



Health & Safety (Local) Policy

Date	Revised amendment details	By whom
October 2023	Implemented by school	Principal
October 2025	Review subject to any required statutory updates	Principal



Elliot Foundation Academies Trust Values

1. Put children first

- a. We trust and value your professionalism
- b. We share the responsibility for the learning and welfare of all of our children
- c. Our purpose is to improve the lives of children

2. Be safe

- a. Don't assume that someone else will do it
- b. Look after yourself, your colleagues and all children
- c. We are all responsible for each other's safety and well being
- d. Discuss any concerns with an appropriate member of staff

3. Be kind & respect all

- a. People are allowed to be different as are you
- b. Kindness creates the positive environment we all need to flourish
- c. This kindness should extend to ourselves as well as to others

4. Be open

- a. If you can see a better way, suggest it
- b. If someone else suggests a better way to you, consider it
- c. We exist to nurture innovators and support those who take informed risks in the interests of children

5. Forgive

- a. We all make mistakes
- b. Admit them, learn from them and move on

6. Make a difference

- a. Making the world a better place starts with you
- b. Model the behaviour that you would like to see from others



1. Health and Safety Policy Statement

The school recognises and accepts its responsibility to provide a safe and healthy environment for all its employees and all other persons affected by its operations and activities, including the pupils of the school. It is therefore the policy of the school to adhere to the requirements of the overarching Elliot Foundation Academies Trust (TEFAT) Health and Safety Policy.

In addition, the school will take all reasonably practicable steps to ensure the provision and maintenance of its premises and equipment, providing all necessary and appropriate information for staff, pupils and visitors to be able to work and be safe whilst on site.

The welfare and wellbeing of all staff and pupils is paramount and the school will seek to identify and assess the hazards associated with all of its activities, with the aim of eliminating, minimising or controlling the risks.

All arrangements and processes will be monitored and reviewed to ensure that satisfactory standards are being achieved, both in the school premises, land and on other sites utilised by the school. Specific responsibilities for achieving these health and safety objectives are detailed in the following pages.

The effectiveness of this policy will be monitored and reviewed as and when necessary but no later than once every 2 years.

All people who work in or with the school and key personnel who use its services should read and comply with this statement, and any of the following detailed pages as they affect them.

Name Signed Date
Staff Member

Name Signed Date
Principal



2. Roles and Responsibilities

2.1. The Principal will ensure that they:

- Are familiar with their responsibilities and meet the declared aims of TEFAT's and the schools locally owned Health and Safety Policy
- Develop safe systems and procedures for staff and pupil activities in line with the guidance provided within TEFAT's Health and Safety guidance documents (available through the Community)
- Meet statutory requirements particularly with regards to the Management of Health and Safety at Work Regulations 1999
- Monitor and appraise the effectiveness of health and safety performance and improve on areas of low performance
- Ensure that budgetary provisions are made for health and safety matters
- Advise the management team on new regulations, or proposed changes in existing regulations;
- Seek necessary advice and guidance as appropriate from TEFAT's Estates and H&S Director
- Ensure effective fire precautions are implemented throughout the school and the Responsible Person duties under the Fire Safety Order 2005 are fulfilled
- Monitor accident / violence at work / near miss reports and take appropriate action to understand and mitigate risk and respond to trends
- Liaise with and provide information to TEFAT both via the Scholarpack reporting system and by direct discussion

2.2. Health and Safety Appointed Persons will ensure that they:

- Are familiar with their responsibilities under the local Health and Safety Policy and ensure the policy is effectively carried out in their area(s) of delegated responsibility



- Comply with all current legal requirements concerning the health, safety and welfare of employees within their area(s) of delegated responsibility
- Ensure safe systems of work are devised, implemented and maintained so far as is reasonably practicable
- Ensure risk assessments are completed on the work activities/tasks within their area(s) of delegated responsibility
- Ensure effective First Aid arrangements are established in relation to their work activities and anyone who may be affected by that activity
- Ensure appropriate fire evacuation processes and procedures are in place
- Determine what financial resources are required to provide safe plant, work equipment, personal protective equipment, health and safety training, etc.
- Establish a system which ensures that safe plant, substances, equipment and protective clothing are provided from the resources available
- Ensure procedures are in place so that all accidents, major incidents or near misses are reported, via Scholarpack
- Ensure appropriate action is taken to implement any recommendation made by HM Inspectors of the Health and Safety Executive, Fire Prevention Officers, other law enforcement officers and the Trust
- Seek and act upon the advice and guidance as appropriate from the Trust.
- Ensure all employees receive adequate and appropriate information, instruction and health and safety training, taking into account their capabilities.
- Implement and maintain procedures to ensure any unsafe or unhealthy situations are recognised, assessed and rectified, so far as is reasonably practicable.
- Take appropriate action with regards to any employees who fail to carry out any health and safety duty assigned to them, for which they have received appropriate training and instruction, or endanger any of their colleagues through their acts or omissions.
- Ensure so far as is reasonably practicable that their service's work activities, and that carried out by appointed contractors, do not endanger any persons including pupils.



2.3. The employees will ensure that they:

- Take reasonable care of their health, safety and welfare and others, including pupils, who may be affected by their acts or omissions
- Co-operate with their employer to comply with statutory duties for health and safety.
- Remain competent and attend Health and Safety training as required.
- Use correctly and safely any work item provided by their employer in accordance with their training and instruction given.
- Wear appropriate personal protective clothing as appropriate to the hazards associated with their work activity.
- Use any substance harmful to health, or dangerous substance, in accordance with the instructions provided, the training they have received and the preventative measures defined within the risk assessments for the use of those substances.
- Familiarise themselves with procedures for emergencies at all locations where they are working.
- Report to their line manager any inadequacies in any safety procedures or if they are expected to undertake a work activity, for which they are not adequately trained, qualified or equipped.
- Report all accidents, incidents and dangerous occurrences.

3. Health & Safety Leads

Health & Safety Lead is Mr N Read, EX Principal Sally Craig Interim Head Teacher	The individual ultimately responsible for health, safety and welfare provisions at the school. SC when NR is not in school.
Health and Safety Appointed Person is Interim Site manager Oraine XXXX Mr N Kihal, Caretaker	The individual delegated to oversee the implementation of health, safety and welfare provisions at the school.



Appointed Risk Assessor is Mr N Kihal, Caretaker Interim Site manager Oraine XXXX	The suitably trained individual appointed to assist all other staff with completing risk assessment for school roles and activities.
Emergency Coordinator is Mr N Kihal, Caretaker Interim Site manager Oraine XXXX	The individual delegated to review emergency procedures check provisions (extinguishers, first aid kits, etc.) and monitor drills.

4. Risk Assessment

4.1. Risk assessment is one of the schools key tools for managing health and safety. Risk assessments will be carried in line with the relevant section of TEFAT's Health and Safety guidance and will cover:

- Roles carried out by staff or volunteers
- Staff and curriculum activities
- School premises and equipment
- Articles and substances
- Trips and visits

4.2. All risk assessment will be completed by a trained competent person and reviewed regularly by the management team. All staff will be trained on relevant assessments for their roles and activities.

5. Accident/Incident Reporting Procedure: Scholarpack

5.1. This procedure is to be used for recording all incidents of injury or ill health arising from accidents or exposure to hazardous substances and for dangerous occurrences, even where no injury occurs, and is in line with the guidance found within the associated section of TEFAT's Health and Safety guidance.

5.2. The procedure for reporting can be accessed by anyone and is available from the schools office and shall be followed in the event of;



- An incident involving an academy employee, or person working for or on behalf of the school, if injured whilst at work or because of work activities;
- An incident involving other persons not employed or working for or on behalf of the school (e.g. a pupil) where the injury **is caused by** activities or premises/sites under the school's control.
- An incident where a person was not actually involved or was not physically harmed e.g. theft, fire, verbal abuse, near miss.

6. First Aid and Medication Control

6.1. First Aid

All staff, both teaching and non-teaching, are responsible for dealing with minor incidents requiring first aid and will follow the guidance set out in the relevant section of TEFAT's Health and Safety guidance documents.

All details of any first aid administered must be recorded in the first aid treatment book, a copy of which is kept by the school office. Staff must inform the parent / carer of any first aid administered. An incident report form should also be completed as per the incident reporting procedure detailed in the relevant section of TEFAT's Health and Safety guidance.

If there is any concern about the first aid that should be administered then the qualified first aiders must be consulted.

The location of first aid boxes will be marked by a green cross, the contents of which will be regularly checked by a qualified First Aider.

The qualified first aiders are:

	Owen Dyson
Michelle Preece	
	Lauren Crook
Louise White	Alex Bliss
Angelina Famiyeh	
Magda Zaborska	Hannah Smith



Siobhan Casey	
Sheri Cooper	

7. Administration of Medicines

7.1. From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children. These requests fall into two categories:

- Children who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

7.2. Generally, no member of staff will administer medicine to children but should there be a requirement for staff to intervene then it shall be in accordance with the guidance set out in the relevant section of The Trust Health and Safety Handbook and in line with the school's locally owned policy and procedure detailing the specific arrangements for storage, administering and cross checking medication.

7.4. Where long term needs for emergency medication exist, the school will request specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Such information will be detailed in individual emergency care plans and risk assessments.

7.5. Detailed written instructions should be sent to the school and the parent/carer should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

8. In the case of a fire

Set procedures have been devised in case of an emergency at the school, such as a fire or bomb alert, when the building needs to be evacuated. Drills to practise these procedures are carried out at least once a term. All staff, children and visitors are made aware of these procedures, and instructed on exit routes, place(s) of assembly and roll call requirements.

The standard procedure is:

 2024 Fire evacuation procedures

The lunchtime procedure is:

- As above, all children and adults will make their way to their closest assembly point.



In the event of a fire or bomb alert the person designated must:

- Record as many details as possible if receiving a bomb threat.
- Activate the nearest fire alarm point.
- On hearing the fire alarm, classroom staff should evacuate the children quickly and quietly through the nearest exit. Leaving all personal belongings behind and closing the final door behind them.
- Follow the fire evacuation procedure, as above.

9. Lockdown

Set procedures have been devised in case of a threat to the safety of staff and pupils at the school, such as an intruder, where evacuating the building would not be a safe course of action. Drills to practise these procedures are carried out at least once every academic year and all staff and pupils are made aware of these procedures, and instructed on specific actions, places of assembly and communication requirements.

The Lockdown procedure is:

 [2023 Lockdown Procedure](#)

10. Smoking

- 10.1. The whole site shall be deemed as a no-smoking/Vaping area, smoking is not permitted in any area of the premises by staff, parents or visitors to the school

11. Car Parking

- 11.1. Car parking is identified as a potential hazard for those who use the school and for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping/collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. The road markings and signage near the school should be observed at all times.
- 11.2. Staff parking will only be accessible outside of school start and end times to ensure vehicles and pedestrians remain segregated. Visitors parking at the school will be required to leave a note of their car registration number within the visitor signing in book in case the car has to be moved etc.
- 11.3. There is provision for disabled parking and only appropriate badge holders should use these spaces.



12. Security

The designated key holders and those responsible for the security of the building are as follows:

- Nabil Kihal, Caretaker (Interim Caretaker OR)
- Sally Craig Headteacher
- Mandy Davis, Teaching Assistant
- Siobhan Casey Deputy Head Teacher
- ATLAS Cleaning Supervisor
- A Scott Regional Lead site manager

The premises will be checked daily to ensure that:

- All locks and catches are in working order
- All final fire exit doors are operable
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, that:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

All visitors are required to report to the school reception and sign in on the visitor's electronic system/book.

13. Contractors

- 13.1. Any work to be carried out at the school will be strictly controlled in accordance with the guidance provided in the relevant section of TEFAT's Health and Safety and safeguarding policies.
- 13.2. All contractors are required to report to the school reception and sign in on the visitor's book. They will then be given specific instruction on what will be expected of their operatives whilst working on the premises.

14. Hazardous Substance



- 14.1. Any substance required for use by staff on site will be ordered by the office and only then if less hazardous variants are unavailable. All substances which are classified as hazardous shall be kept in a locked store accompanied by a suitable assessment.
- 14.2. Any member of staff using chemicals will be appropriately trained on the correct and safe manner in which to work, they must always:
 - Read and follow the COSHH assessment for the substance
 - Be aware of procedures for avoiding exposure and for control
 - Inform the Business Manager or Site Manager of any issues or problems

15. Manual Handling

- 15.1. Where manual handling of heavy loads cannot be avoided, assessments will be undertaken to determine how the risks associated with the task, the load, the environment and the individual can be reduced.
- 15.2. Where deemed necessary by the assessment, staff will be provided with manual handling information, instruction and training.
- 15.3. Mechanical lifting aids, such as trolleys and sack trucks, will be provided as necessary for the transporting of equipment and materials around the site.
- 15.4. The majority of lifting activities are to be carried out by those staff members who have received the appropriate training e.g. Site Manager. All other staff are to request the assistance of the Site Manager for the movement of large, awkward, heavy or unwieldy items and not attempt to move them on their own.

16. Display Screen Equipment

- 16.1. All staff roles will be assessed to ascertain whether they are deemed a “Defined User” in line with the Health and Safety (Display Screen Equipment) Regulations 1992 and guidance found in the relevant section of TEFAT’s Health and Safety guidance.
- 16.2. All staff will be provided with the relevant information and training to be able to manage their own workstations. All “Defined Users” will be required to complete a workstation assessment which line managers will review and make all necessary adjustments.
- 16.3. Appropriate equipment will be provided and maintained to ensure workstations are compliant and suitable for the individual.

17. Work At Height

- 17.1. Where a person could fall and injure themselves due to a lack of precautions then they shall be deemed as working at height. School staff will not be permitted to work at height



unless they have been appropriately trained, use the most suitable equipment and plan the activity in such a way that they and others are not put at risk.

- 17.2. Suitable equipment will be selected and provided to enable staff to access items and articles out of normal reach, this equipment shall be inspected regularly and appropriately maintained by a competent person. The activity shall be assessed and planned in accordance with the guidance in the relevant section of The Trust's Health and Safety guidance.
- 17.3. At no time shall staff use unauthorised or inappropriate equipment, such as swivel chairs or standing on desk, for working at height.

18. Lone Working

- 18.1. Staff roles will be assessed and where necessary procedures introduced in line with the relevant section of TEFAT's Health and Safety guidance to ensure that, should they be required to work alone, they will be sufficiently protected.
- 18.2. Staff will be provided with suitable information and support whilst undertaking any task where they are in isolation of the school premises or other staff members.

19. Asbestos

- 19.1. All staff and contractors will be made aware of the contents of the schools asbestos register and Asbestos Management Plan identifying the locations of known asbestos on site. Any contractor appointed to carry out work on the fabric of the premises shall be required to sign to acknowledge they have read the register before they shall be permitted to start work.
- 19.2. The Site Manager shall undertake a regular inspection of the condition of any known asbestos on site and record their findings within the Asbestos Management Plan. All staff are required to report to the office any concerns they may have in relation to asbestos.

20. Electrical Equipment

- 20.1. Fixed and Portable electrical equipment in schools shall be appropriately inspected and checked on a regular basis for safety by a competent person; the Site Manager/Business Manager shall maintain a record of all checks. All members of staff are instructed to carry out a basic visual check of equipment before they use it, to include checking:
 - Cables and plugs are not damaged
 - Equipment casing is in good order



- The equipment has not been tampered with or temporary repairs made to any part of it
- An in-date test sticker is attached to portable equipment

20.2. All portable equipment shall be used in a safe and sensible manner with cables kept clear of walkways, any defects shall be reported to the Site Manager and the equipment immediately removed from use. All repairs shall be undertaken by a competent person.

21. Playground Safety

- 21.1. Appropriate numbers of staff will be assigned different locations across the playground(s) during all pre-arranged authorised play/break sessions. The ratio of staff to pupils will be dependent upon the activity, location, weather, type of structures in use, age of pupils and experience of the staff member(s).
- 21.2. Staff will monitor and supervise pupil activities and intervene, as necessary, if play or activities may place pupils at risk of injury.
- 21.3. The full supervisory arrangement for the playground is detailed within the associated procedural guide, a copy of which is kept in the school office.

22. Site Safety Tour

- 22.1. In addition to the site manager's daily site safety check, a full tour of school premises and associated grounds will be regularly undertaken by the management team to check safety and security using the inspection checklist found within TEFAT's Health and Safety guidance documents. Periodically (twice per year), the Trust's Estates and H&S Director will also attend site safety tours.
- 22.2. Any key findings of these tours will be discussed with the Estates and H&S Director with appropriate action agreed and formally recorded.

23. Premises Maintenance

- 23.1. Plant and equipment on site will be regularly and suitably inspected and tested to ensure that it remains in good working order and safe for continued use. Appropriate records will be kept of all such inspections/tests with completion certification kept on file for review by TEFAT, as required.
- 23.2. The type of equipment, frequency of inspection and who it will be carried out by shall be in accordance with the guidance found within TEFAT's Health and Safety guidance documents.



- 23.3. All statutory compliance testing is to be commissioned through the centrally procured contractor (3D Facilities Management) and records of inspections retained on the school site.