



Extend Learning
Academies Network

Health and Safety Statement and Policy

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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, preparing a termly report on health and safety performance and compliance
- assisting schools with the implementation of health and safety matters in their schools.
- acting as a conduit between schools and the CEO in relation to health and safety / premises compliance matters
- 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, and providing assistance as required for those areas under school responsibility
- 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 training needs and delivery within schools to ensure staff are knowledgeable, legally compliant, and competent to carry out their role
- co-ordinate with the assistance of the trust's Facilities and Compliance Manager support Caretakers/Site Technicians to develop and maintain records of inspection and maintenance and ensure all remedial action identified and addressed promptly or made known to the CEO and Trust board if funds are not available.

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 work activities, premises and compliance are carried out and effective controls are put in place and implemented by staff, contractors, visitors, and volunteers. That such risk assessments are regularly

reviewed as appropriate and that identified control measures or remedial works are implemented

- communicate the 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 investigated
- 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 that site staff undertake a daily walkthrough of the school site to identify any hazards, to include a check of outdoor play equipment. Any findings must be reported to the Headteacher/Deputy Head
- 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
- organising appropriate testing and inspection of systems and equipment within their premises and should ensure compliance with legal duties and industry standards
- 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 - 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 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
- monitor school compliance levels via iAM Compliant, to challenge the Headteacher where appropriate
- 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
- 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 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.

Each school will maintain a Health and Safety Training matrix, and staff training records.

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

2.9 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 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
- full support for the EEC Safety Management System
- oversight of and assistance with risk assessment management
- monitoring of accidents and RIDDOR Reporting
- endorsement of External Visits
- annual audit of management systems and procedures in order to confirm compliance for the governors or trust
- delegate place at their annual H&S update seminar

2.10 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 Accidents and reporting

An accident report on EEC will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident.

Information about injuries will also be kept in the pupil's educational record.

Records held in the first aid and EEC accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

3.2 Reporting to the Health and Safety Executive

EEC will investigate and record 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).

EEC will report these 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 therefore required to ensure that such incidents are reported to EEC 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

Near-miss events that do not result in an injury but could have done. Examples of 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

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	Headteacher

3.3 Buildings and Premises

The day-to-day premises management lies with each school. If a serious problem is expected or happens then schools are able to contact the trust Estates Manager or Facilities Manager, and when needed the contractors or advisors to assist them.

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

3.4 Contractors

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. 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. Schools will provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.

The trust has an approved contractor list, where a process of contractor assessment is engaged to check competency, financial standing, health and safety and recruitment. The approved list is regularly updated with contact details located on the staff portal.

Schools engaging contractors independently of the trust are to have a process in place to ensure contractor competency, financial standing, disclosure status and recruitment practices

are satisfactory. In a critical incident the person in charge (usually Headteacher or trust Estates Manager) may judge it appropriate to use contractors not previously approved due to the urgency or nature of the situation.

All contractors must report to the schools main reception 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.

Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

To ensure contractor competency, the Nominated Person in Charge will undertake competency checks prior to engaging any contractor not from the trust's approved listing. Should any concerns be raised contact will be made with the Headteacher or Estates Manager.

Building Contractors, where this involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of pupils and contractors whilst on the school site.

This type of work will be regulated by the requirements of the Construction (Design and Management) Regulations 2015 and the school exercises the duties of the client as contained therein.

For all large-scale or intrusive building works the Estates Manager will be involved in pre-contract meetings with the Contractor to consider and establish:

- clearly identify timescales for work methodology
- access requirements
- emergency access requirements

Signpost	Document Title	Responsibility
Supporting documents / procedures	Premises Management Document	ELAN Estates Manager
	Code of Practice for Contractors Working at ELAN Schools	ELAN Estates Manager

3.5 Defect reports

Day to day, schools are expected to maintain their own premises, plant, and equipment.

Serious problems should be reported to the trust. If needed, advice and help can be given, or the trust may intervene if necessary.

A problem that may be likely to cause multiple problems across the trust (for example a piece of electrical equipment is found to be defective) must be reported immediately to the trust through the trust Estates Manager or Facilities Manager.

3.6 Display Screen Equipment (DSE)

All staff who use computers daily for continuous periods of an hour or more, or an aggregate daily time of three hours or more, must undertake a DSE assessment and complete the relevant training package via the trust's e-learning provider in accordance with the requirements of the

Health and Safety (Display Screen Equipment) Regulations 1992 The law applies if users are, for example:

- at a fixed workstation
- mobile workers
- home workers
- hot-desking (workers should carry out a basic risk assessment if they change desks regularly)

The assessment process is one of user self-assessment – the proforma DS1 – Assessment Tool is to be used. Following completion of the assessment, discuss personal DSE requirements (as identified by the self-assessment) with their line manager. The trust's DSE assessor will be furnished with a copy of the assessment for comment should further action be necessary.

Under the DSE Regulations, DSE 'Users' are entitled to an eyesight test and basic DSE spectacles frame with single lens, funded by the employer. Where a member of staff considers they require an eyesight test, they must notify ELAN HR and complete the actions required in the DSE Eye Test Form. Further details are available upon application to the Central HR Team.

The trust's Estates Manager is the designated DSE Assessor 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	Display Screen Equipment	ELAN Estates Manager
	Documents and Procedures	Headteacher
	DS1 – Assessment Tool	ELAN Estates Manager
	DS2 – Laptop User Guide	ELAN Estates Manager
	DS3 – Advice Booklet (HSE)	
	DS4 – Guidance for Line Managers	ELAN Estates Manager
	DS5 – 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. The trust will provide support in terms of advice, authorisation for expenditure and the use of contractors or advisors above an agreed limit delegated to the Headteacher.

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.

3.8 Fire Safety

The Headteacher is responsible for ensuring that a fire risk assessment is undertaken each 36 months by an independent third party and recommendations and controls implemented accordingly (the assessor will be appointed by the trust Estates Manager). The fire risk assessment is to be located in the Fire Logbook. The FRA will be reviewed annually by the Estates Manager, and any findings or recommendations will be brought to the attention of the Headteacher for actioning.

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.

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

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	Maintained by School
	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 for each school.

Each school is responsible for ensuring that a first aid policy applicable and appropriate to its setting, is in place.

The Headteacher is responsible for ensuring that their school has a policy in place for managing first aid and administering medications. The 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	First Aid Policy	School
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))

We 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 https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources	

3.11 Children with Medical Conditions

The Headteacher is to ensure that the school has a Supporting Children with Medical Conditions 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	Supporting Children with Medical Conditions Policy	Headteacher
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

All trust academies 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.

3.14 Workplace Inspections, Monitoring and Review

The trustees and senior officers will accompany Headteachers on inspections to set an example and demonstrate commitment to health, safety, and wellbeing (as well as safeguarding and

security). The arrangements for doing this occasionally will be made by the CEO/Estates Manager.

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.

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.

The trust Estates Manager will ensure that risk assessments are 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.

Signpost	Document Title	Responsibility
Policy	Risk Assessment Policy	ELAN Estates Manager

3.16 Water hygiene including controlling the risk of Legionellosis

The trust Estates Manager will be the overall duty-holder and the Headteacher will be duty holders for their school. All schools must have a water system survey and Legionella Management Plan in place and regularly review.

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.

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 will be joined by the trust.

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