Health and Safety Policy

This policy document contains the Board of Governors' formal statement of Health and Safety Policy for The Unicorn School and sets out the organisation and arrangements for the implementation of that policy; it applies to all members of staff, pupils and visitors, including contractors to the school.

Section 1 – Health, Safety and Welfare Statement

The Board of Governors of The Unicorn Trust (hereafter known as The School) recognises its responsibility under the Health and Safety at Work Act 1974 to provide for the health, safety and welfare of their employees, students, members of the public, and any others who may be affected by the activities of The School. The Governors and the Senior Management Team believe that excellence in the management of Health and Safety is an essential element within its overall organisational strategy, and its ethos is to treat Health and Safety management as an integral part of good management throughout the organisation, rather than a stand-alone system.

To this end, the Governors and the Senior Management Team are committed to maintaining a cycle of continuous improvement in health and safety across all areas of The School. This is achieved by making suitable and sufficient arrangements to:

- Sustain a positive culture and management system to ensure health and safety at work
- Develop and maintain safe systems of work
- Provide sufficient information, instruction, training and supervision to ensure the health and safety of all staff, students and others working within the premises and during sporting activities and visits away from the school
- Protect the health, safety and welfare of visitors to the school
- Provide competent technical information and professional guidance as required
- Provide plant and equipment that is fit for purpose and maintained in accordance with the necessary requirements

- Ensure the safe use, handling, storage, transportation and disposal of articles and substances
- Maintain a safe and healthy place of work, including the maintenance of safe access and egress, with due regard for the environmental effects of the school's activities
- Formally consult with employees on all matters having effect on their health, safety and welfare at work and update staff at INSET days, encouraging feedback

Without detracting from the responsibility of the Governors, the day-to-day management of health and safety within the school rests with the Headteacher, the Head of Operations and others as detailed in the 'Organisation' section of this Policy, ensuring effective Health and Safety management at both a strategic and operational level.

All employees adopt a shared responsibility and are supported to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees have a duty to co-operate with the school to ensure good safety management and to comply with the Health and Safety Policy.

This Policy will be regularly reviewed by the Head of Operations and the Health and Safety Governor (annually as a minimum) and revisions will be subject to approval at a full Governors' meeting. Any amendments will be shared with all employees, with the Policy made available on the staff SharePoint and the school website.

Our Commitment to this Policy:

Headteacher:	Mrs A Woodworth-Sturla	
Signed:	*A Woodworth-Sturla*	Date: 06.10.26
Chair of Governors:	Mr A Strivens	
Signed:	*A Strivens*	Date: 06.10.26

Section 2 - Organisation

Governors

Ultimate responsibility for health and safety rests with the Board of Governors. The Governors will, so far as is reasonably practicable, provide sufficient resources to enable this Health and Safety Policy to be implemented effectively by providing a systematic approach to ensure that:

- There is strong and active leadership from the top
- There are effective 'downward' communication systems and management structures in place
- There is an integration of good health and safety management within business decisions
- Staff are engaged in the promotion and achievement of a safe, health and supportive environment
- There is effective 'upward' communication in place
- The school has access to competent advice on matters of health and safety, with sufficient resources allocated within the budget to allow for the effective implementation of this policy

Board Member responsible for Health and Safety

The Board Member responsible for health and safety acts as a link between the Full Governing Body, the Health and Safety Committee, and the Senior Management Team. Their responsibilities include:

- Providing leadership and direction on health and safety practices throughout the school
- Ensuring compliance with health and safety laws and regulations
- Integrating health and safety into business decisions and ensuring that it is a key risk management priority
- Promoting a culture of health and safety among stakeholders to maintain a safe work environment

Headteacher

The Headteacher is responsible to the Governors for the implementation of this Policy within The School, including holding:

- Overall accountability, through the management structure, for ensuring that safe working and learning conditions are implemented and maintained across all aspects of the school's provision
- Responsibility for the Health and Safety Policy to be easily accessible to all staff and to ensure they are aware of the objectives of the policy, along with their responsibilities.

Head of Operations

The Health and Safety Co-ordinator is the Head of Operations, who is responsible for the day-to-day operation of The School's Health and Safety Policy. The Head of Operations will:

- Ensure that the arrangements for implementing the Policy are effective
- Liaise with health and safety advisors to review and update the Policy in the light of new legislation, changes in organisation, etc.
- Co-ordinate safety advice given to The School by specialist advisors and those with enforcement powers
- Investigate any incidents or near misses and implement any health and safety lessons to be learnt from such incidents
- Formally report any dangerous occurrences and reportable incidents under RIDDOR regulations
- Monitor the health and safety performance of The School via observation, safety audits, hazard spotting and risk assessment
- Ensure that all staff receive suitable and sufficient training to enable them to carry out their work without risk to their health, safety or welfare; and ensure that registers and records of all safety checks are maintained
- Ensure adequate insurance cover is in place to mitigate any unforeseen consequences of the activities of contractors

- Act as The School's Responsible Person for fire safety issues and to ensure the thorough inspection and testing of fire alarm systems and fire extinguishers by specialist contractors.
- Ensure that hazardous substances are recorded with an accompanying COSHH register, Manufacturers' Safety Data Sheet, and COSHH assessment, and are correctly used, stored securely, and labelled. Ensuring that hazards are identified with appropriate signage and all health and safety information is communicated to relevant persons
- Compile and maintain a health and safety training matrix at department level to identify the internal/external training completed/required for each staff member and ensure that this is monitored to completion, with a means of identifying when refresher training is due, ultimately ensuring that staff receive adequate health and safety training for their role and needs
- Be the overall responsible person for premises, estates compliance, onsite traffic management, asbestos management, legionella management, transport management, fire safety, safe disposal of hazardous wastes
- Regularly review Risk Assessments, ensure they are suitable and up to date, and communicated to and implemented by relevant staff

Subject Co-ordinators/Heads of Department/Academic Lead

Subject Co-ordinators/Heads of Department and the Academic Lead are responsible for matters relating to health and safety in their department. A summary of their main health and safety responsibilities are:

- Bringing to the attention of the Head of Operations any high-risk activity which cannot be adequately controlled by use of departmental resources
- Ensuring that all staff and pupils within their area of responsibility are provided with a suitable health and safety induction
- Ensuring that risk assessments exist for all areas, activities, educational/offsite visits and events, and that they are appropriately communicated and reviewed
- Ensuring that staff and pupils are instructed in safe working practices and corrective action taken where necessary. In particular, ensuring that there are adequate levels of supervision in place for pupils – especially for practical activities and educational visits/offsite trips

- Ensuring that appropriate protective clothing and equipment (PPE) is available and used as instructed at all times
- Ensuring that all accidents, incidents or near misses are notified to the Head of Operations and investigated as necessary
- Setting standards for their area for the improvement of health and safety
- Communicating health and safety matters to their staff as soon as they become aware of them
- Keeping up to date with regulations and best practice for their area (e.g. for higher-risk departments), through CPD etc.

Teaching Staff (Teachers and Teaching Assistants)

Teaching staff are responsible to their Subject Co-ordinator for all matters relating to health and safety in their classes. Key Stage 2 Teachers are responsible to the Academic Lead. Teaching staff will:

- Instruct pupils in safety procedures in operations or processes involving known hazards
- Ensure proper use of personal protective equipment (PPE) where provided
- Ensure that tools and equipment are in good condition and have been tested as appropriate for safe operation
- Ensure pupils are aware of health and safety issues as assessed by any relevant risk assessment
- Initiate first aid in the event of an accident, and ensure that the accident is recorded and, where appropriate, reported to the office
- Ensure that any hazards identified, or concerns about the implementation of the Policy are reported to the Head of Department.

Site Manager

The Site Manager is responsible to the Head of Operations for all matters regarding the maintenance of the structure and fabric of the School Buildings. The Site Manager will:

- Act as The School's Contractor Liaison Manager and ensure that all contractors working on school premises are aware of any hazards associated with the areas in which they are working, to ensure compliance with the Construction (Design and Management) Regulations 2015 (CDM) and other related H&S regulations

- Maintain The School's Fire Safety check regime
- Alongside the Head of Operations, ensure the regular compliance testing and inspections are completed either in-house or with contracted services in accordance with the necessary regulations, and records centrally retained
- Ensure that all plant, machinery and equipment is in good and safe working order, maintained as appropriate, adequately guarded and that all reasonable steps are taken to prevent unauthorised or improper us

School Office Staff

The School Office Staff are responsible for:

- Registering visitors, ensuring they wear the correct-colour lanyard and are briefed on the emergency procedures
- Ensure visitors are adequately supervised at all times
- Ensure visitors sign out and return their visitor lanyard at the end of each day and prior to leaving the site.
- Ensuring adequately trained first aid cover is available for on/off site activities
- Periodically checking first aid arrangements/containers to ensure they are up to date

School Nurse

The School Nurse is responsible for ensuring that:

- First aid provision in The School is up to standard and that any shortfalls in provision are identified and dealt with immediately
- All supply staff and new staff members are fully briefed as to the needs of any pupil with individual care plans/allergy action plans which they are likely to encounter
- The School is compliant with the statutory requirements within Benedict's Law; leading The School's commitment to improve allergy awareness, prevention and emergency response
- The provision of first aid supports pupils with medical needs
- The School supports pupils with medical conditions, and regularly reviews The School policy
- Minor illnesses and injuries are medically assessed
- Staff are updated on individual pupil needs, liaising with the DSL, pastoral care for pupils and liaising with local GP services

- All medicines are secure in a locked cupboard

All Employees

Staff are reminded of their legal obligations under the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999, to:

- Take reasonable care of the H&S of themselves and of other persons who may be affected by their actions or omissions
- Co-operate with the school so far as is necessary to enable compliance with all H&S matters
- Not to interfere with or misuse anything provided in the interests of H&S

Staff are also responsible for:

- Attending mandatory health and safety training sessions in line with school's requirements
- Attending any other health and safety training as directed by the Head of Operations and/or their Head of Department/ Line Manager
- Familiarising themselves with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment, and co-operating with fire and lockdown drills
- Familiarising themselves with The School's Health and Safety Policy and associated policies/procedures relevant to their role
- Adhering to information, training, instruction and supervision
- Promptly reporting any accidents, incidents, near misses
- Using the correct equipment and tools for the job (including guards and safety devices) and any protective clothing and safety equipment supplied in the proper manner, and never interfering with or disconnecting guarding/safety devices
- Ensuring any hazardous substances are correctly used, stored, and disposed of
- Take an active part in promoting health and safety
- Wearing their Unicorn School ID lanyard at all times when on site and challenging any persons not wearing a recognised lanyard, where they feel safe to do so
- Raise any health and safety issues to the Head of Operations, or if you feel concerns are not being addressed, via the Whistleblowing policy.

Visitors and Contractors

It is the responsibility of all visitors and contractors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger. In particular, visitors and contractors must:

- Comply with instructions given by members of staff
- Not tamper with emergency equipment
- Sign in upon arrival
- Wear a visitor/contractor lanyard
- Bring to the attention of staff any health and safety issues/concerns
- Wear personal protective clothing/equipment where indicated
- Sign out and return their lanyard prior to leaving the site

Section 3 – Arrangements

The School has a number of documented policies and procedures in relation to the health, safety and welfare of staff, pupils, visitors and contractors. An outline of these arrangements is given below, and details of the policies and procedures which support this policy are contained in this document or in standalone policies.

Competent advice

The School engages external specialists as and when necessary for specialist guidance, advice and/or management of specific projects within The School.

Employee Consultation

Health and safety matters are raised and minuted at weekly staff meetings and in Senior Management Team (SMT) meetings. SMT meet regularly throughout the term. SMT considers:

- The effective implementation and review of the Health and Safety Policy within The School.
- The planning and organisation of health and safety training
- The health and safety consequences of new technology or working practices.
- Monitoring accident and near miss trends within The School.

- Any other measures that may substantially affect the health, safety and/or welfare of staff, pupils and/or visitors to The School.

Departmental Health and Safety Policies and Procedures

Following thorough health and safety audits, it is deemed The School's environment can be categorised as a low risk. However, some areas have been identified as areas of increased risk. These are:

- Art
- Food and Nutrition
- Maintenance and Grounds
- Physical Education
- Science

This list is not exhaustive, and all Subject Co-ordinators/Heads of Department should ensure that they consider subject- specific health and safety issues and regularly review risk assessments.

Training

Suitable and sufficient training will be provided to all staff to enable them to meet their obligations under the Health and Safety Policy. On appointment, new staff are given induction training to include the Policy, first aid arrangements and fire precautions/procedures.

Appropriate additional training will be provided where staff are exposed to new or increased risks due to a change of responsibility, the introduction of new work equipment or technology, or a change in working practices. Appropriate refresher training will be provided as and when necessary.

Section 4 – Further information

For specific policy and guidance, please refer to the relevant policies that are available on SharePoint for employees and are available on request:

- Accident Reporting
- Administration of Medicine
- Asbestos

- CCTV
- Children and Young People at Work
- Contractors
- Disabled Workers
- Dogs in the Workplace
- Driving for Work
- Educational Trips and Visits
- Electrical Safety
- Fire Safety
- First Aid
- Individual Pupil Risk Assessment
- Infection Control
- Legionnaire's Disease Management
- Manual Handling
- Minibus
- New and Expectant Mothers
- Playground Safety
- Risk Assessment
- Stress in the Workplace
- Supporting Pupils with Medical Needs
- Winter Conditions

Food Safety

There is currently no food provision or hot meals served at The School. On occasion, food is purchased for visitors and staff events. The School ensures that it is purchased from a reputable supermarket shortly before it is to be consumed. We minimise the handling of the food and where it is necessary, we follow food hygiene compliance.

Lone working

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision'. The School has identified the following lone working situations:

- Site manager at the start and end of each day

- Minibus driver on way to collect first pupil or having dropped off last pupil
- School holidays when skeleton staff are present on site.

We have undertaken risk assessments of these lone working activities and put in place risk control measures including:

- Train, monitor and keep in touch with lone workers
- Signing in during school holidays
- Site manager parks on site

As a result of the risk assessments, we have informed staff that Working at Height may not be undertaken as a lone worker. Our staff are instructed that they must immediately leave any situation in which they feel uncomfortable, or at risk, and that such action has the support of management.

Safe Systems

Heads of Departments/ Subject Co-ordinators have reminded teachers to devise safe systems, where appropriate, for their subject areas. The aim of these systems is to minimise the risk of accidents or injury to both pupils and staff when working in their subject.

The systems have considered the following principles: -

- The layout of the work and the use of the working areas will allow safe access to and exit from the areas involved
- Analysis of the tasks involved, including safety analysis and the provision of clear instruction
- Where appropriate, details of the correct sequence of operations involved
- Identification of safe procedures, both routine and emergency
- Written procedures for the operation of potentially hazardous machinery or materials

Areas where written and visual procedures are required:

- Design and Technology in the classroom or Art Room - use of machines, equipment
- Science lessons - general science procedure in experimental lessons
- School grounds and maintenance - use of hazardous machinery

Training

All staff receive information and training about health and safety. This includes:

- how to assess risks specific for their job
- how to meet their roles and responsibilities identified within the Health and Safety Policy

Staff whose work involves a greater element of risk, will need extra or specific training. This is managed and risk assessed, using HSE management guidance, for example:

- using industrial machinery
- managing asbestos
- having responsibility for the storage and accountability for potentially hazardous materials in their buildings

Playground Safety

The School recognises their responsibility to monitor the safety of our play equipment to ensure the safety of its users. The following control measures are in place:

- Pupils are supervised during their use on play equipment
- We carry out regular routine visual checks of the equipment to identify any faults or hazards, as well surfaces checks
- We carry out regular maintenance inspections in accordance with the manufacturer's instructions and statutory guidelines
- If staff identify an area of the school grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

Sport

The School has a policy in place devised by the Head of PE. This, in conjunction with Schemes of Work and Risk Assessments, ensures that sport activities are organised and controlled appropriately.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in the sport. The only exception to this will be in situations

where injury or illness has occurred during the day, if a child has received treatment, or it is declared not suitable for the child to join in.

In the event of injury during sport activities, other than minor scrapes and bumps, the First Aiders or Marcham Road Hospital will be involved. If the pupil involved is mobile, they will be accompanied to the supervised on-site Medical Area. If the injury is deemed more serious, the child will be accompanied to the Marcham Road Emergency room and parents will be informed immediately.

Hall Activities

The hall is a multi-purpose hall and is used for PE and Occupational Therapy, as well as other activities. Situation care is exercised in the selection of activities so that injury from other non-sport equipment in the hall is minimised. The following control measures are in place:

- All equipment in the hall is checked regularly to ensure that it is safe to use
- It is important that shoes used in the hall are clean and fit for purpose
- In the event of injury, emergency equipment will be used as required and if necessary, the First Aider will be contacted to assist

Fire Safety

The School has a detailed Fire Procedure, with fire drills carried out each term. A complete fire alarm system is in place, with some areas covered by automatic detectors to ensure early warning.

A Fire Risk Assessment in line with the Regulatory Reform (Fire Safety) Order 2005 has been carried out and is regularly reviewed.

Off-site Activities, Trips and Visits

For trips of this nature, the following procedure will be observed:

- Careful planning of the trip with a prior visit made by organiser, if necessary
- Adequate evaluation of all health and safety factors involved
- Adequate notice given to parents of all aspects of the trip, with written permission obtained

- The School considers the ratio of adults to pupils very carefully. Ratios are effectively used to ensure adequate supervision for pupils, commensurate with the activities that are being undertaken
- Individual pupil needs and behaviour are explored and ratios are reflected accordingly

For all off-site activities the following points will be taken into consideration:

- If any hazardous pursuits are to be undertaken, addressing any safety or additional insurance requirements
- The expertise of staff accompanying the trip
- Accident and Emergency procedures
- Appoint a lead contact, who devised the itinerary, who can alert the authorities in the event of failure to make a pre-arranged contact
- Health and safety processes and insurances at the visiting site to be obtained and documented in the risk assessment process

First Aid and Medicine Control

First aid and medicines are under the direct control of the School Nurse and/or the designated First Aider. First aid boxes are regularly checked and 'topped up'. The following is also controlled:

- Accidents – all records of accidents are kept on the Schoolbase system for any injury, however minor, requiring treatment. A copy is sent home to parents if more serious, or if it involves a head injury. Parents are contacted either via email or phone
- Medicines are kept in a locked cabinet in the nurse's station and administered as directed and detailed in a medicine book, for what has been given to whom, by whom, dated and signed.

Cleaning

Cleaning in The School is carried out by the Contractor; Allbrite. Cleaning takes place after school hours and during term time in all buildings.

Allbrite are responsible for Risk Assessments, Environmental Health and other health and safety requirements for these activities. There is a minimum of two Allbrite cleaners on each site to support Lone Working regulations.

Control of Vehicles

The School regards Vehicle Control as a vital part of control over its activities on the site. The following has been put in place to control risk:

- Ramps and warning signs are employed to control the speed of vehicles in the grounds
- Parents are not allowed to park on the school site unless disabled, pregnant or with a small baby or disabled child
- Staff are required to park in the designated staff carpark, with care exercised at all times, as there may be children crossing
- Visitors are discouraged from arriving or leaving at playtimes. Duty staff supervise children to ensure their safety where this is unavoidable
- The gate is controlled by the school office during the school day, opening and closing automatically at the beginning and end of the school day
- Footpaths have been put in to ensure separation of vehicles and pedestrians and children are never allowed to use roadway

Security of Site

The School has taken all reasonable steps to prevent unauthorised entry to its premises. While the grounds could be entered from adjacent buildings, gates are locked at night, and all buildings are locked and alarmed at night when not in use. There is a door entry buzzer system in place at the entrances and coded entry pads at rear doors.

Visitors are required to contact reception to identify themselves before being permitted to gain access to the school and register using the school sign-in system. A badge system is in operation to enable authorised visitors to be easily recognised, and staff are required to challenge people who they do not recognise to establish whether they should be on the premises.

Closed Circuit Television is installed on the sites, and buildings are protected by intruder alarms.

Machinery and Plant

Maintenance on all school equipment is carried out on a regular basis to ensure that The School complies with its obligations under Section 2 (2a) of the Health and Safety at Work Act l974. The inspections and checks are carried out as follows:

- Inspection of Guards and Mechanical Equipment by maintenance staff and teaching staff before use
- Annual checks on electrical equipment
- Annual service of fire extinguishers
- Annual service of heating and ventilating equipment
- Annual checks on intruder alarms
- Five yearly checks on Fixed Wiring Installations
- Checks on Fire Alarm are under contract
- Annual checks on water systems

Environmental Control

Classrooms and general areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements.

Technology, Art Room and Science lessons

Conditions in these areas are monitored closely to ensure that they do not become contaminated if using substances that may be controlled under the Control of Substances Hazardous to Health Regulations.

Other Areas

Air conditioning is installed in some areas of The School. The School keeps all areas under review to establish whether any action is required to ensure that optimum conditions are maintained.

Noise

The School regards noise as an important issue and takes the following action in order to minimise its effect:

- Equipment is looked at carefully to establish whether reductions in noise levels can be made
- Where it is not possible or practical to reduce the noise level, reduction in exposure time and the use of hearing protectors will be used
- Where applicable, noise meters will be used to monitor noise

Waste Disposal

The disposal of normal waste and confidential waste is carried out by contractors.

Where there is a requirement to dispose of chemicals, The School strictly follows provisions within The Environmental Protection Act l990 and The Control of Pollution Regulations l991, using specialist contractors.

Reporting Procedures - Accidents and Near Misses

The School has a legal duty to report certain serious incidents to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), including:

1. Fatalities and major injuries:

A pupil, staff member, or visitor dies as a result of a work-related incident.

A staff member suffers a specified injury (e.g., fractures other than fingers/toes, serious burns, loss of sight).

2. Injuries to pupils or visitors

They are injured in a work-related accident and taken directly to hospital for treatment.

The injury is linked to school activities (e.g., during PE, science experiments, or trips).

3. Dangerous Occurrences

These are "near misses" that could have caused serious harm, such as:

- Structural collapse of part of a building
- Failure of lifting equipment
- Accidental release of hazardous substances

4. Occupational Diseases

If a staff member is diagnosed with a work-related illness (e.g., occupational dermatitis, carpal tunnel syndrome, certain infections).

Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

Record Keeping

A detailed record will be kept of any injury, occurrence or disease requiring report.

Personal Protective Equipment (PPE)

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations l992 the following procedure will apply by The School:

- Provide suitable PPE
- Maintain PPE
- Ensure PPE is compatible
- Replace PPE where lost or damaged
- Ensure PPE is used properly through instruction and training of staff

Under the same regulations, staff will:

- Use the PPE correctly
- Always wear PPE
- Report any loss or defect

Hazardous Substances

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH), the procedures are as follows:

1. Listing of substances being used to establish whether they come under COSHH Regulations
2. Carry out COSHH Assessment having regard to the following points:
    - Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control

- Control Measures to be adopted
- Maintenance of the Control Measures
- Monitor the situation to establish that the measures are effective
- Undertake Health Surveillance where relevant
- Carry out Instruction and Training to ensure the following are understood
- Use of the substances, their handling, storage and disposal
- Emergency Procedures
- Methods of Control
- Use of Personal Protective Equipment
- Record all information on relevant assessment form

Display Screen Equipment

The School, in line with The Display Screen Equipment Regulations l992, carries out the following procedures where equipment is used that comes under the regulations:

- Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations
- If there is a 'user' carry out an analysis of the workstation to assess risks
- Workstation includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment
- Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour
- Assist with booking eye and eyesight tests for the 'user' or any person about to become a user
- Assist with procurement of appropriate eye and eyesight corrective appliances as necessary

Precautions that are followed:

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary

- Adjust screens to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the visual display units at a 90°angle to windows if possible
- Look into the distance periodically – at something at least 20 feet away
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers)

Risk Assessments

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations l999.

The assessment will establish the following:

- Hazards associated with a particular activity
- The potential frequency and severity of an accident
- The Control Measures in place to minimise the risk of an accident occurring
- Any further action to be taken to adequately control the hazard

The Assessments will be carried out by the Head of Operations or other staff as appropriate and will be regularly reviewed.

Manual Handling

The School is aware of its obligations under The Manual Handling Operations Regulations l992. Where there is a possibility of an injury being caused, the following action will be taken in line with the regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process
- Where activities involving risk cannot be avoided, they will be subject to an assessment
- The risk of injury will be reduced as far as reasonably possible by assistance from other personnel or use of sack barrows or other similar equipment

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object. Training is provided for all staff members on induction.

Work at Height

The School is aware of its obligations within The Work at Height Regulations 2005. The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective, applying to all access equipment which covers ladders and stepladders, as well as more advanced equipment such as scaffolding and mobile access equipment.

The following is taken into account across The School:

- Work at Height will be properly planned and organised
- Those involved in Work at Height will be properly trained and competent
- A Risk Assessment will be carried out to establish the correct access equipment
- Equipment for Work at Height will be properly inspected and maintained

In addition, risks due to work on or near fragile surfaces will be properly controlled. The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height where reasonable to do so and using work equipment or other measures to prevent falls where Work at Height cannot be avoided

Temporary Staff, Contractors and Visitors

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on The School's premises.

Control of Contractors

The School is aware of its obligations under The Health and Safety at Work Act l974 in so far as it applies to contractors on the school premises. In order to meet these obligations, The School exercises control in the following way.

Identification of suitable bidders: the following items will be taken in account-

- Adequacy of Health and Safety Policy

- Control Structure
- Safe Systems of Work in operation
- Training standards

Identification of hazards in the specification. The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- Special hazards applicable - e.g. asbestos
- Safe access to/egress from the site
- Confined space entry
- Chemical storage
- Occupational Health risks including noise

Appointment of contractor:

- Based upon the successful bid, considering all factors
- Acceptance by contractor of The School safety rules for the site

Control of contractor on site:

- Nomination of person to co-ordinate all health and safety aspects
- Pre-commencement meeting to establish Contractor Liaison Person
- Arrangement of regular progress meetings
- Regular inspection of Contractor's operations
- Participation in site Safety Committee - where applicable
- Provision by Contractor of Written Method Statements in advance
- Notification by Contractor of all accidents
- All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable
- Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015

Construction (Design and Management) Regulations 2017 (CDM)

The School is aware of its obligations under the CDM Regulations and where projects are such that they come under these regulations The School, as client, will carry out the following:

- Select and appoint a Principal Designer who will be responsible for the planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase
- Select and appoint a Principal Contractor who will be responsible for the planning, managing, monitoring and coordinating health and safety in the construction phase of a project.

The CDM Regulations 2015 are triggered for smaller projects, when two or more contractors are appointed. The Principal Designer and Principal Contractor roles can be fulfilled by The School as client. If this is the case, The School is responsible for undertaking both these roles.

On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where The School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, The School will exercise control over contractors as outlined in the section entitled Control of Contractors.

The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

Consultation with Employees

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- Any changes which substantially affect their health and safety at work - changes in procedures, equipment or ways of working etc
- Arrangements for using 'competent people' to assist in complying with health and safety legislation
- Information on the likely risks and dangers arising from the work activities
- The planning of health and safety training.
- The health and safety consequences of introducing new technology

Violence to Staff

The School has a duty under the Health and Safety at Work etc. Act 1974 to provide its staff with a safe and healthy workplace. This includes, but is not limited to, a safe system of work and a safe place of work.

The School acknowledges the Health and Safety Executive's definition of workplace violence as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work". This includes physical assault as well as verbal abuse, threats, harassment, and malicious damage to property, whether caused by a pupil, colleague, parent, or member of the public.

Every member of staff has the right to work in a safe environment. The School encourages staff to report all incidents of concern and is committed to taking these reports seriously, with appropriate responses discussed with those affected, and the wider staff community.

Stress

The School recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. Through the proactive management of stress, The School aims to reduce the occurrence of work-related stress-related conditions among staff, thus enhancing the education provision for students and providing a safer working environment for all staff.

The School has a Wellbeing Policy which considers the effects of stress on staff and ways of ameliorating the situation.

Occupational Health

It is The School's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to The School's needs
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee
- Identifying possible health hazards within the working environment

- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance
- Providing an efficient first aid service
- Ensuring that occupational health provisions are within, and assist, school health and safety policies and that they comply with all relevant legal and statutory obligations

Dealing with a Health and Safety Emergency

The School is aware that an unexpected health and safety emergency can cause major disruption to its activities and can also affect The School's reputation and standing within the community, if not handled in an appropriate way. The School's emergency plan is a critical document that outlines the procedures and actions which are to be taken in the event of an emergency. It is essential for ensuring the safety and well-being of students and staff, as well as for maintaining the continuity of education.

The plan includes:

- Emergency Procedures: detailed instructions on how to respond to various emergencies, such as fire, natural disasters, or other significant events
- Communication: methods for communicating with parents, staff, and other relevant parties during an emergency
- Log Keeping: a system for documenting decisions and actions taken during an emergency
- Training and Exercises: regular training sessions and exercises to familiarise staff with the emergency plan.

Smoking

The School is a Smokefree School, we believe this provides an environment that protects and promotes the health and well-being of the entire school community. It reinforces messages within the school curriculum about the harmful effects of smoking and exposure to second-hand smoke.

Slips, Trips and Falls

Slips, trips and falls are the most common cause of injury at work and the most reported by members of the public. They can lead to minor and major injuries, and sometimes fatal

accidents from head injuries following a fall from height, where the underlying cause was a slip or trip.

Slips, trips and fall accidents in school happen for several reasons. They typically involve:

- Members of staff or pupils/students running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting, particularly where there are uneven surfaces and changes of level
- Contamination, both from wet surfaces caused by water, and fluid spillages, and slippery surfaces, caused by contaminants e.g. food, litter etc.
- Obstructions, particularly bags and trailing cables

To minimise the possibilities of Slips, trips and falls, the Site Manager undertakes daily walks around the school sites to remove obvious obstructions. Spills will be cleaned up immediately with appropriate signage used in the meantime.

The following are additional control measures in place to minimise slips, trips and falls in school:

- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and selected correctly for employees and pupils
- School premises have been designed and modified to ensure that trip hazards are controlled
- Plant and premises are maintained on an on-going basis
- Flooring is specified appropriately and renewed where necessary
- Housekeeping is maintained to a high level
- Supervision of staff and pupils is in place as required
- Risk assessments are undertaken where extraordinary situations exists

Monitoring

This Health and Safety Policy will be reviewed regularly to ensure full compliance with legal requirements, along with when guidance from the DfE is updated, and as a minimum annually by the Board of Governors.

Created by:	Mrs K Mathias, Head of Operations,
Date:	August 2026
Reviewed by:	Operations Committee – October 2026
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