

# EIAT Health and Safety Policy

<p>Key Contributors:</p>	<p>Jon Harris – Chief Executive Officer          Helena Mandleberg- Chief Finance and Operations Officer          Sarah Kelly – Trust DSL/Cohesion and Innovation Leader          Denise Hibbert – Estates and Environment Leader          Claire Walker – HR and Operations Manager          Aron Davis – Strategic IT Operations Manager          Dannielle Knibbs – EIAT Governance and Compliance Officer</p>
<p>Review Date:</p>	<p><b>This policy will be reviewed:</b></p> <ul style="list-style-type: none"> <li>• after accidents, incidents and near misses</li> <li>• after any significant changes to workplace, working practices or staffing</li> <li>• after any form of notice has been served</li> <li>• in any event, on or before March 2026</li> </ul>
<p>Approved/Ratified by:</p>	<p>Trust Board, March 2024          Reviewed: March 2025          Next review: March 2026</p>



## 1. Statement of Intent

The Education Impact Academy Trust (EIAT) regards the promotion of health, safety and welfare of all people at work to be of the utmost importance and recognises its moral and legal obligations to Health and Safety.

EIAT has overall responsibility for the health, safety and welfare of staff, students and visitors in the establishments it operates. EIAT recognises that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where students can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

The health, safety and welfare of staff, students and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part. Health, safety and welfare is a 'shared responsibility', and all people need to satisfactorily discharge their responsibilities by understanding and adhering to the contents of this policy and all procedures.

The safety culture of our establishments is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our establishments have a strong and positive safety culture through communication, training, collaboration and leading by example.

This policy outlines the general organisational structure, roles and responsibilities, and the arrangements in place for the management of health, safety and welfare issues.

Compliance with the contents of this policy and subordinate procedures is mandatory and subject to periodic audit and review.

## 2. Organisational Roles and Responsibilities

### EIAT Members and Trustees

EIAT Members and Trustees will be responsible for the following:

- To act morally and responsibly in complying with their statutory obligations under current legislation and regulations.
- Demonstrate key leadership in fostering an environment in which health, safety and welfare issues are seen as an essential and integral parts of EIAT's activities.
- Ensuring that health, safety and welfare practices and performances are synonymous with good educational practices and performances such as Safeguarding, Prevent and Ofsted standards etc.
- Ensuring that there is an effective, robust and enforceable policy in place for the provision of health, safety and welfare to EIAT's staff, students and visitors, and that the policy is reviewed periodically to reflect any changes, within the organisation and its arrangements, current legislation/regulations, and in guidance from the Health and Safety Executive (HSE) or the Department for Education (DfE).
- To monitor health and safety performance at all establishments within The Trust.
- Ensure, so far as is reasonably practicable, that suitable and sufficient processes, procedures, resources and equipment are made available so that EIAT's health, safety and welfare objectives can be achieved.
- Ensure that Health, Safety and Welfare is included in the agenda for committee meetings where appropriate.

## **Executive Team (CEO, CFOO, EHTs/EPs, CIL, SITOM)**

The Executive Team will be responsible for the following:

- To act morally and responsibly in complying with their statutory obligations under current legislation and regulations.
- To demonstrate leadership in fostering an environment in which health, safety and welfare issues are seen as an essential and integral part of EIAT activities.
- To act as ambassadors for health, safety and welfare provisions.
- Updating Trust Board with regular reports on all matters affecting Health, safety and welfare.
- Ensuring effective communication of the contents of EIAT's Health, Safety and Welfare Policy to all members of the wider team, and that they are fully aware of their roles and responsibilities for the provisions of health, safety & welfare within EIAT.
- Ensure, so far as is reasonably practicable, that suitable and sufficient processes, procedures, resources and equipment are made available so that EIAT's Health, safety and welfare objectives can be achieved.

## **The Operations & Estates team (CFOO and Estates and Environment Leader, Trust HR and Operations Manager):**

The EIAT Operations and Estates team will be responsible for:

- Acting morally and responsibly in complying with their statutory obligations under current legislation and regulations.
- Demonstrating leadership in fostering an environment in which health, safety and welfare issues are seen as essential and integral part of EIAT's activities.
- Acting as ambassadors for health, safety and welfare provisions.
- To develop and implement an effective robust health, safety and welfare policy within EIAT and to ensure that the policy is reviewed periodically to reflect any changes, within the organisation and its arrangements, current legislation/regulations, and in guidance from The Health and Safety Executive (HSE) or the Department for Education (DfE).
- Ensuring and monitoring compliance with EIAT's Health, Safety and Welfare Policy and procedures, current legislation/regulations, and statutory guidance from the Department for Education (DfE) through maintaining familiarity with the requirements of the appropriate legislation and codes of practice.
- Creating and monitoring a management structure responsible for health and safety in each establishment
- Periodically assessing the effectiveness of the health, safety and welfare policy and management framework and ensure any necessary changes are made.
- Ensure processes are in place for monitoring and measuring health and safety performance, i.e. Safety Inspections, Audits, and Surveys.
- Identifying risks through robust risk assessment procedures relating to possible accidents and injuries and making reasonable adjustments to prevent them occurring.
- Providing guidance to ensure safe and healthy working conditions that comply with statutory requirements and codes of practice.
- Providing regular reports on all matters affecting health, safety and welfare.
- Liaising with the HSE as necessary on all matters of health, safety & welfare.
- Identifying health & safety responsibilities and activities across job roles. Ensuring that where appropriate, training specific to a job role is provided and that relevant staff are aware of what this is and where to access it. This may include in house or externally accredited training.
- Facilitating external contractors or appropriately trained members of staff inspect & maintain records for health and safety equipment issues including:
  - All electrical appliances – Annually
  - All fixed gymnasium equipment – Annually
- Actively monitoring health and safety systems & procedures including:
  - Annual external fire risk assessments and health and safety audits.
  - Termly examination of documents to ensure compliance with standards.

- Regular inspection of premises, plants and equipment.
- Regular reports and updates to stakeholders

### **Executive Headteachers/Principals/Nursery Manager:**

- In their capacity as the key person responsible for the effective management of health and safety onsite, the Principal/Headteacher will ensure the effective implementation of this policy by ensuring:
  - Acting morally and responsibly in complying with their statutory obligations under current legislation and regulations.
  - Demonstrating leadership in fostering an environment in which health, safety and welfare issues are seen as an essential and integral parts of EIAT activities.
  - Acting as ambassadors for health, safety and welfare provisions.
  - Ensuring local implementation of EIAT Health, Safety and Welfare policy.
  - Ensuring staff are made aware of all information from the EIAT Operations and Estates team regarding local compliance with the EIAT Health, Safety and Welfare Policy and procedures, current legislation/regulations, and statutory guidance from The Department for Education (DfE).
  - Taking all reasonable and practical steps to ensure the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
  - Ensuring there are suitably trained first-aid staff onsite in accordance with the training matrix.
  - Risk assessments of the premises and working practices are undertaken by staff
  - Safe systems of work are in place as identified from risk assessments.
  - Emergency procedures are in place and fire evacuation practices are conducted at least termly.
  - Records are kept of all relevant health and safety activities e.g. accidents, training etc.
  - All accidents are reported (using Elite) and investigated where appropriate, and any remedial actions required are taken or requested.

### **All Members of Staff**

All members of staff whether they are fixed term, contract, or permanent will take the responsibility of:

- Take reasonable care of their own Health and Safety, and that of others who may be affected by what they do at work.
- Ensuring that they are familiar and up to date with the EIAT's health and safety policy and standard procedures
- Carry out their work in accordance with training and instructions.
- Keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred.
- Ensuring that all the current provisions are assessed and in place before the start of any activity.
- Making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities.
- Exercise good standards of housekeeping and cleanliness.
- Report any defects in equipment or facilities to the Site Team (**using Every Portal**) who record actions or follow up by the Estates Team.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Co-operate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance.

All employees and staff are required to as part of the Health and Safety at Work Act 1974:

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions
- To co-operate with their employer in matters relating to health and safety to enable the employer to comply with requirements.
- Duty not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).

Employees and staff are required to:

- Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures /instructions.
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others. Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health.
- Take responsibility for good housekeeping in the area within which they work.  
Report all accidents, incidents and dangerous occurrences in accordance with company guidelines  
Follow the advice given in Company Health and Safety Training in order to control workplace risk.
- Take responsibility for their own health and safety.

**Volunteers and agency staff have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust's health and safety policy and procedures.**

### **Class Teachers**

Class teachers are expected to:

- Lead by example
- Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant risk assessments
- Give clear instructions and warnings to students when necessary
- Follow safe working procedures
- Require the use of protective clothing and guards where necessary
- Make recommendations to their Executive Headteacher or line manager regarding equipment and improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process
- Report all accidents, defects and dangerous occurrences to their line manager.

### **Student Responsibilities**

While EIAT staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that students understand their role and responsibilities when it comes to whole-establishment and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the EIAT community, and allowing for their age and aptitude, students are expected to:

Students will be responsible for:

- Take personal responsibility for health and safety of themselves and others.
- Dressing in a manner that is consistent with safety and hygiene standards i.e. wearing appropriate school uniform, PE kits etc.

- Observe all the health and safety rules of the establishment and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Behave sensibly around the establishment site and when using any equipment
- Act in line with the establishment behaviour policy.

## Contractors

All contractors working on EIAT premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on EIAT premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

### 3. Register of Appointed Persons (EIAT)

Role	Appointed person	Email address
Chief Executive Officer	Jon Harris	<a href="mailto:jon@educationimpact.org.uk">jon@educationimpact.org.uk</a>
Chief Finance and Operations Officer	Helena Mandleberg	<a href="mailto:h.mandleberg@educationimpact.org.uk">h.mandleberg@educationimpact.org.uk</a>
Estates and Environment Leader	Denise Hibbert	<a href="mailto:d.hibbert@educationimpact.org.uk">d.hibbert@educationimpact.org.uk</a>
Educational Visits Advisor	Laura Wilson Sarah Ramsey	<a href="mailto:info@edvisguidance.co.uk">info@edvisguidance.co.uk</a>
HR and Operations Manager	Claire Walker	<a href="mailto:c.walker@educationimpact.org.uk">c.walker@educationimpact.org.uk</a>
Cohesion and Innovation Leader (Trust DSL/EVC)	Sarah Kelly	<a href="mailto:s.kelly@educationimpact.org.uk">s.kelly@educationimpact.org.uk</a>
Strategic IT Operations Manager	Aron V Davis	<a href="mailto:a.davis@educationimpact.org.uk">a.davis@educationimpact.org.uk</a>
Trust Compliance/ Data Protection Officer	Danielle Knibbs	<a href="mailto:d.knibbs@educationimpact.org.uk">d.knibbs@educationimpact.org.uk</a>

**Register of Appointed Persons (Establishment Based)**

**Insert Establishment Appointed persons**

## 4. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The establishment follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy complies with our funding agreement and articles of association.

## 5. Arrangements

The arrangements set out in this policy clearly demonstrate EIAT's overall commitment in ensuring and safeguarding everyone's health, safety and wellbeing.

The following arrangements make reference to specific systems, processes and procedures that are used to achieve the aims and objectives of this policy.

The Health and Safety Executives (HSEs), Safety Management System (HSG65), based on the concept of Plan-Do-Check-Act will form the framework for implementing the arrangements set out in this Health and Safety Policy.

To ensure successful implementation of this policy, all systems, processes and procedures will be underpinned by the following five guiding principles.



Plan a clear direction for effective health and safety management, i.e. the journey and what is to be achieved and how.

- Robust Policy
- Demonstrate Planning



Implement the plan, i.e. organise workforce and resources.

- Sensible Risk Profiling
- Organising
- Implementation of Plan

Review performance and take action on lessons learnt.

Measure performance.

- Investigating Incidents
- Measuring Performance

- Reviewing Performances
- Learning Lessons

- Mutual accountability.
- Sensible risk-based approach.
- Establish efficient, proactive, and pragmatic ways of delivering health and safety.
- Standardised and consistent.
- Active and visible leadership.

### Health and Safety Information for Employees

EIAT recognises that health and safety is all about preventing people from getting hurt or becoming ill from work or learning related processes.

Increasing health and safety awareness and providing information is vital in ensuring and safeguarding everyone’s health, safety and wellbeing whilst at work.

To comply with The Health and Safety Information for Employees Regulations 1989, all establishments within EIAT will display a Health and Safety Executive (HSE) ‘What You Need to Know’ health and safety poster in a prominent area. The purpose of the poster is to increase awareness of health and safety, provide vital information regarding health and safety, who are the health and safety representatives, and other health and safety contacts at their place of work.



## 6. Site Security

Just like safety, everyone has an important role to play when it comes to site security, and in the successful implementation and monitoring of the security procedures for their site. Unauthorised access to premises is strictly prohibited, and permission must be sought before accessing premises. To ensure that our establishments are secure sites we:

- Record details of all visitors entering and leaving the site
- Have designated key holders
- Engage the services of an alarm monitoring company

Common site security concerns include:

- Intruders
- Personal safety on premises, including protection against violent, abusive or insulting behaviour, or language
- Burglary
- Arson
- Vandalism
- Intrusion to activities

All premises within EIAT are private property and generally parents, guardians, visitor and contractors will have permission or an invitation from an establishment within the trust to be on their premises. Section 547 of The Education Act 1996 cites that it is a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance. EIAT establishments may apply to the local authority/police for an anti-social behaviour order in cases of ongoing violent, abusive or insulting behaviour, or language from an individual or group of individuals.

The Operations & Estates Team will be ultimately responsible for the security of EIAT premises and must ensure that suitable and appropriate arrangements are in place for the following, working with the EIAT IT team where required.

- Completion of a Site Security Risk Assessment.
- The development, implementation and maintenance of robust and effective site security procedures.
- Plan/Procedure for their premises that covers the following:
  - External Environment; Perimeter Fencing and Gates, Access Control, Vehicle Security/Parking, Landscaping/Defensible Planting, Signage, Security Lighting, Close Circuit Television Systems (CCTV).
  - Building Shell; Protecting the building.
  - Internal Security; School Office/Reception Location, Access Control, Vulnerable Offices/Rooms.

The responsibility to develop, implement and maintain a robust procedure for site security for each establishment within EIAT will be managed by the Estates and Environment Leader, supported by the Operations and Estates Team, and the establishment's Executive Headteacher/Principal/Nursery Manager.

Good site security management is about being proactive rather than reactive. The emphasis will be on prevention rather than detection.

## 7. CCTV (Closed Circuit Television)

EIAT uses Closed Circuit Television (“CCTV”) in its establishments. **Please see the Trust CCTV Policy** for more details. Those establishments who use CCTV may have fixed and/or moving cameras on sites. Some cameras may be equipped for sound recording.

## 8. Business Continuity Plan/Critical Incident Management

A critical incident may be defined as any sudden and unexpected event or sequence of events which cause trauma within a community of an establishment, overwhelms their coping mechanisms, causes serious disruption to the running of that establishment and is likely to result in significant public and media attention.

- Critical incidents may include some of the following.
- Bomb threat or alert.
- Collapse or major damage to building or equipment.
- Disappearance or abduction of a learner.
- Fatality or specified serious injury under Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR), whilst within the establishment of the EIAT or on an educational visit.
- Serious assault or sexual assault.
- Firearms or weapons attack
- Taken hostage or siege

It is not possible to prepare in detail for every potential critical incident that may occur at any establishments within the trust. However, EIAT does recognise that it is essential to have a general plan that defines the roles and responsibilities of the Critical Incident Management Team and outlines the steps that need to be taken in the event of a critical incident in the Business Continuity Plan.

The Disability Discrimination Act 1995 cites that it is an offence to discriminate on a disabled person’s disability, and that an employer has a duty to make reasonable adjustments in the workplace to accommodate the disabled person, which also includes safe access and egress from premises.

Senior Leadership Teams at each establishment within EIAT will be responsible for developing and implementing a site-specific Business Continuity Plan, supported by the EIAT Operations & Estates Team and the wider Executive Team as required. These plans will be guided by EIAT’s Business Continuity Plan and will include both Emergency Evacuation and Dynamic Site Lockdown Procedures that adhere to EIAT’s legislative requirements and will take into consideration bespoke emergency evacuation plans (PEEPs) for people with impairments and give clear instructions in the provisions and use of ‘refuge points’ and ‘evacuation chairs’.

Senior Leadership Teams at each school within EIAT, with the support from EIAT’s Executive Team and Operations and Estate Team will also be responsible for ensuring that their Business Continuity Plan are set in motion as and when required, and that provisions are made for at least one emergency evacuation per term, and that it is monitored, logged and reviewed.

## 9. Working/school environment

EIAT recognises its statutory duty under Section 2 of The Health and Safety at Work Act to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work.

The Workplace (Health Safety and Welfare) Regulations 1992 expand on these duties and cover a wide range of basic health, safety and welfare issues to protect everyone in the workplace.

Senior Leadership Teams at each individual establishment, and Central Leadership teams within EIAT will be responsible for ensuring, so far as is reasonably practicable, that arrangements are in place to manage the following on their premises/area of responsibility. This means keeping classrooms and corridors tidy, organised and free of safety hazards such as loose wires.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. **Information on health and safety in these departments can be found in individual establishment risk assessments.**

Where an establishment premises are shared with another organisation e.g. contract caterer/Children's Centre EIAT Operations and Estates Team/Executive Headteacher/Principal will ensure that all third-party organisations have in place systems and procedures to maintain compliance in relation to recruitment, safeguarding, health and safety and emergency procedures.

Staff, students, contractors and visitors have a legal duty to report any condition or practice they believe has the potential to cause harm or injury.

### Health

Suitable and effective provisions are in place to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air. Stale air, hot or humid air arising from work processes or equipment will be replaced at a reasonable rate.

The temperature in all internal rooms during working hours is required to be reasonable, comfortable, and without the need for special clothing. This is specified in the Health and Safety Executives Approved Code of Practice (ACoP) relating to this regulation as a minimum of 16°C, or 13°C where severe physical work is involved. No maximum temperature is set by the regulation, however EIAT recognises the need to assess risks to the health, safety and welfare of all those at risk of excessive high temperatures. In cases of excessive high temperatures, appropriate measure will be taken, so far as is reasonably practicable, to reduce temperatures to a comfortable working level. This regulation does not apply to specific work areas where the temperature has to be kept below recommended levels and is governed by another legislation, i.e. food cold stores. Local temporary heating or cooling is acceptable and will be provided where reasonable comfortable temperatures cannot be achieved. Should employees and students continue to be exposed to temperatures which are uncomfortable, despite the provision of local heating or cooling, suitable arrangements regarding clothing or rest facilities will be provided.

Suitable and sufficient lighting appropriate for tasks will be provided in every workspace, preferably by natural light, so far as is reasonably practicable. Lighting will be sufficient to enable everyone to work, use facilities, and move from place to place safely without experiencing eye strain. Where levels of natural light create excessive heat or glare, assessment of the provision for shading windows will be carried out to ascertain the most suitable solution e.g. blinds, curtains, film etc. Where artificial lighting is used, suitable and sufficient emergency backup lighting will be provided to safeguard those at risk to dangers in the event of artificial lighting failing. Emergency lighting will be powered by an independent source from normal lighting and will be immediately and automatically effective upon failure of normal power supplies. The level of emergency

lighting will be suitable and sufficient to provide the necessary light to enable action necessary to ensure the health and safety of all in the event normal power supplies fail.

No smoking or vaping is permitted on site or in vehicles owned or operated by EIAT. **EIAT's Staff Code of Conduct (Section 21)** will be read, understood and adhered to by all staff.

## **Safety**

Workplaces, equipment, devices and systems will be maintained in an efficient state, efficient working order and in good repair. Any potentially dangerous defects reported will be rectified immediately or measures put in place to protect those at risk. Equipment unsuitable for use, but not a danger in terms of health safety and welfare will be removed from service until repaired. All establishments within EIAT will have suitable systems of maintenance for certain types of equipment and devices on their premises, e.g. ventilation, heating, lighting, emergency lighting, window cleaning etc.

All workplaces, furnishings, floors, walls and ceilings will be kept sufficiently clean. Good housekeeping, i.e. storage and waste management, is sensible and the foundation for good health and safety. For example, the accumulation of floor clutter increases the risk of trips and falls; poor waste management increases fire risks. It will be the responsibility of all employees, students and visitors to maintain clean, tidy and organised spaces free from potential avoidable hazards.

Suitable workstations will be provided for the type of work undertaken by all within EIAT. Where work is predominantly seated, suitable seating will be provided. Workstations associated with computers and display screens will be risk assessed in accordance with The Health and Safety (Display Screen Equipment) Regulations. Workstations will be designed to enable adequate freedom of movement of the individual user.

Every floor and traffic route used by pedestrians and/or vehicles will be of sound construction, have adequate properties suitable for its intended purpose, and be maintained. Where appropriate, floors will be provided with suitable drainage and be free from defects, obstructions, articles and contaminating substances that are likely to result in a slip, trip and fall incident. Where appropriate, suitable and sufficient handrails and guards will also be installed on traffic routes where they are deemed necessary, e.g. staircases.

Suitable and effective measures will be taken to prevent anyone falling a distance likely to cause injury or being struck by a falling object. Any areas where there is a likelihood of a fall causing harm will be assessed and, if required will have suitable and sufficient protective measures. When fencing cannot be provided, or has to be removed, effective measures will be implemented to prevent falls, e.g. limiting access to specified individuals and operating a safe system of work procedure will be adopted. Where regular access to roofs is needed, suitable permanent access will be installed, fixed physical safeguards will be provided to prevent falls from roof edges and through fragile roofs. If only occasional access is required, other safeguards must be used, e.g. crawling boards, temporary access equipment. All fragile roofs will be clearly identified. Any activity involving working at heights will be risk assessed first in accordance with The Work at Heights Regulations 2005.

All windows or transparent and translucent surfaces in walls, partitions, doors or gates shall be made of safe materials and marked to make them apparent. Windows, skylights and ventilators will be designed, constructed and installed in such a way so that they are safe to operate, clean and be maintained without risk to personal health and safety.

Vehicular and pedestrian traffic routes will be arranged and maintained in such a way to permit safe movement, suitable for their purpose both in size, number, and position. There will be sufficient separation of vehicles and pedestrian traffic routes where possible, and all routes will be suitably indicated for health and safety reasons. Appropriate crossing points will be provided where vehicular and pedestrian routes cross.

Sufficient and adequate warning signs and marking will be provided to advise drivers and pedestrians of potential hazards and restrictions, and to provide safe information, instructions and direction.

Doors and gates will be suitably constructed with all necessary safety devices and maintained in order to safeguard the safe passage of all when coming to and from EIAT sites. Sliding doors and gates will be fitted with devices to prevent doors coming off their tracks. Upward swinging doors and gates will have safety features to prevent them dropping back. Powered doors and gates will have suitable and effective safety features to prevent harm being caused to an individual as a result of getting trapped and be capable of being operated manually in the event of site power outages. Swipe access doors and gates will have emergency override features to allow for all individuals to exit sites in the event of an emergency event, i.e. system override when fire-alarms sounded.

## **Welfare**

Suitable and sufficient sanitary conveniences will be provided at readily accessible places. Sanitary conveniences will not be considered suitable unless they are adequately ventilated, lit, and kept in a clean and orderly condition. There will be provisions for separate sanitary conveniences for men, women, as well as accessible toilets.

Suitable and sufficient washing facilities, including showers, will be provided at readily accessible places. Washing facilities will be provided within the immediate vicinity of every sanitary convenience or any changing room. These facilities will include a supply of hot and cold water, soap or other suitable means of cleaning, and paper towels or other suitable means of drying. Such facilities will also be sufficiently illuminated, ventilated and maintained in a clean and orderly condition. Where showers are installed and fed by both hot and cold water will be fitted with thermostatic mixer valves. There will be provisions for separate accessible washing facilities for men and women.

There will be an adequate and readily accessible supply of wholesome drinking water that will be conspicuously marked with appropriate signage. Where a supply cannot be obtained directly from mains supply, an acceptable supply will be provided by refillable containers. Where an adequate supply of wholesome drinking water is required, there will also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet form which an individual can drink easily.

Suitable and sufficient facilities for changing clothing will be provided for individuals on site where individuals have to wear special clothing or change clothing for the purposes of completing their curriculum or workload, and if the individual cannot for reasons of health or propriety be expected to change in another room. There will be provisions for separate facilities for changing clothes that are accessible for men and women.

There will be provisions for suitable facilities in readily accessible places for rest necessary for health and safety reasons, e.g. pregnant women or nursing mother to rest, and to eat meals where food eaten in the workplace would otherwise be likely to become contaminated. Eating facilities will include provisions for preparing or obtaining hot drinks. Where it is not possible to obtain hot food in, or reasonably near to, the school or other site within the trust, EIAT will provide a means of heating food.

## **10. Inclement Weather**

Inclement weather refers to severe or harsh weather conditions involving snow, ice, rain, and/or wind that have the potential to make journeys by foot or by personal, public, or private transport extremely hazardous.

In the event of such severe or harsh weather conditions, all establishments, and other premises within EIAT may have to face the possibility of closing to ensure the health and safety of its students and staff. It is always a very difficult decision to make because of our desire to provide the best education for our students, however it is also paramount that we are able to provide a safe environment for students and staff members alike. A

closure of the establishment during the day, and an early release of staff will only be considered in extreme circumstances. Where establishments are temporarily closed during severe weather, parents will be informed if remote education will be provided. EIAT recognises that a majority of its members of staff live a significant distance away from their place of work, and due to the number of disruptions including road traffic accidents, they may not be able to get into work safely, resulting in insufficient members of staff to supervise students. Staff members will liaise with their line manager to discuss options of attending work.

### **Basis of assessment**

All establishments within EIAT must have a documented procedure for the closure of their school/nursery/college and must include the following.

- Roles and responsibilities
- A severity assessment that takes into consideration the following:
  - Advice from The Met Office, Police, appropriate and recognised motoring organisations, and vehicle insurance companies.
  - Travel situations, disruptions, and potential road traffic accidents to and from the school.
  - On-site hazardous conditions that cannot reasonably be mitigated.
  - Adequate and safe supervision of all students.
  - The maintenance of reasonable temperatures in buildings/parts of buildings where students and staff are likely to be.
  - Wholesome water available.
  - Sufficient toilets working satisfactorily.

### **Minimum staff numbers**

In the event of limited staff numbers due to extreme weather, different age groups may be brought together to be taught under the supervision of the available teachers and support staff.

### **Inclement Weather Emergency**

In the case of an emergency relating to severe weather, the school will follow their planned emergency procedure, in accordance with the Business Continuity Plan including details such as:

- Information on where to find parent contact details.
- Staff contact details for out-of-hours emergencies.
- Details of which staff members have agreed to perform certain tasks during an emergency.

In conjunction with the CEO and the Environment and Estates Leader, the Executive Headteacher/Principal/Nursery Manager will make a decision on whether the establishment is to close. This decision will take into account provision for both students and staff, this could mean that the establishment is open to staff but not students. Where there is a disagreement on whether a site should close the CEO will make the final decision. The Senior Leadership Teams at each establishment within EIAT will be responsible for implementing and setting in motion procedures for the closure of their school/college/nursery. All Senior Leadership Teams will be supported jointly by Executive Team and Operations & Estates Teams.

## 11. Managing Visitors and Contractors

### Managing Visitors

EIAT experiences a significant number and wide variety of visitors to their premises, e.g. health professionals, parents, volunteers, ex-students, VIPs, associate professional colleagues, sales representatives, representatives of Government Departments and Local Authority, and employees of utility companies etc.

A visitor to an EIAT establishment will face a number of risks that will arise from the layout, processes and procedures of the school/college/nursery.

EIAT recognises its legal obligation to ensure that arrangements are in place to safeguard the health, safety and welfare of all visitors on their premises. Senior Leadership Teams at each establishment within EIAT will ensure that arrangements are in place to implement the following processes:

All visitors will sign in at school's reception and be issued with an identity badge which must be worn and visible for the duration of their visit.

- Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.
- Staff members will challenge any individual on the school site who is not displaying a visitor badge, to establish their reason for being on school grounds. Such visitors should be escorted to school reception to sign in or off site as appropriate.
- Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999-phone call.
- Volunteers are considered as a member of staff and therefore all health and safety arrangements including recruitment, induction and training will apply.

### Selecting and Managing Contractors

It is vital that any company or persons invited into EIAT establishments the under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of our policy and procedures.

When engaging a contractor the following will be considered:

- All aspects of the work will be identified and set out in a job specification;
- Qualifications and experience;
- References;
- Insurances and certifications;
- Memberships of professional trade bodies;
- Safety method statement; and
- DBS Checks

We will co-ordinate with any contractor and ensure that they have information about the site available to them including the asbestos management plan, evacuation procedures etc.

For information on safeguarding students against visitors or contractors to an EIAT establishment, please read our **Child Protection and Safeguarding policy**.



## Approved Contractors List

EIAT maintains a comprehensive Approved Contractors List, which includes contractors who have undergone vetting procedures to ensure compliance with all relevant health and safety regulations. Each contractor on this list has been evaluated and approved based on their knowledge, skills, and ability to perform work safely within our establishments. This includes completion of all necessary checks, such as enhanced DBS checks where applicable, and confirmation of appropriate insurance coverage. Establishments are required to utilise contractors from this list for any premises work or services to ensure consistent adherence to our health and safety standards. This approach not only promotes safety but also ensures the integrity and reliability of services provided across all our establishments.

## 12. Health and Safety Training

EIAT recognises the many positive benefits of health and safety training in the workplace. Health and safety training makes an individual aware of their surrounding workplace hazards and the precautions necessary to avoid harm. This results in minimal workplace accidents/ill health/potential legal issues, allows better response to unexpected emergencies, helps with legal compliance such as the provisions for safety information, instruction and training, and promotes a safer and more secure culture within the workplace.

Health and Safety training programmes are subject to constant review and updated accordingly following an accident investigation, new legislation, changes in the findings of a risk assessment or the introduction of new school site or processes.

Health and Safety training at EIAT takes many different forms and includes the following:

- **Induction**
  - New employees of EIAT are required to review the Health, Safety and Welfare policy upon joining the company.
  - A copy of the Health and Safety Policy and a directive to review the full policy is included in staff welcome packs which are received prior to the commencement of employment.
  - Within the first week of employment, line managers are responsible for sharing with new staff members site and team-specific procedures including accident reporting procedures, and nearest first aider, fire and other emergency procedures including the location of assembly points, location of welfare, canteen facilities and rest/prayer rooms etc.

### Job Specific

- Job specific training will ensure that all employees undertake their duties in a safe manner. Job specific training can be seen as a form of skills training and would be best done on the job. Job specific training may include the following.
  - Accident Investigation
  - Manual Handling
  - Display Screen Equipment (DSE)
  - Control of Substances Hazardous to Health (CoSHH) Risk Assessments and Safe System of Work, sometimes referred to as RAMS.
  - All job specific activities are assessed to determine when a safe system of work is needed to compliment a risk assessment.

## Specialist

- Specialist health and safety training is normally needed for activities that are not related to a specific job role but more to an activity, e.g. First Aid, Fire Marshal, Statutory Inspections. These training courses will be provided by an approved external specialised organisation when appropriate and participants will be awarded certificates on successful completion.

Upon the completion of job-specific training, training must be logged appropriately, so that the training may be added to the employee's central record along with the Training/CPD tracker.

## 13. Monitoring and Measuring of Health and Safety Performance

There are two distinct types of monitoring methods used for measuring Health and Safety performance at EIAT, as there is no single reliable measure of health & safety performance.

- Proactive Monitoring – Taking initiative before things go wrong. Involves routine inspections and checks to make sure that standards and policies are being implemented and that controls are working.
- Reactive Monitoring – Taking place after things go wrong. This involves looking at historical events to learn from mistakes and see what can be put right to prevent a recurrence.

EIAT employs several complementary proactive and reactive monitoring methods which address and measure different aspects and areas of the organisation. These methods are categorised as follow.

- Health and Safety Management System External Audit is a major exercise annually that is an external, formal assessment of the adequacy of the whole organisations Health and Safety Management System.
- Termly Safety Inspections will consist of a formal physical assessment of the workplace safety, including premises, plants and equipment, alongside document review to ensure compliance with standards. These will be conducted by the Estates and Environment Leader.

Safety Inspections will also form part of the preventative maintenance scheme for plant and equipment, e.g. PUWER inspections, pre-start health and safety checks, test and calibrate.

- Some inspections are driven by legal statutory examination and inspection requirements. Equipment in this category include boilers, lifting equipment etc. Inspections will be conducted by individuals who are competent in identifying the relevant hazards, risks, and who can assess the conditions found.
- Each establishment within EIAT will have their own schedule for such safety inspections/site walks and instruct a responsible individual to manage such Safety Inspections/site walkers. The Estates and Environment Leader will support in the development, implementation and monitoring of such Safety Inspection schedules.
- Safety Hazard Site Walks address the 'people' aspects of workplace safety, and by discussion with a range of staff, establish their familiarity with safety procedures and requirements.
- Safety Hazard Site Walks (Risk Assessments) will be carried out by the Site Team/Senior Leadership Teams at each establishment, as one means of demonstrating the school's commitment to safety. The

individuals conducting the spotting tours must satisfy themselves that all the arrangements and understanding are in place and working properly.

Each establishment within EIAT will have their own schedule for such Safety Hazard Site Walks instruct a responsible individual to manage them.. The Estates and Environment Leader will support in the development, implementation and monitoring of these site walks and liaise with other key personnel as required.

- Key Performance Indicators (Leading vs Lagging) will be used to monitor and measure the performance of various aspects of the Health and Safety Management System at all schools within the EIAT. Key performance indicators will help EIAT in achieving its aspirations and strategic objectives through following methods:
  - Raise awareness of the EIAT's Health and Safety performance amongst its management and employees.
  - Help focus and prioritise action and resources to where it is needed the most.
  - Improve the Health and Safety culture at all establishments within the EIAT.

EIAT will use the following leading and lagging indicators to monitor and measure performance of various aspects of the health and safety management system at all establishments:

- Leading Indicators
  - Health, Safety and Welfare Training delivered, i.e. Inductions, Basic Health and Safety at Work, Job Specific and Specialist.
  - Impact of the number of Audits, Surveys, Inspections, and Safety Hazard Spotting Tours (Risk Assessments) completed, i.e. numbers of remedial actions arising, actions outstanding, and those complete.
  - Impact from the number of Near Misses reported, i.e. cause identification, remedial action, actions outstanding and those completed.
  - Risk Assessment Register, i.e. outstanding, completed, and reviewed.
  - Civil Liability claims for compensation.
- Lagging Indicators
  - Number of accidents, incident kind, injury, and severity.
  - RIDDOR reportable incidents, i.e. injury, disease, and dangerous occurrences.
  - Number of lost workdays.

The Senior Leadership Teams at all establishments within EIAT will ensure that arrangements are in place to monitor, measure, log, and record such data.

The Estates and Environment Leader will be responsible for collating such data from all schools and central teams within EIAT, ensure quality assurance (i.e. QA) of data provided, and present information in reports to the Executive Team, Trust Board and Local Governing Bodies as appropriate.

## 14. Accident, Injury & Near-Miss Reporting and Investigation (see Appendix 2)

In the event of an accident or near miss taking place at an EIAT establishment, or off site on an organised activity, the member of staff will immediately report to whomever is in charge. A first aider should make an assessment of the injury as soon as possible. The following procedures must be followed:

- Report the accident to their line manager immediately.
- Record information of the accident/incident using the EIAT Accident, Injury & Near Miss Report Form (**Every Software**), including a statement from the injured person on how the accident happened. The form is to be submitted using Every Software before the end of the working day, for review by colleagues as appropriate.

Executive Headteachers and/or Central Team are required to investigate the cause of the accident and update their findings on the accident form record (**using Every**).

Information regarding the accident will be preserved for 3 years from the date of last entry, or if the accident involves a child/young adult, then until that person reaches the age of 25.

The CEO and Estates and Environment Leader will be notified immediately should the incident be of a serious nature as classified under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). Incidents of a serious nature as classified under RIDDOR will be reported to the Health and Safety Executive (HSE):

Significant Accident, Injury & Near Misses are defined as follows:

- Accidents, injury & near misses to employees causing either death or major injury.
- Accidents, incidents & near misses resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven-day period does not include the day of the accident.
- Fractures, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- Any degree of 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.
- Poisonings.
- Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, mesothelioma.
- Infections including but not limited to leptospirosis, hepatitis, anthrax, legionellosis and tetanus.

- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

The term 'significant accidents, injuries & near misses' is also used to describe incidents concerning equipment and the premises, that, under slightly different circumstances, could have resulted in harm to people or damage to property, materials or the environment. While reporting and investigation of near misses is not a legal requirement, EIAT recognise that it is good safety management. These include:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five metres in height.
- Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 100kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents.

A near-miss is defined as an event that, while not causing actual harm, has the potential to cause injury, ill health or damage to property. All near misses are opportunities to learn how we can avoid similar events that might lead to major, or even fatal, injuries. Examples of common near-miss incidents include the following:

- Slips, trips or falls
- Unauthorised vehicles entering a work area
- Moving vehicles passing unacceptably close or too fast
- Mishandling a load
- Falling objects
- Use of unsafe equipment
- Incorrect use of equipment

All establishments within EIAT will be responsible for managing their own incident reporting and investigation. They will be required to share reporting with the Estates and Environment Leader on a termly basis, who will review and evaluate. Any potential trends identified will trigger discussions and allow the necessary corrective or preventative measures to be taken.

## **Accident, Injury & Near-Miss Reporting in Early Years**

### **Notifying parents/carers**

The establishment's Early Years team will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### Reporting to child protection agencies

The establishment's DSL will notify the local child protection agencies (The Children's Advice and Support Service -CASS) of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school/nursery's care.

### Reporting to Ofsted

The Executive Headteacher/Nursery Manager will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school/nursery's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## 15. Slips and Trips

Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip. Slips and trips occur across education premises. Establishment sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education premises happen for a number of reasons. They typically involve:

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

To prevent slip and trip incidents we will:

- Ensure suitable cleaning regimes are in place,
- Ensure appropriate footwear is worn, including slip resistant footwear where appropriate (e.g. kitchen staff)
- Ensure there is appropriate lighting
- Ensure there is appropriate storage space.

## 16. Needle Stick Injuries

Most people will be aware that if a hypodermic syringe, particularly of an unknown source, penetrates the skin, such an event can give rise to the risk of the spread of a number of diseases. These diseases can also be transmitted by bites and scratches, or body fluids being splashed into the eyes.

If a member of staff receives a 'needlestick' injury e.g. a hypodermic syringe accidentally punctures the skin, or a bite, scratch or body fluid splash to the eye, it is important that the following action is taken promptly in order to prevent the risk of infection:

- The injured person should immediately squeeze the wound to make it bleed as much as possible. This should preferably be done whilst holding the wound under running water and washing well. Cover the wound with a dressing or plaster
  - If the incident occurs during NHS office hours (08.30 to 16.30), the injured person should inform a member of the Senior Leadership Team immediately to ensure that an NHS Occupational Health Appointment is made (see details on the flowchart below). Immediate arrangements can then be made for a health risk assessment to be carried out and if necessary, a course of treatment to begin. To ensure it is most effective, this treatment should begin within 48 hours



## 17. First Aid at Work (to be read in conjunction with the establishment's local First Aid Policy)

First Aid at Work covers all the provisions for immediate attention to a casualty. For the avoidance of doubt, nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school/college/nursery site.

### First Aid Roles and Responsibilities

All establishments within EIAT adhere to the following Health and Safety Executives (HSE's) framework for training of competent personnel to enable first aid to be given.

#### Nominated Person

Not necessarily trained in first aid at work, however, to take charge of the first aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required.

#### Emergency First Aid at Work (EFAW)

Training enables a first aider to give 'emergency' first aid to someone who is injured or becomes ill while at work. Training includes EFAW and also equips the first aider to apply first aid to the following range of specific injuries and illnesses.

- Injuries to bones, muscles and joints, including suspect spinal injuries.
- Chest injuries.
- Burns and scalds.
- Eye injuries.
- Sudden poisoning.
- Anaphylactic shock.
- Recognise the presence of major injuries, including heart attack, stroke, epilepsy, asthma, diabetes, and provide appropriate first aid.

**Each establishment will maintain a list of current first aid appointed person(s). This will be displayed as and where appropriate.**

### **Visits and events off-site**

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved and make any necessary adjustments. This will be reviewed by the Education Visits Co-ordinator in the establishment before the event is organised.

**Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.**

### **Illness**

When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.

A quiet area will be set aside for withdrawal and for the student to rest while they wait for their parents/carer to arrive to pick them up. Students will be monitored during this time.

### **Consent**

Parents will be asked to complete and sign a medical consent form when their child is admitted to the establishment, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.

### **First Aid Training**

All first aid training certificates, whether FAW or EFAW, are only valid for three years. The Senior Leadership Teams at each establishment within EIAT will be responsible for ensuring that arrangements are in place for individuals to renew their certificates before they expire, and that an appropriate number of staff are trained. Upon completion of any training, employees are required to log their training as appropriate, to ensure it is recorded on their central record and also on the CPD tracker.



All establishments within EIAT will use a recommended training provider to ensure that all first aid training qualifications are regulated and delivered by a training centre, recognised by a regulated Awarding Organisation (AO), i.e. Ofqual and SQA.

## **18. Emergency Healthcare Plans including Managing Medication(s) for Students and staff**

### **Students**

EIAT recognises that a child's medical condition(s) can be life threatening and can impact on their ability to learn. Every child with a medical condition is different and will be treated as an individual when managing their medical condition and treatment when in the establishment

Section 100 of The Children and Families Act 2014 place a statutory duty on governing bodies of maintained schools, academies and student referral units to make arrangements at school to support student with medical conditions.

The Department for Education has issued Statutory Guidance and Departmental Advice on 'Supporting Students at School with Medical Conditions' which must be followed unless there is good reason not to.

We will ensure that we consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

**Please refer to the establishments 'Administration of Medicines Policy' for further details.**

### **Staff**

Staff must advise their line manager if they are taking any medication which might impair their ability to carry out their normal work.

Arrangements for staff who administer and/or manage their own medication in school will be provided with a suitable private location to administer their medication and access to appropriate storage facilities.

### **Infection Prevention and Control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues.

EIAT establishments will endeavour to actively prevent the spread of infection through the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- Displaying appropriate signage

Executive Headteachers/Principals/Nursery Manger will be responsible for the identification of potential infections outbreaks.

The EIAT Operations and Estates Team will monitor and evaluate establishments' management of infection control.

Staff, students and visitors displaying signs of infection, such as rashes, vomiting, diarrhoea etc., will be sent home and recommended to see a health care professional.

Outbreaks of such occurrences should be communicated to all parents, staff and visitors in line with the guidance from the Public Health Agency.

[https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)

### **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

### **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 soiled clothing to be sent home, never rinse by hand

### **Clinical waste**

- Always segregate domestic and clinical waste,
- 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

### **New and expectant mothers**

Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

### **Pupils Vulnerable to infection**

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

## 19. Risk Assessments

Effective risk assessment is the foundation of all establishment health and safety checks, and EIAT takes steps to ensure that all staff are confident and familiar with carrying out risk assessments and recording and reporting risks.

Due to the varied nature of risks in our establishments (e.g. safeguarding, student welfare, health & safety, staff recruitment, fire safety etc), establishments maintain a robust register of required risk assessments.

Risk assessments are available in establishments and will be reviewed:

- At regular intervals
- After accidents, incidents and near misses
- After any significant changes to workplace, working practices or staffing
- After any form of notice has been served.

Under the Management of Health and Safety at Work Regulations 1999 the minimum the Trust must do is:

- a) Identify what could cause injury or illness (the hazard)
- b) Decide how likely it is that someone could be harmed (the risk)
- c) Take action to eliminate the hazard, if this is not possible then control the risk.

The level of detail in a risk assessment will be proportionate to the risk and appropriate to the nature of the work. The HSE provides further information and templates: [Risk assessment: Template and examples - HSE](#)

EIAT and its establishments carry out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk but EIAT does take reasonable steps in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our students, staff or the general public through risk assessment will not be carried out.

## 20. Lone Working

There will be some situations where EIAT will work alone, examples of this would be a staff member locking up the establishment at the end of the day, attending to an alarm call out of hours or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and EIAT has provisions in place to both identify and manage these risks.

Any staff, students, contractors or visitors who are identified as lone workers will be given all of the necessary training, information and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

EIAT will as far as is practicable, reduce the need for staff to undertake lone working.

Where lone working tasks cannot be avoided staff will: -

- Seek approval from their Line Manager prior to commencing any task involving lone working.
- Complete a lone working risk assessment when it is non-routine work e.g. at another site, home visit etc.
- Identify a named individual who will act as the point of contact for the duration of the task.
- Agree a contact schedule i.e. every 2 hours.
- Agree action in case of non-contact or emergency.

- Ensure late meetings finish promptly and not leave one member of staff alone on site.
- Not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification.

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.

On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site. Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

Staff must ensure EIAT is made aware of illnesses that may impact their ability to undertake work alone. EIAT will ensure a risk assessment is undertaken with regard to how the illness will be managed effectively particularly when the member of staff in question is working alone. Any member of staff with a known illness that may require emergency intervention, such as asthma or diabetes, should ensure appropriate medication is carried with them at all times.

### **Employees Visiting Third Party Sites/Venues including home visiting:**

EIAT will ensure procedures are in place to be aware of the whereabouts of all staff working alone, and will have a robust system/form in place for recording things such as :-

- Name of staff member
- Location they will be working from
- Ensuring mobile phone number is recorded
- Ensuring mode of transport is known and any car registration is recorded
- Ensuring it is recorded that a risk assessment re any family being visited has been undertaken.

Staff must carry photographic ID at all times.

It is recommended that a first initial visit to a household should always be made by two members of staff. If during this visit a simple written risk assessment identifies no obvious risk, subsequent visits may be carried out by a single member of staff. If the assessment identifies possible future risk, two members of staff must always make the visit. All risk assessments must be kept for future reference and made available to other staff if requested. It is recommended that these are stored centrally and electronically.

Members of staff should ensure any vehicle being used is in roadworthy condition and has sufficient fuel for the whole journey. Members of staff should ensure their phone is fully charged prior to the visit. Staff should also carry the minimum number of essentials with them and avoid taking obvious personal possessions such as handbags - keys and a phone can be kept close by in a pocket.

EIAT will provide, if requested, a personal pocket alarm which should be carried when making a visit.

Employees will be offered training to enable them to understand what action to take, if they visit a home and someone is displaying aggression or is under the influence of alcohol or drugs. If at any time during a visit an employee feels at risk, they should leave immediately. They should then make contact with their base to explain that they are on their way back. Employees need not be mindful of appearing rude or of giving a reason. They must exit the situation immediately. If they feel unsure in any way, they should not proceed with the visit.

Employees should be trained on points to consider when visiting a family home, in terms of knowing where the exits are, consideration should be given as to whether or not it is wise to accept a drink or snack (bearing in mind in some communities' refusal can cause offence). Staff should feel confident to request the TV volume be turned down if necessary, or requesting cigarettes are not smoked during the visit, and if worried about pets such as large dogs, they should be able to request in advance or at the time of the visit the animal is removed to a different room.

Staff should always be vigilant regarding their own safety in terms of the environment they are in, and whilst they may be aware of their immediate surroundings, this should also extend to looking at any hazards above the eye line, such as the possibility of objects being thrown from windows above. They should also ensure to undertake all recommended safety precautions with respect to the transmission of illnesses. If it is suspected that a person within the household being visited may have an infectious disease (e.g. COVID) staff are reminded not to enter the property but to conduct a safe and well check from a distance. This should only be undertaken if all other measures to check on the wellbeing of a child/student have failed.

EIAT will ensure there is a process in place for ensuring staff have arrived at the visit, and for contacting staff who have not returned to base at the allotted time. There will also be a process in place for ensuring staff who have been lone working out of normal office hours are able to alert someone when they have finished working (this is particularly important for staff working in an evening who may go straight home afterwards) – some staff live alone, where there is no one to raise the alarm if they do not return.

For staff working in a building at any point during the day/evening, they should follow the guidance from the establishment in terms of keeping themselves safe. Particular care should be taken when opening or closing a building at the beginning and end of the day. Consideration should be given to the possibility that an irate service user or parent could return to the building when someone is working alone.

Staff are reminded about the procedures for working one to one with a child after normal school hours. Staff should inform Line Manager and conduct the work in a classroom with the door open and in full view. Staff should encourage other staff members to call in. Sessions should be kept to a minimum in terms of length and duration.

## **Dress Code**

Employees should consider what they wear and be culturally sensitive to the area in which they may be visiting. Clothing that allows for freedom of movement in the event of having to make a swift exit from premises is essential. **For more information, please see the establishment Dress Code.**

## **Support for staff following an incident**

EIAT will ensure there is a support mechanism for staff that have undertaken a lone visit and encountered problems such as aggressive/abusive behaviour. Support will include time to discuss what happened and any strategies that could help in future to prevent the member of staff from being subject to abuse.

## 21. Violence in the workplace

The Health and Safety Executive (HSE) defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats, face to face, online and on the telephone as well as physical attacks.

EIAT is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

## 22. Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) includes all equipment, including clothing affording protection against weather, which is intended to be worn or held by a person at work which protects them against one or more hazards that pose a potential risk to their health and safety.

EIAT recognises its legal obligation to comply with the requirements of Personal Protective Equipment at Work Regulations 1992 as amended in 2002.

The Senior Leadership Teams at all schools within the EIAT will ensure compliance with the Regulations by establishing and implementing suitable arrangements and will be reviewed on an annual basis by the Estates and Environment Leader.

- Provisions – Provide personal protective equipment only as a last resort to anyone that may be exposed to one or more hazard that poses a risk to their health and safety and cannot be adequately or more effectively controlled by other means.
- Compatibility – Assess the compatibility and effectiveness of personal protective equipment when more than one health and safety risk necessitates the wearing of multiple personal protective equipment simultaneously.
- Assessment – Assess the suitability of personal protective equipment for the task.
- Maintenance – Provisions for maintenance, including being replaced and cleaned, in an efficient state, in efficient working order and in good repair.
- Accommodation – Provisions for appropriate accommodation to store and protect personal protective equipment when not in use from contamination or deterioration.
- Information, Instruction and Training – Provisions for adequate and appropriate information, instruction and training in the use, risks and maintenance of personal protective equipment.
- Use and Report Defects – Take all reasonable steps to ensure that personal protective equipment is properly used.

Staff and students will:-

- Use the PPE provided and care for it according to the to the instructions and training given. School uniform does not constitute PPE.
- Report any loss, defects or damage to their line manager/class teacher.
- Expect that any equipment they use is suitable for its intended use and is properly maintained.

## 23. Fire Safety

The responsibility to develop and implement a well-defined and effective Fire Safety Code of Practice for all schools within the EIAT will be led by the Estates and Environment Leader. However, maintenance of site-specific Fire Safety Code of Practice will be a local responsibility shared by the school Site Manager and the Senior Leadership Teams at all schools within EIAT.

Executive Headteachers/Principals/Nursery are responsible for ensuring that safety procedures including evacuation will be formulated and effectively disseminated to all staff.

All staff are required to ensure the effective implementation of the schools Fire Evacuation Plan.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Establishments should review their Fire Risk Assessment on an annual basis, supported by their Site Team, and the Estates and Environment Leader.

A Fire Risk Assessment is an in depth look at an establishment's premises and activities carried out considering the likelihood of a fire could take hold and the harm/damage that may be caused. Its purpose is to:

- Identify known fire hazards.
- Mitigate to reduce the risk of those hazards to as low as is reasonably practical.
- To decide what precautions and management arrangements are necessary to ensure the safety of all personnel in the event of a fire (including PEEPS).

Fire alarms will be tested weekly from different 'break glass' fire points around the school/college/nursery, and records will be maintained.

The establishment will conduct at least one full evacuation drill at least once each term. There are emergency exits located and signposted around the EIAT sites and emergency procedures posters detailing what to do in the event of a fire are posted around EIAT's site. Escape routes and fire doors are checked daily to ensure that they are free from obstruction.

Fire alarm and emergency lighting systems should be checked on a six-monthly basis by an approved contractor, and records maintained.

Escape routes and fire doors are checked daily to ensure that they are free from obstruction.

Firefighting equipment will be checked on an annual basis by an approved contractor.

No member of staff should ever put themselves at risk. In the event of a fire the fire service should be contacted, once on site will take control of the situation.

## 24. Building and Site Maintenance

The Estates and Environment Leader in collaboration with the Executive Headteachers/Principals/Nursery Manager and site teams is responsible for ensuring that EIAT premises are maintained so as to comply with health and safety laws and are easily accessible and reasonably safe for the whole establishment community.

The establishment will appoint a named person to be responsible for reporting any health and safety concerns relating to the establishment premises. They will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.

Where required the following records and management plans will be kept, updated and shared as necessary:

- Asbestos
- Reinforced Autoclaved Aerated Concrete (RAAC)
- Legionella
- Construction, design and Management Health and Safety file
- LOLER records
- Machine / equipment testing and certificates
- Gas Safety certificates
- Electrical Safety certificates

## **Electricity at Work**

The Estates & Operations Team at EIAT will ensure that arrangements are in place to develop, implement and maintain an Electrical Statutory Compliance Checks, and that they comply with relevant legislation and British standards. Maintenance of site-specific Electrical Safety Management System/Plan/Procedure will be a local responsibility jointly held by the senior leadership team of the respective establishment, and the Estates and Environment Leader.

## **Asbestos**

Asbestos is a highly heat resistant fibrous silicate mineral that can be fused into fabrics and materials. Asbestos was used in many new and buildings before 2000 because of its fire protection & heat insulation qualities before being banned in 1999.

The Control of Asbestos Regulations 2012 Article 4 outlines the duties that premises-holders and employers have to manage asbestos in non-domestic premises. It cites that the duty holder is required to identify the location and condition of asbestos in non-domestic premises and outline how to manage the risks to prevent harm to occupants and anyone who might work on the building.

The Regulation makes provisions with respects to the following:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Maintain accurate records of the location and condition of materials on the premises containing asbestos (or presumed containing asbestos).
- Undertake a risk assessment of the likelihood of anyone being exposed to asbestos fibres and prepare and implement an associated risk-management plan, i.e. reporting damage, inspections, and removal etc.
- Review and monitor the risk-management plan periodically.
- Provide such information and asbestos awareness training to anyone who is liable to work on these materials or otherwise disturb them.

These Regulations are further built upon specifically for schools in the non-statutory guidance; ESFA 'Managing asbestos in your school' 2017.



Schools are not legally required to inform parents about the presence of asbestos in school premises; however, should parents request such information, the school will seek legal advice prior to releasing any information. Should a student be exposed to released asbestos fibres, their parent/s / legal guardians will be informed.

The EIAT Operations and Estates Team will ensure all schools have an up-to-date Asbestos Management Survey.

Risks associated with each occurrence of asbestos will be thoroughly assessed in three parts:

1. 'Material' assessment – this is provided within the survey and is an assessment of each item of asbestos material identified based upon the type of material, the type of asbestos it contains, its surface treatment and the extent of damage.
2. 'Priority' assessment – this is the assessment of the likelihood of someone disturbing the material based upon factors such as the number and type (e.g. students) of people using the room, the time they spend in the room, the location, accessibility and extent of the asbestos and the frequency and type of activity that might disturb it.
3. 'Total' assessment – the 'material' and 'priority' assessments will be combined to give a total risk assessment.

No intrusive work to the structure of the establishment building including drilling or fixing to walls or surfaces is permitted to take place without referring to the asbestos register, assessing the relevant risks for the specific site and obtaining approval from their relevant Site Manager/Estates and Environment Leader. Hazard Exchange records will be completed prior to the commencement of all authorised work.

### **Local Asbestos Management Plans**

Each establishment, supported by the Operations & Estates Team, will create an Asbestos Management Plan (AMP). The AMP will include:

- A plan to manage the risks from ACMs (Asbestos Containing Materials) on a day-to-day basis.
- Arrangements to inform all staff and contractors about the location of ACMs.
- Measures put in place to prevent disturbing the ACMs.
- Intrusive Work Permits and Hazard Exchange reports.
- The schedule for monitoring the condition of ACMs.

The AMP will be reviewed and updated annually with changes report will be accessible for all staff to view. The plan will need to be updated if new information is received, e.g. from 'refurbishment and demolition' surveys, work is undertaken on ACM's or they are removed or if damage to asbestos areas occurs.

### **Asbestos-related Incidents**

If a school finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:

- All activities will stop, and everyone will be evacuated from the affected area.
- Staff, students and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken.
- Items, including equipment, books, or personal belongings, will not be moved from the area.

- The establishment will notify the Estates and Environment Leader who will liaise with the Health and Safety Executive and a licenced asbestos contractor, with regards to the necessary remedial and long-term action.
- The Estates and Environment Leader will liaise and support the Executive Headteacher with regards to the necessary remedial and long-term action.
- The EIAT Estates and Environment Leader will support the Executive Headteacher to implement their Business Continuity Plan where appropriate.

Anyone who has come into contact with asbestos will be informed. Those who are concerned about their exposure will be advised to contact their GP.

The removal and disposal of asbestos shall only be completed by licensed contractors.

## Gas Safety

There is a risk of a fire, explosion, gas leak, and carbon monoxide (CO) poisoning if gas appliances such as ovens, cookers, and boilers, are not properly installed, used and maintained by a competent person.

Gas may be used in the following three main areas within EIAT establishments/sites:

- Boiler room for gas fuelled boilers and water heaters.
- Food preparation areas, i.e. food technology kitchen and canteen catering kitchen.
- Classroom applications, such as science laboratories.

The following Regulations are designed to safeguard against gas-related risks:

- Gas Appliances (Safety) Regulations 1995: outline safety standards / compliance requirements for new gas appliances including
  - Satisfy safety and efficiency standards.
  - Carry The CE Mark and specific information.
  - Be accompanied by instructions and warnings.
- Gas Safety (Installation and Use) Regulations 1998: outlines employer duties:
  - o A responsibility to ensure that only competent people work with gas installations, i.e. Gas Safe registered person.
  - o Ensure that gas appliances and associated fittings are maintained in safe condition and that appliances and flues are checked by a Gas Safe registered person at intervals not exceeding 12 months.
  - o Ensure that no individual attempts to use suspect and unsafe gas appliances.

The EIAT Operations and Estates Team will ensure that arrangements are in place to develop, implement and maintain a well-defined and effective plan for gas safety at EIAT premises, and that it complies with the relevant legislation, standards, and guidance and is communicated with local staff at the relevant site.

## Legionella

Legionella is waterborne bacteria that can lead to a range of illnesses, including the potentially fatal Legionnaire's Disease. Outbreaks of the illness can occur from exposure to legionella growing in purpose-built systems where water is maintained at a temperature high enough (i.e. 20°C – 45°C) to encourage growth, e.g. cooling towers, evaporative condensers, hot/cold water systems etc. The risks from legionella are mitigated by the following:

- Temperature checks
- Heating of water
- Disinfection of shower

The Estates and Environment Leader and Site Teams are responsible for ensuring that arrangements are in place to engage legionella professionals to conduct risk assessments at appropriate intervals and support the implementation of procedures for the control of Legionella bacteria for EIAT sites as defined by the risk.

## **25. Control of Substances Hazardous to Health (COSHH)**

There are areas in EIAT establishments where hazardous substances will be stored. EIAT has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions EIAT takes include:

- Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets.
- Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in the cleaning cupboard and where any chemical is stored in the building. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- Only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- retrained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- Clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- Clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- Safe disposing of chemicals
- Appropriate PPE for use when handling hazardous substances
- Strict 'off-limits' policy for students. Students will only be allowed to handle hazardous substances under the supervision of a member of staff (e.g. in a science lesson)

All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. Staff and students will be taught to recognise signs and any posters in use will display signs.

## **26. Working with Display Screen Equipment (DSE)**

EIAT recognises the importance of taking into account the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

EIAT adopts the following precautions to ensure a safe system of work for any staff, students, volunteers and visitors to our establishments. Central teams (Estates, HR and IT) in conjunction with Executive Headteachers/Principals/Nursery Manager at each individual establishment within the EIAT, will be responsible for ensuring, so far as is reasonably practicable, that the following arrangements are in place to manage the risks of working with display screen equipment:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.

- Staff and students are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
- Regular breaks are taken when working with DSE.
- EIAT encourages that staff, students, and volunteers or visitors report to their line manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.
- That provisions are in place for free eye and eyesight tests to be conducted by a competent person, i.e. Optometrist (Ophthalmic Optician) for staff that are assessed to be using DSE continuously for more than one hour at a time. An eye test voucher can be requested from the Central HR team via [hr@educationimpact.org.uk](mailto:hr@educationimpact.org.uk).

EIAT promotes good DSE health and safety by encouraging the use of the checklist below when using such equipment, and by displaying this checklist in appropriate locations where DSE is in use.

<p style="text-align: center;"><b>Workstation</b></p>	<ul style="list-style-type: none"> <li>✓ Adjust screen height to suit seating height – generally eyes level with top of screen.</li> <li>✓ Keep an organised work surface to facilitate workflow.</li> <li>✓ Avoid clutter under the workstation.</li> <li>✓ Ensure an appropriate mobile, stable base chair.</li> <li>✓ Seat back, arm rests and back rests to be height adjustable.</li> <li>✓ 2-3" of space in front of the keyboard</li> <li>✓ Be familiar with software in order to customise screen colours, etc.</li> </ul>
<p style="text-align: center;"><b>Environment</b></p>	<ul style="list-style-type: none"> <li>✓ Adjust screen to reduce reflection and glare.</li> <li>✓ Clean screen and equipment regularly.</li> <li>✓ Ideally sit sideways to windows.</li> <li>✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards.</li> <li>✓ Avoid excessive noise and uncomfortable temperatures.</li> </ul>
<p style="text-align: center;"><b>Healthcare</b></p>	<ul style="list-style-type: none"> <li>✓ Plan work to include regular changes of activity to move around and change posture.</li> <li>✓ Rest eyes during work break and carry out eye care exercises.</li> <li>✓ Have eyes tested regularly.</li> <li>✓ Report any health-related symptoms that concern you.</li> </ul>
<p style="text-align: center;"><b>Job Design</b></p>	<ul style="list-style-type: none"> <li>✓ Break up work with informal postures and different tasks.</li> <li>✓ Combine different work tasks.</li> <li>✓ Take regular breaks away from screen.</li> <li>✓ Ensure you have training in software and in know how to set up a safe workstation.</li> </ul>
<p style="text-align: center;"><b>Posture</b></p>	<ul style="list-style-type: none"> <li>✓ Adjust seat height to ensure thighs and forearms are horizontal.</li> <li>✓ Desk just below elbow height.</li> <li>✓ Align hands with forearms. Minimal deviation of wrists.</li> <li>✓ Adjust your backrest to support the lower back.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Sit right back in the chair to maintain good lumbar support.</li> <li>✓ Keep head in natural upright position.</li> <li>✓ Do not slouch. Maintain upright position.</li> <li>✓ Head, neck, shoulders and hips to be in alignment.</li> <li>✓ Use a footrest if feet do not touch the floor.</li> <li>✓ Rest arms and hands whenever routine allows.</li> <li>✓ Space under desk for postural change, no obstacles</li> <li>✓ Top of screen at eye level.</li> </ul>
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## 27. Manual Handling

According to the Manual Handling Operations Regulations 1992, manual handling means “any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.” Manual handling extends to the force required to move or restrain any animate or inanimate object. It also includes any twisting, bending, stretching or other awkward posture you may get in whilst doing a task.

The Manual Handling Operations Regulations 1992 (MHOR) helps govern manual handling operations in order to reduce the number of manual handling related accidents. The Regulations establish a clear hierarchy of measures that must be taken when an employer is confronted with a manual handling operation. The hierarchy of measures that an employer must take are as follow.

- Avoid manual handling operation so far as is reasonably practicable either by redesigning tasks to avoid moving loads, by automating, or mechanising operations.
- If manual handling cannot be avoided, then suitable and sufficient manual handling risk assessments should be completed.
- Have provisions in place for communicating information, instruction and training in manual handling hazards and best practice.
- Ensure manual handling activities are only undertaken by capable and competent individuals who possess the required skills, knowledge and experience.

EIAT will as far as is practicable, reduce the need for staff to carry out any manual handling tasks. Manual handling issues will be considered during the design, refurbishment, alteration and rearrangement of school spaces. Where practicable, equipment will be provided to assist with manual handling and reduce any risks. Staff should not attempt manual handling unless appropriately trained. Where manual handling tasks are absolutely necessary and cannot be avoided, a risk assessment will be completed. This will take account of:

- The nature of the load-weight, size, shape, ability to be firmly gripped, balance, and whether the object is animate or inanimate.
- The actions or postural requirements involved in the task, including reaching, leaning and lifting.
- The time, distance, duration and frequency of the task.
- The individual’s capacity for manual handling, including their age, skill, experience and strength.
- The environment and workplace conditions such as lighting, access, free space and floor surface.
- The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist

**Where manual handling involves the physical movement, lifting or restraint of another person a manual handling plan must be in place and communicated to all parties. E.g. Personal Emergency Evacuation Plan (PEEPS), Individual Health Care Plan (IHCP). Please see individual establishments Manual Handling Policy.**

Once a risk assessment has been carried out, control measures will be put into place. These will include:

- Changes to the workplace and systems of work.
- Provision of mechanical aids to reduce the risk of injury, along with training for the use of these.
- Training and education, which is appropriate to the task.

## **28. Lifting Operations and Lifting Equipment (LOLER)**

To avoid hazardous manual handling operations, mechanical handling methods should always be used whenever reasonably possible. Lifting Operations and Lifting Equipment Regulations 1998 (“LOLER 1998”) came into force with the aim to reduce risks to people’s health and safety from lifting operation and lifting equipment at work.

LOLER 1998 cover a large range of lifting equipment and lifting accessories including cranes, fork-lift trucks, passenger and goods lifts, hoists, mobile elevating work platforms, chains, slings, eyebolts etc.

In general, LOLER 1998 makes the following provisions when lifting equipment are used for a lifting operation at work.

- Every lifting operation is properly planned and carried out by competent individuals, appropriately supervised, and in a safe manner.
- Lifting equipment must be suitable and sufficient for the task, used within its indicated restrictions and marked to indicate its Safe Working Load (SWL).
- Lifting Equipment is subject to regular inspection by a competent person. The competent person in this case is usually a specialist inspector from an external inspection organisation and may be linked to the insurance company who cover the financial risks of using lifting equipment for a lifting operation.
- Certification & recertification certificates retained; any resulting actions are carried out within agreed timescales.
- Equipment is to be installed and maintained by a competent person.

The Operations and Estate Team will ensure that arrangements are in place to develop, implement and maintain a well-defined and effective procedures that are compliant with the relevant legislation as mentioned above.

## **29. Working at Heights**

EIAT adopts the definition of the HSE, which defines work at heights as any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury or death.

The Estates and Environment Leader is responsible for ensuring that arrangements are in place to comply with the Work at Heights Regulations 2005 and with the following.

- Individuals should avoid working at height where it is reasonably practicable to do so.

- Where work at height cannot be easily avoided, work is properly planned, risk assessed, supervised, and only carried out by capable and competent people who possess the required skills, knowledge and experience.
- Work at height may never be undertaken when an individual is working alone.
- That an approved list of work at height activities will be established, outlining situations where work at height may be authorised, and the necessary precautions and work methods to be followed. Providing the activity is on the approved list, work at height may be deemed 'authorised'.
- Unless explicitly stated on the approved list, work at height must only be undertaken following authorisation from the Estates and Environment Leader.
- To not permit the use of any item other than the correct equipment when working at heights, i.e. Ladders, Mobile Elevating Work Platform (MEWP), Scaffolding and ensuring that suitable and sufficient measures are taken to prevent materials or objects from falling or, if it is not reasonably practicable to do so, taking suitable and sufficient measures to make sure no one can be injured.
- Ensuring that workers can get safely to and from where they work at height. The use of chairs, stools, tables, benches, or any other unstable item is strictly prohibited.
- Work equipment and associated accessories must be appropriate for task at height and inspected by a competent person before use to ensure they are free from any damage and/or defects prior to commencement.
- Taking precautions when working on or near fragile surfaces.
- Considering emergency evacuation and rescue procedures and that workers won't be required to overload or overreach themselves.
- Provisions for safe information, instruction, and training with regards to work at heights, and regular recorded inspections of working at heights equipment.

Any person, who becomes aware of circumstances involving work at height, where the existing control methods are ineffective, must inform the EIAT Operations and Estates Manager as soon as possible.

### **Risk Assessment**

- Risk assessments will include the following considerations:
- Safety of the students, staff, visitors, contractors and the general public.
- Hazardous nature of any general work at height on the site (i.e. environmental conditions).
- Required competency level of staff to undertake work at height.
- Required level of competence and ability to use access equipment.
- Required level of supervision.
- The safest equipment to use on site.
- The condition of access equipment and its maintenance.
- Other methods of safe access for higher risk or time-consuming jobs at height.

### **Control Measures**

In order to manage general risks, the following control measures have been put in place. Members of staff working at height must:

- Not undertake work for which they are not trained.
- Take reasonable care of their health and safety.
- Not put themselves in danger.

- Know, and follow, safe working procedures.
- Stop for regular breaks and, if possible, change activity after prolonged periods.
- Inform HR or Estates and Environment Leader of any relevant medical conditions.
- Inform the Estates and Environment Leader and Executive Headteacher of any hazards or accidents encountered.

The following communication procedures will also be put in place.

- Carry a mobile telephone or two-way radio communication device at all times when working at height.
- The worker will inform someone when they are working at height, how long they will be, and when they expect to be finished.
- In the event that a worker has an accident or falls into difficulties, they are to use their mobile telephone to contact their nominated person, Estates and Environment Leader, or the emergency services.

### **Equipment Inspection Guidelines**

- Any equipment exposed to conditions that may cause it to deteriorate, and result in a dangerous situation, should be inspected at suitable intervals appropriate to the environment and use.
- A record will be maintained of any inspection for types of work equipment, including guard rails, toe-boards, barriers or similar collective means of protection, and working platforms, both fixed and mobile.
- Working platforms used for construction work and from which a person could fall more than two metres must be inspected:
  - o After assembly/installation in any position.
  - o After any event liable to have affected its stability.
  - o At intervals not exceeding seven days.
- Where it is a mobile platform, a new inspection and report is not required every time it is moved to a new location on the establishment premises.
- Any equipment, such as a mobile elevating work platform (MEWP), which has come from an external supplier, must be accompanied by a clear indication to everyone involved, when the last thorough examination has been carried out.

### **Training**

The EIAT Estates and Environment Leader will ensure that only individuals with sufficient skills, knowledge and experience are employed to perform a task at height, providing, where necessary, the appropriate training by an accredited trade organisation. Where staff members are currently undergoing training, they should work under the supervision of somebody competent to work at heights.

Where a working at height activity is low-risk and of a short duration, competence requirements may be no more than making sure an employee receives instruction on how to use the equipment and appropriate on-the-job training.

Where a member of staff finds that they are required to use an item of access equipment on which they have not had instruction/training, or where they are unsure of correct or safe use, then they are to contact the Estates and Environment Leader prior to use.



The EIAT Operations and Estates Team and Central HR Team will ensure there are up-to-date records of all instruction, training and refresher working at heights training given to staff members. Refresher training will be provided every three years.

### 30. Work Equipment

Any equipment used by an employee at work is generally covered by the term 'work equipment'. The scope is extremely wide and includes hand tools, power tools, machinery, ladders, photocopiers, computers, display screens, printers, laboratory apparatus, lifting equipment etc.

Work equipment can cause injury in the following five ways.

- Entrapment, e.g. where parts of the body are caught and trapped in parts of a machine.
- Impact, e.g. where the body is crushed by moving parts or by items being processed.
- Contact, e.g. where the body touches sharp edges, hot items, live electrical items, or abrasive surfaces.
- Entanglement, e.g. where parts of the body become caught in moving parts of a machine.
- Ejection, e.g. where parts of a machine, or materials being used fly out and hit the body.

Work equipment can also cause ill-health in the following ways.

- Vibration, e.g. when unacceptable vibrations are transmitted from work processes/equipment into the user's hands and arms.
- Noise, e.g. When elevated unacceptable noise levels cause physical and psychological health consequences.
- Ergonomics, e.g. poor design and layout that causes muscle fatigue, aches and pains.

The following pieces of legislation deal with the provisions of work equipment/processes and govern design, construction, supply and their use.

- The Supply of Machinery (Safety) Regulations 2008 deals with manufacturer obligations, e.g. conformity assessment, meeting essential safety standards, product CE markings etc.
- The Provision and Use of Work Equipment Regulations 1998 (PUWER) deals with what users have to do which includes ensuring that equipment:
  - is suitable for the task,
  - is CE Marked,
  - has appropriate controls for start/stop/emergency stop/isolation from source
  - o limits users exposure to dangerous moving parts
  - o can be suitably stabilised
  - prominently displays health and safety markings
  - undergoes periodic inspection and testing by a competent person
  - o has a maintenance regime
  - is accompanied by a Declaration of Conformity, instructions and a technical file o and that there are provisions for safe information, instructions and training for users of the equipment.
- The Control of Vibration at Work Regulations 2005 makes provisions for employers to make sensible and proportionate decisions about managing risks arising from hand-arm vibration.

- The Control of Noise at Work Regulations 2005 makes provisions for employers to make sensible and proportionate decisions about managing risks arising from noise.

The Operations and Estates Team in conjunction with Leadership at each establishment within EIAT must ensure that arrangements are in place to develop and implement the following measures and ensure compliance with the relevant legislation.

- A procedure and suitability assessment for purchasing new work equipment, i.e. powered (electrical) and non-powered (hand tools).
- An inventory of all powered (i.e. electrical) and non-powered (i.e. hand tools) work equipment at each school.
- A procedure for the safe use of powered (i.e. electrical) and non-powered (i.e. hand tools) work equipment.
  - Powered (electrical) to include pre-start safety checks, start operation, safe operation, stop operation, emergency stop, and safe isolation etc.
  - Non-powered (hand tools) to include safety checks, sign out and in, and safe use etc.
- Ensuring that electrical testing is undertaken by appointed contractors every five years for fixed and annually for portable electrical appliances in all EIAT premises.
- Ensuring that any portable electrical equipment used by staff, contractors or hirers on any EIAT premises have a current PAT test certificate.
- A procedure for reporting any damage and/or defect to any type of work equipment.
- That only capable and competent individuals who possess the required skills, knowledge and experience will be permitted to use work equipment in conjunction with risk assessments and safe systems of use.

The equipment on the establishment site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.

The use of personal portable electrical appliances is not permitted without the approval of the EIAT Operations and Estates Team/Executive Headteacher/Principal/Nursery Manager, and any electrical items brought on to the premise by staff must be approved / tested prior to use.

The above responsibility will be broken and devolved down as follows.

- Development of procedures for powered work equipment (i.e. electrical) will be devolved down to Estates and Environment Leader. Maintenance of the site-specific procedure/plan/inventory for powered (i.e. electrical) work equipment will be a local responsibility held jointly by the relevant Site manager and/or department manager (e.g. DT teacher)
- Non-Powered Work Equipment (i.e. hand tools) will be devolved down to the team which the tools are used.

### **31. Occupational Health/Stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within our establishments for responding to individual concerns and monitoring staff workloads.

We urge any staff member who is experiencing stress to talk to their line manager or a member of the senior leadership team, in order for EIAT to do anything it can to support them.

We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnovers data, exit interviews, incident reports etc. to identify any problem.

EIAT is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting staff and involving parents and mental health services. EIAT will address any instances of bullying and will adopt methods to reduce bullying in our establishments.

**For more information, please see our Dignity at Work Policy and Wellbeing Policy.**

### **32. Driving & the management of driver's minibuses, private vehicles and EIAT vehicles**

Due to the complex considerations relating to travel, please see the local establishment policy on School/College Minibuses.

### **33. Educational Visits**

There is no specific legislation for governing educational visits in schools, however, the Health and Safety at Work Act 1974 places an overall responsibility for health and safety with the Employer. The Management of Health and Safety at Work Regulations 1999 go further, citing that all employers must carry out suitable and sufficient risk assessments of all its activities, and so far, as is reasonably practicable, ensure that suitable and sufficient arrangements are in place to safeguard everyone's health and safety. EIAT requires its establishments to ensure that their educational visits are risk assessed and recorded on the individual establishment's Educational Visits Management System (Evolve/eVisits).

**Due to the complex nature of educational visit risk assessments, EIAT has a separate Educational Visits Policy. Please refer to this separate policy for further details.**

### **34. Swimming Pool Operating Procedures (to read in conjunction with the NOP and EOP)**

In establishments with a swimming/hydro pool, the normal operating procedure (NOP) will be displayed in the public domain and made available to all hirers/users of the pool.

The emergency operating procedure (EOP) will be displayed in the public domain and made available to all hirers/users of the pool. All persons who supervise swimming activities must be trained appropriately in these procedures.

All persons supervising the use of the pool will be suitably qualified.

The health and safety considerations within curriculum swimming must be planned, supervised, managed by staff and included in their lesson planning.

### **35. Food Safety and Hygiene including Allergens**

EIAT establishments engage in a range of activities involving food, therefore it has a responsibility for ensuring that food hygiene standards are met. This includes:

- personal hygiene
- opening and closing checks
- clear and clean

- chilled storage
- separating foods
- training and supervision

All items of equipment used in establishment kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided.

In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.

Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by students, teachers, site staff, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times. For example:

- Hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity)
- Cross-contamination issues should be addressed, e.g. different cloths for different surfaces
- an appropriate slip hazard warning sign should be used when mopping floors
- tasks involving the carrying of trays, equipment, buckets etc. should not incur and manual handling risks
- any corrosive or irritant cleaning substance, e.g. bleach, are subject to Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.

EIAT takes all allergies seriously and it is important that **parents inform the school/college/nursery** of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

EIAT operates the school/college/nursery in accordance with the Food Information (Amendment) (England) Regulations 2019 which require all food prepared on site and pre-packed for direct sale to display the following clear information on its packaging:

- The food’s name
- A full list of ingredients, emphasising any allergenic ingredients

## Appendices

### Appendix 1 – Executive Summary (Health, Safety and Welfare Scheme of Delegation)

Subject Focus	Board of Trustees / FAR Committee	Executive Team	Operations and Estates Team	Senior Leadership Team/Nursery Manager
Develop, approve and implement a robust Health, Safety and Welfare Policy for EIAT	Approve	Approve and Implement	Develop and Implement	Implement
Display Health and Safety Executives (HSEs) statutory ‘What You Need To Know’ Health and Safety Poster in a prominent area.			Implement	

Completion of a Site Security Procedure		EH/P approve at School Level	Develop and Implement	
Develop and implement a site-specific Business Continuity Plan.		EH/P approve at School Level	Develop and Implement	Develop and Implement
Develop and implement site specific Emergency Evacuation Procedures, including PEEP's and any joint responsibilities with other Employers sharing same premises.		Approve	Develop and Implement	Develop and Implement
Develop and implement a site-specific Lockdown Procedure, including PEEP's and any joint responsibilities with other employers sharing same premises.		Approve	Develop and Implement	Develop and Implement
Develop and implement a process for monitoring physical aspects of the working environment, i.e. Safety Observation Check List.			Develop and Implement	Develop and Implement
Develop and implement a well-defined procedure for the closure of a school during inclement weather.		Approve	Develop and Implement	Develop and Implement
Develop and implement a site-specific procedure for the management of all Visitors.		EH/P approve at School Level	Develop and Implement	Develop and Implement
Develop and implement a site-specific procedure for the management of all Contractors.		Approve	Develop and Implement	
Develop and implement a programme for delivering Health and Safety Training to the workforce, i.e. who, when, and how.		Approve	Develop and Implement	Develop and Implement
Develop and implement procedures to monitor, measure, and log data that can be used to measure the performance of various aspects of The Health and Safety Management System.		Approve	Develop and Implement	
Collate data, ensure quality assurance (i.e. QA) of data, and present information to the Executive Team .			Develop and Implement	
Develop and implement a procedure to monitor, log, investigate, and quality assurance (QA) all workplace incidents, i.e. Accidents and Near Misses.		Approve	Develop and Implement	Develop and Implement
Develop, implement and communicate a First Aid Provisions Procedure.			Develop and Implement	Develop and Implement

Develop, implement and maintain well-defined procedures for Emergency Healthcare Plans that include Managing Medication(s) for students.		EH/P approve at School Level		Develop and Implement
Develop, implement and maintain a Risk Assessment and Safe Working Procedure Register of all tasks that have significant hazards and risks associated with them, who is responsible for conducting them, when they were completed, and when they are to be reviewed.		Approve	Develop and Implement	Develop and Implement
Review all current risk assessment templates, and if required develop and implement new risk assessment templates to be used within EIAT.		Approve	Develop and Implement	Develop and Implement
Ensure that arrangements are in place for the following. <ul style="list-style-type: none"> <li>• Provisions for Personal Protective Equipment (PPE)</li> <li>• Complete a suitability and compatibility assessment.</li> <li>• Provisions for maintenance. Provisions for appropriate accommodation to store and protect PPE.</li> </ul>			Develop and Implement	
Develop, implement and maintain a well-defined Fire Safety Code of Practice.			Develop and Implement	Develop and Implement
Develop, implement and maintain a well-defined Electrical Statutory Compliance Check system			Develop and Implement	
Develop and implement procedures for purchasing, risk assessing, labelling, logging, storing, using, and handling of all chemical agents.			Develop and Implement	
Develop, implement and maintain well-defined and effective procedures for the Control of Legionella Bacteria.			Develop and Implement	
Develop, implement and maintain a well-defined and effective procedure for The Control of Asbestos.			Develop and Implement	
Develop, implement and maintain a well-defined and effective plan for Gas Safety.			Develop and Implement	
Develop, implement and maintain a well-defined and effective procedure for The Purchase and Use of			Develop and Implement	

Pressurised Systems and Equipment.				
Develop, implement and maintain a well-defined and effective procedure for all Lifting Operations that use lifting equipment and their associated accessories.			Develop and Implement	
Develop, implement and maintain a well-defined and effective procedure for The Safe Use of Display Screen Equipment (DSE).			Develop and Implement	Develop and Implement
Develop, implement and maintain a Manual Handling Risk Assessment and Safe Working Procedure Register of all task that have significant manual handling risks associated with them, who is responsible for conducting them, when they were completed, and when they are to be reviewed.			Develop and Implement	Develop and Implement
Develop and implement procedures for The Safe Working at Heights.			Develop and Implement	
Develop and implement procedures for The Safe Use of Work Equipment that include The following. <ul style="list-style-type: none"> <li>• Suitability assessment for Purchasing New Work Equipment.</li> <li>• Inventory of all Work Equipment.</li> <li>• Plan for Periodic Inspection, Testing and Maintenance Procedures for reporting damage and defects.</li> </ul>			Develop and Implement	Develop and Implement
Develop and implement procedures for The Safe Use of EIAT Vehicles, Private Vehicles, and the competence and suitability to drive a vehicle.				Develop and Implement
Develop and implement procedures for Letting School Premises.		Develop and Approve	Develop and Implement	

## Appendix 2

See <https://www.hse.gov.uk/pubns/edis1.htm> (Incident reporting in schools (accidents, diseases and dangerous occurrences): Guidance for employers)

### Reportable for Staff:

- **Work-related Fatalities:** Any death of an employee resulting from a work-related accident.
- **Specified Injuries:** These include fractures (excluding fingers, thumbs, and toes), amputations, serious burns, and loss of consciousness due to head injuries.
- **Over-seven-day Injuries:** Injuries that prevent an employee from performing their normal work duties for more than seven consecutive days.
- **Occupational Diseases:** Diseases contracted due to work, such as occupational asthma or carpal tunnel syndrome.
- **Dangerous Occurrences:** Specific near-miss events, like equipment collapses or explosions, that could have caused serious injury.

### Reportable for Students (or Non-Workers):

- **Injuries Requiring Hospital Treatment:** Any injury to a student or member of the public that requires them to be taken directly to the hospital for treatment. ((examinations and diagnostic tests do not constitute treatment)
- **Fatalities:** Deaths resulting from a school-related accident or activity.
- **Dangerous Occurrences:** Similar to staff, these are specific near-miss events that could have resulted in serious harm.



## REPORTING PROCESS FOR ACCIDENT/INCIDENT

