



Health, Safety and Welfare Policy

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5.0	March 2023	Estates Manager	Annual review. General updates. Updates to roles & responsibilities and inclusion of The trust's Estates Manager and LGB. Updates and additional information added to general arrangements. Removed COVID addendum.
6.0	March 2024	Estates Manager	Annual review. Clarify duty under The Management of Health and Safety at Work Regulations 1999. School H&S arrangements. New and expectant mothers risk assessment updated information.
7.0	September 2024	Estates Manager	Management of change / arrangements following restructuring of central estates provision. Change of management / monitoring system software, risk assessment, accident reporting and educational visits platforms. H&S responsibilities following estates restructure.
8.0	October 2025	Estates Manager	Responsibilities – contractors and partner organisations added. Working at height training and assessment requirements clarified. Contractor arrangements updated to define estates and school-based contractors. Overview on RIDDOR reporting (Appendix 3). Section on manual handling inserted.

9.0	July 2026	Estates Lead	Policy title & statement of intent, updated to align with current practices. Responsibilities clarified. Training aligned to HSE, DfE and ELAN Training Policy. Building arrangements aligned to centralised estates service provision. School non-estate managed contractors' responsibilities updated. Fire safety - estates compliance and Headteacher responsibilities. First Aid Needs assessing. New sections – 3.4A: Violence at work; 3.14A: Allergy Safety and Anaphylaxis (Benedict's Law). Food service updated to align with in-house provision. 3.34 Educational visits updated to provide clearer signposting. Working at height updated. Lone working added. Appendixes removed – will be delivered via guidance documents.
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Table of Contents

1. STATEMENT OF INTENT	6
2. ORGANISATION – ROLES AND RESPONSIBILITIES	7
2.1 Introduction	7
2.2 ELAN Board of Trustees	8
2.3 Chief Executive Officer.....	9
2.4 The ELAN central team.....	10
2.5 Headteachers.....	12
2.6 Local Governing Body	13
2.7 All Staff (ELAN Employees)	14
2.8 Contractors, Agency Staff, Volunteers and Partner Organisations.....	14
2.9 Training	15
2.10 Competent Health and Safety Advice	16
2.11 Trade Union Representative	17
2.12 Communication and Monitoring.....	17
3. GENERAL ARRANGEMENTS.....	18
3.2 Reporting to the Health and Safety Executive.....	19
3.3 Physical violence (pupil on pupil)	20
3.4 Physical violence (on staff).....	20
3.4A Violence at Work	21
3.5 Asbestos	22
3.6 Buildings, Premises and Equipment.....	22
3.6.1 Maintenance of buildings and facilities	22
3.6.2 Maintenance of Equipment.....	23
3.6.3 Playground and PE equipment	23
3.6.5 Building Security	24
3.7 Contractors.....	24
3.7.1 Estates.....	24
3.7.2 Schools (including class-based supply staff)	25
3.8 Defect reports.....	26
3.9 Display Screen Equipment (DSE)	26
3.10 Emergency procedures	27
3.11 Fire Safety	27
3.12 First Aid.....	28
3.13 Infection Prevention and Control	29

3.14	Children with Medical Conditions	31
3.14A	Allergy Safety and Anaphylaxis (Benedict's Law)	31
3.15	New and Expectant Mothers	32
3.16	Food safety and food hygiene.....	32
3.17	Workplace Inspections, Monitoring and Review.....	34
3.18	Risk Management and Assessment.....	34
3.19	Water hygiene including controlling the risk of Legionellosis	35
3.20	Wellbeing (including the management of pressure and stress)	35
3.21	Personal Protective Equipment (PPE)	35
3.22	Animals in the Workplace.....	36
3.23	Curriculum Safety.....	36
3.24	Educational Visits.....	37
3.25	Working at Height - School Staff	37
3.26	Working at Height - Estates staff working at height.....	38
3.27	Manual Handling – All staff	38
3.28	Lone Working	39
3.29	Other health and safety issues.....	43

1. STATEMENT OF INTENT

- 1.1 Extend Learning Academies Network (ELAN) is committed to providing and maintaining, so far as is reasonably practicable, a safe, healthy and secure environment for all employees, pupils, governors, trustees, contractors, volunteers, visitors and others who may be affected by the Trust's activities.

The Trust recognises that effective health, safety and wellbeing management is fundamental to educational excellence, staff welfare, pupil achievement and organisational success.

- 1.2 The ELAN Board of Trustees acknowledges and accepts its responsibilities as the employer under the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation. Whilst aspects of health and safety management are delegated through the Trust's Scheme of Delegation, ultimate accountability for health and safety remains with the Board of Trustees.

- 1.3 The Trust is committed to:

- providing safe systems of work and learning
- maintaining safe premises, equipment and facilities
- identifying hazards and assessing risks arising from Trust activities
- implementing suitable and sufficient control measures to reduce risk
- ensuring appropriate supervision, information, instruction and training
- consulting and engaging with staff on matters affecting their health, safety and wellbeing
- providing access to competent health and safety advice
- monitoring, auditing and reviewing health and safety performance
- promoting a culture of continual improvement and shared responsibility.

- 1.4 ELAN recognises that health encompasses both physical and mental wellbeing. The Trust is committed to supporting the health, safety and wellbeing of all employees and will take reasonably practicable steps to identify, assess and manage risks associated with work-related stress, mental health, workload and wellbeing.

- 1.5 The Trust will ensure that suitable and sufficient risk assessments are undertaken where significant hazards have been identified. Risk management arrangements will be proportionate, practical and focused on real risks, enabling staff and pupils to participate fully in educational activities, outdoor learning, educational visits and enrichment opportunities while remaining safe.

- 1.6 The Trust is committed to fostering a positive health, safety and wellbeing culture in which:

- everyone understands their responsibilities
- concerns can be raised openly and without fear
- accidents, incidents, near misses and hazards are reported promptly.
- lessons are learned and shared across the Trust
- positive behaviours and good practice are encouraged and recognised.

- 1.7 The Trust recognises the importance of integrating health and safety with safeguarding, site security, emergency planning, critical incident management and business continuity arrangements in order to provide a safe and resilient learning and working environment.

- 1.8 Each ELAN school will maintain local health and safety arrangements that reflect the needs of the setting while aligning with this Trust policy. Headteachers and local leaders are responsible for implementing these arrangements and ensuring compliance within their areas of responsibility.
- 1.9 The Trust will ensure that adequate financial, physical and human resources are made available, as far as is reasonably practicable, to fulfil its health, safety and wellbeing responsibilities and achieve continual improvement across all schools.
- 1.10 The Trust is committed to environmental sustainability and will seek to minimise the environmental impact of its activities through responsible management of resources, waste, energy and procurement practices wherever reasonably practicable.
- 1.11 All employees have a legal and professional responsibility to take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. Employees are expected to:
 - co-operate with all health and safety procedures
 - follow safe systems of work
 - attend relevant training
 - report hazards, incidents and concerns
 - contribute positively to maintaining a safe and healthy environment.

Pupils, contractors, volunteers and visitors are also expected to follow all reasonable instructions designed to protect health, safety and wellbeing.

- 1.12 The Trust will maintain arrangements for monitoring, inspection, audit and review to ensure that health, safety and wellbeing standards remain effective. This policy will be formally reviewed annually, or sooner where there are significant changes to legislation, guidance, organisational structure or operational activity.
- 1.13 Through visible leadership, active engagement and continuous improvement, ELAN seeks to create and sustain a culture in which health, safety and wellbeing are valued by all and embedded within every aspect of Trust life

2. ORGANISATION – ROLES AND RESPONSIBILITIES

The ELAN Board of Trustees is the employer and holds ultimate accountability for health, safety and wellbeing across the Trust.

Day-to-day responsibility for implementing health and safety arrangements is delegated to Headteachers, supported by local leadership teams and the central Trust team. Each school will maintain local procedures that align with this policy and address the specific needs of its setting.

2.1 Introduction

ELAN is committed to ensuring the health, safety and wellbeing of all employees, pupils, volunteers, contractors, visitors and others who may be affected by Trust activities.

The Board of Trustees, as the employer, retains overall accountability for health, safety and wellbeing across the Trust. Responsibility for the day-to-day management of health and safety is delegated through the Trust's Scheme of Delegation to Headteachers and other nominated leaders.

Each school will:

- implement the Trust's Health, Safety and Wellbeing Policy
- maintain local procedures appropriate to its setting
- carry out suitable risk assessments
- monitor compliance with statutory requirements
- promote a positive health, safety and wellbeing culture

To support compliance and continuous improvement, the Trust has appointed Educating Safely LLP as its competent health and safety adviser. This service provides professional advice, support, external scrutiny and independent assurance.

2.2 **ELAN Board of Trustees**

2.2.1 The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the trust to ensure statutory obligations in respect to health and safety.

2.2.2 The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by adopting an annual plan, monitoring ELAN safety management systems, managing the trust risk register and making strategic decisions about the direction of the trust. The overall aim is to ensure a positive health and safety culture is established and maintained across the trust.

2.2.3 The Board of Trustees must ensure that all reasonable steps have been taken to promote good occupational health and reduce the possibility of accident or injury to staff, pupils and/or visitors.

2.2.4 The Board of Trustees committees (in particular, the Finance, General Purpose, Audit and Risk Committee), the Local Governing Bodies and the Headteachers' Advisory Group will be kept informed of all developments relating to health and safety matters and will include such matters in an annual health and safety report.

2.2.5 The Extend Learning Academies Network (ELAN) Board of Trustees' responsibilities are to:

- ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for ELAN
- ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for ELAN
- ensure that its decisions reflect its health and safety intentions, as articulated in the Health and Safety Policy statement
- provide strategic direction in health and safety matters
- warrant that all external and third-party contracts that are awarded across the trust have consistency of approach and ensure legal compliance and that successful contracts awarded by the trust must have been appropriately vetted for health and safety standards, and other measures deemed appropriate
- ensure that there are adequate communication channels for co-operation between relevant third parties, to enable ELAN to meet their statutory requirements.

- ensure that the health and safety policy and adequate health and safety management systems are in place within every school

2.3 Chief Executive Officer

2.3.1 The Chief Executive Officer (CEO) has responsibility for implementing this Policy across the trust and will take all reasonably practicable steps to secure the health and safety of pupils, staff, and others by ensuring good practice is developed and implemented with a proactive health and safety management culture within schools. The CEO may either undertake or devolve certain tasks to appropriate senior staff or managers within the ELAN Central Team. The CEO will be supported by the ELAN Central Team including, Business and Governance Lead, Human Resources Lead, Chief Finance Officer, and Estates Lead. It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve the CEO from the overall day-to-day responsibilities for health and safety within the trust.

2.3.2 The CEO will:

- ensure that the Trust has access to competent health and safety advice and support to assist in meeting its statutory obligations
- in co-operation with the Headteachers of the individual schools implement and review individual Health and Safety Policies to ensure that they reflect the status of the school, and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary
- ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed annually as a minimum
- ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school
- consider the impact of health and safety in all strategic and operational decision making
- implement ways in reducing the likelihood of people being harmed by ELAN activities
- monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required
- ensure that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties, and prosecutions
- implement and monitor an informed, proportionate, and prioritised risk management system for the ELAN
- receive a progress report on individual school findings, issues, and progress to date on Health and Safety Audit action plans
- monitor the structure, attendance, agendas and minutes from the school Health and Safety Committees
- meet three times a year with the individual school Headteacher, for feedback from the schools and issues from their Health and Safety Committees
- be the point of contact to enable staff representatives, and Senior Leadership Teams of the schools to discuss higher level Health and Safety issues e.g. funding and building issues

- implement spot checks on specific target areas for consistency of approach and compliance
- implement an effective accident reporting and investigation procedure across the trust
- record, implement, monitor, and review the business continuity plans across the trust, including emergency plans and procedures for the safe evacuation of the trust's premises
- ensure effective arrangements are in place for consultation and engagement with employees and their representatives on health, safety and wellbeing matters
- monitor and review that contingency emergency arrangements are in place to ensure that the trusts strategic and education operations continue in line with statutory requirements.

2.4 **The ELAN central team**

2.4.1 The central team assist operational compliance across ELAN by:

- recommending ways of reducing the likelihood of people getting harmed by the trust's activities
- providing findings from health and safety audits
- ensuring that compliance audits, building condition surveys and inspection audits are undertaken
- assist compliance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
- minimising the likelihood of prosecutions and penalties under current Health and Safety legislation
- ensuring that there is an overall development plan outlined and implemented
- providing and ensuring an informed, proportionate, and prioritised risk management system for the trust is implemented and monitored
- establishing and ensuring effective accident reporting and investigation procedures are in place across the trust
- ensuring there are effective and adequate formal internal and external communications on health and safety across the trust
- ensuring monitoring of compliance contracts throughout the trust is undertaken and suitable reports are provided to the Chief Executive Officer and reported to the trust board, e.g. M&E statutory inspections, fire risk assessments, asbestos surveys and management systems and water hygiene monitoring
- ensuring there is effective business continuity, emergency planning and procedures for the safe evacuation of all the trust premises. Contingency emergency arrangements must be in place to ensure the trust's strategic and educational operations continue in line with their statutory requirements
- confirming that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments, across the trust
- being responsible for the Safeguarding Policies and application across the trust and ensure effective safeguarding is in place.

2.4.2 The central team is responsible to the CEO for the health and safety of all staff, workplaces, and activities under their control. To achieve this, their duties include the following:

- to develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety, and welfare awareness culture is also developed, actively encouraged and reinforced
- to apply the ELAN health and safety policy to their own department or area of work and be directly responsible to the CEO for the application of the health and safety procedures and arrangements to all staff and pupils
- to maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the HSE, CLEAPSS etc., and ensure that all staff are aware of and make use of such guidance
- to ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff
- to ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- to resolve any health, safety and welfare problems members of staff refer to them, and inform the CEO of any problems to which they cannot achieve a satisfactory solution within the resources available to them
- to ensure that equipment, furniture, and activities in their area of responsibility are safe and report to the CEO any item of furniture or equipment that has been identified as unsafe
- to check the adequacy of fire precautions and procedures in liaison with the Estates Lead. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- to ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- to establish acceptable housekeeping and safe storage standards, in all areas of their responsibility
- to develop a training plan that includes specific job instructions and induction for new or transferred employees to the central team. Ensuring that the training needs of their staff are monitored, and training opportunities made available. Making known to the CEO any identified training needs
- to ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate methods.

2.4.3 The Estates Manager (Lead) acts as the Trust's internal competent person for day-to-day health and safety advice to the CEO, Central Team, Headteachers and Local Governing Bodies. Supporting the Trust in meeting its statutory health and safety responsibilities through the provision of professional advice, compliance monitoring, assurance and guidance.

Whilst the Estates Manager provides specialist health and safety advice and support, responsibility for implementing health and safety arrangements remains with the relevant manager, Headteacher or Trust leader.

The Estates Manager will:

- provide competent health and safety advice to the CEO, Headteachers and Trust leaders
- support the development, implementation and review of Trust health and safety policies and procedures
- monitor compliance with statutory health and safety requirements
- coordinate Trust-wide audits, inspections and compliance programmes
- produce reports and assurance information for the CEO and Board of Trustees
- support schools in undertaking risk assessments and managing significant risks
- provide advice following accidents, incidents, near misses and enforcement actions
- coordinate RIDDOR reporting and support incident investigations where required
- monitor statutory premises compliance, including fire safety, asbestos management, water hygiene, electrical safety and other building-related risks
- liaise with external advisers, regulators, contractors and enforcement authorities
- promote good practice and support continuous improvement across the Trust.

2.5 Headteachers

- 2.5.1 The Trust Board and CEO delegate the day-to-day management of each school to the Headteacher. Headteachers are responsible for establishing and maintaining local policies, procedures and arrangements to manage health, safety and wellbeing within their school, in accordance with Trust policy and statutory requirements.
- 2.5.2 The Headteacher has delegated responsibility and accountability for the day-to-day management of health, safety and wellbeing within their school. This includes implementing Trust policies, ensuring legal compliance, managing risks, monitoring performance, and providing assurance to the CEO and Local Governing Body that suitable and sufficient arrangements are in place and operating effectively.

In particular, the headteacher is responsible for:

- ensuring that local health and safety arrangements supports the implementation of the ELAN Health, Safety and Welfare Policy
- appointing a named health and safety contact for the school (who may be the headteacher)
- ensuring sufficient and appropriate risk assessments for curricular and other work activities, including school visits and trips are carried out and put in place. That such risk assessments are regularly reviewed as appropriate and that identified control measures or remedial works are implemented
- communicating this policy and other relevant safe working procedures with all staff via appropriate training and instruction
- where a statutory compliance matter cannot be resolved within available school resources, the Headteacher must escalate the issue to the CEO and CFO within 5 working days

- ensuring all accidents and near misses are reported and appropriately investigated and entered onto SMARTLOG
- promoting a positive health and safety culture by leading by example
- ensuring appropriate action is taken with any health and safety and welfare issues that are referred to them, informing the CEO of any issues which cannot be resolved within the resources available
- appointing members to a school health and safety management group and directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the school. Minutes of these meeting are to be sent to the trust's Estates Manager for review and or comment
- ensuring there is suitable recording and monitoring systems for visitors
- ensuring that new members of staff receive health and safety information as part of the induction training, along with any required training to allow them to carry out their contracted work as required
- ensuring that the school appoints a named Educational Visits Co-ordinator, who has received relevant training to carry out the role (where educational visits are carried out by the school) and that each visit has a named leader and deputy leader
- ensuring that there are effective health and safety arrangements for educational visits and authorising all education visits appointing a named first aid co-ordinator and administrator of medication for the school and ensuring that there are adequate number of appropriately trained first aiders in the school
- ensuring that in addition to this ELAN policy, each school is expected to have in place a health and safety policy to detail the specific health and safety arrangements within their setting. A template policy has been provided on the staff portal to enable this. The policy will be reviewed and monitored by the local governing body.

Signpost	Document Title	Responsibility
Supporting documents / procedures	School Health and Safety Policy and Arrangements - TEMPLATE	Headteacher

2.6 Local Governing Body

2.6.1 The Local Governing Body (LGB) has delegated responsibility for monitoring the implementation of health, safety and wellbeing arrangements within the school. In carrying out this role, the LGB acts as a critical friend to the Headteacher, providing support, constructive challenge and assurance on behalf of the Trust.

The Local Governing Body will:

- monitor the implementation of the Trust's Health, Safety and Wellbeing Policy within the school
- act as a critical friend to the Headteacher by providing appropriate support and constructive challenge on health, safety and wellbeing matters
- seek assurance that effective arrangements are in place to protect pupils, staff, visitors, contractors and others affected by the school's activities

- receive and review reports on health and safety performance, significant risks, incidents, audits and compliance matters
- be satisfied that suitable arrangements are in place for risk management, training, supervision and statutory compliance
- review and approve the school's local Health and Safety Policy and monitor its implementation
- seek assurance that recommendations arising from audits, inspections, risk assessments and incident investigations are appropriately addressed
- be satisfied that adequate resources are available to support the effective management of health, safety and wellbeing
- support effective consultation and communication with staff on health and safety matters
- escalate significant concerns or risks to the CEO or Trust Board where appropriate.

2.7 All Staff (ELAN Employees)

2.7.1 All employees have a personal responsibility to contribute to a safe, healthy and secure working environment and to comply with the Trust's Health, Safety and Wellbeing Policy, associated procedures and risk control measures.

2.7.2 Specifically, all employees have responsibility to:

- comply with the ELAN's health and safety policy and procedures at all times
- report all accidents and incidents in line with the reporting procedure
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- report immediately to their line manager any shortcomings in the schools' arrangements for health and safety
- co-operate with the schools' leadership and management on all matters relating to health and safety
- not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- inform the schools management if something happens that might affect their ability to work e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant
- ensure that they only use equipment or machinery that they are competent / have been trained to use
- make use of all necessary control measures and personal protective equipment provided for safety or health reason
- report any "Health and Safety Cause for Concern" to their line manager

2.7.3 All employees are expected to have the level of knowledge, skills, and experience appropriate to the job and to do their work with care and diligence. This might be achieved by offering training and other professional development if necessary.

2.8 Contractors, Agency Staff, Volunteers and Partner Organisations

2.8.1 The Trust expects all contractors, agency and supply staff, volunteers, partner organisations and other third parties working on behalf of, or within, the Trust to comply with all relevant health, safety, wellbeing, safeguarding and security arrangements.

All third parties working within Trust schools have a duty to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.

Volunteers will receive appropriate information, instruction and supervision relevant to their role and are expected to follow Trust and school health and safety procedures at all times.

2.8.2 All contractors, agency staff, volunteers, partner organisations and other third parties working on Trust premises will be made aware of relevant Trust policies, safeguarding requirements and emergency procedures (including local school arrangements). To support the Trust in meeting its statutory responsibilities, they are expected to:

- undertake activities in accordance with agreed procedures, risk assessments and safe
- systems of work co-operate with Trust and school policies and procedures identify, assess and control risks arising from their activities
- report any hazards, incidents or risks that may affect staff, pupils, visitors or others
- comply with all site-specific health, safety, safeguarding and security requirements provide evidence of competence, qualifications, insurance or DBS clearance where required by the Trust.

2.8.3 Where Trust premises are used by external organisations for activities not under the direct control of the Headteacher, the person responsible for those activities will be accountable for ensuring safe practices within the areas and times under their control.

2.8.4 All contractors, agency staff, volunteers and partner organisations must comply with the Trust's safeguarding and site access requirements, including the provision of DBS clearance where required.

2.8.5 Where a contractor, volunteer, agency worker or partner organisation creates a health, safety or safeguarding risk and fails to take appropriate action to make the situation safe, the Headteacher or their representative may suspend the activity or require the individual or organisation to leave the premises.

2.8.6 In instances where the contractor or partner organisation creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, pupils, and visitors, including removing them from site.

2.9 Training

2.9.1 The Trust considers health and safety competence requirements to be an integral part of recruitment and selection, induction, employees changing role, temporary employees, agency workers and volunteers, performance management, the introduction of new equipment, technology or systems of work, the identification of new or increased risks, and procedures where employees fail to meet required health and safety standards.

2.9.2 The trust is committed to ensuring that staff are competent to undertake the roles expected of them. Training is a requirement for all staff. The level and

type of training required will vary according to role, responsibilities and identified risks. Health and safety training may be delivered by schools, the Trust, approved external providers or through online learning platforms.

- 2.9.3 The CEO, Headteachers and line managers will monitor the effectiveness of health and safety training and ensure that any identified gaps in competence are addressed. Each member of staff is also responsible for drawing the CEO or their line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. Where competence gaps are identified, appropriate supervision, instruction, training or reassessment will be implemented.
- 2.9.4 Each school headteacher, along with their senior leadership team will ensure that staff are appropriately trained in the appropriate work areas for their specific role. On-going training needs will be reviewed formally as part of the standard Performance Review process. Update or refresher training will be provided as appropriate where new responsibilities are undertaken or where there is a change in equipment or work procedures. Training requirements may also be identified through risk assessments, accident investigations, audits, inspections, monitoring activities and changes in legislation.
- 2.9.5 The trust's start of year mandatory health and safety training will be assigned automatically to each member of staff via the SMARTLOG training platform. Other training might be assigned according to job role. All staff are required to successfully complete such training within the time limit set on the system. Headteachers and line managers will monitor completion rates and take appropriate action where 100% mandatory training has not been completed.
- 2.9.6 All health and safety training courses are to be recorded on SMARTLOG. Health and safety training that is not delivered as part of the on-line safety SMARTLOG modules (i.e., are procured by the school or trust to an external facilitator) will be added to each staff member SMARTLOG area upon successful completion by the school administrator. Training records will be retained in accordance with the Trust's data retention schedule and personnel records procedures.

Signpost	Document Title	Responsibility
Supporting documents / procedures	Health & Safety Training Procedures and Guidance document	Estates Manager (Lead)
	H&S Training Matrix	Headteacher via SMARTLOG

2.10 Competent Health and Safety Advice

- 2.10.1 The Management of Health and Safety at Work Regulations 1999 (Regulation 7) require every employer to appoint one or more competent persons to assist in complying with health and safety legislation. A competent person is someone with sufficient training, experience, knowledge and other qualities to properly assist the Trust in meeting its statutory health and safety duties.

2.10.2 The Trust will appoint one or more competent persons to assist in meeting its duties under health and safety legislation. Day-to-day competent advice is provided internally by the Estates Manager. The Trust retains Educating Safely LLP as its external competent health and safety adviser to provide specialist advice, independent assurance, support and auditing services:

Educating Safely LLP

Email: enquiries@educatingsafely.co.uk

Telephone: 0800 288 4775

Address: 48 Higher Town, Sampford Peverell, Tiverton, Devon, EX16 7BR

Schools are advised to regularly visit the Educating Safely website for training updates and opportunities.

2.10.3 The Competent Person Support Package offered by Educating Safely LLP will include the retention of a Competent Person and the allocation of time to fulfil the role. It includes:

- provision of up-to-date guidance and advice with unlimited access to Helpdesk via telephone and email
- regular review of H&S Policies to ensure they are fit for purpose and effective
- training of key personnel to ensure they understand their H&S duties and responsibilities to include
 - Premises Management training
 - DSE assessor training
 - EVC general training (EVOLVE required for software training)
 - Risk Assessment training
- oversight of the Risk Assessment management system for audit purposes
- oversight of accidents and RIDDOR reporting for audit purposes
- endorsement of external visits
- annual audit of management systems and procedures in order to confirm compliance for the governors or trust
- one delegate place per school at Educating Safely annual conference

2.11 Trade Union Representative

2.11.1 Any trade union representative will be encouraged to fulfil his or her duties as well as being released for any appropriate training. They will consult regularly with the Health and Safety representatives on Health and Safety matters. They will be entitled to inspect the establishment in accordance with the agreed trade union procedure.

2.12 Communication and Monitoring

2.12.1 Procedures for the management of health and safety are maintained by the CEO, in consultation with relevant staff and external advisors.

2.12.3 Procedures are communicated to staff via an annual update and accessible via ELAN's W:\ directory or ELAN Staff Portal

2.12.4 Procedures are communicated to all schools via regular Headteachers' Advisory Group meetings

2.12.5 Guidance documents, templates and other health and safety information is available to all ELAN employees on Smartlog 'Information' pages.

2.12.6 Termly reporting to the CEO is required from each Headteacher in respect to the effectiveness of each school health and safety management systems, and from the Estates Manager (Lead) in respect of trust premises compliance:

- Accident rates
- Near misses
- RIDDOR incidents
- Audit scores (internal or external)
- Statutory compliance status
- Training completion
- Overdue actions

3. GENERAL ARRANGEMENTS

3.1 Accident and near miss reporting (including violence at work)

The trust is committed to providing a safe environment for its staff, pupils, visitors and contractors, and actively encourages the reporting of all accidents, incidents, dangerous occurrences, near misses, ill health and violence, in order to learn from the outcomes.

3.1.1 All accidents to staff, pupils and visitors must be recorded appropriately, as per the accident reporting procedure on SMARTLOG, and notification forwarded to the estates manager by email as soon as possible. (Refer to Estates Guidance Document: Accident and Incident Reporting for categories of accident to be reported on SMARTLOG)

3.1.2 Cases of work-related ill-health must be reported to the headteacher (or to ELAN HR) immediately. It is the responsibility of the individual to do this.

3.1.3 To achieve the above and ensure we meet our legal obligations with regard to the reporting, investigating and recording of all work-related accidents, and incidents appropriate arrangements will be maintained, including for statutory reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. Accidents are reported and a database maintained using an online system known as SMARTLOG.

3.1.4 To prevent reoccurrence all significant reported accidents and incidents including dangerous occurrences, near misses, ill health and violence shall be thoroughly investigated to identify the root cause and ensure effective control measures are in place. Investigations must be completed by relevant senior staff at each setting where the accident/incident, or near miss occurred, and, where applicable statements and photographs taken and recorded on SMARTLOG.

3.1.5 Accident and incident rates will be monitored by the estates manager to identify possible trends and ensure that suitable preventative measures

are in place to reduce the risk. These will be reported to the board of trustees.

3.2 Reporting to the Health and Safety Executive

3.2.1 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) is the law that requires employers, and other people in charge of work premises, to report and keep records of:

- work-related accidents which cause deaths
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm)

3.2.2 The estates manager (with the headteacher) will investigate any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

3.2.3 The estates manager will report serious accidents/incidents of both staff and pupils to the Health and Safety Executive on behalf of the trust as soon as it is reasonably practicable and in any event within 10 days of the incident. Headteachers are required to ensure that such incidents are recorded onto the SMARTLOG accident report and informs the CEO of the accident as soon as reasonably practical following a RIDDOR incident.

3.2.4 Reportable injuries, diseases or dangerous occurrences include:

- death
- specified injuries. These are:
 - Fractures, other than to fingers, thumbs, and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- where an accident leads to someone being taken to hospital
- where something happens that does not result in an injury, but could have done

3.2.5 Certain serious near misses are reportable to the HSE as 'dangerous occurrences'; failure of the school to do this is an offence. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention. Examples of reportable near-miss events relevant to schools include, but are not limited to:

- the collapse or failure of load-bearing parts of lifts and lifting equipment
- the accidental release of a biological agent likely to cause severe human illness
- the accidental release or escape of any substance that may cause a serious injury or damage to health
- an electrical short circuit or overload causing a fire or explosion
- Incidents to pupils and other people who are not at work

3.2.6 Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if:

- the accident results in the death of the person and arose out of or in connection with a work activity; or
- the accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital.

3.2.7 The lists of major injuries and diseases described above only apply to employees.

3.2.8 If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

3.2.9 The headteacher at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g., inadequate supervision of a field trip)
- the way equipment or substances were used (e.g., lifts, machinery, experiments etc); and/or
- the condition of the premises (e.g., poorly maintained or slippery floors)

Therefore, if a pupil is taken to hospital as a result of breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of their medical condition (e.g., asthma attack, epileptic seizure) this would not be reportable as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR as they do not arise directly from the way that the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting where an accident results in a pupil's death, or they are taken from the scene of the accident to hospital.

3.3 **Physical violence (pupil on pupil)**

3.3.1 Violence between pupils is a school discipline matter and is not reportable under RIDDOR, as it does not arise out of or in connection with a work activity

3.4 **Physical violence (on staff)**

3.4.1 Some acts of non-consensual physical violence to a person at work, which result in death, a major injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day

injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence.

Examples of reportable injuries arising from violence include an incident where a teacher sustains a specified major injury as a result of a pupil, colleague or member of the public assaulting him or her while on school premises. This is reportable because it arises out of or in connection with work.

3.4A Violence at Work

- 3.4A.1 The Trust recognises that violence, aggression, threatening behaviour, abuse, harassment and intimidation towards employees are unacceptable and will not be tolerated. The Trust is committed to taking all reasonably practicable steps to prevent work-related violence and to provide a safe working environment for staff, pupils, volunteers, contractors and visitors.
- 3.4A.2 Violence at work may include physical assault, verbal abuse, threatening behaviour, harassment, intimidation, damage to property, online abuse, or any other behaviour that causes an individual to feel threatened, frightened or at risk whilst undertaking Trust activities. This may involve pupils, parents, carers, visitors, contractors, members of the public or colleagues.
- 3.4A.3 Headteachers shall ensure that suitable and sufficient risk assessments are undertaken where there is a foreseeable risk of violence or aggression arising from school activities, pupil behaviour, parental conduct, lone working, educational visits, community use of premises or other relevant circumstances. Appropriate control measures shall be implemented and reviewed regularly.
- 3.4A.4 All incidents involving violence, aggression, abuse, threats or harassment must be reported in accordance with the Trust's accident and incident reporting procedures. Incidents shall be recorded on SMARTLOG and investigated where appropriate to identify root causes, lessons learned and any additional control measures required.
- 3.4A.5 Following an incident of violence or aggression, the Headteacher or nominated manager shall ensure that affected employees receive appropriate support. This may include debriefing, welfare support, occupational health referral, employee assistance services, counselling support, medical treatment, risk assessment review and, where appropriate, reasonable adjustments to duties.
- 3.4A.6 The Trust will not tolerate acts of violence, threatening behaviour or abuse towards employees. Where appropriate, the Trust may take action including restricting access to premises, implementing behaviour agreements, involving the police, pursuing legal remedies or taking other measures necessary to safeguard staff, pupils and visitors.
- 3.4A.7 Information relating to violence, aggression and behavioural incidents will be reviewed periodically by school leaders and the Trust to identify trends, emerging risks and opportunities for improvement. Findings from investigations and monitoring activities will be used to strengthen preventative measures and promote a positive safety culture.

Signpost	Document Title	Responsibility
Supporting documents / procedures	Behaviour Policy	Headteacher
	Accident & Incident Reporting Procedure	Estates Manager (Lead)
	Staff Wellbeing Policy	HR / Headteacher
	Lone Working Procedure	Headteacher

3.5 Asbestos

- 3.5.1 An asbestos register will be available at the school based on a management survey. Each school with asbestos containing materials will be subject to a reinspection survey each 12 months by a specialist engaged by the Estates Manager. The register will be checked before any work is carried out and where necessary a more intrusive refurbishment or demolition survey will be carried out.
- 3.5.2 Each school is to ensure that staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- 3.5.3 Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- 3.5.4 Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- 3.5.5 An asbestos management plan and asbestos register is maintained and regularly reviewed at specified intervals.

Signpost	Document Title	Responsibility
Policy	Asbestos Management Policy	Estates Manager (Lead)
Supporting documents / procedures	Asbestos Management Plan	Estates / Headteacher

3.6 Buildings, Premises and Equipment

- 3.6.1 Maintenance of buildings and facilities
The ELAN estate will be managed with due regard to health and safety requirements and so as to reduce risks to users so far as is reasonably practicable. All matters relating to the construction, refurbishment and maintenance of buildings, facilities, access and egress, and property management compliance (such as electrical safety, asbestos and legionella control) will be the responsibility of the estates manager.

3.6.2 Maintenance of Equipment

All plant, machinery, equipment and building services used within the Trust, whether fixed or portable, shall be maintained in a safe condition and be fit for its intended purpose. Appropriate arrangements will be in place for inspection, servicing, testing, maintenance and repair in accordance with statutory requirements, manufacturer recommendations and Trust procedures.

Responsibility for the management and maintenance of building-related plant, equipment and services rests with the Estates Manager through the Trust's central Estates service. This includes the management of statutory compliance inspections, servicing contracts, remedial works and maintenance records. Relevant certification and maintenance records will be retained within the Trust's compliance management system.

The selection, purchase and use of equipment must be appropriate to the task and undertaken only by persons who have received suitable information, instruction, training or supervision. Equipment must be used in accordance with manufacturer instructions and any Trust safe working procedures.

Users are responsible for undertaking routine visual checks before use and for reporting any defect, damage, deterioration or unsafe condition immediately through the Estates Helpdesk or other approved reporting process. Where a defect could affect safety, the equipment or plant must be removed from service, clearly identified as unsafe and not used until repaired, replaced or otherwise declared safe by a competent person.

Headteachers and line managers must ensure that equipment under their control is used safely, that staff receive any necessary training, and that defects are reported promptly. No employee shall knowingly use plant or equipment that is unsafe, damaged, defective or beyond its intended use.

3.6.3 Playground and PE equipment

Playground and physical education equipment must be maintained in a safe condition and used only where appropriate supervision is provided. Headteachers are responsible for ensuring that suitable arrangements are in place for the safe use of equipment during lessons, breaktimes and other organised activities. Staff supervising activities must take account of factors such as weather conditions, pupil behaviour, competency, age and the condition of equipment before permitting its use.

The use of playground and outdoor equipment should be restricted where adverse weather conditions, damage, defects or other circumstances could increase the risk of injury. Schools should ensure that any local restrictions are clearly communicated to staff and pupils and consistently applied.

The Trust Estates Team will arrange programmed inspections of playground and gymnasium equipment at defined intervals using competent persons, together with any required remedial maintenance and repairs. Site staff will undertake routine visual inspections and report defects or concerns through the Estates Helpdesk in accordance with Trust procedures.

Any equipment identified as defective, damaged or potentially unsafe must be taken out of use immediately and appropriate action taken to prevent further

use until the defect has been rectified or the equipment has been declared safe by a competent person.

New installations, major modifications and replacement playground or gymnasium equipment must be approved through the Trust Estates Team to ensure that procurement, installation, inspection, maintenance and compliance requirements can be appropriately managed.

3.6.4 Fire Safety Systems and Compliance

The Trust is committed to reducing the risk of fire and ensuring that suitable arrangements are in place to protect pupils, staff, visitors and others who may be affected by its activities. Fire safety arrangements shall be implemented in accordance with the Regulatory Reform (Fire Safety) Order 2005 and associated guidance.

The Estates Team is responsible for the management, inspection, maintenance, testing and statutory compliance of fire safety systems and infrastructure across the Trust estate. This includes fire alarm systems, emergency lighting, firefighting equipment, fire doors, evacuation equipment and other fire safety measures required to maintain compliance. Estates will commission and manage fire risk assessments, maintain relevant service records and ensure identified premises-related actions are monitored and progressed.

Fire Risk Assessments will normally be undertaken by a competent independent assessor at intervals determined by the Trust, with interim reviews undertaken by Estates in conjunction with the Headteacher. Premises-related actions arising from Fire Risk Assessments will be managed through the Trust Estates service.

Whilst Estates manages fire safety infrastructure and statutory compliance arrangements, the day-to-day management of fire safety within each school remains the responsibility of the Headteacher and is detailed within Section 3.11 of this policy.

3.6.5 Building Security

Building security is a shared responsibility between Estates and schools. Estates will maintain and manage physical security infrastructure, including alarms, access control systems, barriers, fencing and locking arrangements. Headteachers are responsible for local security procedures, visitor management, supervision of entrances and exits, lockdown arrangements and security risk assessments.

3.7 Contractors

3.7.1 Estates

The control of contractors used for works associated with Estates will be managed by the Estates management team who will ensure that they are appropriately selected and competent in terms of task and health and safety requirements.

Service and maintenance contractors have regular access to site as specified by a contract issued by estates. Contractors follow their own safe systems of work, and their working methods take into account how they will impact upon staff, pupils and other visitors on site. Estates will provide details of its safe

systems of work to the contractors where relevant, and all contractors are consulted over emergency arrangements.

Schools MUST NOT engage premises services or maintenance contractors independently of central estates.

All contractors must report to the school main reception area where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will be asked to sign to confirm that they have read and understood the Asbestos Register.

All contractors must be met on arrival by an estate's representative, unless other arrangements have been put in place (check with the senior site manager or estates administrator).

Contractors will agree health and safety practices with estates (and where necessary, the school) before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

3.7.2 Schools (including class-based supply staff)

The Headteacher, or other nominated school manager, is responsible for the management of contractors engaged directly by the school for activities that are not managed through the Trust Estates service. They must ensure that contractors are appropriately selected, competent to undertake the work, and meet all relevant health, safety and safeguarding requirements.

Where contractor activities involve premises alterations, invasive works, utility services, structural works, or any activity that may affect statutory compliance arrangements, the Estates Team must be notified in advance. Relevant risk assessments and method statements must be provided for review before work commences.

Contractors must be provided with appropriate information regarding the school's health and safety, safeguarding, security and emergency arrangements. The responsible manager will ensure that any site-specific controls, restrictions or exclusion zones are communicated and adhered to throughout the works.

All contractors must report to the school reception on arrival, sign in prior to commencing work, sign out on departure, and wear a clearly identifiable contractor badge at all times whilst on site.

Signpost	Document Title	Responsibility
Supporting documents / procedures	Managing & Monitoring Contractors	Estates Manager (Lead)
	Code of Practice for Contractors Working at ELAN Schools	Estates Manager (Lead)

	Estates & Facilities Building Management & Services to ELAN Schools	Estates Manager (Lead)
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3.8 Defect reports

3.8.1 Defects to premises, plant or equipment noted by school staff should be reported to estates via the Smartlog helpdesk.

3.9 Display Screen Equipment (DSE)

3.9.1 It is the responsibility of the headteacher to ensure that staff who use DSE within their school setting, are identified and assessed. Within the central team, this will be the responsibility of the CEO. Headteacher's will provide a list of all DSE users in their setting to the Facilities & Compliance Manager.

3.9.2 In compliance with the Regulations, the headteacher should ensure that those staff whose work regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more) have ensured:

- the DSE SMARTLOG training module has been assigned and completed
- the DSE Risk Assessment on SMARTLOG has been completed and the appropriate action taken to control risk exposure (automatically assigned by SMARTLOG after completing the DSE training course).

3.9.3 Those identified as "Users" as set out within the DSE regulations will have access to eye tests and where an eye test shows the user needs corrective glasses to perform his/or her role then the trust will offset these costs to an agreed set amount. All requests for eye tests must be made to ELAN HR prior to booking a test, for further details please refer to the ELAN Estates DSE Policy & Guidance Document.

3.9.4 The trust's Estates Manager and Compliance & Facilities Manager are trained DSE Assessors for the ELAN. The headteacher of each establishment will be the person responsible for implementing the requirements of the risk assessment.

3.9.5 "User" - a member of staff who habitually uses DSE as a significant part of normal work (for continuous or near-continuous spells of an hour or more) on a regular basis or cannot carry out their duties without it.

Signpost	Document Title	Responsibility
Supporting documents / procedures	ELAN Estates Policy and Guidance Document Display Screen Equipment	Estates Manager (Lead)
	DSE Risk Assessment	SMARTLOG
	Employee Guide – How to use your Specsavers voucher	
	ELAN DSE User Eye Test Authorisation Form	ELAN HR

3.10 **Emergency procedures**

3.10.1 Each school will have its own Emergency procedures for matters such as fire, flood, and utility failure. Schools will inform Estates as soon as possible by telephone should there be an 'Emergency' or 'Urgent' priority request (refer to staff portal – Department & Resources - Estates - Helpdesk).

3.10.2 Weather problems will be dealt with in a similar way in that local decisions will be made about remaining open in bad weather. The assessment process will be based on a trust guidance policy agreed with school leaders. The trust may however opt for a decision overall where weather forecasting indicates this is prudent.

3.10.3 Threats due to people will be managed with local security and lockdown procedures managed by each school. Each school must have in place a written procedure for its lockdown arrangements.

3.11 **Fire Safety**

3.11.1 The Trust, as employer, is the Responsible Person. The Headteacher is the delegated responsible manager for day-to-day fire safety management within the school and is responsible for implementing suitable local fire safety arrangements in accordance with Trust policy, fire risk assessment findings and statutory requirements.

3.11.2 The Headteacher must ensure that:

- a suitable Fire Safety Management Plan and Fire Emergency Plan are maintained and reviewed regularly
- effective evacuation procedures are established and communicated to staff, pupils, contractors and visitors
- sufficient numbers of appropriately trained Fire Wardens are appointed
- Fire Wardens receive suitable training and refresher training appropriate to their role
- staff receive fire awareness training and annual updates on local fire arrangements
- staff likely to be required to use firefighting equipment receive appropriate instruction in the safe use of fire extinguishers
- Personal Emergency Evacuation Plans (PEEPs) are developed where required
- fire drills are undertaken at appropriate intervals, normally termly, and recorded
- findings, observations and actions arising from fire drills are reviewed and addressed
- actions assigned to the school arising from Fire Risk Assessments are completed within agreed timescales

3.11.3 Fire and emergency evacuation procedures must be communicated to all staff as part of induction and reinforced through periodic training, briefings and practical exercises. Information regarding escape routes, assembly points and emergency arrangements shall be clearly displayed throughout the school.

3.11.4 The school shall maintain records of fire drills, evacuation observations, PEEPs, Fire Warden appointments and fire safety training. These

arrangements will be reviewed regularly by the Headteacher and Local Governing Body to ensure their continued effectiveness.

Signpost	Document Title	Responsibility
Policy	Fire Management Policy	Headteacher
Supporting documents / procedures	Fire Risk Assessment	Headteacher (and Estates Manager Lead)
	Evacuation Plans	Headteacher
	PEEPs	Headteacher
	Fire Logbook	Compliance maintained by Estates (schools maintain fire evacuation & observations)
	Fire Safety Management Document	Headteacher and local governing body
	Charging Lithium-ion devices, tablets and laptops	Estates Manager (Lead)
	Electrical Safety	Estates Manager (Lead)
	Fire Emergency Grab Bags	Estates Manager (Lead)

3.12 First Aid

3.12.1 The Headteacher is responsible for ensuring that suitable and sufficient arrangements are in place for the provision of first aid within their school. These arrangements must be informed by a documented First Aid Needs Risk Assessment, completed in accordance with the ELAN Risk Assessment Policy and relevant statutory requirements. The assessment must identify the level of first aid provision required for the school, taking account of factors including pupil numbers, curriculum activities, educational visits, premises risks, medical needs, staff numbers, lone working arrangements and out-of-hours activities. The assessment must be reviewed regularly and whenever significant changes occur.

3.12.2 The Headteacher is responsible for ensuring that their school adheres to the ELAN Supporting Pupils with Medical Condition & First Aid Policy and that adequate resources, facilities, equipment and trained personnel are available to meet the findings of the First Aid Needs Risk Assessment.

3.12.3 The first aid risk assessment will determine:

- the number and type of trained first aid personnel required
- the location and contents of first aid equipment and facilities
- arrangements for educational visits, off-site activities and sporting events
- arrangements for pupils and staff with known medical conditions
- the provision of paediatric first aid where required

- arrangements for monitoring training expiry dates and refresher training requirements.

3.12.4 Where children under the age of five are present, or where otherwise required by legislation or risk assessment, the Headteacher must ensure that an adequate number of appropriately trained Paediatric First Aiders are available

3.12.5 A complete list of trained first aid personnel, including Paediatric First Aiders where applicable, shall be maintained by the school and made readily available to staff. The school shall maintain suitable records of first aid training and monitor qualification expiry dates to ensure ongoing compliance with the findings of the First Aid Needs Risk Assessment.

Signpost	Document Title	Responsibility
Policy	ELAN Supporting Pupils with Medical Condition & First Aid Policy	Estates Manager (Lead)
Supporting documents / procedures	First Aid Needs Risk Assessment	Headteacher

3.13 Infection Prevention and Control

(This provision includes Covid-19 protocols in accordance with the UK Health Security Agency (UKHSA))

The trust will follow national guidance published by the UKHSA when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

3.13.1 **Handwashing:** wash hands with liquid soap and warm water, and dry with paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Cover all cuts and abrasions with waterproof dressings.

3.13.2 **Coughing and sneezing:** cover mouth and nose with a tissue Wash hands after using or disposing of tissues.

3.13.3 **Spitting is discouraged.**

3.13.4 **Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals.

3.13.5 **Cleaning of the environment**

Clean the environment, including toys and equipment, frequently and thoroughly.

3.13.6 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills.

3.13.7 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand.

3.13.8 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy arrangements
- Used nappies/pads, gloves, aprons, and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

3.13.9 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly and keep litter boxes away from pupils
- Supervise pupils when playing/interacting with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

3.13.10 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles, or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carers will be informed promptly, and further medical advice sought.

3.13.11 Exclusion periods for infectious diseases

Each school will follow recommended exclusion periods outlined by the UKHSA: Children and young people settings: tools and resources. In the event of an epidemic/pandemic, we will follow advice from the UKHSA about the appropriate course of action.

Signpost	Document Title	Responsibility
Supporting documents / procedures	UKHSA Exclusion table https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources	

3.14 Children with Medical Conditions

3.14.1 The headteacher is to ensure that the school has formally adopted the trust's Supporting Children with Medical Conditions & First Aid Policy.

3.14.2 A list of the persons named as responsible for dealing with the administration of medication in accordance with its Supporting Children with Medical Conditions Policy is reviewed and updated on a regular basis dependent upon pupil needs and staffing.

3.14A Allergy Safety and Anaphylaxis (Benedict's Law)

The Trust is committed to providing a safe, inclusive environment for pupils and staff with allergies. Schools will implement arrangements in accordance with statutory guidance relating to allergy safety in schools and the Trust Supporting Pupils with Medical Conditions and First Aid Policy.

The Headteacher will ensure that:

- a school Allergen and Anaphylaxis Policy is maintained and reviewed annually
- pupils with significant allergies have an appropriate Individual Healthcare Plan
- staff receive suitable allergy awareness and emergency response training
- arrangements are in place for the storage, accessibility and monitoring of emergency adrenaline auto-injectors (AAIs)
- allergic reactions, anaphylaxis incidents and relevant near misses are recorded, reviewed and acted upon
- reasonable adjustments and risk controls are implemented to enable pupils with allergies to participate fully and safely in school activities, educational visits and wider school life.

Schools must ensure that emergency procedures are in place to respond promptly to suspected anaphylaxis and that trained staff understand how to obtain and administer emergency medication in accordance with current guidance.

Signpost	Document Title	Responsibility
Policy	ELAN Supporting Pupils with Medical Condition & First Aid Policy	Estates Manager (Lead)

Supporting documents / procedures	Staff List	Headteacher
	Allergen and Anaphylaxis Policy - Template	Headteacher

3.15 New and Expectant Mothers

3.15.1 The law requires every employer to assess workplace risks for all their employees and take practical action to control those risks. The trust must take account of risks to pregnant employees often referred to as new or expectant mother. This would include someone who is pregnant, has given birth within the previous six months, or is breastfeeding.

3.15.2 This is delegated to Headteachers who must identify hazards in their workplace that could pose a health or safety risk to new and expectant mothers and take appropriate action to remove or reduce the risk. They must also make this information known to the pregnant employee following:

- notification of the pregnancy
- has given birth in the last 6 months
- is breastfeeding

3.15.3 Headteachers must undertake the risk assessment in consultation with the pregnant employee so that existing medical needs can be taken into account. The headteacher should review and monitor the risk assessment at regular intervals e.g., weekly, or monthly etc.

3.15.4 A risk assessment template is provided for use on the staff portal for headteacher's to ensure the assessment requirements have been undertaken at their school as soon as possible after being informed in writing by the employee that they are pregnant.

Signpost	Document Title	Responsibility
Supporting documents / procedures	New or Expectant Mothers Risk Assessment	Headteacher

3.16 Food safety and food hygiene

3.16.1 The Trust recognises its responsibilities under food safety legislation and is committed to ensuring that all food provided through its in-house catering service is prepared, stored, handled and served in a safe and hygienic manner. Catering services are managed centrally through the Trust's Estates Team, which is responsible for ensuring compliance with relevant food safety and food hygiene legislation.

3.16.2 The Trust will ensure that all catering operations are appropriately registered where required, operate in accordance with statutory requirements, and are subject to suitable arrangements for monitoring, inspection, supervision and continual improvement.

3.16.3 The Estates Team is responsible for the strategic management and oversight of the Trust's catering provision and will ensure that:

- suitable food safety management systems are implemented and maintained
- catering facilities, equipment and food preparation areas are maintained in a safe and hygienic condition
- appropriate cleaning, maintenance and pest control arrangements are in place
- food safety risk assessments and procedures are developed, monitored and reviewed
- catering employees receive appropriate information, instruction, training and supervision
- food safety incidents, complaints and enforcement actions are investigated and addressed promptly
- recommendations arising from inspections, audits and monitoring activities are implemented.

- 3.16.4 All catering employees are responsible for complying with food safety procedures, maintaining appropriate standards of personal hygiene, completing required training, reporting hazards or defects, and following instructions intended to protect food safety and public health.
- 3.16.5 The Trust expects all catering facilities to achieve and maintain the highest possible standards of food hygiene. Environmental Health inspections, internal audits and monitoring activities will be used to provide assurance that food safety arrangements remain effective.
- 3.16.6 The Food Information Regulations 2014 require food businesses to provide accurate information regarding specified allergens. The Trust will ensure that appropriate allergen information is available for food provided through its catering service and that suitable arrangements are in place to support pupils, staff and visitors with food allergies or intolerances.
- 3.16.7 Headteachers remain responsible for ensuring effective communication and co-operation between the school and the Trust's catering service, particularly where pupils have identified medical conditions, allergies, dietary requirements or support needs. Relevant information must be shared appropriately to ensure controls remain effective.
- 3.16.8 Schools are encouraged to maintain a Whole School Food Policy appropriate to their setting. These arrangements should align with the Trust's Supporting Pupils with Medical Conditions and First Aid Policy.

Signpost	Document Title	Responsibility
Supporting documents / procedures	Allergen and Anaphylaxis Policy - Template	Headteacher
	Nut Aware and Food Allergens Policy for schools - Template	Headteacher
	Packed Lunch Policy for schools - Template	Headteacher
	Whole School Food Policy - Template	Headteacher

3.17 Workplace Inspections, Monitoring and Review

3.17.1 Local governing body representatives for health and safety should accompany headteachers on inspections to set an example and demonstrate commitment to health, safety, and wellbeing (as well as safeguarding and security).

3.17.2 Other inspections, audit and surveys will be run by the school with guidance and support from the Estates Manager (Lead). Schools must undertake the following monitoring regimes:

- termly inspections of the premises (all curriculum, administration areas and welfare/washroom facilities)
- monitoring of contractor operations under each school's control
- routine checks on equipment, electrical and mechanical plant, and other services

3.17.3 All schools will have demonstrative mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.

3.17.4 Summary of health and safety monitoring:

Level of monitoring	Frequency	Responsibility
Weekly checklists	Weekly	Senior Site Manager / Site Operative
Termly H&S monitoring	Termly	Headteacher
Termly Premises compliance & safety monitoring	Termly	Estates management team
Termly H&S report to LGB and copy to CEO	Termly	Headteacher
Report to ELAN Board	Termly	CEO / Estates Manager
Annual update of PPM for each school to Estates Manager	Annual	Senior Site Manager
Annual audit	Annual	External consultant (Educating Safely)

Signpost	Document Title	Responsibility
Document	Headteacher and Local Governors H&S Monitoring v.2	Estates Manager (Lead)

3.18 Risk Management and Assessment

3.18.1 Risk assessment to control the hazards and the risk of harm through school activities will be managed by the schools with support from the trust. A crucial part of a good safety management system is hazard identification and risk

management to ensure adequate control. Schools will therefore ensure that all indoor and outdoor physical/sport education and other curricular and non-curricular activities such as play, forest school etc. will be risk assessed.

3.18.2 The Estates Manager (Lead) will ensure that risk assessments pertinent to premises management are undertaken, and consistent in reducing risk and similar activities in the schools are all managed in an effective way. Local variation may be appropriate when justified against best practice guidance. Risk assessment is about being risk aware rather than risk averse.

Foreseeable risks must be controlled, and the relevant best (or good practice) procedures followed. Challenging and interesting lessons and trips for example are most certainly not banned but must be carefully risk assessed and then if acceptable can be carried out.

3.18.3 Risk assessments must be reviewed regularly. The review period depends on the hazards associated with the activity, the level of risk associated with them, the number of people affected, length of time the activity takes, how often the activity is done etc.

3.18.4 Risk assessments will be maintained on the SMARTLOG management system, and shared with relevant staff across each setting/trust.

Signpost	Document Title	Responsibility
Policy	Risk Assessment Policy	Estates Manager (Lead)

3.19 **Water hygiene including controlling the risk of Legionellosis**

3.19.1 As the legal 'Duty Holder', the CEO shall appoint a person in writing to take day-to-day responsibility (the Responsible Person) for controlling any risk from legionella bacteria. The Estates Manager is the Responsible Person (Legionella Operations). The Compliance and Facilities Manager is the Deputy Responsible Person (Legionella Operations) and shall have sufficient authority to act on behalf of the Duty Holder.

Signpost	Document Title	Responsibility
Document	Legionella Control Management Plan	Estates Manager (Lead)

3.20 **Wellbeing (including the management of pressure and stress)**

3.20.1 The trust will monitor and manage the workforce and provide support and guidance to the schools.

3.20.2 Occupational Health, counselling and other HR and health resources will be organised by the trust and provided to the academies.

3.20.3 The schools themselves are encouraged to address the issues at the local level as well where this is appropriate.

3.21 **Personal Protective Equipment (PPE)**

3.21.1 In accordance with the Personal Protective Equipment at Work (Amendment) Regulations 2022, suitable PPE, appropriate for the specific hazards of the

task being carried out will be provided to all relevant users. Ordering, inventory management, issue and proper use of PPE will be undertaken and managed locally at each school for its staff, except for PPE relating to estates staff.

3.21.2 Headteachers and line managers will ensure that the correct PPE is available to staff, that it is kept in a good condition and replaced, as necessary. PPE will be freely available to staff as required, along with the appropriate level of training in its use. All staff are expected to enforce the policies and procedures relating to the wearing of Personal Protective Equipment within their areas of control and as such staff and pupils not wearing their identified PPE in order to carry out a task or curriculum activity safely should be told to stop work until such measures have been put in place.

3.21.3 It is the responsibility of the individual to whom PPE has been issued to wear the equipment where required, to take proper care of that equipment and to promptly report any defects.

3.22 **Animals in the Workplace**

3.22.1 Animals are permitted in the ELAN workplace under the following classifications:

- Working / Teaching Animals. These are animals that are used as a 'teaching aid' for animal related subjects
- Emotional Support Animal (also known as comfort animals or therapy animals)
- Police Dogs – for the purposes of crime prevention and control across the ELAN
- Assistance animals

3.22.2 Other animals (pets) may be permitted in the workplace at the discretion of the relevant head teacher.

3.22.3 Any animal authorised in the workplace (excepting police dogs under the control of a handler) must be risk assessed by the headteacher.

3.23 **Curriculum Safety**

3.23.1 All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then they should notify the school head teacher.

3.23.2 Any off-site activities during the school day should be referred and approved by the Educational Visits for each school in accordance with the trusts Educational Visits Policy.

3.23.3 Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation. Risk assessment is just another name for that process. Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

3.24 Educational Visits

- 3.24.1 All off-site visits and educational activities shall be planned and risk assessed in accordance with the ELAN Educational Visits Policy.
- 3.24.2 EVOLVE will be used for the planning, management and approval of all educational visits.
- 3.24.3 Visits requiring additional scrutiny, including Category C visits (residential, overseas and adventurous activities), will be referred to the Trust's Outdoor Education Advisor (OEA) in accordance with the Educational Visits Policy.
- 3.24.4 Educational visit leaders must ensure that suitable risk assessments, provider assurances, transport safety information, emergency arrangements and staffing arrangements are in place before approval is granted.
- 3.24.5 Schools must comply with the requirements of the ELAN Educational Visits Policy, including arrangements for approval, supervision, competency, first aid and incident reporting.

Signpost	Document Title	Responsibility
Policy	Educational Visits Policy	Estates Manager (Lead)

3.25 Working at Height - School Staff

- 3.25.1 The Headteacher is responsible for ensuring that suitable and sufficient arrangements are in place to protect school staff who undertake work at height. This includes ensuring that activities are planned, risk assessed where necessary, appropriately supervised, and carried out in accordance with the Work at Height Regulations 2005, Trust procedures and Health and Safety Executive (HSE) guidance.
- 3.25.2 The Trust recognises that work at height undertaken by school-based staff is generally limited to routine educational and workplace activities, such as putting up displays, accessing teaching materials, retrieving items from storage, or similar low-level tasks. The Headteacher must ensure that staff are not required or permitted to undertake activities beyond their level of competence or training
- 3.25.3 Work at height must be avoided wherever reasonably practicable. Where it cannot be avoided, staff must ensure staff must use suitable access equipment and follow safe systems of work.
- 3.25.4 Staff must not stand on chairs, desks, tables, cupboards, shelving, wheeled furniture or any other unsuitable item to gain height. Only equipment designed and suitable for work at height may be used.
- 3.25.4 The Headteacher must ensure that staff who are required to undertake work at height receive appropriate information, instruction and training and that suitable equipment is available, maintained and inspected.
- 3.25.5 Tasks involving significant height, roof access, fragile surfaces, maintenance work, specialist equipment, or other higher-risk activities are not considered routine school staff activities and should normally be referred to the Trust

Estates Team or a suitably competent contractor in accordance with Trust procedures.

- 3.25.6 Defective access equipment must be removed from use immediately and reported through the appropriate reporting process.

3.26 Working at Height - Estates staff working at height

3.26.1 The Estates Manager is responsible for ensuring that suitable and sufficient arrangements are in place for Estates staff who undertake work at height as part of their duties. All work at height must be properly planned, risk assessed, supervised and carried out by competent persons in accordance with the Work at Height Regulations 2005, Trust procedures and Health and Safety Executive (HSE) guidance.

3.26.2 Estates staff routinely undertake maintenance and premises-related activities that may involve higher-risk work at height, including the use of ladders, stepladders, access equipment, roof access, inspection activities and maintenance of building fabric or services. Such activities must only be undertaken by trained and competent personnel.

3.26.3 Work at height must be avoided wherever reasonably practicable. Where it cannot be avoided, the most suitable method of access must be selected, giving priority to measures that prevent falls before those that minimise the consequences of a fall.

3.26.4 Roof access, work near fragile surfaces, work close to unprotected edges, and other higher-risk activities must be subject to specific risk assessment and appropriate control measures. Access shall be restricted to authorised and competent persons only.

3.26.5 Ladders and stepladders shall only be used where the risk assessment demonstrates that their use is appropriate and where the task is of short duration and low complexity. They must conform to the required standards, be subject to regular inspection and maintenance, and be removed from service if defects are identified.

3.26.6 Estates staff undertaking work at height must receive appropriate information, instruction, training and refresher training relevant to the equipment and activities they are expected to undertake. Training records shall be maintained on SMARTLOG.

3.26.7 Access equipment, ladders and related safety equipment shall be inspected at appropriate intervals and records maintained. Defective equipment must be removed from use immediately and reported through the Trust's reporting procedures.

3.26.8 Where work at height cannot be undertaken safely by Estates staff, or where specialist access methods are required, the work shall be referred to a suitably competent contractor appointed and managed in accordance with Trust contractor management procedures.

3.27 Manual Handling – All staff

3.27.1 The trust and its schools operate in accordance with the Manual Handling Operations Regulations (1992) as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering,

pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day-to-day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

3.27.2 Risk assessments will be carried out, and measures required to eliminate risk or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school (or central estates) takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The school (and central estates in regard to site team personnel) expects trust employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

3.28 Lone Working

3.28.1 The Trust recognises that some employees may be required to work alone as part of their duties. Lone working may take place on Trust premises, at another location, in pupils' homes, whilst undertaking educational or community-based activities, during out-of-hours working, or when working remotely from home. The Trust acknowledges that lone working can present increased risks due to reduced access to immediate support and assistance and is committed to

ensuring such risks are identified, assessed and controlled so far as is reasonably practicable.

The Trust will ensure that suitable arrangements are in place to protect staff undertaking lone working activities and that lone workers receive appropriate information, instruction, training and support.

3.28.2 For the purpose of this policy, a lone worker is any employee who works by themselves without close or direct supervision and where immediate assistance may not be available in the event of an emergency, accident or sudden illness. Lone working situations may include:

- staff working outside normal school operating hours
- Estates staff, cleaners and maintenance personnel working alone
- staff conducting home visits
- employees working remotely from home or another location
- staff undertaking educational or enrichment activities away from school premises
- staff carrying out one-to-one activities where they are physically isolated from colleagues.

3.28.3 The Headteacher (for school staff) or central team lead (for central team) shall ensure that:

- suitable and sufficient risk assessments are undertaken for lone working activities
- appropriate control measures are implemented and monitored
- staff are aware of local lone working procedures
- arrangements are in place for communication, monitoring and emergency response
- relevant incidents, accidents and near misses are investigated and reviewed
- lone workers have access to appropriate training and support.

Employees undertaking lone working activities must:

- take reasonable care of their own health and safety and that of others
- comply with lone working procedures and risk assessments
- report hazards, concerns, incidents and near misses
- maintain agreed communication arrangements
- undertake ongoing dynamic risk assessments during lone working activities
- remove themselves from any situation where they reasonably believe there is a significant risk to their personal safety.

3.28.4 Where lone working forms part of an employee's duties, a suitable and sufficient risk assessment shall be undertaken in accordance with the Trust's Risk Assessment Policy.

Risk assessments should take account of:

- the location and working environment
- the nature of the task being undertaken
- the use of tools, equipment, machinery or hazardous substances
- access to first aid and emergency assistance
- risks associated with violence, aggression or safeguarding concerns

- the experience and competence of the employee
- any medical conditions, vulnerabilities or additional support requirements
- previous incidents or known concerns relating to the activity or location.

Risk assessments must be reviewed periodically and whenever there is a significant change to the activity, personnel or environment.

3.28.5 Appropriate communication and monitoring arrangements shall be established where lone working takes place. These may include:

- signing in and out procedures
- informing an appropriate manager or colleague of location and expected return times
- Buddy systems
- regular welfare checks
- mobile telephone contact
- escalation arrangements where communication is lost or expected contact is not made.

Where a buddy or monitoring arrangement is required by a risk assessment, agreed contact procedures must be followed and any failure to make contact investigated promptly.

3.28.6 Where staff undertake visits to homes, community venues or other non-school locations, consideration shall first be given to alternative arrangements, including meetings held on school premises or by telephone/virtual means where appropriate.

Where home visits or community-based activities remain necessary:

- a suitable risk assessment must be completed
- details of the visit location and expected return time must be communicated to the school or line manager
- appropriate monitoring arrangements must be established
- staff must not knowingly enter environments where they feel unsafe
- consideration shall be given to the use of two-person visits where risks have been identified.

3.28.7 The Trust recognises that staff will routinely work one-to-one with pupils as part of normal educational and support activities.

Such activities must be carried out in accordance with safeguarding requirements and associated Trust policies. Appropriate controls should include:

- use of rooms with vision panels where available
- avoidance of isolated or secluded locations
- maintaining visibility wherever reasonably practicable
- informing colleagues of one-to-one sessions where appropriate
- ensuring arrangements protect both pupils and staff.

3.28.8 The Trust recognises that employees may undertake lone working while working remotely from home or another approved location.

Managers should ensure:

- appropriate supervision and communication arrangements are maintained
- staff have opportunities for regular professional contact
- work expectations and boundaries are clearly defined
- employees are encouraged to take regular breaks and maintain good wellbeing practices
- appropriate workstation and display screen equipment arrangements are in place

3.28.9 Employees who undertake lone working activities shall receive appropriate information, instruction and training relevant to their role and identified risks.

Training may include:

- lone working procedures
- personal safety awareness
- conflict resolution and de-escalation techniques
- dynamic risk assessment
- safeguarding responsibilities
- emergency arrangements and incident reporting.

3.28.10 The following activities shall not normally be undertaken by lone workers:

- working at height
- manual handling of heavy or bulky loads where assistance is required
- transporting injured persons without appropriate assistance
- working alone with hazardous equipment, substances or activities where serious injury may occur and immediate assistance would not be available
- any task where the risk assessment determines that lone working cannot be safely controlled.

3.28.11 All accidents, incidents, near misses, safeguarding concerns, threats, intimidation, violence, aggression or other safety-related events arising from lone working activities must be reported using the Trust's accident and incident reporting procedures.

The Headteacher shall ensure that incidents are reviewed to identify lessons learned and determine whether additional control measures, support arrangements or amendments to risk assessments are required.

Signpost	Document Title	Responsibility
Policy	Lone Working Policy	Estates Manager (Lead)
	Risk Assessment Policy	Estates Manager (Lead)
	Safeguarding and Child Protection Policy	ELAN Central Operations
Supporting documents / procedures	Lone Working Risk Assessment	Head Teacher

	Accident & Incident Reporting Procedure	Estates Manager (Lead)
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3.29 **Other health and safety issues**

There are a wide range of support organisations providing help and advice and the trust will make full use of these. Each school will be encouraged to use them well.

The Health and Safety Executive website provides free downloads of most of its publications, and these set best practice for occupational health and safety. Other relevant organisations such as CLEAPSS and DATA (Design and technology Association) which are membership based are encouraged to be joined by schools.

Where feasible in-house staff will gain skills, knowledge, and wellbeing functions. If necessary external contractors and advisers will be used.