Health and Safety Part I & II

Part I – Chief Executive Officer - Statement of Intent
Part II – Health & Safety Policy

THIS POLICY WAS APPROVED BY TRUSTEES ON (Date):	30th September 2025
REVIEW DATE - Reviewed Annually	September 2026
CHAIR OF TRUSTEES: Julian Soanes	
CEO: David Brown	

Part I
Chief Executive Officer Statement of Intent

As Chief Executive, I am fully committed to achieving high standards of health and safety in order to protect the well-being of employees, service users and anyone who may be affected by EPA Trust's (EPA) activities. To achieve this aim I will:

- Ensure that we comply with relevant legislation and management standards and that we effectively manage all significant risks associated with our activities, workplaces, equipment and facilities.

- Recognise that the management of health and safety is a core management function which is central to our performance.

- Promote a positive health & safety culture with managers visibly demonstrating their commitment to achieving high standards of health, safety and risk management.

- Ensure roles and responsibilities for delivering our health, safety and risk management arrangements are clearly defined and communicated, with delivery monitored via our performance management and appraisal procedures.

- Provide adequate resources, proportionate to the level of risk, to ensure that we effectively deliver this policy and our associated management arrangements.

- Ensure that all our employees are competent to carry out their work without risk to themselves or others by providing adequate information, instruction, training and supervision.

- Promote effective employee involvement and support the role of safety representatives in the delivery of our health, safety and risk management arrangements.

- Ensure the organisation learns from any accidents, incidents, hazardous events or work-related ill health and regularly monitors, reviews and reports on health and safety performance, developing improvement plans to help deliver continual improvement in our performance.

- Provide employees with effective occupational health support services.
- Ensure our partners, suppliers and contractors are competent and that they conduct their activities so as not to expose themselves, our staff, service users and members of the public to unnecessary risks to health & safety.

Implementing this Health and Safety Policy is a prime responsibility of Local Governing Bodies(LGB) of all schools within the Trust (see Part II pages 3 – 5 – Roles and responsibilities).

David Brown

CEO (Sept 2025)

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Part II

Health & Safety Policy for Standlake CE Primary School

INTRODUCTION

The EPA Trust strives to be an exemplary employer and this policy outlines our systematic approach to managing health and safety. Implementation of this policy will enable all activities, work areas and buildings to comply with the Health & Safety at Work Act 1974, and other relevant statutory provisions and recognised codes of practice.

This Part II policy sets out the overall aims of the Eynsham Partnership Academy and how they will be achieved.

Each Local Governing Body will produce a Part II Health & Safety Policy outlining organisational roles and responsibilities and their arrangements for managing health and safety within their own schools.

Health & Safety Management System

Health & Safety policies should comply with legal requirements, promote high standards and good practice, and integrate with other daily management functions to manage health and safety at all levels of the organisation (in particular, at service user level).

This policy sets out responsibilities and procedures, in accordance with the Health & Safety Executive's guidance HSG65, so that the EPA Trust can successfully manage health & safety. (http://www.hse.gov.uk/pubns/books/hsg65.htm)

PURPOSE & AUDIENCE

The Health & Safety at Work Act 1974 states that employers, persons in charge of premises and employees all have specific health & safety duties and responsibilities.

ROLES & RESPONSIBILITIES

GOVERNORS

- Promote a positive and proactive health and safety culture.
- To comply with the EPA's Statement of Intent (Part I).
- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Ensure all employees and volunteers comply with this policy.
- Prioritise health and safety matters within the School Development Plan.
- Purchase and maintain equipment to British and European Standards.
- Have Health and Safety as a standing item on the agenda of all meetings.
- Carry out termly (x3/year) inspections as outlined in the Governors' Handbook.
- Cooperate with the EPA on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

HEADTEACHER

To take overall responsibility for the implementation and monitoring of the establishments Health and Safety Policy by:

- Promoting a positive and proactive health and safety culture.
- Allocating sufficient resources to meet health and safety priorities.
- Ensuring participation on appropriate health and safety training.
- Liaising with the employer over health and safety issues, as appropriate.
- Regularly checking the HSE website and ensuring the latest legislation regarding Health and Safety.
- Ensuring good communications by including Health and Safety issues in staff briefings, bulletins and meetings.
- Organising and implementing termly (x3/year) inspections with Governors.
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities.
- Ensuring that health & safety is a criteria for performance management/appraisal scheme.
- Formulate and implement a policy for the management of critical incidents.
- Include health and safety in all new employees' induction.
- Monitor documentation, risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for students giving cause for concern.
- Ensuring that HSE Health and Safety curriculum requirements are being delivered in lessons.
- Supporting employees with personal safety issues including stress.
- Ensuring that off-site visits are approved and appropriately staffed.
- Ensuring that risk assessments are reviewed at least annually, or as required.
- Ensuring that visitors are registered, wear a badge and are briefed on the emergency procedures.
- Ensuring that hazard reporting and maintenance documentation is actioned.
- Ensuring that Accident and Physical and Verbal Abuse reports are completed and forwarded to the EPA Trust.
- Ensuring that all appropriate risk assessments, guidance and hiring documentation is completed for community use of the site.
- Ensuring that all community users are registered and made aware of emergency procedures.
- Ensuring that adequate trained first aid cover is available for on/off site activities.
- Ensuring that periodic checks are made of the first aid arrangements and containers.
- Organising the planned programme maintenance of plant and equipment, and ensuring these are carried out
- Arranging for the annual electrical testing programme.
- Maintaining accurate records of all equipment and resources.
- Ensuring all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Ensuring daily checks of the site and take appropriate remedial action.
- Ensuring that termly fire drills, weekly fire tests, fire extinguisher checks are carried out and that the Fire Safety Folder is maintained.
- Ensuring that monthly water temperatures tests are carried out and that the Water Hygiene Folder is maintained.

- Ensure that the school follows the HSE procedures, in relation to health and safety:

when selecting a contractor.
when liaising with contractors over health and safety matters.
when monitoring health and safety issues on-site regarding school appointed contactors.

ALL EMPLOYEES

- Comply with Part I and Part II of the EPA Health & Safety Policy
- Undertake H&S training as required.
- Promote a positive and proactive health and safety culture.
- Co-operate with health and safety requirements.
- Report all defects using the 'Defects' form found in the masters folder in the school office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.(See EPA Trust's Educational visits Policy)
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform the Headteacher of any "Near-Misses".
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise Health and Safety and environmental issues with students.

VISITORS AND CONTRACTORS

- Comply with Part I and Part II of the EPA Health & Safety Policy
- Sign in at the school office on arrival.
- Read the resume of the health and safety procedures on arrival at the School.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency. (See Fire Safety Policy)

(Contractors will be informed of hazards peculiar to the site, e.g. asbestos).

STUDENTS

- Behave in a way that does not put your health and safety at risk, or that of others.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for your health, safety and welfare.

1. Implementation, evaluation & feedback

Implementing this Health and Safety Policy is a prime responsibility of local governing bodies within the Trust. Any changes to this policy must be communicated to EPA Facilities Team and all other relevant parties, through the Headteachers in each of the academy schools. It is the responsibility of the LGB to review this policy every year.

2. Reference to other policies

This policy should be read alongside the following policies:

First Aid & Medicines Policy
Supporting Students with Medical Needs Policy.

Children with Healthcare Needs that cannot attend school
Premises Management Policy
Critical Incident Emergency Plan
Swimming Policy
Educational visits Policy
Fire Safety Management Policy
Managing Premises Contractors
Minibus Policy
Driving at Work Policy

3. Legislation and statutory requirements

In producing this document reference was made to the following:

H&S: Responsibilities and duties for schools (April 2022)
HSE guidance documents

ARRANGEMENTS

The following pages detail the school's specific arrangements. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in HSE or DfE publications, or relevant British or European Standards. It is a requirement that these policies and practices are followed closely and that due regard is given to them in the planning and delivery of the school's activities.

PROFESSIONAL HEALTH and SAFETY SUPPORT AND ASSISTANCE

Advice on health and safety issues is available to the school through the Academy Facilities Team, with support and review by Safesmart, our contracted H&S Adviser.

FIRE SAFETY PROCEDURES

See Fire Safety Management Policy

HEALTH and SAFETY CHECKS

See Premises Management Policy

FIRST AID

See First Aid & Medicines Policy.

Fully equipped first-aid boxes are located in the school office/staff toilet in school office/playtime storage shed on playground/KS2 building in Attenborough classroom. Portable first-aid bags to be taken on visits out of school are located in the medical room. If an item is used whilst on a visit out of school, the teacher should inform Lucy Anderson who will arrange for it to be replaced. First Aid boxes are checked weekly by Lucy Anderson and they should be informed if stock is required for any boxes.

COMMUNICABLE DISEASES

See Control of Infections Policy

REPORTING ACCIDENTS

The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) requires that employers report all fatal and specified major injuries that result in the inability of an employee to work more than seven days, or any injury which results in a person being admitted to hospital for more than 24 hours. The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school.

Isobel Baldwin/Claire Bowden are the **Nominated Person** for completing forms, and for notifying the EPA Facilities Officer (who will inform Health and Safety Executive if appropriate).

All schools must have a procedure for recording and reporting for:

- Accidents to students/employees/visitors & contractors – minor and major;
- Violent, abusive or threatening behaviour;
- Incidents, hazards and near misses

An analysis of accident reports will be undertaken termly (x3/year) and considered by the Senior Leadership Team and by the Health and Safety Governor.

See First Aid & Medicines Policy & Control of Infections Policy

REPAIRS AND MAINTENANCE DEFECTS BOOK

Any defects that could have caused injury, or damage to property should be recorded by a member of staff by completing a 'Defect' form found in the masters folder in the school office As with accident records, the defects are examined termly by the Senior Leadership Team to identify any events that are occurring frequently. This should enable potential injury-causing problems to be identified and corrected before anyone actually gets hurt.

REPORTING HEALTH and SAFETY ISSUES

Health and Safety is an agenda item at weekly meetings, and at all Governor meetings as an opportunity for people to raise concerns/bring items to the attention of colleagues etc. Particular needs of individual students will be shared with appropriate staff.

ADMINISTERING MEDICINES

See First Aid & Medicines Policy

CONFIDENTIAL COUNSELLING SERVICE

Details are displayed on the health and safety noticeboard.

STRESS IN THE WORKPLACE

Introduction

Stress is defined by HSE as "the adverse reaction people have to excessive pressures or other types of demands placed on them". Everyone needs a certain amount of pressure to remain alert, motivated and productive, and therefore not all pressure is bad. However, when demands and pressures become excessive or prolonged, some people find that their ability to cope is challenged. This creates a vulnerability, which can manifest itself in a range of ill health effects for the individual and can have negative consequences for the organisation in which they are employed.

AIMS

Our aims in recognising stress as a potential factor affecting good health and well-being are that teachers and support staff in school will:

- not experience levels of stress that are inappropriate with the maintenance of good health and well-being;
- have the opportunity to feel proud about their work and the work of the school so that they can feel that any stress they have experienced has been worthwhile;
- are able to relax out of school hours without constantly worrying about their own work and that of the school;
- have a responsible attitude towards, and understanding of, their own stress levels so that they can take action or seek support, long before stress becomes a critical issue within their lives;
- have a responsible attitude towards, and understanding of, the stress levels of colleagues so that they can help and support colleagues who appear to be suffering from undue levels of stress.

THE CAUSES OF STRESS

Causes of an individual's stress may be work-related or non-work related and it may not be possible to predict how or when a person will be adversely affected by the pressures they experience. Within school there may be times that are particularly stressful for our staff, such as OfSTED inspections, HMI inspections, school re-organisation, but there are many on-going factors that may cause stress in school, in particular the degree and speed of current educational change.

MANAGING STRESS

We see stress management as a process of co-operative teamwork and we welcome the involvement of governors, counsellors and medical practitioners in the community. It involves looking at:

- the amount of work a person is expected to undertake;
- the satisfaction derived from that work;
- the way in which a person's work is valued by others;
- the amount of time given to a person in which to undertake that work;
- the esteem in which that person is held by others;
- the individual's self-esteem;
- an understanding of the stress involved in teaching;
- an understanding of how stress levels vary throughout the school.

Individuals or groups of staff may suffer, at sometime in their working life, from stress at work. It is important that they are able to recognise factors in the workplace, which may cause stress. It is also helpful if they recognise the signs and symptoms of stress in themselves or others in order to take positive action.

Legally, staff have a duty under Section 7 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management ofHealth and Safety at Work Regulations 1999 to take reasonable care of their own health and safety and that of others who may be affected by their acts or omission whilst at work.

If staff feel that there are aspects of their work which are causing them to feel excessively stressed they should discuss them with the Headteacher or a member of the leadership team who will try and help to resolve the situation. There are support mechanisms and procedures in school to help them resolve workplace stress (see below).

The school's approach to stress is supportive. If the cause of stress is not work related, the member of staff will be supported via existing mechanisms such as their GP, or Occupational Health etc. Where an employee has been absent from work for a long period, measures such as a phased return, a temporary reduction in hours or a temporary reduction in responsibility could be considered to aid in the return to school. If the source of stress is work related the Headteacher will undertake a risk assessment/risk reduction approach to the problem. All reasonable practical steps will be taken to ensure the health, safety and well-being of employees.

Stress is an issue that the Headteacher and governing body take seriously, offering support and understanding to staff who feel that they are under too much pressure. Staff can often feel isolated and unable to share their problems with others; having a supportive culture with an open door policy helps eliminate feelings of having to cope alone and can help to reduce stress.

ROLE OF THE HEADTEACHER AND GOVERNING BODY

The governing body and Headteacher are responsible for the Health and Safety of the employees in the school. When identifying the hazards employees face, consideration should be given to the causes of stress, making reductions as far as possible and taking appropriate action to monitor. Therefore, the Headteacher and governing body will:

- seek to protect employees from undue stress at work, deal with stress-related issues and take appropriate action.
- assess significant risks to health, safety and well-being, and, where these risks cannot be eliminated, implement control measures to minimise or reduce the risk.
- take reasonable care for their own health, safety and well-being and that of others who may be affected by their acts or omissions.
- carry out confidential individual stress assessments as appropriate.
- actively encourage staff to maintain an appropriate work-life balance.
- use existing procedures such as compassionate leave or urgent domestic leave as

appropriate.

- respond promptly to complaints of bullying, harassment etc.
- be accessible to staff to discuss problems.
- raise awareness of stress and demonstrate that it is not an indication of weakness.
- help new staff by having a good induction programme.
- enable staff to talk about feelings of stress.
- ensure confidentiality of those seeking help.
- encourage supportive behaviour in other team members.
- develop a team spirit to avoid feelings of isolation.
- provide support to staff returning to work after long term absence ie phased return, shorter hours.
- provide training on stress as appropriate – on an individual or group basis, such as through in-service training.
- provide training on time management, management skills, assertiveness etc as appropriate.
- ensure effective communication takes place, involving all staff.
- foster co-operation not competition – encouraging teamwork and participation.
- set clear aims and have clear policies.

PROCEDURES

In order to continually enhance self-esteem and thus reduce the build-up of stress we note and appreciate the work of all staff both individually and collectively through:

- staff meetings in which achievements are noted and commended.
- individual discussions between the Headteacher and a member of staff.
- individual discussions between a governor and a member of staff.
- letters to parents.
- local press releases and communications with our local community.

Reviewing the stress level within the school is a continuous process. The following strategies are adopted:

- open discussion of stress as an issue, both in staff meetings and individual discussion.
- every stress issue raised is taken seriously and a solution found.
- appropriate monitoring of sickness absence is recognised as an essential early warning measure of increased stress.

Stress is monitored through recording absence through illness and the reason for the illness. Staff must report absences on the first day of any absence. Regular contact is maintained with absent staff and an agreement on the date and form of the next contact is always made. When a member of staff returns to work after an absence of some length, a meeting occurs between the individual and the Headteacher or line manager. The information gathered is recorded.

EQUAL OPPORTUNITIES

All staff have equal access to these employment conditions regardless of their gender, age, ability, ethnicity or sexual orientation. We plan to meet the needs of all groups and individuals. ******* School is committed to creating a positive climate that will enable everyone to achieve their full potential, free from intimidation or harassment.

IDENTIFYING WORK-PLACE STRESS

An analysis of sickness absence can identify stress. Consideration may be given to:

- Individual problems – where there may be increased rates of either short-term or long-term absences, or possible stress related diagnosis
- Whether there may be group problems – where there are numbers of employees with increased sickness absence rates or with possible stress related diagnosis
- By looking at medical certificates for stress as a specific reason for absence.

PERFORMANCE MANAGEMENT /SUPERVISION PROCESSES

The performance management process provides an opportunity for discussing and identifying whether an employee has a problem. The Headteacher/line manager will listen to the employee and encourage them to discuss their feelings. Many staff are reluctant to admit to feeling stressed at work as they may perceive it as a sign of weakness or feel it goes against the management culture.

SEEKING SUPPORT IN SCHOOL

As part of the performance management process or absence control procedures, the Headteacher/line manager may ask a member of staff whether they have any problems related to stress.

If the problems are related to home or are of a personal nature the staff member may also wish to discuss them with the Headteacher, who may be able to assist with emotional support or practical help such as compassionate leave. All conversations will be treated in the strictest confidence.

SEEKING OTHER SUPPORT

Staff may feel that talking to the Headteacher is difficult and in these circumstances they may wish to contact their trade union representative for support and advice. They have contacts with their own support systems, the local authority and other outside agencies that they can approach with the member of staff or on their behalf.

Teachers may wish to call the Teacher Support Line, which provides free information, support and counselling 24 hours a day. Support can also be gained from a GP, the local authority or agencies who provide information and advice in respect of specific issues ie Relate.

SOURCES OF HELP

Carers line 0808 8087777

Cruse Bereavement Service 0808 808 1677

Drinkaware 0300 123 1110

Gambleaware 0808 8020 133

National Debtline 0808 808 4000

Know The Score Drugs Helpline 0800 587 5879

NHS Direct 111

VISITORS AND CONTRACTORS

See Managing Premises Contractors Policy

Standard arrangements exist for the assessment of competence and the control and monitoring of approved contractors. The school also has a standard set of rules for contractors, which are notified to the contractor, and form part of the contractual arrangements. These arrangements are over-seen by the Headteacher. Where staff or students become aware of dangers caused by contractors, these should be immediately reported to the Headteacher. If contractors vehicles need to come onto the school site they will only be allowed access by contacting a member of staff. Vehicles should be led on site by easily identifiable member of staff.

EDUCATIONAL VISITS AND JOURNEYS

See Educational Visits Policy

Katherine Morton **is the school's Educational Visits Co-ordinator.**

STUDENT SAFETY

Security

The school has taken all reasonable steps to prevent unauthorised entry to its premises. All buildings are locked at night and when not in use in school holidays. All staff wear security badges and all visitors have to sign in a wear a badge. There are procedures for dealing with intruders within the Critical Incident Emergency Plan (CIEMP).

Supervision of Students

Staff and other supervising adults should maintain good order and discipline, safeguarding the Health and Safety of everyone at all times.

- No student should be left unsupervised.
- Staff should be in class when students come into class in the morning.
- Staff should be punctual in letting students into class at the end of break/lunchtime and out of school at the end of the school day.
- The same duty of care applies when staff supervise students in after-school clubs. A register must be kept for each club.
- If a member of staff knows that they are unable to undertake a duty (eg if out on a course) they should arrange cover via the Headteacher and office.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent needs to be contacted, staff should use the contact details held on their Management Information System (MIS), e.g. Arbor.

Transporting Students

See Driving at Work Policy

Staff must not transport students using their own vehicles. The school also does not enter into arrangements between parents and the transportation of students.

Hot Drinks

For Health and Safety reasons hot drinks must not be taken into classrooms.

Cooking

- At least one member of staff leading the activity must be Food Hygiene trained to Level 2. This training is available on Safesmart.

- Cookers should not be used without essential fire precautions being immediately available ie fire blanket, fire extinguisher.
- Staff should ensure students receive instructions and training to enable them to be safe during a cooking activity.

Playground/Breaks

- Staff actively encourage students to play safely. Fighting or other rough games are not allowed. Football is not allowed on the playground.
- Members of staff are to supervise the field/playgrounds during morning break time.
- Additional staff may be utilized as duty staff during lunch breaks, e.g. Midday Supervisors or Lunchtime Assistants.

USE OF PREMISES OUTSIDE SCHOOL HOURS

See Letting Policy (Finance)

HAZARDOUS MATERIALS

No hazardous substance (in accordance with *COSHH Working with Substances Hazardous to Health Regulations 2002)* will be used or generated within the school unless an assessment of the hazards and risks that they present has been made.

A COSHH assessment will be completed for any substance identified as having a potential hazard.
Individual users of hazardous substances must use the safeguards provided and must:

- Read and understand the information on labels, data sheets and risk assessment reports.
- Follow warnings and instructions.
- Use the proper procedures and protective clothing and equipment.
- Learn emergency procedures and practise sensible, safe working habits.

ASBESTOS: HAZARDS AND MANAGEMENT

See Premises Management Policy

Asbestos is a known hazardous substance that we have a duty to be aware of and manage. The position of all asbestos in school has been identified and detailed in the Asbestos Management Folder (located in the school office). This Manual is read and signed by any in-house staff and contractors carrying out any structural work within the school building.

ELECTRICAL SAFETY

See Premises Management Policy

The safety and maintenance of the school electrical installation is of great importance in order to ensure the Health and Safety of students, staff, volunteers, visitors and contractors etc. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the School Manager who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket will be subject to an annual combined electrical inspection and labelled with the date of inspection and a date of the next inspection due. A Register of Portable Electrical Appliance Testing is kept in the school office. Mains powered electrical equipment belonging to staff or students must not be used on school premises unless it has been electrically inspected and tested.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of Completion when the work is finished. Staff will not be permitted to undertake work on the fixed electrical installation of the building.

SLIPS, TRIPS AND FALLS

In line with HSE guidelines, control measures are in place to effectively control Slips, Trips & Falls. All staff undertake training on induction and annually. Each school will have its own Risk Assessment that will:

- Identify hazards, including:
    - Environmental (floor, steps, corridors, slopes etc)
    - Contamination (water, flood, litter etc)
    - Organisational (task, safety, culture etc)
    - Footwear (to take into consideration school uniform policy)
    - Individual factors (rain, supervision, pedestrian behaviour etc)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are adequate, or if further measures need to be introduced
- Record the findings
- Review the risk assessment annually.

WORKING AT HEIGHTS

Work at heights, necessitating the use of ladders or step ladders in areas where there is a risk from falling, will only be undertaken using approved equipment. Ladder Safety checks will be undertaken every 6 months by Claire Bowden/Isobel Place. Students must not be permitted to undertake work at heights.

MANUAL HANDLING

Transporting or supporting a load, or person by hand or bodily force (lifting, putting down, pushing, pulling, carrying, and moving) should be undertaken only if risk of injury is avoided as far as reasonably practicable. Measures and precautions within the risk assessment for manual handling must be followed.

All staff undertake training on induction or annually.
Assistance from colleagues should be sought if required.

PE EQUIPMENT

All PE equipment is checked annually.
Teachers must, and students should be encouraged to, check their equipment and working area for any potential risks before they begin an activity. Any dangerous equipment or potential risks should be removed **before** an activity is undertaken. Any faulty or damaged equipment should not be used. Faults should be reported to Claire Bowden/Isobel Baldwin (school office)as soon as possible and a 'defect' form completed..

All staff and students need to be taught the correct methods for lifting and carrying PE equipment. Students should also be reminded about these procedures at the start of each term.
PE Mats should only be used for floor work and as intended landing areas. They should never be used 'just in case' as they provide a false sense of security.

RISK ASSESSMENTS (RAs)

The management of Health and Safety at Work Regulations impose specific obligations on managers to assess **ALL** risks to safety and health. These regulations relate not only to protecting employees from harm at work, but also any other persons whose health and safety may be affected. RAs are reviewed annually and as and when needed.

Suitable and sufficient assessments will be made of the risks to the health and safety of employees to which they are exposed whilst at work and the risks to the health and safety of persons not in their employment arising out of, or in connection with, the conduct of their work activity or undertaking.

All RAs will be recorded in writing or as a digital copy to ensure that action may be taken to eliminate or reduce risks to an acceptable level for those employees and non-employees identified and documented as being exposed to harm.

The RA only remains valid if up-to-date. Should any changes occur, it will be necessary to review and amend the assessment to ensure that those who need to know are fully aware of any risks brought about by the changes.

Copies of RAs are kept in the on Safesmart. Staff will be asked to read the assessments and to sign to confirm their understanding of, and acceptance to work in accordance with them.

LONE WORKING

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there may be occasions when staff may be required, or choose, to work alone or in isolated situations. This may however introduce risks for a normally non-hazardous work activity.

Definition of Lone Working

"Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency."

Procedures

Lone workers must not knowingly put themselves at risk and should follow these procedures:

- All employees should consider whether it is really necessary for them to work alone and whether arrangements can be made for others to work at the same time. Whenever possible it is recommended that staff work with a partner.
- All lone workers should be capable of responding to an emergency situation and be aware of emergency procedures (eg fire).
- In the case of employees with medical conditions that might cause incapacity or unconsciousness it may be necessary to seek medical advice before allowing them to work alone.
- All lone working staff should ensure that someone is aware that they are working alone and that they keep in regular contact and/or have given an expected time of return. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's mobile and/or home phone numbers) to call if the lone worker fails to return home at the expected time.
- Staff should not enter the school premises if there are signs of intruders. Staff must not place themselves in danger by challenging intruders or vandals but must call the police immediately for assistance.
- As staff leave at the end of their day, they should sign out in accordance with their school policy.
- When working on the premises alone, staff should ensure that the front door is locked, that any keypad entry systems are activated and ensure that all areas of the school not in use are kept secure.
- Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which is potentially hazardous, given their own level of experience and the nature of the task.
- Before leaving each day, teachers are responsible for checking that the windows in their classrooms are securely closed and the external door(s) is/are locked. The last person in the building must check that the external doors are locked, and that the windows are securely closed.

- Contractors should have access to their own first aid kit suitable for treating minor injuries.

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

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures. Staff/contractors should be proactive in bringing to the attention of the Headteacher any aspect of work-related risks.

The Headteacher and/or Health and Safety Governor will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

DRIVING AT WORK

See Driving at Work Policy & Minibus Policy

MONITORING AND REVIEW

It will be important to know that our policy is working effectively and the extent to which it is having an impact on promoting the Health & Safety of all members of the school community. This policy will be reviewed every year by the local governing board. Discussions on health and safety will take place regularly at staff, SMT meetings. Pupils' views will need to be expressed through child focussed discussions and the School Council. Parental views will be obtained through the annual parent questionnaire, and by Ofsted. As a school community, we need to make sure that we are all following a consistent approach to promoting effective health and safety procedures and practices in our school.