

Bourne Education Trust health, safety and welfare policy

Introduction

This policy is based on advice from the Department for Education (DfE) on health and safety in schools and other appropriate legislation.

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Part 1:

Statement of intent

1. The board of trustees, the local governing committee (LGC) of each school and headteachers / heads of school (HoS) will:
 - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors;
 - Act in accordance with the general health and safety guidelines including ensuring risk assessments (RAs) are undertaken, control measures are implemented, and systems are effectively monitored and reviewed;
 - Require all managers in the BET / school community to act in accordance with the health, safety and welfare policy and procedures, and require the same of persons that they supervise and take responsibility for.
2. Each LGC and headteacher / HoS will provide, in conjunction with the trust project manager as necessary, policy, procedures, arrangements and supervision sufficient to ensure compliance with all relevant health and safety legislation and will, so far as is reasonably practicable, ensure:
 - The premises (buildings within the boundary) are maintained in a safe condition;
 - Safe access to and egress from the premises is maintained;
 - All plant and equipment is safe to use;
 - Appropriate safe systems of work exist and are maintained;
 - Sufficient information, instruction, training and supervision is available and provided;
 - Arrangements exist for the safe use, handling and storage of articles and substances at work;
 - Arrangements exist to prevent accidents and cases of work-related ill health;
 - A healthy working environment is maintained including adequate welfare facilities.
3. In support of the above, each LGC and headteacher / HoS will ensure an adequate process for all necessary risk assessments for their school is carried out and communicated to all relevant persons, and that the significant findings are properly incorporated into their health and safety procedures.

In addition to the above commitment, the trustees and LGCs also recognise their obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors etc. are or may be affected by the activities being carried on within the school boundary or otherwise, the LGC will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The headteacher / HoS and each LGC will ensure that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The board of trustees and LGCs are committed to this policy and all members of staff are required to comply as a condition of employment. They are encouraged to assist in the commitment to the continuous improvement in our health and safety performance.

For the policy to be effectively implemented, each school must have the full cooperation of employees and others who use the premises.

Employees are reminded of their own duties:

- To take care of their own safety and that of others;
- To cooperate with the headteacher / HoS, LGC and leadership team so that they may carry out their own responsibilities successfully.

All relevant regulations, codes of practice and standards will be complied with.

The headteacher / HoS and the LGCs will consult with employees on all matters relating to or affecting health and safety.

A copy of this statement is contained in each school's staff handbook. Staff are made aware of the health, safety and welfare policy and provided with a copy as part of their health and safety induction process. This policy will be revised as and when necessary. Revisions will be notified to staff and made freely available.

All staff will be trained so that they can carry out their health and safety responsibilities.

On joining a Bourne Education Trust (BET) school, staff will complete an online health and safety training course, and sign to confirm that they have both read the health and safety policy and completed the induction process.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the board of trustees.

Part 2:

Organisation and responsibilities for health, safety and welfare

The following health and safety organisational structure, and roles and responsibilities are approved

by the trustees, LGCs and headteachers / HoS.

The board of trustees

The board of trustees has overall responsibility for health and safety, ensuring that:

- The requirements of the Health and Safety at Work etc. Act 1974 are complied with at each school;
- There is an effective and enforceable health and safety policy in place for all schools;
- The effectiveness of the health and safety policy is reviewed at least annually;
- Implementation of the health and safety policy is delegated to the individual school LGCs and headteacher / HoS with support from the trust project manager;
- All significant health and safety risks have been identified and that suitable control measures are put in place;
- The effectiveness of these control measures are reviewed regularly;
- Adequate resources are assigned to managing health and safety;
- There is a suitably qualified and experienced source of competent health and safety advice in place;
- High standards of health and safety are promoted in each school.

The local governing committee of each BET school

Each local governing committee monitors implementation of this policy. The LGC further ensures that sufficient and appropriate resources are allocated to implement the health, safety and welfare policy. Each LGC will specifically:

- Monitor and review health and safety accidents and incidents and set appropriate targets in the school development plan. It will also ensure that appropriate training for governors and staff is undertaken and that policy and procedures are regularly reviewed;
- Nominate a governor (health and safety) as a link between the LGC and the school community, who will stay up to date with school health and safety initiatives and inform the LGC accordingly;
- Be informed and updated of any changes to the health, safety and welfare policy and seek specialist advice and support as required;
- Ensure that significant health and safety issues are reported to the BET trustees;
- Establish arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

Headteacher / HoS

Overall responsibility for the day to day management of health and safety in each school rests with the headteacher / HoS. As manager of the establishment and of all the activities carried out within it, the headteacher / HoS will advise governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the headteacher / HoS will include:

- Ensuring that a safe working environment is maintained;
- Ensuring that all delegated functions are carried out;

- Ensuring that risk assessments are made and recorded for all the school's significant risks to the health and safety of students, staff or other persons;
- Ensuring the relevant health and safety documentation is consulted and communicated to all staff and other relevant parties;
- Ensuring that there is a suitably qualified and experienced source of health and safety advice;
- Ensuring that appropriate resources are allocated for the management of health and safety;
- Ensuring that staff have the appropriate training and competency for their roles;
- Ensuring appropriate procedures for authorisation of educational visits are followed;
- Ensuring that there are suitable emergency procedures which are tested regularly;
- Promoting a positive health and safety culture in the school.

The headteacher / HoS may delegate to other members of staff any or all of the tasks associated with the above matters. This will not relieve the headteacher / HoS from the overall day to day responsibility for health and safety within the establishment.

School senior leadership team

Responsibilities that may be delegated by the headteacher / HoS include:

- Providing leadership by ensuring health and safety is considered as part of every decision;
- Considering the health and safety impact of any new initiatives;
- Informing the headteacher / HoS of any health and safety issues that may affect the school;
- Implementing and monitoring the school's health and safety policy in their areas of control;
- Promoting a positive health and safety culture in the school.

School business manager / health and safety lead

The headteacher / HoS has overall day to day responsibility for health and safety, but is likely to delegate much of the practical management to named individuals, often the school business manager and premises manager. Responsibilities that may be delegated are likely to include:

- Day to day management of health and safety matters in accordance with the health, safety and welfare policy to ensure health and safety arrangements are carried out;
- Ensuring risk assessments are produced and recorded for all the school's significant risks to the health and safety of employees or other persons;
- Ensuring that annual health and safety inspections are carried out and that remedial action is taken following health and safety inspections;
- Ensuring health and safety induction training is available for all new staff;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Ensuring that the correct accident reporting procedures are followed and that relevant accidents are investigated;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Cooperating with and providing necessary facilities for trades union safety representatives.

Heads of department / post-holders

Heads of Department / post-holders have significant influence in how health and safety is managed in their areas of responsibility. Responsibilities that may be delegated by the headteacher / HoS include:

- Ensuring the day to day management of health and safety within their department / area in accordance with the health and safety policy;
- Devising, implementing and regularly reviewing departmental / area policies, procedures and risk assessments;
- Carrying out regular health and safety monitoring inspections of their area;
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject or role-specific health and safety training to be provided to all staff within the department;
- Communicating and consulting with staff in their department / area on health and safety matters.

Premises manager / premises assistant(s)

Premises Management staff have significant responsibility for the day-to-day management of health and safety and statutory compliance. Responsibilities that may be delegated by the headteacher / HoS include:

- Oversight of day to day premises health and safety including statutory inspections and checks;
- Ensuring that a system of servicing, inspecting, maintaining, checking and compliance arrangements are in place;
- Managing external contractors on site and ensuring contractors working in school comply with school requirements. This includes checking the competency of contractors and any risk assessments or method statements prior to work starting;
- Ensuring that contractors view and understand asbestos information prior to starting intrusive building works and that a record of this is kept;
- Ensuring that appropriate risk assessments and control measures are in place for tasks carried out by all premises staff;
- Ensuring that all premises staff have appropriate training to carry out their roles;
- Ensuring that any equipment including personal protective equipment is properly maintained;
- Ensuring that any hazardous materials or substances are stored, used and disposed of appropriately;
- Resolving any defects or hazards that are brought to their notice, or escalating as necessary.

Educational visits coordinator (EVC)

In the absence of an educational visits coordinator, the headteacher / HoS will delegate this responsibility to a suitably qualified senior member of staff. Responsibilities that may be delegated by the headteacher / HoS include:

- Ensuring that there is a robust procedure for the planning, assessment and approval of all educational visits;
- Maintaining their own knowledge and competency in relation to educational visits;
- Ensuring that visit leaders are competent to lead the proposed activity;

- Investigating all incidents on educational visits and ensuring any learning is captured and disseminated to the relevant persons in the school.

All staff (including temporary staff and volunteers)

All staff within BET have responsibility for health and safety towards themselves and others.

Responsibilities include:

- Taking reasonable care for the health and safety of themselves and others when undertaking their work;
- Cooperating with the employer and their representatives on health and safety matters;
- Checking that classrooms, work rooms, and their work place environment and equipment are safe;
- Ensuring safe working procedures are followed and in accordance with any training they have received;
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health, safety and welfare;
- Reporting immediately to the headteacher / HoS or their line manager any serious or immediate danger;
- Reporting to the headteacher / HoS or their line manager any shortcomings in the arrangements for health and safety.

Students

Students have a responsibility to:

- Follow instructions and co-operate with teachers and school staff on health and safety matters;
- Not interfere with anything provided to safeguard their own health and safety;
- Take reasonable care of their own and others' health and safety;
- Report all health and safety concerns to a member of staff;
- Not to use any equipment without permission and supervision.

Contractors

- All contractors working on school premises are required to ensure safe working practices by their own employees and a safe environment for those who may be affected by their work;
- All contractors must provide evidence of relevant competency in relation to the work they are carrying out;
- All contractors must provide risk assessments and method statements proportionate to the work they are carrying out and ensure that their staff on site follow these procedures;
- All contractors carrying out intrusive building works must view and understand the asbestos information supplied to them before starting work and comply with any instructions provided to them in relation to this;
- All contractors must comply with the school rules and participate in any emergency drill.

Hirers

- Hirers will sign the school's hiring agreement and comply with the requirements of the agreement;

- Hirers will provide a risk assessment on request;
- Hirers will not carry out any activities or bring any equipment into the school without permission beforehand;
- Any equipment or materials brought onto the school site must be compliant with all relevant health and safety requirements and maintained as such;
- All hirers must comply with the school rules and participate in any emergency drill.

Visitors

- All visitors should comply with any health and safety instructions given to them by school staff or their representatives. Visitors should report any health and safety concerns to a member of school staff.

Part 3:

Arrangements and procedures for health, safety and welfare

The following procedures and arrangements have been established within BET schools to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. Further information on these procedures are available in each school.

1. Incident Reporting, Recording & Investigation

Reporting

Incidents should be reported immediately to a member of staff who, if necessary, should report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

Recording

The person who has been involved in the incident or a witness should record the details using the online accident reporting system; a hard copy of the record is also kept on file.

The following incidents must be recorded on the online system:

- Serious incidents requiring further medical treatment other than first aid administered at the school e.g. where an ambulance was called or the person injured was taken to a GP, walk in centre or hospital;
- Incidents where there has been a failure in a health and safety system e.g. poor supervision, equipment defect or structural fault that led to the incident. For example, where a pupil injured themselves on a trampoline that had been found to be defective;
- Any incident involving an employee;
- Any incident where the school feels there is potential for a personal injury claim or other complaint.

It is not necessary to record minor incidents on the online system, for example:

- Incidents that have been dealt with through on-site minor first aid;
- Incidents that cannot be prevented, for example where a pupil bruised their arm bumping into a wall whilst not looking where they were going;
- Incidents that take place on the way to / from school when not on a school organised activity.

It is still important to keep a record of these minor incidents in a first aid logbook or similar to track trends.

Investigation

Accidents and incidents must be investigated to identify the cause and to then prevent it from happening again. An investigation should attempt to identify the underlying and, especially, the root causes of an incident. By identifying and addressing the root causes of an incident, there is a far greater likelihood that a future incident will be prevented.

2. Asbestos

Each BET school is responsible for arranging and recording an asbestos management survey and maintaining an asbestos register. Contractors must have sight of the asbestos register prior to starting any work on the premises. In the case of asbestos disturbance, the business or premises manager or nominated person should be informed immediately.

If asbestos has been identified anywhere on a school site, a suitably qualified contractor is required to create an asbestos risk register and asbestos management plan.

Any intrusive building works, e.g. alterations, refurbishment or demolition within an area suspected of having asbestos can only be carried out when the works are approved and overseen by BET's property management company, currently Synergy LLP.

The headteacher / HoS is responsible for ensuring that premises staff receive appropriate asbestos awareness training.

3. Contractors

On visiting the school site, contractors will be given information which gives guidance on the school's arrangements for health and safety and the actions required in an emergency. For significant projects, a pre-start meeting will take place before the project begins where health and safety information is exchanged, and safe working arrangements are agreed, including the submission of risk assessments. For larger projects, a series of regular liaison meetings will take place. The project manager (either externally appointed through the school, or by BET, depending on the scale of the project) is responsible for monitoring contractors working methods. Staff should report any concerns to the project manager, business manager or nominated person in the first instance. The project manager will oversee the issuing and monitoring of permits to work.

4. Curriculum safety [including out of school learning activity/study support]

In primary schools, the headteacher will ensure that risk assessments are prepared, reviewed periodically and in use for all areas of the curriculum and for managing risks throughout the school, including the use of the grounds during the school day, and for extended activities.

In secondary schools, all departments, particularly science, technology and PE, are responsible for producing their own risk assessments.

All staff in science, technology and PE departments are appropriately qualified. DT staff have completed DATA (Design & Technology Association) Secondary Core Health and Safety training and relevant machinery training. The head of science is the radiation protection supervisor. Health and safety checks according to CLEAPSS guidelines are carried out by a trained technician in the science department.

5. Drugs and medications

Requests for medicines to be administered by school staff should be sent to the school in writing by parents. All members of staff responsible for administering first aid or medication to students should hold full first aid or emergency aid certificates. Medicines are stored in a locked cabinet. A written record is kept of any medicines administered.

6. Electrical equipment [fixed & portable]

Portable Appliance Testing (PAT testing) takes place annually, usually during the summer holidays. Electrical items brought in from home by staff are not permitted. Fixed wire testing takes place once every 5 years. Notice of defective equipment, portable or fixed, should be brought to the attention of the business manager or nominated person. A list of equipment and testing dates is maintained in each school.

7. Fire precautions and procedures [and other emergencies including bomb threats]

At least one governor and one senior member of staff are responsible for undertaking and reviewing the fire risk assessment and lockdown procedures annually in each school. When there are significant changes to the premises layout, an externally commissioned fire risk assessment should normally be sought.

The headteacher / HoS is responsible for the arrangement of fire drills. Fire marshals (when in place) are responsible for ensuring fire evacuation procedures are followed. Assembly points are detailed in the staff handbook, all fire exits are clearly marked, maintenance of firefighting equipment, testing of break glass points, and testing of the fire alarm panel all take place according to the BET core maintenance and inspection compliance tracker.

Each school maintains an emergency plan which identifies arrangements to evacuate the premises, including arrangements for those with additional needs; 'buddy establishments' if pupils are unable to return to premises following evacuation; and contact details for external contacts in an emergency.

A separate lockdown procedure exists in each school.

8. First aid

A list of members of staff with full first aid or emergency first aid certificates is available in each school. First aid boxes are located strategically on each school site (locations detailed in each school). Staff in those departments with first aid boxes, or other nominated members of staff, are responsible for checking and restocking the boxes.

If necessary, an ambulance should be summoned but a leadership staff member should always be notified in the first instance. A member of staff should accompany a student to hospital if a parent or carer is not present. Training and retraining of current first aiders is organised by the member of staff in charge of CPD. A review of the number of first aiders required should be carried out at least annually.

9. Glass and glazing

All glass in doors and side / vision panels should be safety glass and all replacement glass should be of safety standard. Glass and glazing is inspected as part of general premises inspections. Advice should be sought from a suitably qualified professional to determine if fire rated glass is required when modifications to windows or doors are carried out.

10. Hazardous substances

Hazard data sheets, COSHH risk assessments, CLEAPSS HazCards and risk assessments are kept in appropriate departments. Teaching staff and technicians should receive training in the safe use of substances and regarding the selection and use of protective equipment.

Each school maintains a list and location of any hazardous materials. Wherever possible, substances which pose a lower hazard are selected. Hazardous substances are kept in locked cupboards or storage cabinets. DT staff have completed DATA (Design & Technology Association) Secondary Core Health and Safety training and relevant machinery training. The head of science is the radiation protection supervisor. It is good practice to keep a record of the identity and location of hazardous substances by the fire panel for use by the Fire Brigade. Such documents should be securely stored to prevent unauthorised access.

11. Health and safety advice

The school should consult their Carstens and Robinson named contact, their named County Council contact or the HSE for health and safety advice.

12. Housekeeping, cleaning and waste disposal

Premises are cleaned by cleaners and performance is monitored by the premises / site manager / caretaker. Yellow signage is displayed on areas of flooring that are wet to minimise the risk of slips. Cleaning chemicals are clearly marked and securely stored.

Glass and other sharp objects should be wrapped carefully, kept separately from ordinary rubbish and caretakers / cleaners should be warned. In the event of snow or ice, caretaking staff will use grit when appropriate to minimise risk of slips and falls. External waste skips are located away from buildings and secured by chains.

13. Handling and lifting

Caretaking staff should be aware of activities involving lifting / handling and carry out risk assessments to identify precautions in order to minimise risk of injury. Caretaking staff, and any other staff member whose role involves handling and lifting, should undertake manual handling training.

The headteacher / HoS or premises manager ensure that risk assessments are in place for any activities where handling and lifting present a risk. These are included on, and monitored through, the risk register. Where appropriate, the risk will be mitigated through the provision of equipment to assist staff.

Where people need to be moved, the headteacher / HoS will ensure that professional advice is sought to ensure that the risks to the individual and staff are identified, and that staff are appropriately trained and equipped.

14. Lettings / shared use of premises

A copy of the terms and conditions for use of school premises is sent out to prospective hirers with the lettings application form. A copy of the health and safety guidelines for hirers is attached to the hirer's copy of the lettings approval once the letting is agreed.

15. Lone working

Prior to periods of school closure, staff should inform a nominated senior member of the leadership team of their intention to come into school. Staff should ensure they sign in at reception.

Wherever possible, staff should avoid being on site as a lone worker. When unavoidable, a lone working policy will be in place, identifying the risks and mitigating actions. The lone working policy will include such risk areas as violence, manual handling, the medical suitability of the individual to work alone, the requirements for training, levels of experience and how best to monitor and supervise these and the details of systems in place to maintain communication with lone workers, e.g. through the use of a monitoring centre.

16. Long term evacuation plan

In the event of an emergency (fire, gas leak, etc.), if it is necessary to vacate the entire school premises, the school's emergency plan would be evoked. Staff and students would evacuate to their assembly point. Office staff would take registers, contact details of students, absence data and medical information. In the case of long-term evacuation, advice and guidance would be sought from the BET central team, County Council, local education officer and the DfE.

17. Maintenance / inspection of equipment

All equipment requires periodic inspection, examination or testing. An equipment inspection, examination or testing schedule will be maintained on each school site, monitored by the premises manager, school business manager, or other person identified by the Headteacher/ HoS.

Defects with equipment should be reported in the first instance to the head of department or school business manager in secondary schools or to the school business manager in primary schools. Defects concerning the fabric of buildings should be reported to the premises manager / caretaker. Defective items should be taken out of use until repaired or replaced.

18. Monitoring the policy

At least one representative from the LGC, a nominated member of staff and the premises manager / site manager / caretaker carry out termly health and safety inspections. The headteacher / HoS and nominated member of staff will monitor the implementation of the policy by staff and monitor accident reports / trends and complaints. The BET central team monitors implementation of the policy for all schools.

The Trust have appointed Carstens and Robinson as competent person for health and safety advice. Each school has a named Carstens and Robinson contact who visits and monitors the school on a regular basis, initially through an on-site health and safety audit and subsequently through annual on-site health and safety reviews.

19. New and expectant mothers

Schools and all new and expectant mothers should jointly undertake a risk assessment. Advice should be sought from the Trust's human resources consultants as necessary, and reasonable adjustments made to support the mother. Where appropriate, a referral should be made to occupational health for further specific advice.

20. Noise and vibration

Where activities are anticipated to generate excessive noise or vibration, a specific risk assessment will be undertaken. Where possible, measures should be taken to reduce the noise or vibration. Where a risk remains, all those exposed should be provided with, and use, personal protective equipment.

21. Personal protective equipment (PPE)

Suitable equipment supplied by relevant departments is checked by the head of department in accordance with risk assessments.

22. Risk assessments

Heads of department are responsible for preparing departmental risk assessments and they should also carry out periodic reviews. Generic risk assessments are available from the Trust health and safety consultant.

In primary schools, the headteacher ensures that risk assessments are prepared, reviewed periodically and in use for all areas of the curriculum and for managing risks throughout the school, including the use of the grounds during the school day, and for extended activities.

In secondary schools, all departments, particularly science, technology and PE, are responsible for producing their own risk assessments. The senior leadership team ensure that general risk assessments are available for managing risk throughout the school and for extended activities.

For school trips and off-site activities, the trip leader is responsible for carrying out a full risk assessment. Trips are approved by the EVC and, in the case of residential or overseas trips, by the

local authority, using the EVOLVE platform.

In all schools, risks are monitored through a risk register which tracks the risk assessments, who owns them, when they were completed and when they are due for review. These are available to the health and safety governor. There is also a Trust-wide risk register with items identified during health and safety audits and annual on-site health and safety reviews at all schools. Action plans contained within these risk registers are prioritised, actioned and monitored.

The external health and safety audit and annual health and safety reviews include a review of the risk register and action plans.

23. School trips/ off-site activities

The education visits coordinator in each school is trained through the local authority. It is the responsibility of each trip leader to carry out a full risk assessment and the emergency numbers and contacts card must be taken on each trip. Trips are approved by the EVC and, in the case of residential or overseas trips, by the local authority. The approval process ensures that staff are competent to lead the visit and that measures to mitigate risks are robust. Parental consent must be obtained prior to trip. First aid kits must be taken on all trips.

24. School transport

Each school maintains a list of approved drivers. Approved minibus drivers require a D1 and a minibus assessment, except to drive light minibuses where only a minibus assessment is needed. Basic vehicle safety checks must be undertaken by the driver before and after all journeys with a separate checklist completed for each journey. Any defects should be reported to the school business manager who will arrange for any necessary repairs. Minibus maintenance is part of the school's inspection and maintenance checklist procedure.

25. Security

Visitors should sign in and out at reception and be given a badge with a colour coded lanyard on arrival; DBS documentation is checked when necessary. External CCTV cameras may be used on the school site, in which case appropriate signage will inform visitors. Access to all school sites is controlled through well-maintained fences and, in most schools, electronic gates with access-controlled entry. All schools have lockdown procedures in place.

26. Smoking

Smoking is not permitted on any school site. Each school should display notices to that effect.

27. Staff consultation

The school business manager or health and safety lead ensures that relevant health and safety information is disseminated to staff through the determined routes. Staff with questions, issues or concerns can raise them with the headteacher / HoS in the first instance. Health and safety will be included in at least one LGC meeting annually.

28. Staff health and safety training and development

Training focuses on maintaining staff health and safety competence. Members of staff receive health and safety information during their induction and through the staff handbook. All staff are required to complete an online health and safety training module on induction and at regular intervals thereafter. Updates are given through staff briefing sessions and other local routes.

Competency is monitored through performance management. Where training needs are identified, these are addressed through the school's CPD coordinator. General and role-specific training can be through a classroom based course, e-learning, work shadowing, or provision of information.

29. Staff well-being / stress

Staff are encouraged to obtain and maintain a sensible work / life balance. Staff should report any ill health issues, including those concerning stress, to their immediate line manager or directly to the headteacher / HoS. All schools monitor staff well-being, actively taking effective measures to reduce bureaucracy, ease workload and provide a positive working environment.

A 24-hour, 7-day a week employee assistance scheme is made available to all staff and promoted widely. Where appropriate, school leaders will refer individuals for occupational health support through the Trust's human resources consultants.

30. Supervision [including out of school learning activity/study support]

Students should not be left unsupervised in class during curriculum time. Students should be adequately supervised at break and lunch times. All new staff employed at the school will undergo checks through the Disclosure and Barring Service and must obtain an enhanced clearance.

31. Use of display screens

Assessments for staff who make significant use of display screens should be carried out using the Health and Safety Executive's display screen equipment (DSE) workstation checklist, and reasonable adjustments made to workstations as required. Equipment defects or health concerns should be reported to the school business manager. Staff should arrange for regular eyesight tests and, in the case of significant use, the school will reimburse the cost. Users should plan their daily routine to ensure that their time is periodically broken up by non-screen-based activities. Short, frequent breaks are more effective than less frequent longer ones.

32. Vehicles on site

Access to the car park may be restricted during school hours. Deliveries and other vehicle movements should be avoided during break times or at the end of the school day to ensure the safety of students when possible.

Schools ensure students, staff and visitors can move about the site safely by separating pedestrian routes from those used by vehicles as far as possible through the use of designated vehicle zones, fencing, signage and supervision. Where this is not possible, vehicle movements, particularly deliveries, should be restricted at key times including the start / end of the day and break times.

33. Working at height

Premises management / site management / caretaking staff and other relevant staff must attend training sessions on working at height. A generic risk assessment has been carried out, identifying measures to mitigate the risks. A separate risk assessment should be conducted for exceptional activities and measures put in place to manage risks. Where possible, adjustments should be made to work from ground level. Working at height equipment (e.g. ladders, mobile scaffold towers, harnesses, fall restraint systems) is part of the school's inspection and maintenance checklist procedure.

34. Work experience

Each school will make the necessary arrangements for assessing potential work placements and should be reasonably satisfied that the placement provider can ensure the health, safety and welfare of the student and whether a particular child is suitable for the placement. Risk assessments for work experience placements must be completed.

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