



**Extend Learning**  
Academies Network

# Health and Safety Statement and Policy

|                       |                                                                                                                                                                                                                                                              |                  |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
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| Written by:           | ELAN Executive Team                                                                                                                                                                                                                                          |                  |
| Reviewed by:          | ELAN Board                                                                                                                                                                                                                                                   | Date: 21/10/2025 |
| Ratified by:          | Name: Rosemary Carr<br><br>Signed by: Rosemary Carr<br>Chair of the Board                                                                                                                                                                                    | Date: 21/10/2025 |
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## Document Control

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### Version Control

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| 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. |

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| 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. |
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## **1. STATEMENT OF INTENT**

It is the policy of the Extend Learning Academies Network (ELAN) to conduct its operations in such a manner as to ensure the health, safety, and welfare of all its employees, pupils, contractors, clients, public and others while working and studying on any of its premises and outside the school on associated activities.

ELAN recognises its responsibility to provide adequate control of the health and safety risks arising from school and client's activities. When staff or pupils operate on behalf of ELAN, an assessment of risks specific to the school's activities, or tasks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

Whilst day-to-day management of Health and Safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Extend Learning Academies Network Board of trustees as the employer.

The trust, as the employer, has a duty (The Management of Health and Safety at Work Regulations, 1999) to:

- implement a Health and Safety Policy and advise employees of it
- have a critical incident / emergency contingency plan
- ensure the Health and Safety Policy is implemented through the monitoring of delegated responsibilities, including monitoring activities carried out by Local Governing Bodies in accordance with the 'scheme of delegation'
- ensure, through monitoring and support, the health, safety, and welfare of all staff
- ensure, through monitoring and support, the health and safety of pupils in school and on off-site activities
- ensure, through monitoring and support, the health and safety of visitors and contractors to the school and volunteers involved in any school activity
- ensure, through monitoring and support, that all activities, both in school and off-site are risk assessed, and measures are introduced to manage these risks, and inform all who may be affected about the risks and associated control measures
- ensure, through monitoring and support, that staff are competent and trained in their health and safety responsibilities and are actively involved in health and safety
- take reasonable steps to make sure that the buildings, plant, equipment, and materials are safe and do not put the health of site users and visitors at risk
- to ensure that adequate consideration is given to the protection of the environment.

Specific health and safety policies of each ELAN School must integrate into this Health and Safety Policy, and clearly define the general arrangements in place for that setting. This will support the trust to deliver its overall health and safety responsibilities and ensure good and consistent practice in all ELAN schools.

All members, trustees, governors, headteachers and members of staff must familiarise themselves with the contents of this statement, organisational structure, and individual school arrangements as a source of safety information and guidance.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the Headteacher, member of school staff with designated health and safety responsibilities, CEO, trust Estates Manager, or member of the ELAN Board.

ELAN commits itself to implementing the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future national or European Union health and safety legislation. The trusts competent health and safety representative will provide to the schools' leadership regular information on updates, changes, and arrangements, about any revisions to safety legislation.

It is the belief of the trust that a positive health and safety culture is of significant benefit to the good performance and safety of all the schools. We aim to encourage, support, and develop a positive and proactive approach for pupils, through risk education and awareness. The organisational structure will ensure that sufficient resources, both financial and physical are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be kept under continual review in the interests of improvement.

Formal amendment to this policy will be conducted annually or as necessary to reflect changes in ELAN strategy, UK or EU law and any changes will be brought to the attention of all staff.

In approving this policy statement and the further procedures outlined in this document, the ELAN MAT Board expect all staff to:

- co-operate in all measures taken to fulfil statutory health and safety duties and to protect the health, safety and welfare of themselves, their colleagues, pupils, and visitors
- all pupils to follow the school's rules and instructions aimed at protecting their health, safety, and welfare. Further, it is the aim of the Governors that pupils will develop their personal understanding of and responsibility for health, safety, and welfare during their time at the school, both for themselves and those around them
- all visitors to follow the school's instructions aimed at protecting their health, safety, and welfare from the time of their immediate arrival onto the school's estate and up to and until departure

## **2. ORGANISATION – ROLES AND RESPONSIBILITIES**

The ELAN organisation for health and safety assumes that individuals or groups will take all reasonable steps as specified to achieve the stated responsibilities as outlined in this section. This section outlines the expectations on how individuals and groups are expected to contribute to the robust management of health, safety and welfare within the organisation and schools.

To support robust health and safety management, including consultation on this policy and procedures, the ELAN Board have appointed the Competent Person Support services from Educating Safely LLP to provide external verification and assurance.

### **2.1 Introduction**

Extend Learning Academies Network (ELAN) recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the trust, each trust school and anyone who visits its premises.

The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the ELAN Board of Trustees. However, each school, supported by the central team, will manage its own Health and Safety procedures which fully integrate with this policy, as described in the arrangements section. Headteachers are responsible and accountable for the implementation of and compliance with this policy within their school although health and safety roles and responsibilities can be delegated to other school staff.

The Headteacher will ensure that it has its own health and safety organisational structure and procedures in place to meet its obligations and compliance with trust's health and safety policies.

The trust and each school will have in place management and monitoring mechanisms in place to provide an overview of statutory compliance.

## **2.2 ELAN Board of Trustees**

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.

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.

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.

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.

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**

The Chief Executive Officer 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 Chief Executive Officer may either undertake or devolve certain tasks to appropriate senior staff or managers within the ELAN Central Team. The Chief Executive Officer 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 Chief Executive Officer from the overall day-to-day responsibilities for health and safety within the trust.

The Chief Executive Officer must:

- 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 regularly
- 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
- 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 ELAN central team

The central team assist by ensuring operational compliance across ELAN:

- ways of reducing the likelihood of people getting harmed by the trusts activities
- providing findings from health and safety audits

- ensuring that compliance audits, building condition surveys and inspection audits are carried out
- complying 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.
- provide and ensure an informed, proportionate, and prioritised risk management system for the trust is implemented and monitored
- establish and ensure effective accident reporting and investigation procedures are in place across the trust
- ensure there are effective and adequate formal internal and external communications on health and safety across the trust
- ensure monitoring of compliance contracts throughout the trust is undertaken and suitable reports are provided to the Chief Executive Officer and reported to the trust, e.g. M&E statutory inspections, fire risk assessments, asbestos surveys and management systems and water hygiene monitoring
- ensure there is an effective business continuity and emergency plan 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
- confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments, across the trust
- be responsible for the Safeguarding Policies and application across the trust and ensure effective safeguarding is in place.

The central team are 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: -

- 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
- 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
- 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
- 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
- ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- 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
- 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
- checking the adequacy of fire precautions and procedures in liaison with the Estates Lead. Ensure 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

- 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
- establish acceptable housekeeping and safe storage standards, in all areas of their responsibility
- develop a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored, and training opportunities made available. Making known to the CEO any identified training needs
- ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate methods

The trust's Estates Manager is the designated Health and safety Officer for ELAN reporting directly to the CEO, and is responsible for:

- writing, developing, and reviewing the ELAN Health and Safety Policy
- co-operating and communicating with the CEO to ensure that this policy is implemented and complied with, assist preparing a termly report on health and safety performance and compliance
- monitoring the accident reporting system on SMARTLOG, and provide support where necessary, to schools undertaking accident or near miss investigation. Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) to the HSE where appropriate.
- ensuring the schools and other settings remain compliant in respect of the management of premises under business support responsibility, according to the schedule to be found at Section 3.0 of the arrangements section of this policy
- providing expert advice, proactively and on request, on health & safety matters to school leaders and consulting with the trust's health & safety consultant as necessary
- assist schools with the identification of health and safety training needs to ensure staff are knowledgeable, legally compliant, and competent to carry out their role
- manage the trust's estates team to develop and maintain records of inspection and maintenance. Ensuring that competent persons/contractors are selected for the service needs to maintain compliance and to ensure all remedial action identified and addressed promptly, or made known to the CEO and trust board if funds are not available
- ensure that the trust premises; internal condition, external fixtures (such as play equipment), and general surfacing are regularly inspected by the wider estates team for potential hazards, and record/report findings
- ensuring sufficient and appropriate risk assessments for premises related work activities and estate management. That such risk assessments are regularly reviewed as appropriate and that identified control measures or remedial works are implemented

## 2.5 Headteachers

The trust chair and CEO will delegate to headteachers the running of their own schools. They will put in place local policies, organisation, and arrangements for dealing with health, safety, and wellbeing.

Each Headteacher is responsible and accountable for the implementation of and compliance with this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and pupils understand their responsibilities and adhere to the trust Health and Safety Policy

In particular, the headteacher is responsible for:

- ensuring that health and safety arrangements within the school are aligned to the ELAN Health and Safety 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
- communicate this policy and other relevant safe working procedures with all staff via appropriate training and instruction
- report any significant risks or policy requirements that cannot be met within budget to the CEO or CFO
- ensure all accidents and near misses are reported and appropriately investigated and entered onto SMARTLOG
- promote a positive health and safety culture by leading by example
- ensure 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
- ensure 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

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 -<br>TEMPLATE POLICY | Headteacher    |

## 2.6 Local Governing Body

The Local Governing Body has the delegated responsibility to monitor the policy and nominate a Health and Safety governor to assist the Headteacher in the Trust's risk management. The Local Governing Body will:

- liaise with the CEO/central team governance lead to ensure that trust policies are implemented by the school in a timely manner
- be satisfied that the school has taken reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities
- be satisfied that there is suitable and sufficient instruction, supervision and training are in place and to meet compliance with all relevant Health and Safety legislation
- be satisfied that the school has set out all details of the organisation and arrangements in line with the trust's Health and Safety Policy for the management of Health and Safety in the school, in writing and communicating to all employees, i.e. the school has a health and safety policy in place detailing its local health and safety managements arrangements that has been approved by the LGB and communicated effectively to its staff.
- ensure that the school is committed to regular evaluation, monitoring, and review of the effectiveness of its Health and Safety Policy
- ensure there is adequate provision within the school's budget to enable the Health and Safety Policy to be carried out effectively
- acknowledge and actively support the role and responsibilities of employee representatives to enable them to carry out their duties effectively
- ensure that the school has the resources to and is implementing any guidance from the trust or government guidance to ensure the safety of all staff, pupils, and visitors.

## 2.7 All Staff

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All Employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

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

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 and Partner Organisations

- All contractors and partner organisations delivering services on trust property will be made aware of this policy and associated emergency procedures (including localised arrangements at our schools). To ensure that the trust meets its own statutory requirements, it is expected that contractors and partners working with our schools, will:
  - Undertake work activities in line with agreements and documented procedures and cooperate with trust and school policies in all relevant matters.
  - Identify and control any risks arising from their activities and inform school management of any risk that may affect the staff, pupils, and visitors.
- When the premises are used for purposes by way of a contract which are not under the direction of the Headteacher, then the person in charge of the activities will have responsibility for safe practices in the areas under their control.
- All contractors and partner organisations who work on the school premises are required to identify and control any risk arising from their activities and inform the school of any risks that may affect the staff, pupils, and visitors.
- All contractors and partner organisations must be aware of this policy, emergency procedures and must always comply with these.
- All contractors and partner organisations must be aware of the trust requirement for proof of DBS clearance as a precursor to site access.
- 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

The trust considers health and safety competence requirements as an integral part of:

- recruitment and selection
- employees changing role
- induction
- temporary employees, agency workers and volunteers
- performance management
- procedures when employees fail to perform on health and safety

The trust is committed to ensuring that staff are competent to undertake the roles expected of them. Training is a requirement delivered to all staff by each school, however, the level and type of training required will vary greatly dependent upon the individual's role and level of responsibility. The trust's Health & Safety Training Procedures and Guidance document ensures that schools can engage in a process whereby all health and safety related training is consistently identified, delivered, and recorded.

The CEO will be responsible for assessing the effectiveness of training received. 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.

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.

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.

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.

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

## 2.10 Competent Health and Safety Advice

The Management of Health and Safety Work Regulations 1999: Regulation 7 requires that *"Every employer shall appoint one or more Competent Persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions"*.

The trust will seek competent Health and Safety advice to meet their management and Board legal duties. These services are to be provided by:

### **Educating Safely LLP**

Email: [enquiries@educatingsafely.co.uk](mailto:enquiries@educatingsafely.co.uk) Telephone: 0800 288 4775

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

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**

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.

- procedures for the management of health and safety are maintained by the Chief Executive Officer, in consultation with relevant staff and external advisors
- procedures are communicated to staff via an annual update and accessible via ELAN's W:\ directory or ELAN Staff Portal
- the central team are based: Extend Learning, Lime Close, Locking, BS24 8BH.
- central team staff adopt the procedures as outlined in the school H&S Policy appended to this document
- procedures are communicated to all schools via regular Headteachers' Advisory Group meetings

## **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.

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) **Appendix 1: Accident reporting flowchart**

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.

To achieve this 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.

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.

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**

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)

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).

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.

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

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**

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.

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

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.

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.**

### **Physical violence (pupil on pupil)**

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

### **Physical violence (on staff)**

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.

See Appendix 2: What Must Schools Report under RIDDOR – an overview

| Signpost                          | Document Title                                                                                         | Responsibility  |
|-----------------------------------|--------------------------------------------------------------------------------------------------------|-----------------|
| Supporting documents / procedures | Incident reporting in schools (accidents, diseases and dangerous occurrences) – Guidance for employers | HSE             |
|                                   | ELAN Estates Guidance Document - Accident and Incident Reporting                                       | Estates Manager |

## **3.2 Asbestos**

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.

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.

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.

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.

An asbestos management plan and asbestos register is maintained and regularly reviewed at specified intervals.

| Signpost                          | Document Title             | Responsibility        |
|-----------------------------------|----------------------------|-----------------------|
| Policy                            | Asbestos Management Policy | ELAN Estates Manager  |
| Supporting documents / procedures | Asbestos Management Plan   | Estates / Headteacher |

### 3.3 Buildings and Premises

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.

Maintenance of Equipment:

- All machinery, plant and equipment, both fixed and portable, used to support any part of the ELAN or its activities should, at all times, be fit for purpose. This will normally be achieved by initially selecting equipment appropriate to the duty to which it will be put and maintaining such items in accordance with the manufacturer's recommendations and any regulations applicable. Responsibility for the on-going care of any such item should be decided and allocated before installation and first use. Equipment will only be used in accordance with manufacturer's instructions and for the purpose it was intended. Equipment should only be used by persons that have been deemed to be competent to use it or under close supervision of competent persons where appropriate e.g., for learning purposes. Any equipment which is damaged or defective will be taken out of use if it compromises safety.
- Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported via the estate helpdesk reporting system.
- Playground and PE equipment
  - and its use must be supervised during all breaks during the school day by school staff
  - if the equipment is used during lesson time supervision is again maintained

- a decision is made by the school, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day
- quarterly and annual inspection of playground and gymnasium equipment is completed by a competent person (the Compliance & Facilities Manager and specialist contractor – currently GB Sports).

#### Fire Safety:

- Trust buildings will be managed in a way that so far as is reasonably practicable minimises the risk of fire and mitigates the effects of fire should one occur. To this end buildings will be subject to a thorough fire risk assessment not less than every three years and reviewed annually. The risk assessment will be undertaken by a competent person internally or using an external resource where necessary. Actions arising from the fire risk assessment process will be assigned to the appropriate staff and given due weight and attention.
- Fire safety features including fire alarm systems, fire extinguishers, emergency lighting, fire doors etc will be maintained appropriately and adequate emergency procedures maintained by estates.

#### Building Security:

Building security is the responsibility of the Estates Manager, who may delegate security tasks to others (included contracted support services) at their discretion during and outside of normal operating hours.

### 3.4 Contractors

#### Contractors – 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 estates 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.

#### Contractors (including class-based supply staff) – Schools

The control of contractors used for works associated with all other areas of the school will be managed by the applicable school manager who will ensure that they are appropriately selected and competent in terms of task and health and safety requirements. Contractors will be provided with information and instructions on health, safety, safeguarding and security requirements aimed at preventing endangering pupils, staff or other visitors on site. The applicable manager, or school representative will ensure that any temporary rules, such as exclusion from parts of the premises are made known to all contractors. Contractors will be required to sign in on arrival and be signed in before any work takes place, prior to each working session and always wear a distinctive 'Contractor' identification badge.

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

### 3.5 Defect reports

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

### 3.6 Display Screen Equipment (DSE)

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.

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).

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.

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.

*NB: "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 | ELAN Estates Manager |
|                                   | DSE Risk Assessment                                                | SMARTLOG             |
|                                   | Employee Guide – How to use your Specsavers voucher                |                      |
|                                   | ELAN DSE User Eye Test Authorisation Form                          | ELAN HR              |

### 3.7 Emergency procedures

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).

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.

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.

### 3.8 Fire Safety

Fire safety measures are managed at each establishment by the school headteacher. These include arrangements for:

- evacuation plans
- appointing school staff to fire safety roles (e.g., fire wardens)
- training (e.g., fire awareness for all staff)
- record keeping and observation notes of evacuations.

Evacuations are managed by the school fire evacuation arrangements are detailed in separate procedures pertinent to each school setting. Each school will develop and maintain its own Fire Management Policy and evacuation plans including supporting persons that might require assistance in evacuation at or visiting their school setting.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in all schools and a summary Fire Action notice will be posted at the exit point of each room. These procedures will be reviewed along with the fire risk assessment and are made available to all staff as part of the school's induction process.

All staff will be briefed on the contents of the school's Fire Emergency Plan on an annual basis by the headteacher, or senior leader with fire safety responsibilities.

This will be augmented by fire drills which will be undertaken termly, and results and observations recorded in the Fire logbook by the school.

| Signpost                          | Document Title                  | Responsibility                                                                     |
|-----------------------------------|---------------------------------|------------------------------------------------------------------------------------|
| Policy                            | Fire Management Policy          | Headteacher                                                                        |
| Supporting documents / procedures | Fire Risk Assessment            | Headteacher (and trust Estates Manager)                                            |
|                                   | 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                                               |

### 3.9 First Aid

The local details of First Aid arrangements will be established via a site-specific risk assessment undertaken by each school.

The Headteacher is responsible for ensuring that their school adheres to the ELAN Supporting Pupils with Medical Condition & First Aid Policy.

The first aid risk assessment will identify the level of First Aid training required. In schools, or school off-site activities, where children under the age of 5 are present, training levels will always include Paediatric First Aid cover. The risk assessment will also identify arrangements to monitor First Aid training updates as well as to monitor and replenish the contents of First Aid boxes.

A complete list of trained staff is to be displayed on the school noticeboard and held in the school office files.

| Signpost                          | Document Title                                                   | Responsibility  |
|-----------------------------------|------------------------------------------------------------------|-----------------|
| Policy                            | ELAN Supporting Pupils with Medical Condition & First Aid Policy | Estates Manager |
| Supporting documents / procedures | First Aid Risk Assessment                                        | School          |

### 3.10 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.

#### 3.10.1 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.

### **3.10.1 Coughing and sneezing**

Cover mouth and nose with a tissue Wash hands after using or disposing of tissues.

Spitting is discouraged.

### **3.10.3 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.

### **3.10.4 Cleaning of the environment**

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

### **3.10.5 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.

### **3.10.6 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.

### **3.10.7 Clinical waste**

Always segregate domestic and clinical waste, in accordance with local policy.

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.

### **3.10.8 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.

### 3.10.9 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/carer will be informed promptly, and further medical advice sought.

### 3.10.10 Exclusion periods for infectious diseases

The 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<br><a href="https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources">https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources</a> |                |

### 3.11 Children with Medical Conditions

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

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.

| Signpost                          | Document Title                                                   | Responsibility  |
|-----------------------------------|------------------------------------------------------------------|-----------------|
| Policy                            | ELAN Supporting Pupils with Medical Condition & First Aid Policy | Estates Manager |
| Supporting documents / procedures | Staff List                                                       | Headteacher     |

### 3.12 New and Expectant Mothers

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.

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

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.

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    |

### 3.13 Food safety and food hygiene

In compliance with the law, the registration of activities where food is supplied on a regular and organised basis, all trust schools will be registered as food businesses.

All schools or their contractors are expected to achieve a maximum score (5 stars) on formal Environmental Health food safety and hygiene inspections. The trust will support any school that has a problem doing this.

The Food Information Regulations 2014 requires school caterers to show the allergen ingredients' information for the food they serve.

All ELAN schools are recommended to have an Allergen and Anaphylaxis Policy and Whole School Food Policy for their setting (templates available on the staff portal)

The School Food Regulations do not apply to food provided:

- at parties or celebrations to mark religious or cultural occasions
- at fund-raising events
- as rewards for achievement, good behaviour or effort
- for use in teaching food preparation and cookery skills, including where the food prepared is served to pupils as part of a school lunch
- on an occasional basis by parents or pupils

### 3.14 Workplace Inspections, Monitoring and Review

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).

Other inspections, audit and surveys will be run by the school with guidance and support from the trust Estates Manager. It is recommended that the following monitoring regimes are undertaken at ELAN schools:

- 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

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.

#### 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) |

### 3.15 Risk Management and risk assessment

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.

The trust Estates Manager 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.

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.

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 | ELAN Estates Manager |

### 3.16 Water hygiene including controlling the risk of Legionellosis

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 | ELAN Estates Manager |

### 3.17 Wellbeing (including the management of pressure and stress)

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

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

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

### 3.18 Personal Protective Equipment (PPE)

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.

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.

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.

### 3.19 Animals in the Workplace

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

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

### 3.20 Curriculum Safety

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.

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.

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.

### 3.21 Educational Visits

All off site visits will be subject to risk assessment and the advice of the trust's Outdoor Education Advisor (OEA) will be closely followed.

EVOLVE will be used to ensure effective trip / visit planning including approval

Risk assessments and up to date safety information must be obtained from external activity providers and contractors i.e., coach, minibus, taxis.

| Signpost | Document Title            | Responsibility       |
|----------|---------------------------|----------------------|
| Policy   | Educational Visits Policy | ELAN Estates Manager |

### 3.22 Working at Height

Work at height will be avoided and where it cannot be avoided the risks will be assessed, precautions taken and work will be properly planned and supervised.

Working at height applies to all staff to ensure that they are taking appropriate care when working at height and includes stopping pupils and staff from standing on chairs and/or desks to reach areas, with trained staff using correct equipment to reach areas required. Where working at height is required, the school takes steps to reduce the likelihood of a fall.

School staff are that are required to work at height, for example putting up displays that cannot be reached from floor level must receive training in working at height.

To reduce the likelihood of a fall, work requiring working at height require a risk assessment to be completed, and for there to be correct work at height/access equipment available to the task in hand, as determined by the risk assessment.

***Estates staff working at height:***

Roof work – Safe access will be provided, and access will be restricted to competent persons to prevent falls from edges and openings.

Fragile surfaces will be identified and avoided and where they cannot be avoided, access will be strictly controlled.

Ladders and step ladders must conform to minimum industrial standards (domestic rated items cannot be used) and an inventory must be maintained for each school by the senior site manager. Site operatives should undertake regular visual inspections and report/rectify/remove any items deemed unsafe for use. Proper methods, instructions and procedures for safe-use must be clearly displayed and conveyed in advance to those who operate/utilise them. Only trained employees may use such equipment.

Estates staff who undertake working at heights, will be given appropriate in-house training i.e., Toolbox Talks, and complete the SMARTLOG training module.

Six monthly Ladders checks will be recorded on SMARTLOG.

### **3.23 Manual Handling**

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.

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.

#### **4. Other issues**

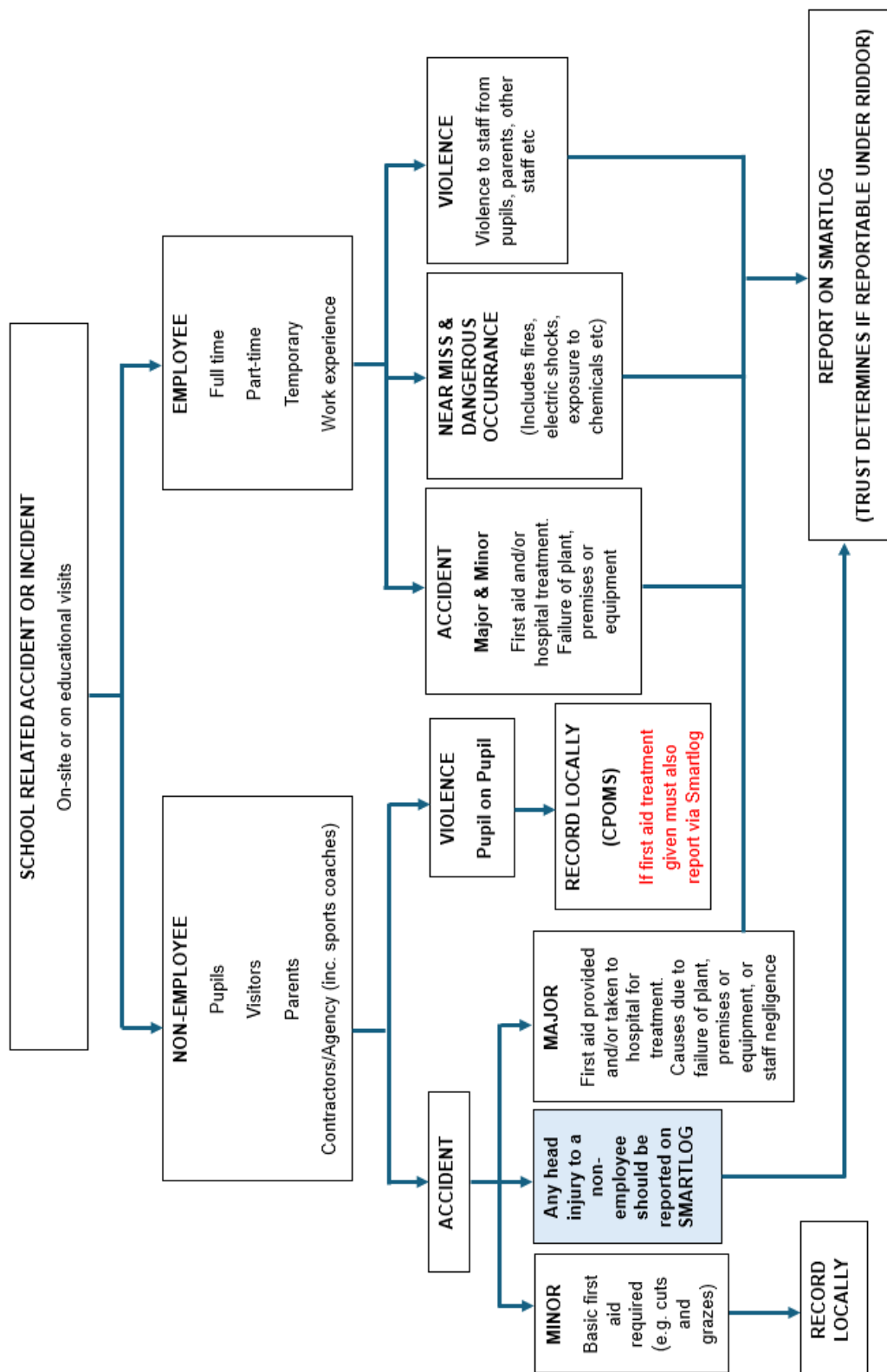
There are a wide range of support organisations providing help and advice and the trust will make full use of these. Each school will be encouraged to use them well.

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.

Appendix 1: Accident reporting flowchart

## WHAT HAS TO BE REPORTED



## Appendix 2: What Must Schools Report under RIDDOR – an overview

| Reportable cases involving staff                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The responsible person in your premises must report work-related incidents to the HSE that: | <ul style="list-style-type: none"> <li>Result in <b>death</b> or a <b>specified</b> injury</li> <li>Prevent the injured person from continuing their normal work for more than <b>seven days</b> (excluding the day of the incident)</li> <li>Lead to a <b>reportable occupational disease</b>, for which the employee has received a <b>written diagnosis</b> from a doctor</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Specified injuries include:                                                                 | <ul style="list-style-type: none"> <li>Fractures (excluding fingers, thumbs, and toes)</li> <li>Amputations</li> <li>Loss or reduction of sight</li> <li>Crush injuries that cause internal organ damage</li> <li>Serious burns (those that cover more than 10% of the body or that damage the eyes, respiratory system, or other vital organs)</li> <li>Scalping (skin being separated from the head) that requires hospital treatment</li> <li>Unconsciousness caused by head injury or asphyxia</li> <li>Any injury that results from working in an enclosed space and leads to hypothermia or heat-induced illness, or resuscitation or hospital treatment for over 24 hours</li> </ul> <p>These are also reportable if they result from acts of non-consensual violence in connection to work in a school. For example, if a pupil injures a teacher during a lesson.</p> |
| Reportable occupational diseases include:                                                   | <ul style="list-style-type: none"> <li>Severe cramp of the hand or forearm</li> <li>Hand-arm vibration syndrome</li> <li>Carpal tunnel syndrome</li> <li>Tendonitis or tenosynovitis of the hand or forearm</li> <li>Occupational dermatitis</li> <li>Occupational asthma</li> <li>Any occupational cancer</li> <li>Any disease caused by occupational exposure to a biological agent.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Reportable cases involving pupils or visitors                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| The responsible person in your school must report accidents to the HSE that                 | <ul style="list-style-type: none"> <li>The incident occurred as a direct result of a work activity or lack of sufficient safety measures in the workplace</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| happen to pupils or visitors if:                                            | <ul style="list-style-type: none"> <li>The person dies or is taken directly from the scene of the accident to hospital for treatment. Note that examinations and diagnostic tests are not considered treatment in this definition</li> <li>Pupils and visitors do not need to have specified injuries for these requirements to apply. Specified injuries apply to employees only.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| The incident is reportable if it occurred in relation to:                   | <ul style="list-style-type: none"> <li>Any school activity, both on and off the school premises</li> <li>Equipment, machinery, or substances in the school premises, e.g. equipment used in a woodworking class or chemicals used for a science lesson</li> <li>Poor management or organisation of a school activity, e.g. a lack of supervision</li> <li>Poor design or condition of the premises, e.g. badly maintained floors.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| If you are on the Early Years Register, you must notify Ofsted if there is: | <ul style="list-style-type: none"> <li>An accident, injury, or death to a child on the school premises while they are under your care</li> <li>You do not need to notify Ofsted if the incident happens off the premises, to a child not in your care, or to anyone other than a child in your care.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Incidents that are not reportable include:                                  | <ul style="list-style-type: none"> <li>Those that happen due to an existing medical condition, e.g. a pupil with asthma who is taken to hospital following an asthma attack not triggered by something related to how the school operates</li> <li>Those where the person goes to hospital purely as a precaution and has no apparent injury</li> <li>Sports injuries that are not connected to how the school manages the risks from the activity, e.g. those caused by normal 'rough and tumble' of the game</li> <li>Playground accidents due to collisions, slips, trips, and falls that are not related to the condition of the premises or the level of supervision</li> <li>Violence between pupils</li> <li>Injuries caused while travelling on a school bus, that result from a road traffic accident. These are classed as road traffic incidents and are investigated by the police. However, if pupils are getting on and off the bus and are</li> </ul> |

|                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                       | <p>injured and taken to hospital due to a vehicle striking the bus, this is reportable</p> <ul style="list-style-type: none"> <li>Any incidents involving pupils on overseas trips</li> <li>Incidents involving pupils who are elsewhere on a work placement. During work placements, pupils are considered an employee of the business at which they have a placement. This means that the criteria for reportable incidents involving staff apply and the business is responsible for reporting.</li> </ul> |
| Reportable Dangerous Occurrences (Near Misses)                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>You should also be aware that certain dangerous occurrences (near misses) are reportable, regardless of whether they may have involved a pupil or staff member</p> | <p>These include:</p> <ul style="list-style-type: none"> <li>Load-bearing parts of lifts and lifting equipment collapsing or failing</li> <li>Accidentally releasing a biological agent that is likely to cause severe human illness</li> <li>The accidental release or escape of a substance that may cause serious injury or damage to health</li> <li>An electrical short circuit or overload that causes a fire or explosion.</li> </ul>                                                                  |