage and support the work of the trade union-appointed safety representatives in carrying out their role within the organisation.
- To prepare health and safety reports of a technical or financial nature as required.
- To receive health and safety reports prepared by staff and to act upon them as appropriate.
- To receive health and safety and maintenance reports from the authorities' safety officers, the Health and Safety Executive (HSE) inspectors, the Fire Service, Environmental Health Officers and service providers, and to bring the problems and recommendations to the attention of the Managing Director.
- To draw up a schedule of items or activities for which the organisation is responsible, laying down safe working procedures where this is required by relevant legislation.
- To draw up a programme of work in conjunction with implementing health and safety requirements where the responsibility lies with the organisation.
- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored.
- To consult with the Council regarding implementing health and safety requirements where the responsibility lies outside the organisation.

- Consult with the Council's Safety Officer or Fire and Rescue Service Officer before changing the premises layout or undertaking activities that could affect general or fire safety.
- Establish and implement an adequate accident reporting procedure in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and guidelines supplied by the Council, and monitor the processing of accident forms following the accident reporting procedure.
- To establish and implement an adequate first aid procedure in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/Department for Education (DfE).
- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.
- To set up, coordinate, and monitor the procedure for testing portable electrical appliances and ensure that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations), and tests by a competent person.
- To agree on safety procedures for special events, which involve using temporary lighting, displays, plant and equipment, etc., brought onto the premises.
- To STOP IMMEDIATELY any work, process, plant or equipment (including Contractor's operations) where it is considered there is a serious breach of health and safety legislation or a hazard has been created that is likely to affect staff, pupils or visitors to our premises and to inform the Safety Officer immediately of any actions taken. (in accordance with the Construction (Design and Management) Regulations 2015 where applicable)

2.1 Management Team

In addition to their general duties, supervisory staff will be directly responsible to the Managing Director, or to a member of staff nominated by the Managing Director, for overall day-to-day implementation and operation of the organisation's health and safety policy within their relevant departments and areas of responsibility. The Managing Director acknowledges their duties as the Responsible Person and the potential for enforcement action, including prosecution, in the event of non-compliance.

In particular, they will ensure, for their areas of responsibility, that:

- Safe methods of work exist, and they are implemented.
- Staff, pupils, and others under their area of responsibility are instructed to follow safe working practices.
- Health and Safety rules and procedures are applied effectively and complied with.
- Risk assessments are conducted for all leisure, work and experimental activities and information on the risk assessments is disseminated to relevant persons.
- Safety inspections are regularly made, and reports are provided to senior managers so that resources can be allocated to correct deficiencies.
- Guarding fitted to all plant and equipment is adequate for the task and is regularly

inspected.

- Signs are displayed advising of authorised use only for plant and equipment, and that unauthorised use is prevented at all times.
- Appropriate facilities, such as personal protective equipment and fire/ first aid facilities, are available at all times.
- Hazardous, flammable and highly flammable substances are stored correctly.
- Any Health and Safety concerns are reported immediately to the Managing Director or their deputy.

2.2 Estates Manager

- To assist the Managing Director in planning, implementing and assessing the Health and Safety Policy and organisational arrangements, and in regularly reviewing the system of risk assessments as required by the relevant regulations.
- To assist the Managing Director in regularly reviewing the Health and Safety Policy and Organisational arrangements.
- To ensure all staff members are aware of and have access to the Health and Safety Policy.
- To inform new or temporary staff of their Health and Safety responsibilities and duties, and provide the necessary information and advice to carry out their duties.

To liaise with the Managing Director and, where appropriate, seek further advice on the following:

- The implications of safety legislation, codes of practice and approved safe working procedures.
- The health and safety aspects affecting the design and layout of new and reorganised working areas.
- The health and safety aspects of new plant, equipment and personal protective clothing.
- Conduct periodic inspections with managers of premises and other workplaces, tools, equipment, and work activities, and report to the Managing Director and other managers responsible for actioning health and safety reports. The Managing Director acknowledges their duties as the Responsible Person and the potential for enforcement action, including prosecution, in the event of non-compliance.
- To assist management with preparing safe working procedures and safety rules.
- To liaise with the Council's Safety Officers, the Health and Safety Executive Inspectors, the Fire Service Fire Prevention Officers, and the Environmental Health Officers as appropriate.
- Identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a staff attendance/certification record.
- Report the findings to the Managing Director as appropriate to support the

investigation of accidents, dangerous occurrences, and near misses on our premises.

To regularly monitor:

- The first aid procedures, including the availability of first aid equipment and trained staff.
- The effectiveness of the fire evacuation procedures and regular fire drill procedures.
- Compliance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)
- Attend, as appropriate, the organisation's health and safety committee and prepare agenda items and safety reports.
- To receive health and safety reports and to act upon them as appropriate.
- To support the Managing Director in following up and progressing on the actions of reports received from council safety officers, health and safety executive inspectors, fire service officers, environmental health officers, and other service providers.
- To advise the Managing Director or department heads to IMMEDIATELY STOP any work process, plant, or equipment (including Contractor's operations) where a serious breach of health and safety legislation is considered, or where a hazard has been created that is likely to affect the safety of staff, pupils, or visitors to our premises. (in accordance with the Construction (Design and Management) Regulations 2015 where applicable)

2.3 Teachers/Tutors

Teachers/Tutors are responsible for the following:

- Exercise adequate supervision of their pupils
- Understand the fire evacuation procedures for our premises and assembly points.
- Understand the first aid and accident reporting procedures and comply with them.
- Follow the health and safety measures identified for their area of teaching and any relevant safety procedures.
- Personally follow safe working procedures and ensure pupils follow good examples of safe working.
- Ensure the use of protective equipment and guarding as required.
- Report any safety issues or omissions identified to the Managing Director and Estates Managers so they can be rectified.
- Only work with equipment supplied by the organisation.
- Ensure all accidents, incidents and near misses are reported through the usual channels.

2.4 **Employees** [including temporary and voluntary]

All employees have a duty to carry out their work with due regard for the health and safety of themselves, other employees, pupils and the general public and to observe health and safety requirements relevant to their activities.

Employees will:

- Cooperate with the Managing Director and the management team to enable them to effectively carry out their statutory duties and responsibilities.
- Report hazards and near-miss incidents that could result in injury to the Managing Director.
- Report to the Managing Director all minor accidents from which an injury is sustained or plant or equipment is damaged.
- Co-operate in investigating accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the Management Team.
- Undertake their duties in accordance with their training, instruction and policy.
- Use all machinery, equipment, dangerous substances and safety devices provided in accordance with training and instruction received.
- Attend all training courses and briefing sessions required by the management team and policy.

2.5 Managing Director, in liaison with the Health and Safety Advisor

The Estates Manager, in collaboration with the Managing Director, is responsible for providing the organisation with guidance and support on all aspects of Health and Safety. The Managing Director acknowledges their duties as the Responsible Person and the potential for enforcement action, including prosecution, in the event of non-compliance.

Their main brief is to:

- Facilitate the implementation of Corporate Policy.
- Develop a local policy in areas where no corporate policy exists due to the nature of the activities.
- Implement local procedures to comply with corporate policy.
- Advise directors/senior managers/line managers on health and safety issues.
- Inspect premises/sites.
- Develop and deliver health and safety training courses.
- Monitor/audit and review health and safety progress across their area of responsibility.
- Liaise with enforcement agencies.
- Should the need arise, due to risks to life or serious injury, to stop the activity/close the premises, report it back to the Managing Director and the Estates Manager, and seek advice from the FRT Health & Safety Advisors as soon as practicable.
- Investigation of serious accidents/incidents.
- Preparing an annual health and safety report, including action plans, in consultation with the Estates Manager.
- Liaise regularly with the Estates Manager.

- Contribute to the development of corporate policies and procedures.

2.6 Health and Safety Representatives

The Managing Director recognises their role as the safety representative, and we will support this role by encouraging safety representatives to investigate accidents and potential hazards where it is safe to pursue employee complaints and be involved in safety inspections.

Functions of Safety Representatives

- To represent the employees in consultation with the employer.
- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he represents).
- To examine the causes of accidents in the workplace.
- To investigate complaints by any employee he represents relating to that employee's health, safety or welfare at work.
- To make representations to the employer on matters relating to health and safety arising from the above points.
- To make representations to the employer on general matters affecting the employees' health, safety or welfare at the workplace.
- To carry out workplace inspections.
- To represent the employees, they were appointed to represent them in consultations at the workplace with inspectors of the Health and Safety Executive and any other enforcing authority.
- To receive information from HSE inspectors.
- To attend meetings of safety committees in their capacity as a safety representative in connection with any of the above functions;

2.7 Pupils

All pupils will be responsible for the following:

- Complying with rules and procedures and any instructions given in an emergency
- Taking reasonable care of themselves and others
- Co-operating with class teachers and other staff
- Using equipment and substances in the manner in which they are instructed
- Making full use of all personal protective equipment provided for them when it is required
- Observe standards of dress consistent with safety and hygiene requirements
- Not to misuse anything provided for safety or fire requirements
- Report to their teacher/Managing Director anything they believe to be harmful or dangerous

3. General Arrangements Sections

To ensure a continued safety culture and provide control against risks from activities undertaken by the organisation, the following procedures and arrangements have been developed:

1. Accident Reporting and Investigation
2. Asbestos
3. Consultation with staff
4. Buildings work and contractors – attached policy
5. Display Screen Equipment – attached policy
6. Electrical equipment/appliances – attached document
7. First Aid Provision – attached document
8. Fire Safety (including the Fire Safety Act 2021 and Fire Safety (England) Regulations 2022)
9. Inspection/Maintenance of Emergency Equipment
10. Legionnaires Disease
11. Lone Working
12. Off-site Visits
13. General Risk Assessments
14. Security
15. Sun Protection
16. Vehicles
17. Violence and Aggression
18. Volunteers
19. Stress/Wellbeing
20. Working from height
21. Work Experience
22. Hazardous Substances
23. Health and Safety Information & Training Consultation
24. Manual Handling
25. Premises & Work Equipment Statutory Inspections
26. New and Expectant Mothers

Section 1: Accident Reporting and Investigating

Outline

In accordance with the accident/incident reporting procedure, employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

For significant incidents, the witness of the incident will complete the accident form using the relevant paper form. The Health & Safety lead will input the accident information online to the Local Authority.

The Managing Director will be responsible for meeting any RIDDOR requirements and will liaise with the Estates Manager. The Managing Director acknowledges their duties as the Responsible Person and the potential for enforcement action, including prosecution, in the event of non-compliance.

- The local accident folder is in the Managing Director's/Head Teacher's office.
- Bumped heads are always recorded; bumped head letters will go home with the child, and the parent/guardian will be informed.
- Accident reports will be monitored for trends, and a report will be made to the FRT Health and Safety Advisor as necessary.
- The Managing Director, or their nominee, will investigate accidents and take remedial steps to avoid similar instances from recurring. Faulty equipment, systems of work, etc., must be reported and attended to as soon as possible.

The definition of an accident is an unexpected, undesirable event which causes damage or harm; therefore, it is thought of as something which happens without planning or intention by chance.

Accidents do not just happen; there is always a cause behind them, and this cause can be a management failure or a human trait.

Accident Procedure

Where to report accidents/incidents

All completed accident forms must be forwarded to First Response Training & Consultancy Services Ltd (FRT).

Time Scale for Reporting

All accidents, incidents, and near misses must be reported as soon as practicable after they occur or are identified.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), certain incidents are legally required to be reported to the Health and Safety Executive (HSE). These include fatalities, specified injuries, dangerous occurrences, occupational diseases, and injuries resulting in an employee being unable to carry out their normal work duties for more than seven consecutive days (excluding the day of the accident).

Where an employee is incapacitated for more than three consecutive days, a record must be maintained internally; however, such incidents are not reportable to the HSE unless they meet the over-seven-day threshold or fall within another reportable category.

All reportable incidents must be submitted via the HSE's online reporting system without

delay. The First Response Training & Consultancy Services Ltd (FRT) Health and Safety Advisors will ordinarily undertake this process on behalf of the organisation. Where the organisation submits a report directly, a copy must be provided to the FRT Health and Safety Advisors immediately to ensure accurate records are maintained, and duplication is avoided.

Where an employee returns to work but is unable to undertake their normal duties for more than seven consecutive days, this will still constitute a reportable over-seven-day injury under RIDDOR.

All accidents, incidents, and near misses must be reported as soon as practicable after they occur or are identified.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), certain incidents are legally required to be reported to the Health and Safety Executive (HSE). These include fatalities, specified injuries, dangerous occurrences, occupational diseases, and injuries resulting in an employee being unable to carry out their normal work duties for more than seven consecutive days (excluding the day of the accident).

Where an employee is incapacitated for more than three consecutive days, a record must be maintained internally; however, such incidents are not reportable to the HSE unless they meet the over-seven-day threshold or fall within another reportable category.

All reportable incidents must be submitted via the HSE's online reporting system without delay. The First Response Training & Consultancy Services Ltd (FRT) Health and Safety Advisor will ordinarily undertake this process on behalf of the organisation. Where the organisation submits a report directly, a copy must be provided to the FRT Health and Safety Advisor immediately to ensure accurate records are maintained and duplication is avoided.

Where an employee returns to work but is unable to undertake their normal duties for more than seven consecutive days, this will still constitute a reportable over-seven-day injury under RIDDOR.

The accident must be reported immediately if it involves a specified injury (as defined under RIDDOR 2013) or death. A specified injury (as defined under RIDDOR 2013) is defined below:

- Any fracture (break, crack or chip) other than to the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent).
- A chemical or hot burn to the eye or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to a hospital for more than 24 hours.
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness,
- Any event requiring resuscitation or requiring admittance to a hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or

biological agent.

- Either of the following conditions results from the absorption of any substance by inhalation, ingestion, or through the skin or acute illness requiring medical treatment or a loss of consciousness.
- Acute illness requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins, or infected material.

Investigation of accidents

All lost-time reportable accidents must be investigated. The organisation will appoint a person responsible for investigating accidents, incidents, and near misses to provide a report and record of the events leading up to the occurrence and the immediate actions taken after it.

The report will be kept on file for up to three years after the young person reaches eighteen.

For employees, the documents should be retained for 3 years after the harm becomes apparent to the parent/guardian. In general terms, this could be for the employee's lifetime.

Accidents must be investigated as quickly as possible after the occurrence, provided that it is safe to enter the accident zone. Any delays could make the facts less likely to be ascertained.

Where there are witnesses, it is advisable to obtain statements as soon as possible, ensuring that witnesses are not allowed to gather to discuss their version of events, as this could paint a completely different picture by conflating their version with that of others. Witness statements are required for HSE reporting, and where a civil claim may result. Photographs are also beneficial in an investigation and should be taken as soon as possible after the incident.

A thorough investigation should answer the following questions:

- What caused the accident?
- Who & what was involved?
- When did it occur?
- Where did it occur?
- Why did it occur?
- How could it have been prevented?
- How can a recurrence be prevented?

The cause of an accident should never be classified as “carelessness,” as the only remedy to a careless act is to be more careful in the future. A thorough investigation should examine whether the cause was, e.g., failure to follow instructions or written procedures.

Accident Investigation Report

The record enables all details relating to the circumstances surrounding an accident/incident to be recorded to facilitate an effective investigation process.

These details should be added when considering working conditions and whether there has been some deviation, such as poor weather. At this relatively early stage, the investigator should enter the possible cause of the accident/incident when describing how it occurred. It does not matter if further investigation reveals that these are not the leading causes.

We must consider the potential risk of the accident/incident by entering high (H), medium (M) or low (L) in the investigation records.

After reviewing the information obtained, the accident investigator must list all direct and indirect (contributory) causes of the accident/incident and details of any corrective action required. Obtaining the views of employees or managers may be beneficial to achieve this.

Guidance on Direct and indirect causes

To consider a simple illustration, suppose someone trips over an unsecured section of carpet flooring and is injured. The direct cause(s) will often be identified quickly, and might include the loose carpet, someone rushing about, perhaps not concentrating or looking where they were going, or carrying something so they could not see where they stepped. Hopefully, the loose carpet will be secured and put in place without delay; that is the only outcome in many cases.

Suppose, however, that the carpet had been loose for some time, several other people had previously tripped over it but not sustained injury, and that carpet damage was reported regularly. Still, nothing was ever done until someone was injured. This could be related to procedural compliances or management failures, which are indirect causes.

The law requires employers to take control measures and manage risks before an accident occurs. Accident investigations should look beyond the immediate causes and outcomes.

Section 2: Asbestos

The asbestos survey is held electronically for each premises and can be assessed by the Managing Director, Estates Manager and other senior managers. It will be made available to all staff and visiting contractors before any work commences on the building's fabric or fixed equipment.

The organisation's asbestos monitoring person/s will be the Health & Safety lead and a competent and approved contractor.

The Contractor will inspect the remaining ACMs annually. Refresher training is required every three years. (in accordance with the Construction (Design and Management) Regulations 2015, where applicable)

The organisation shall ensure the following:

- The asbestos log is maintained, and any changes are acted upon.
- All work on the fabric of the building or on fixed equipment is entered in the permission-to-work log and signed by those undertaking the work.
- A visual inspection of asbestos-containing materials on site will be carried out and recorded in the asbestos log.

Please be aware that even drilling a hole or pushing a drawing pin into asbestos-containing materials may release fibres into the air. Under no circumstances must staff drill or affix anything to walls without obtaining approval from the Managing Director.

Any damage to materials known or suspected to contain asbestos should be reported to the Managing Director and the Local Authority, who will contact the relevant agencies.

Any contractor suspected of doing unauthorised work on the building's fabric should be reported to the Managing Director/Estates Manager.

Section 3: Safety Representatives and Safety Committees Guidance Procedure

Consultation

Employers have a legal duty to ensure that the organisation continues to be proactive towards health and safety issues; we will progressively encourage the appointment and development of Safety Representatives.

Where safety representatives are unavailable, we will ensure that regular team meetings maintain our legal requirement to communicate with staff where Health and Safety is an agenda item. Any concerns raised at the meetings will be tabled for the health and safety meeting to be resolved.

Trade unions appoint safety representatives to represent their members on health and safety issues. In some workplaces, they have agreed to represent the entire workforce.

Safety representatives must be consulted 'in good time' about health and safety measures. 'In good time' means that the employer must allow enough time to tell the safety representatives about what is proposed and for them to consult with their fellow workers and get their views. Those views must be reported to the managers before any final decision or action is taken. However, action must first be taken in emergencies or urgent situations.

This process allows the workforce to consider the effect of health and safety changes before they are made. This improves procedures or work practices and increases workers' likelihood of following procedures they have helped develop.

Role of the Safety Representative.

Safety representatives under the Safety Representatives and Safety Committees Regulations 1977 are entitled to:

- representing employees in discussions with the employer on health, safety or welfare issues and in discussions with HSE or other enforcing authorities;
- to be consulted 'in good time' about health and safety measures;
- being involved with risk assessment procedures;
- attend safety committee meetings;
- having access to relevant health and safety information;
- inspect the workplace;
- investigating potential hazards;
- accident and ill health investigations;
- investigating employees' complaints;
- receive information from health and safety inspectors;
- paid time off to carry out their duties and for training;
- have access to suitable facilities and assistance to carry out their functions.

Representative of Employee Safety

In non-unionised workplaces without safety representatives, or in workplaces with trade union recognition where the trade union has not appointed a safety representative, or where the union safety representative does not represent the whole workforce, the Health and Safety (Consultation with Employees) Regulations 1996 will apply. These regulations require the employer to consult with employees directly or through elected employee safety representatives.

The workforce elects an employee safety representative to represent them in consultations on health and safety issues. Their employer must consult them 'in good time' on matters relating to their health and safety at work.

Representatives of employee safety have functions under the law to:

- represent the interests of workers to the employer;
- approach the employer regarding potential hazards and dangerous occurrences at the workplace;
- approach the employer regarding general matters affecting the employees they represent.

Representatives of employee safety are also entitled to speak for the group of employees they represent in consultation with inspectors from the enforcing authorities, and are legally entitled to paid time off for training, which must be paid for by employers.

The key aim of a Health and Safety Representative is to ensure that managers effectively hear the workforce's views before making decisions on health and safety matters.

Safety Committees

Where there are two or more elected trade union safety reps (not necessarily from the same union), the employer must set up a joint trade union/management safety committee if the safety reps request one in writing. This must be done within three months, and membership must be balanced between management and the union.

The functions of the safety committee might include the following: -

- The study of accident statistics and trends.
- The examination of safety audit reports.
- The consideration of reports, etc., from Inspectors.
- The consideration of reports from Safety Reps.
- Assistance in the development of safe working procedures/systems.
- Assessing the effectiveness/adequacy of training and communication on safety matters.
- The provision of a link with the enforcing authority.

Inspection of the workplace

Safety reps may inspect the workplace if they have given the employer reasonable written notice.

Inspections should not be more frequent than quarterly unless by agreement with the employer.

Where there has been a substantial change in work conditions or new information/guidance has been published by the HSC/HSE, an inspection can be made within three months.

The following forms of inspection (or a combination of any or all of them over a period of time) may be appropriate:

Safety tours (general inspections)

- Safety sampling (sampling of particular areas, activities, etc.)
- Safety surveys (inspection of specific areas, activities, etc.)

Employers must provide facilities and assistance, and may be present during the inspection.

Inspections following accidents, etc.

Safety reps may inspect the workplace concerned if there has been a notifiable accident, dangerous occurrence or disease. Such inspections aim to prevent a recurrence, so a joint approach is encouraged.

Inspection of documents and provision of information

Safety reps are entitled to inspect and take copies of any document relevant to the workplace (but must give the employer reasonable notice).

Employers must make available to safety reps the necessary safety information, except where it is:

- Against the interests of national security,
- Where it would contravene a prohibition, where it relates to an individual (unless their permission has been given)
- Where it would cause substantial injury to the employer's undertaking (or the undertaking of the supplier of the information) or information obtained by the employer for legal proceedings.

Further guidance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Safety Representatives and Safety Committees Regulations 1977 (Third edition 1996)
- Health and Safety Consultation with Employees Regulations 1996

Section 4: Building Work and Contractors (in accordance with the Construction (Design and Management) Regulations 2015 where applicable)

Contractors (in accordance with the Construction (Design and Management) Regulations 2015 where applicable)

All Contractors used by the organisation shall ensure compliance with relevant health and safety legislation, guidance and good practice. All Contractors must report to the Manager's office, where they will be asked to sign in and wear a visitor's badge if appropriate. (in accordance with the Construction (Design and Management) Regulations 2015 where applicable)

Contractors will be issued written safety guidance, including fire procedures and local management arrangements. The Health & Safety lead will be responsible for monitoring areas where the Contractors' work may directly affect staff and pupils, as well as for record keeping. (in accordance with the Construction (Design and Management) Regulations 2015 where applicable)

Managed Projects

The organisation will use known or approved Contractors. (in accordance with the Construction (Design and Management) Regulations 2015 where applicable)

The Health and Safety Lead will undertake appropriate competency checks before engaging a Contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and the works to be conducted. The Contractor(s) and any Subcontractor(s) involved will agree to the risk assessment and safe systems of work to be used before works commence on site. (in accordance with the Construction (Design and Management) Regulations 2015 where applicable)

Section 5: Display Screen Equipment Policy Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their everyday work (significant is taken to be continuous / near continuous spells of an hour at a time), e.g. admin staff, office manager and Managing Director, etc., shall carry out a self-DSE assessment. All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards.

The Estates Manager will review this when placing orders. A designated person is responsible for coordinating assessments of display screen equipment. The Managing Director acknowledges their duties as the Responsible Person and the potential for enforcement action, including prosecution, in the event of non-compliance.

Where the results of an assessment indicate a risk to the user of such equipment, the organisation undertakes all reasonable steps to eliminate these risks or otherwise reduce them to avoid adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every two years by a qualified optician. Where necessary, a contribution is made towards the cost of lenses. Details of this can be obtained from the Managing Director.

Suitable training and information are given to users of display screen equipment to help them recognise the hazards associated with non-interrupted use of such equipment and take the appropriate precautions.

Pupil Workstations

Best practice guidelines will be adopted when setting up pupil workstations. Pupils use display screen equipment for short durations.

- Staff are responsible for connecting and disconnecting computers/iPads, etc.
- Students should not consume food and drink near computers.
- Staff regularly remind students of the importance of not spending too many hours in front of a monitor.
- Any problems with the equipment should be reported to the IT Network Manager.

Section 6: Electrical Equipment/Appliances

Statutory tests associated with electrical installation and portable electronic appliances are required to be undertaken by the organisation.

The following statutory tests are required on electrical installations and portable electrical appliances.

A. PERIODIC INSPECTION REPORT for an ELECTRICAL INSTALLATION (EICR (Electrical Installation Condition Report in accordance with BS 7671)).

The organisation shall employ a Contractor to undertake a full EICR (Electrical Installation Condition Report in accordance with BS 7671) at intervals not exceeding five years. (in accordance with the Construction (Design and Management) Regulations 2015 where applicable)

EICR (Electrical Installation Condition Report in accordance with BS 7671)'s shall comply fully with the Institute of Electrical Engineers (IEE) publication Guidance Note 3, Inspection and Testing and Part 7, BS 7671 (generally known as the IET Wiring Regulations (BS 7671:2018+A2:2022)). Contractors employed for this work shall be members of the Electrical Contractors Association (ECA) or the National Inspection Council for Electrical Installation Contracting (NICEIC). Any observations and recommendations coded 1 or 2 in the resultant EICR (Electrical Installation Condition Report in accordance with BS 7671) shall be attended to as a priority and a "satisfactory" EICR (Electrical Installation Condition Report in accordance with BS 7671) achieved; items coded 3 and 4 shall be attended to as part of the organisation's planned maintenance, all in accordance with the guidance notes issued with the EICR (Electrical Installation Condition Report in accordance with BS 7671). (in accordance with the Construction (Design and Management) Regulations 2015 where applicable)

Routine Checks. The routine checks described in the IEE Guidance Note 3 shall be undertaken at intervals of no more than four months. The person undertaking the four monthly routine checks shall ensure that all previously reported defects have been rectified and then:

1. Look for, amongst other things:
    - Breakages
    - Wear/deterioration, signs of overheating
    - Missing parts (covers, screws, etc.) All equipment is accessible
    - All mechanical protection is in place (cable covers, enclosures, etc.) Adequate labelling
    - Loose fixings
2. Operate:
    - Switchgear and switches (where reasonable)
    - Equipment - switch off and on (this shall include RCD test buttons)

Any items that need attention in the routine check shall be rectified as a priority. These checks need not be carried out by an electrically skilled person but by someone who can safely use the installation and recognise defects and remedial action required.

All remedial work, whether from the EICR (Electrical Installation Condition Report in accordance with BS 7671) or the routine check, shall be undertaken by a suitably qualified person.

The organisation shall hold a copy of its current EICR (Electrical Installation Condition Report in accordance with BS 7671) and a copy of the immediately previous EICR (Electrical Installation Condition Report in accordance with BS 7671) in its Health & Safety file. Copies of the completed certificates for any electrical work that may have been undertaken by the organisation between EICR (Electrical Installation Condition Report in accordance with BS 7671)S shall also be held in the Health & Safety file; such completion certification should be issued automatically to the client by any accredited electrical contractor.

The inspection and testing of portable electrical equipment is outside the scope of BS 7671. and is covered by the following:

Portable Appliance Testing (PAT) - The scope of this requirement is detailed in the Institute of Electrical Engineers publication Code of Practice for In-Service Testing of Electrical Equipment; for PAT requirements, see Part B of this document.

B. PORTABLE APPLIANCE TESTING (PAT)

The organisation shall have all their portable electrical equipment (including extension leads) inspected and tested in accordance with the Institution of Electrical Engineers Code of Practice for In-Service Inspection and Testing of Electrical Equipment.

The frequency and extent of checking, inspection and testing of portable appliances shall be undertaken as detailed in the following table:

Type of Equipment	Formal Visual Inspections	Combined Inspection & Testing	Formal Visual Inspections	Combined Inspection & Testing
	Class 1		Class 2	
Stationary	None	Yearly	Yearly	Every 4 years
IT	None	Yearly	Yearly	Every 4 years
Moveable	Every 6 months	Yearly	Yearly	Every 4 years
Portable	Every 6 months	Yearly	Yearly	Every 4 years
Handheld	Every 6 months	Yearly	Yearly	Every 4 years
Fixed	Yearly	3 Yearly	Yearly	Every 4 years

Notes:

A commercial kitchen on a school site is a kitchen where meals are cooked/prepared for consumption on that or any other site. School kitchens that serve meals prepared elsewhere are not considered commercial kitchens.

Formal Visual Inspections.

The formal visual inspection described in the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment shall be undertaken at prescribed intervals.

- The individual performing the formal visual inspection must have successfully completed the City & Guilds Course 2377-002: Certificate of Competence for the Inspection and Testing of Electrical Equipment.
- The results of the formal visual inspection shall be recorded on a form as recommended in the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment, and a copy of the results will be provided to the organisation for retention in the Health and Safety file.

Combined Inspection and Testing.

- The combined inspection and testing described in the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment shall be undertaken at prescribed intervals.
- The person undertaking the combined inspection and testing shall have successfully completed the City & Guilds Course 2377-002: Certificate of Competence for the Inspection and Testing of Electrical Equipment and would typically be a member of the ECA or NICEIC.
- All results of the combined inspection and testing shall be recorded on a form as recommended in the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment, and a copy of the results will be handed to the organisation for retention in the Health and Safety file.
- All remedial work, whether from the user check, the formal visual inspection or the combined inspection and testing, shall be undertaken by a suitably qualified person.

Section 7: First Aid Provision

Background

The main legislation relating to First Aid at work is the Health & Safety (First Aid) Regulations 1981, which require employers to provide adequate and appropriate equipment, facilities, and personnel to provide first aid. The Legislation places duties on employers for the health and safety of their employees and anyone else on the premises, including non-teaching staff, pupils, and visitors.

First Aid provision must always be available while people are on the premises and off the premises on arranged visits.

What is adequate and appropriate for first aid depends on the circumstances in the workplace, and as an employer, we need to decide what our first aid needs are.

The minimum first aid provision in the workplace is:

- A suitably stocked first-aid box
- An appointed person to take charge of first aid arrangements

It is also important to remember that accidents can happen at any time. Therefore, first aid provision must always be available when people are at work.

First Aid Training

The organisation needs to ensure that it has sufficient resources to administer first aid.

In general, the consequences of taking no action are likely to be more severe than those of trying to assist in an emergency.

Where persons volunteer for first aid training, this should be arranged through First Response Training & Consultancy Services Ltd. They should attend the three-day first aid course and the supplementary course, Paediatric First Aid, if required, to ensure they are provided with training on resuscitation for all persons.

Statutory Requirements for Reporting Accidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, some accidents must be reported to the HSE (see accident reporting and investigations procedure).

A record of all injuries, diseases and dangerous occurrences must be kept and reported to the FRT Health and Safety Advisor using the appropriate form.

The HSE holds the view that an accident must be reported if it relates to:

- any activity, both on and off the premises;
- the way an activity has been organised and managed;
- equipment, machinery or substances;
- the design or condition of the premises

First Aid & Medication

First aid boxes are located in the Managing Director's/ Head Teacher's Office and other locations as signed on the Health and Safety Noticeboard.

A nominated person is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be conducted at least once a term.

First Aiders:

The organisation has a sufficient number of first-aiders. A list of first aiders is displayed in the Reception office and kitchen.

The Managing Director will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to Hospital:

If the first aider or the Managing Director considers it necessary, the injured person will be taken directly to the hospital (usually by ambulance). The parent/guardian will also be informed. No casualty should be allowed to travel to the hospital unaccompanied, and an adult will be designated to accompany the casualty if the parent/guardian cannot be contacted.

Administration of Medicines

All medication will be administered to pupils in accordance with the Department for Education (DfE) document or in line with appropriate legislation in all locations.

The only medication kept and administered within the school is that explicitly prescribed for a pupil (for long-term health needs only, or for medication to be taken four times a day), at the request of the parent/guardian and with the consent of the Managing Director. The Head Teacher will securely maintain records of medication administration in the medicine cabinet, which is locked at all times and controlled by the admin staff. No staff member should administer any medication unless a request form has been completed by the parent/guardian.

Where children need to have access to emergency medication, i.e. asthma inhalers, Adrenaline pens, the following has been put in place:

- All asthma inhalers are kept in the pupils' classrooms, clearly marked with their names.
- Adrenaline pens are kept in a safe place in the pupil's classrooms or the medicine cupboard.
- Designated staff have received the appropriate training for administering medicines.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs.e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis, etc.) These plans are reviewed annually, and written precautions/procedures are made available to staff.

Staff undergo specific training on pupils' health conditions and the appropriate administration of medicines (e.g., diabetes, epilepsy, anaphylaxis) by a health professional.

Section 8: Fire Safety (including the Fire Safety Act 2021 and Fire Safety (England) Regulations 2022)

Fire Evacuation & Other Emergency Procedures

The Managing Director is responsible for ensuring that the fire risk assessment is undertaken and implemented. The fire risk assessment is kept in the Managing Director's office and reviewed annually. The Managing Director acknowledges their duties as the Responsible Person and the potential for enforcement action, including prosecution, in the event of non-compliance.

Smoking

All our premises are smoke-free, including electronic cigarettes. Signage is displayed at all entrances.

Fire Instructions

These documents are made available to all staff. The Health & Safety lead will go through the emergency procedures during induction.

An outline of evacuation procedures is available to contractors and visitors and is posted throughout the site.

Safety signs and notices clearly identify emergency exits, fire alarm call points, assembly points, etc.

Emergency Procedures

Fire and emergency evacuation procedures are detailed below. These procedures will be reviewed at least annually.

Fire Drills

Fire drills will be undertaken termly, and a record will be kept in the fire logbook.

Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires (a small fire is classified as no bigger than a waste paper bin) if it is safe to do so without putting themselves at risk, using portable firefighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be informed of the type and location of portable fire-fighting equipment and receive basic instruction on its correct use.

Details of Service Isolation Points (e.g., gas, water, electricity). The Health & Safety lead keeps details of chemicals and flammable substances on site, as appropriate, for consultation.

Emergency Procedures: Fire Evacuation

If you find a fire or a fire is reported to you:

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point and proceed to the evacuation point.

Fire Fighting

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

On Hearing the Fire Alarm:

- All building staff, pupils, and occupants must respond to alarm activations. The fire alarm is a continuous ringing sound.
- The Head/Assistant Head Teacher or their nominee will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point.
- Staff not with pupils, visitors or contractors must leave the building by the nearest exit and report directly to a senior staff member at the assembly point.

A calm, orderly exit is essential.

Walk quickly – DO NOT RUN or stop to collect belongings.

- On arrival at the assembly area, pupils must stand in their class groups while staff check pupil numbers. The admin staff will take the attendance log to the assembly point. The result of this check must be reported to the Managing Director/Senior staff member as soon as it is completed.
- Fire Marshals are responsible for sweeping their areas whilst proceeding to the nearest exit point.
- All Fire Marshals should report to the senior manager on duty at the location e.g. Head/Assistant Head Teacher and advise that corridors/buildings are cleared.
- The Head/Assistant Head Teacher or their nominee will liaise to ensure that all children, staff and visitors are accounted for and safe.
- Upon arrival, the Head/Assistant Head Teacher or designated Fire Marshal will liaise with the Fire and Rescue Service.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire and Rescue Service/ Head/Assistant Head Teacher or nominated senior staff member.
- The Emergency Plan procedures will be implemented if the building cannot be reoccupied following an evacuation.

Following a bomb threat, follow the evacuation procedures as above.

General Evacuation for People with Special Needs

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace, they should allow other persons to exit the building before them and then continue their evacuation to a place of safety.

A responsible staff member will be nominated to escort those who need assistance from the building.

Visual Disability

People with a visual disability usually require the assistance of one person. The helper should descend first on stairways with the person's hand on their shoulder. On level surfaces, the person should take the helper's arm and follow them.

Hearing Disability

Staff should escort people with hearing disabilities out of the building. If staff with hearing impairments join, they may require additional means of being warned in the event of an alarm, e.g., a pager that vibrates when the alarm is activated, a flashing beacon linked to the alarm, etc.

Section 9: Inspection/Maintenance of Emergency Equipment

Testing of the Fire Alarm System

The Health & Safety lead will test fire alarm call points weekly in rotation, and a record will be kept in the fire log book.

Any defects in the system will be reported immediately to the alarm contractor/electrical engineer.

A fire alarm maintenance contract is in place, and the system will be tested quarterly.

Inspection of Fire Fighting Equipment

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment. Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and to check for any evidence of tampering.

Defective equipment or extinguishers that require recharging should be removed from service and reported directly to the approved Contractor. (in accordance with the Construction (Design and Management) Regulations 2015 where applicable)

Emergency Lighting

The Health & Safety lead will check these systems for operation monthly in-house and quarterly and annually by an approved competent contractor.

Green Door Release

These will be tested regularly by the Health and Safety lead.

Emergency Red Pull Cords

The Health and Safety lead will regularly test these. Test records are located in the fire log book for each premise.

Means of Escape

Daily checks for any obstructions on exit routes are carried out, and all final exit doors are operational and available for use.

Section 10: Legionnaires Disease Legionella

The organisation complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A competent contractor has completed a legionella water risk assessment at the premises as required.

The Managing Director ensures all operational controls are carried out and recorded in the Legionella control log book.

- A contractor will be responsible for the following: This will include:
- Monthly temperature checks
- Sampling & disinfecting of water tanks
- Cleaning of shower heads

The Health & Safety lead will:

- Identify and carry out flushing of rarely used outlets regularly and during periods of no occupation.

Section 11: Lone Working

Lone working can be defined as a wide variety of situations, including:

- Travelling alone - on foot, by car or by public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, and attending meetings.
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is, in effect, working alone
- Out-of-hours activities - cleaning, maintenance, etc.

Lone working is undesirable but cannot reasonably be avoided in some circumstances.

Suitable risk assessments of working practices will be carried out to determine the risk level for each staff member lone working.

Definition of Lone Working

Where staff are engaged in work (outdoors or indoors) and where no other people could reasonably be expected to come to their immediate aid in an incident or emergency.

The Managing Director is responsible for ensuring staff are aware of the risks of Lone Working. The Managing Director acknowledges their duties as the Responsible Person and the potential for enforcement action, including prosecution, in the event of non-compliance.

The Estates Manager will evaluate hazards identified for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current.

Controls

Staff should seek permission from their Line Manager to work alone in the building outside regular hours.

Before allowing lone working, the experience and training of all staff and the activities to be undertaken will be considered. Lone workers must be capable of responding correctly in an emergency.

It is recommended that staff work with a colleague whenever possible. Good practice would be to liaise with other staff during holidays, but in the absence of doing so, the staff member should ensure a family member knows they will be working alone on the premises.

At weekends and during holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified, then the policy will be reviewed. The staff attendance log-in must be maintained.

Staff should not enter the premises if there are signs of intruders, but are advised to call the police immediately. Staff should lock the outer doors when working alone and secure unused areas. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone workers should establish their own checking-in and out system with family, friends, or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Managing Director's or Head Teacher's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not ordinarily practicable to periodically visit and visually monitor people working alone.

Staff must ensure they understand the risks associated with lone working and minimise those risks. All lone workers in an otherwise unoccupied building should follow the premises 'Fire and Emergency Procedures. Staff are responsible for familiarising themselves with and following the safety procedures and the location of safety equipment.

Contractors should have access to a first aid kit suitable for treating minor injuries. If staff rely on mobile phones, they must ensure their phone network has good reception. Although phones can provide extra reassurance, they do not offer complete protection, and staff should always remain alert for their safety. (in accordance with the Construction (Design and Management) Regulations 2015 where applicable)

When two or more people work in isolated areas within an otherwise unoccupied building, they should inform each other of their movements.

Given their level of experience and the nature of the task, lone workers should not undertake activities that involve handling money, working at height, or any task identified as medium- or high-risk or potentially hazardous.

All personnel are reminded of the importance of maintaining a healthy work/life balance.

All personnel and contractors must adhere to the lone working procedures and report any difficulties, equipment failures, or general health and safety concerns to the Managing Director. If staff members fail to follow procedures designed to protect their safety, this could result in a disciplinary issue, as they will have contributed to their injury, and any claims for damages or unfair dismissal may be reduced accordingly.

The organisation respects the employee's rights under the Health and Safety at Work etc. Act 1974 to refuse to carry out work where there is a serious and imminent risk of danger. Employees can also advise others to do the same without being dismissed. Staff should proactively bring to the Managing Director's attention any aspect of work-related risk.

The Estates Manager will regularly monitor the implementation of these procedures.

Following any incident, an investigation will be carried out, and its findings will be used to inform changes to procedures and working practices.

Section 12: Off-site Educational Visits

Introduction

Educational visits are activities arranged by or on behalf of the organisation and take place outside the organisation's grounds. The Managing Director and teaching staff believe that off-site activities can supplement and enrich the school's curriculum by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy, we aim to establish a clear and coherent structure for planning and evaluating our off-site visits while ensuring that risks are minimised to protect the safety and health of all pupils at all times. Within these limits, we strive to make our visits available to all pupils and, wherever possible, to make them accessible to those with disabilities. The visits typically occur during the school day.

Aims

The aim of our off-site visits is to:

- Enhance curricular and recreational opportunities for our children.
- Provide a broader range of experiences for our pupils than could be provided on the school site alone.
- Promote our pupils' independence as learners to enable them to grow and develop in new learning environments.
- Include all ages in short excursions and residential visits.

The visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and life skills.

Residential Activities

All pupils will be able to participate in residential visits, and the scope and range of trips we offer will increase.

How Visits May Be Authorised

The Managing Director/Head Teacher will appoint a group leader to run the activity. This leader will generally be a teacher employed at the school or another appointed Manager.

The Educational Visits Coordinator will be involved in the planning and management of off-site visits.

They will:

- Ensure that risk assessments are completed
- Support the Managing Director/Head Teacher in their decisions on approval
- Organise related staff training
- Verify that all accompanying adults, including private car drivers, have had satisfactory security checks, and use recommended coach companies.
- Make sure that all necessary permissions and medical forms are obtained.
- Keep records of visits and ensure regular generic assessments of the risks (e.g., road

crossing) where frequent visits to local venues (e.g., swimming facility) are made.

- Appropriate child car seats must be used if a private car is used regularly and not in an emergency.
- Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by National Guidance. All off-site activities must take place in accordance with the guidance given.
- Where staff propose to arrange an off-site activity, they must seek and obtain the approval of the Managing Director/Head Teacher before making any commitment on behalf of the organisation. The staff member should provide a comprehensive visit plan to allow for an informed decision.
- All high-risk and residential visits are sent to the Local Authority for approval.
- Our policy is that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure they are included. We may seek guidance from parents/guardians to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment

The group leader carries out a comprehensive risk assessment before the proposed visit. It will assess the risks that might be encountered during the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue to conduct an on-site risk assessment.

It is essential to consider the likely weather conditions during the proposed time of year for the trip. The party leader should also carefully account for the available facilities, taking into consideration the proposed size of the group.

They should also assess the site's suitability for the pupils' age and any particular needs. They will also consider the venue's approach to security and health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions. These assessments may be adopted if it is impractical for the group leader to experience the activity beforehand or if they lack the skills required to make informed judgements about the risks it may involve.

The Managing Director will not approve the visit unless satisfied with the venue, its instructors and their risk assessment procedures. It is essential to assess and record any health, safety or security issues identified during the preliminary visit. Any such matters will be considered

when the final decision is taken on whether the visit should proceed, and the visit plan must state the extent of any risks involved and the measures that will be taken to reduce or eliminate them. The organisation will bear the cost of these preliminary visits, which should be built into the overall financial arrangements for the visit itself.

An activity should generally have sufficient adults taking part to provide the following minimum ratios:

- One adult to 6 pupils in Years 1 to 3;
- One adult to between 10 and 15 pupils in Years 4 to 6;

Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits.

A useful framework for assessing requirements for ratios and adequate supervision is SAGED:

- **S**taffing requirements – Trained? Experienced? Competent? Ratios?
- **A**ctivity characteristics – Specialist? Insurance Issues? Licensable?
- **G**roup characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **E**nvironmental conditions – Like Last Time? Impact of Weather? Water Levels?
- **D**istance from support mechanisms in place at the home base – Transport? Residential?

Any trip requires at least two adults. However, these are minimum requirements and may not always provide adequate supervision.

A risk assessment must also cover transport to and from the venue.

Where applicable, a copy of the completed risk assessment will be given to the Managing Director, the educational visits coordinator, and all adults supervising the trip.

Transport

The costing of off-site activities should include any of the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the organisation has opted to pay for

Transport arrangements will allow a seat for each party member. We will only use coaches fitted with seat or lap belts and insist that they be worn by all those participating in the visit.

Legislation on car seats must be considered when using cars, private hire vehicles, etc. Booster seats purchased before February 2017 (without back supports) can still be used, and there is no requirement to replace these unless they have general wear and tear or have been

involved in an accident.

If parents/guardians transport their children using transport provided by the organisation, the organisation charges them. The charge covers the expenses of the journey only; we do not profit from this.

Communication with Parent/Guardian

The parent/guardian of children participating in an off-site activity should receive all appropriate information about the event. The parent/guardian must give their permission in writing before a child can be involved in off-site activities.

Funding for off-site activities is provided predominantly by parents/guardians. This must be made clear to the parent/guardian in all correspondence about an educational visit at the planning stage.

For local visits, the parent/guardian will sign an annual permission form to cover all short visits within the local community throughout the academic year. For visits outside the local community (including residential), the parent/guardian must provide specific consent for these activities.

No pupil may be excluded from an activity because of the unwillingness or inability of the parent/guardian to contribute. The timetable for the payment of contributions should allow the Managing Director to decide about the financial viability of the activity in a reasonable time.

Further Health and Safety Considerations

The group leader must inform all adults accompanying a party of the emergency procedures that will apply. Each adult should be provided with an emergency telephone number. This will typically be the organisation's number, but where an activity extends beyond the regular school day, the home telephone number of a designated emergency contact should be provided.

Before a group leaves, the office should be provided with a list of everyone, children and adults, travelling with the group, together with a programme and timetable for the activity. The safety of the group, especially the children, is paramount.

During the activity, the party leader must take whatever steps are necessary to ensure safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Before an activity, if it is felt that an individual pupil's behaviour is likely to compromise the safety of others or the organisation's good name, the party leader should discuss with the Managing Director the possibility of excluding that pupil from the activity.

Visit Plan

The visit plan for intended educational visits must include the following:

- Risk assessment
- Report on the preliminary visit
- Applications for approval of the visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable)
- Full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for party leaders
- Guidance for the emergency contact and Managing Director
- Medical questionnaire returns
- First-aid boxes

Section 13: General Risk Assessments

The organisation's risk assessments (for all activities, teaching and non-teaching, and premises) will be coordinated by staff members. The risk assessments are held electronically and in a hard copy format, which will be kept in the main office.

Risk assessments will be reviewed annually or when the work activity changes, whichever is sooner. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments and Specific Risk Assessments relating to individuals,

For example, staff members or young persons/pupils are held on that person's file and will be undertaken by the relevant staff. It is the responsibility of staff to inform the Managing Director of any medical condition (including pregnancy) that may impact their work. Such risk assessments will be reviewed regularly.

Curriculum Activities Risk Assessments for curriculum activities will be carried out by a relevant staff member using the applicable codes of practice and model risk assessments developed by national bodies.

Section 14: Security

The safety of our pupils, staff and visitors is paramount to our whole community. The Managing Director has endeavoured to make our premises as safe as possible.

Entry to School/ for Visitors/Staff

Visitors press the intercom button and wait for entry to be approved.

The internal security doors must not be propped open.

Visitors admitted into the school are asked to sign in and given a visitor's sticker. Their ID must be shown and checked. The school diary is used to inform the staff of planned visitors.

Children are reminded to inform their teacher if they see an unknown person wandering around the school premises without an ID badge.

Smoking

All of our premises are smoke-free, including electronic cigarettes. Signage is placed at all entrances to advise of this.

Supervision of Children

All pupils should not arrive until 15 minutes before their appointed start time. The duty member of staff supervises the relevant entry door.

Pupil Supervision

In their absence, the Managing Director, a nominated senior person, remains on the premises until the last child is collected.

The security of our buildings will be reviewed during the building committee meetings, as necessary.

Alarm System

The school alarm is always set each day.

Care of Equipment

All equipment is secured as far as possible. Expensive portable equipment is locked away daily where possible, while all other computers remain in classrooms.

Security of Data

The Managing Director recognises their responsibility to ensure that measures are in place to prevent any security breaches.

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.”

Curriculum Networked Computers:

- Printed material is disposed of by shredding and confidential bags.
- Parents/guardians are informed of data kept and its use through the Fair Processing Notice.
- Personal data is not disclosed over the telephone
- A disaster recovery plan is in place
- The organisation's anti-virus software is updated regularly.

Section 15: Sun Protection

Skin cancer is among the most common cancers in the UK, and the number of cases is rising alarmingly. The good news is that the majority of these cases can be prevented. Most skin cancers result from UV radiation from the sun. By protecting ourselves from the sun, we can lower our risk.

This is particularly important for children and young people whose skin is more delicate and easily damaged. Sunburn in childhood can double the risk of skin cancer. The organisation has used the guidance promoted through Cancer Research to draw up this policy.

Section 16: Vehicles

There is no on-site parking or vehicular access to our premises. All access is by public road.

Deliveries

Where possible, deliveries should be made before children start the school day. Any large deliveries will be made with prior agreement.

Section 17: Violence and Aggression

The organisation will not tolerate violent behaviour from parents/guardians, visitors or others who enter our premises.

The organisation is responsible for protecting the safety of all employees who work at our locations, so far as is reasonably practicable.

Prevention:

To reduce the risk of violence, staff should consider the following guidance:

- Consider the working environment, e.g. exits, space available
- Do not meet a parent/guardian when colleagues are not in the near vicinity
- Some individuals may have a reputation for aggression. If this is the case, consult with the senior leadership team and share this information confidentially within the organisation.
- Always have another member of staff present.
- If there is a confrontation, try to calm the situation. Staff should be aware of their stance, tone of voice, etc.

Procedure to Follow:

- Staff remain calm and non-confrontational.
- Staff will call on a colleague to help calm the situation.
- If the situation worsens, staff must ask the parent/guardian /carer to leave the building to calm down.
- If they refuse to leave, staff remind them that it is a school and that they cannot allow the children or other staff to witness any aggressive behaviour.
- If they do not leave and you feel the situation warrants it, ask another member of staff who is not involved to call the police on 999.
- The incident will be recorded as soon as possible, and within 24 hours, an investigation will follow to determine the course of action.

Section 18: Volunteers in Introduction

We define a volunteer as 'any adult who agrees to undertake, without pay, designated tasks which support the organisation's work'. This can include working alongside teaching and teaching support staff in the classroom or working in a support capacity within another area of the organisation. A volunteer should not be viewed as a substitute for a paid staff member but as an additional supplement to resources.

We value volunteers and their contributions. We hope the association will be a mutually beneficial partnership between the organisation and the volunteer. The organisation's benefits in terms of community participation will be mirrored by the development achieved by the volunteer from their experiences.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

All adults who volunteer at our organisation will require an Enhanced Disclosure & Barring Check before starting their placement. This must be confirmed with the Managing Director.

Providers must understand the legal obligations of the Managing Director, who decides who may come onto the organisation's premises as speakers and service providers.

There are some exceptions:

- Law enforcement officers in certain circumstances;
- HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005);
- Local Authority

Standards and Framework Act 1998.

The organisation must ensure that its child protection policy is always adhered to.

Organisation

- Volunteers will not be asked to undertake certain duties:
- Those which would typically fall within a teacher's responsibility
- Covering for staff absence within the classroom;
- Unsupervised 1:1 work with children;
- Those which would usually be undertaken by a contractor engaged by the organisation or the Local Authority (LA);
- Those requiring full financial or budgetary responsibilities;
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising staff member, although they may work with other staff daily. The Health and Safety Lead will be responsible for the volunteer's induction and

will be the point of contact for any queries or problems.

The deployment of volunteers should not substantially increase the workload of staff; however, every effort should be made to ensure that the volunteer is adequately inducted and given every assistance to perform the required duties.

Volunteers will be given a schedule of the tasks and scope of the expected role; this will be agreed upon with the supervising person, taking into account any skills, experience, training, and development needs of the volunteer and organisational needs.

All official volunteers must complete and sign a Volunteer Registration Form. Volunteer work is, by nature, voluntary and may be terminated at any time by either the volunteer or the organisation.

Information and Regulations

Volunteers will be provided with a handbook detailing relevant information. If they have any queries about information not covered in this, they should initially address them to the supervising person.

Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety apply to volunteers and paid staff.

The organisation holds Employers' Liability and Public Liability Insurance covering volunteers.

Induction and Training

Volunteers who work in the organisation will be given an induction process that aims to enable them to become familiar with the organisation, staff, and their roles, how their role fits into this, principles and procedures unique to the location, and an outline of our expectations of the volunteer's role and tasks involved. Health and Safety induction and safeguarding training will occur on the first day, if not before.

If the volunteer is undergoing formal training (e.g., NVQ or other work-based qualifications), the organisation will endeavour to support this by offering opportunities and practical advice. If training is a requirement for the expected role, such opportunities will be provided for the volunteer.

Complaints and Grievances

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as a paid staff member. Initial issues should be raised with the supervising person, and it is hoped that these channels may resolve the issue. If this is not possible, the Managing Director will investigate the matter with a view to resolution.

Section 19: Stress/Wellbeing

The organisation is committed to promoting high levels of health and well-being. It recognises the importance of identifying and reducing workplace stressors through risk assessment, which aligns with the HSE management standards. The organisation will use the HSE Stress Indicator tool to identify any issues.

https://www.hse.gov.uk/stress/standards/downloads.htm

Systems are in place within the organisation to respond to individual concerns and monitor staff workloads.

- Regular Appraisals
- Midterm and end-of-year reviews
- Open door policy of the Managing Director
- Mentoring new staff.
- Regular staff meeting
- Monday briefings

Section 20: Work at Height

Working at height can present a significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Appropriate stepladders or kick stools will be used when working at height (including accessing storage or putting up displays).

Staff must not climb onto chairs, etc.

The Health and Safety Lead is the organisation's nominated person responsible for work at height.

The nominated person shall ensure the following:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed, and appropriate equipment is selected.
- A register of access equipment is maintained, and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.
- Pupils will not be permitted to use ladders/stepladders.
- Contractors will not be permitted to use any of the organisation's work equipment. (in accordance with the Construction (Design and Management) Regulations 2015 where applicable)

Section 21: Work Experience

The organisation retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate; therefore:

- All students are briefed before working in the school regarding arrangements and health and safety responsibilities.
- Where work placements form part of the vocational qualification offered by a FE college, the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a verbal job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract.
- Arrangements will be made for the organisers to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out-of-hours provision) so that a member of staff can contact students' parents/guardians should an incident occur.
- All incidents involving students in work placement activities will be reported to the placement organiser as soon as possible.

Section 22: Flammable & Hazardous Substances

Every attempt will be made to avoid or choose the least harmful substances under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations).

The organisation's nominated person responsible for hazardous substances will be the Health & Safety lead.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Suitable personal protective equipment (PPE) has been identified and is available for use.
- PPE will be provided free of charge where the need is identified as part of the risk assessment.

Guidelines:

- Teachers/Tutors should not keep their own small stocks of hazardous substances, e.g.cleaning solutions. Staff room cleaning materials should be held securely in an appropriate cupboard.
- Chemicals and cleaning chemicals should be stored in their original containers, clearly labelled, and with warnings clearly visible on the containers.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the red and black warning symbols (orange for older products) on household containers containing bleach, disinfectants, lavatory cleaners, oven cleaners, etc., and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals, and the user must be informed of the dangers and control measures to be in place for that chemical.

There should also be suitable first aid arrangements available for treating chemical splashes.

Section 23: Health and Safety Information & Training Consultation

The organisation's People and Places committee meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for management review.

The Health and Safety Law poster is displayed in the main reception area. First Response Training & Consultancy Services Ltd provides our organisation with competent health and safety advice.

Health and Safety Training

The Health & Safety lead or a nominated person will provide and document health and safety induction training for all new employees.

The Health & Safety lead will be responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs.

All employees will be provided with the following:

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

Training records are held by the Health and Safety Lead, who is responsible for coordinating health and safety training needs and for including details in the training and development plan, in consultation with the Managing Director. This includes a system to ensure that refresher training (for example, in first aid) is undertaken within the prescribed time limits. The Managing Director will be responsible for assessing the effectiveness of the training received. Each member of staff is also responsible for drawing the Managing Director's attention to their personal training needs and for not undertaking duties unless they are confident they have the necessary competence. The Managing Director acknowledges their duties as the Responsible Person and the potential for enforcement action, including prosecution, in the event of non-compliance.

Section 24: Moving and Handling

Generic risk assessments are undertaken for regular manual handling operations, and staff are provided with information on safe moving and handling techniques.

Staff should ensure they do not lift heavy items unless they have received training and/or equipment to do so safely. All manual handling activities that present a significant risk to the health and safety of staff will be reported to the Health and Safety Lead. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instructions given when carrying out the task.

Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings, etc., they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent staff member.

Equipment for moving and handling people is subject to inspection on a six-monthly basis by a competent contractor.

Section 25: Premises & Work Equipment Statutory Inspections

Appropriate contractors conduct regular inspection and testing of all equipment according to the timescales specified by regulations/guidance available. Records of such monitoring will be kept in the statutory inspection file.

All staff must report any problems found with plant/equipment via a recognised system. Defective equipment will be clearly marked and removed from service, stored in a secure location pending repair/disposal.

Curriculum Areas

Curriculum coordinators are responsible for reporting maintenance requirements for equipment in their areas to the Managing Director. The Managing Director acknowledges their duties as the Responsible Person and the potential for enforcement action, including prosecution, in the event of non-compliance.

Gas Safety

A 'Gas Safe' registered contractor will inspect and test all gas appliances annually.

Electrical Safety

All staff should monitor the condition of plugs, cables, and electrical equipment and conduct a quick visual inspection before use. All portable electrical equipment will be subject to PAT (portable appliance testing) as required, carried out by a competent Contractor. (in accordance with the Construction (Design and Management) Regulations 2015, where applicable)

Personal equipment (electrical or mechanical) should not be brought onto the premises without prior authorisation and will be subjected to the same tests as the organisation's equipment.

Major fixed wiring circuits will be checked at least once every five years.

Smoking

All the organisation's premises are non-smoking, including the use of all forms of electronic cigarettes.

Air Conditioning Units (if applicable)

All Air Conditioning Units will be inspected and tested by an approved contractor in accordance with the manufacturer's/supplier's guidance.

Section 26: New and Expectant Mothers Introduction

Pregnancy should not be regarded as ill health. It is part of everyday life, and routine health and safety management procedures can adequately address its health and safety implications.

Many women work while they are pregnant and may return to work while they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and their child/children. Therefore, acceptable working conditions may no longer be so during pregnancy and breastfeeding.

Pregnancy usually goes undetected for the first 4-6 weeks. Employers need to identify hazards and risks for all female employees of childbearing age. They should also consider that some hazards can present more of a risk at different stages of pregnancy.

The law requires employers to assess risks to their employees, including new and expectant mothers, and to do what is reasonably practicable to control those risks. Controlling common workplace risks appropriately will reduce the need for special action for new and expectant mothers.

Managers are responsible for ensuring an assessment is carried out and for reviewing it once they have been informed that a staff member is pregnant. Managers must identify hazards that could pose a risk and take appropriate action to remove or reduce the risk.

This guidance provides information on the likely risks to new and expectant mothers and advises on how to comply with the law. Further assistance should be sought from the Managing Director or the Estates Manager.

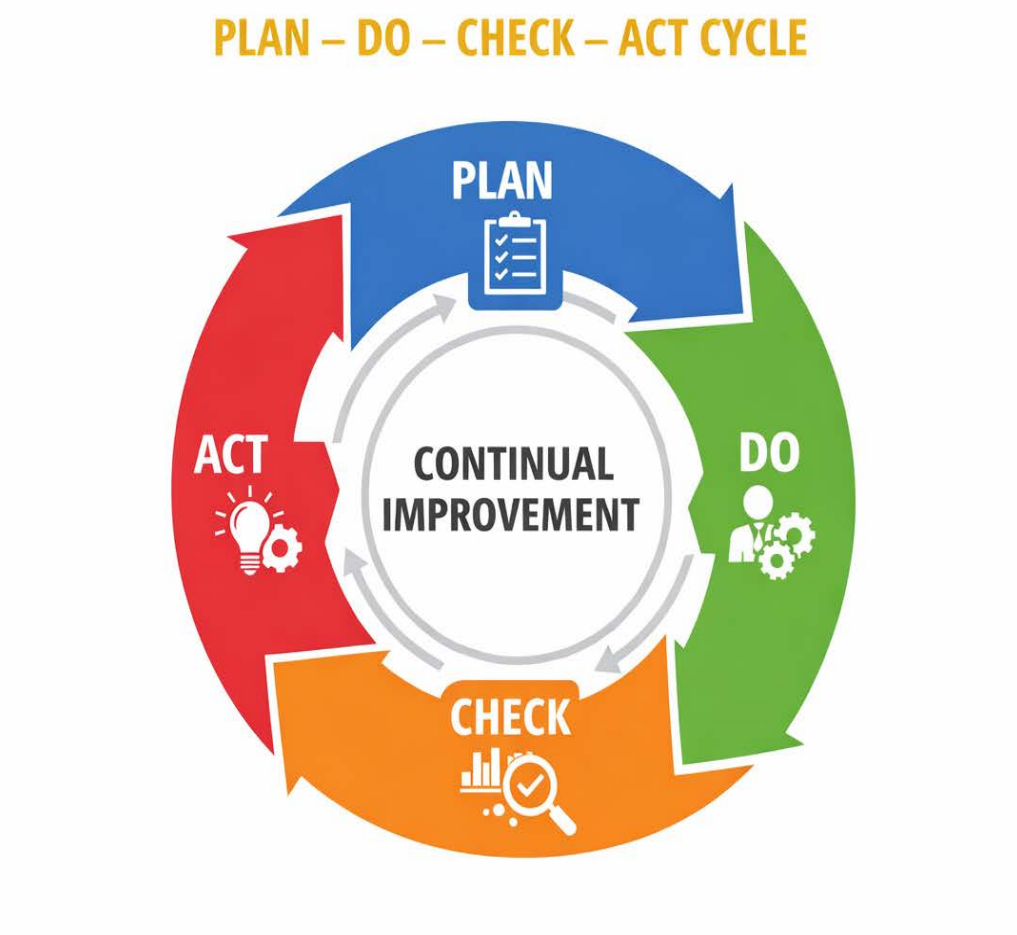
Exective Summary

This Health and Safety Management System (HSMS) has been reviewed and enhanced to align with current UK legislation, best practice, and ISO 45001:2018 principles. Positive progress is evident across the organisation, with a clear commitment to maintaining a safe environment for staff, pupils, and visitors. However, several areas require strengthening to ensure full legal compliance and robust due diligence.

Key improvements include legislative updates (including Fire Safety Act 2021 and Fire Safety (England) Regulations 2022), clarification of RIDDOR reporting thresholds, and alignment with modern electrical and safety standards. Notwithstanding this progress, continued focus is required to embed health and safety into day-to-day operations, remove duplication, and ensure consistency of implementation across all areas.

ISO 45001 Alignment – Plan, Do, Check, Act

- PLAN: Establish policy, identify hazards, assess risks, and define objectives.
- DO: Implement processes, training, and operational controls.
- CHECK: Monitor performance, conduct audits, and investigate incidents.
- ACT: Take corrective actions and continually improve the system.



Competent Person (Regulation 7 MHSWR 1999)

The organisation appoints First Response Training & Consultancy Services Ltd as its competent person under Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This ensures access to competent advice, legal interpretation, and support to maintain compliance.

Work at Height – Legal Requirements

All work at height activities must be planned, supervised, and carried out by competent persons in accordance with the Work at Height Regulations 2005. The organisation will apply the hierarchy of control: avoid work at height where possible, use appropriate equipment, and implement fall-prevention measures.

Health and Safety Performance Indicators

The organisation will monitor key performance indicators, including:

- Accident Frequency Rate (AFR)
- Total Recordable Incident Rate (TRIR)
- Near Miss Reporting Levels
- Completion of Risk Assessments and Training