St George's CE School
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Health and Safety Policy

Responsibility: Headteacher

Agreed on: September 2026

Signed:

Review frequency: 1 year

To be reviewed: Autumn 2027

Created in association with
MB Health and Safety Ltd
Unit 1 Hedley Avenue, Grays Essex RM20 4EL

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Preface

This is the Health and Safety Policy for St George's CE Primary School and Nursery who will be referred to as 'the School'.

The document contains information which must be followed in order to ensure the continued health, safety and welfare of the School's employees and contractors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health and Safety Policy Statement.
- The Organisational Duties.
- The Arrangements for Managing Health and Safety.

Health and Safety Policy Statement

This is a general statement of the intentions of the School with regard to Health and Safety. The policy statement is signed and dated by the most senior member of the Management Team and therefore indicates that Health and Safety is highly regarded, with full commitment to it from the most senior level of the School.

The Organisational Duties

This section commences with a chart showing the safety structure of the school. It is followed by a list of individual responsibilities of personnel and contractors.

Arrangements for Managing Health and Safety

This section will contain information that will need to be followed by all levels of management, to ensure that the School complies with current legislation and to reduce the risk to all persons who may be affected by the works carried out on the School's behalf.

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out the school's undertakings.

Where help is needed, the school engages the Health and Safety support services of McCormack Benson Health and Safety Ltd, for providing competent advice on safety matters, guidance on risk management, safety auditing, safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

The School	-	St George's CE School
MBHS	-	McCormack Benson Health and Safety Ltd
HSE	-	Health and Safety Executive
ACoP	-	Approved Code of Practice

Health and Safety Policy Statement

This is the Policy Statement for St George's CE School who will be referred to as 'the School'.

In accordance with its duty under section 2(3) of the Health and Safety at Work etc. Act 1974, and in fulfilling its obligations to employees and members of the public who may be affected by its activities, the School has produced the following statement of policy in respect of Health and Safety:

It is our aim to achieve a working environment that is free of work-related accidents and ill health and to this end we will pursue continuing improvements from year to year.

The School recognises its Health and Safety duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all concomitant legislation, to ensure, so far as is reasonably practicable, the health and welfare at work of all employees.

Particular attention will be paid to duties required, namely:

- Provision and maintenance of safe plant and systems of work.
- Safe and healthy use, handling and storage of articles and substances.
- Provision of necessary information, instruction, training, and supervision.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them, and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities, and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are consistent with their skills, knowledge, and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of Health and Safety and of good practice through the effective communication or relevant information.
- Furnishing sufficient resources needed to meet these objectives.

A successful Health and Safety programme is dependent on the participation and co-operation of all employees. All employees are aware that they have a legal duty to:

- Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- Co-operate with and assist the employer in meeting statutory obligations.
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety, and welfare.

Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the School, and advancement in technologies which affect the School's activities.

Copies of this Health and Safety Policy Statement will be displayed in the workplace. The full school Health and Safety Policy will be available for all employees to read.

All employees, external Consultants and Contractors employed by the School will be expected to comply with this Health and Safety Policy.

Signed:  Headteacher Date: 1st September 2026

Review Date: September 2027

Policy Review

It is a requirement of the HASAWA (section 2 (3)) that an Employer shall keep their Health and Safety Policy under regular review to ensure that it remains relevant and reflects the organisation, arrangements, and established processes/procedures. The School will conduct an annual review of this Policy, or more frequently if deemed prudent to do so. This review shall cover all sections of the Policy and shall ensure that:

I. The responsibilities reflect the current management structure of the school.
2. The arrangements for managing Health and Safety remain unchanged.
3. The safe working procedures are still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in Legislation, significant School appointments and/or relevant technological advancements.

The Policy review will be completed by the appointed Health and Safety advisors in conjunction with the School's appointed personnel. Evidence of the Policy review will be summarised in the table below.

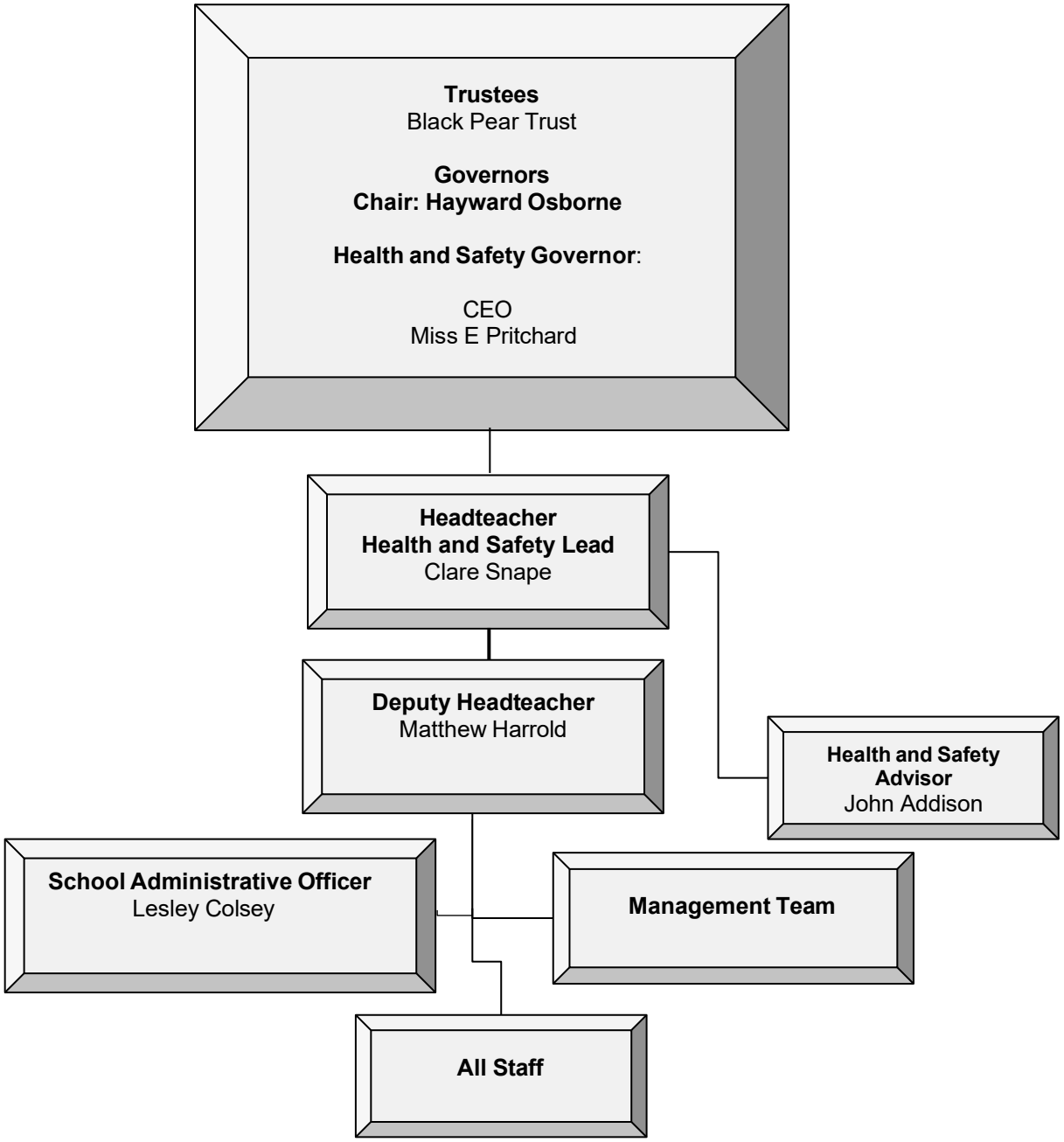
Revision Control & Annual Review Summary

School Approval		Clare Snape Headteacher	**MBHS Advisor**	John Addison
Issue Number	**Date**	**Summary Details**		**By Whom**
1.0	Sep 20	New Health and Safety Policy		MBHS Advisor Martin O'Neill School Rep: Clare Snape
2.0	Sept 2021	A review of the Health and Safety Policy. changeover of MBHS Advisor Pg.20 Food Safety and Hygiene (England) Regulations 2013		MBHS Advisor Linda Benson School Rep: Clare Snape
3,0	Sept 2022	Annual review of the Health and Safety Policy: to include Pg.11 Occupational Health Pg.12 Mental Health & Well-Being		MBHS Advisor Linda Benson School Rep: Clare Snape
4.0	Sept 2023	Annual review of the Health and Safety Policy: to include Changes to the Organisational chart		MBHS Advisor Linda Benson School Rep: Clare Snape
5.0	Sept 2024	Annual review of the Health and Safety Policy. Change to the organisation chart, new MBHS Advisor		MBHS Advisor John Addison School Rep: Clare Snape
6.0	Sept 2025	Annual review of the Health and Safety Policy.		MBHS Advisor John Addison School Rep: Clare Snape
7.0	Sept 2026	Annual review of the Health and Safety Policy.		MBHS Advisor John Addison School Rep: Clare Snape

Organisation – Duties, Roles and Responsibilities

Organisation Chart

The School have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.



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Unit 1, Hedley Avenue,
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Telephone Numbers:
Office: 01375 398998
John Addison: 07507 720968

Responsibilities

The Principal, Headteacher and Health & Safety Leaders

The Principal, Headteacher and Health & Safety Leaders ultimate responsibility for ensuring that the School fulfils its legal responsibilities, that Policy objectives are achieved, and that effective management is in place for the achievement of the policies concerned with health, safety, and welfare. The Principal, Headteacher and Health & Safety Leaders will also ensure that School policies are reviewed as appropriate, in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient Health and Safety arrangements.

Management Team

The personnel appointed to these job roles are responsible for implementing this Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting the School in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties. A summary of their duties is as follows:

- Ensure that necessary consideration is given at all times to the requirements of this Health and Safety Policy and, in particular, to the following:
    - Induction training including Health and Safety matters.
    - Welfare facilities.
    - Fire precautions.
    - Hazards arising from work activity and required safe methods of working.
    - Carrying out workplace inspections and advising, as and where necessary, on how to improve methods of working.
    - Investigating incidents, accidents and dangerous occurrences and recommending means of preventing recurrence.
    - Advising and assisting with safety training of personnel.

- They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for.
- All accidents, incidents, near misses and dangerous occurrences are fully investigated and preventative actions are recommended in close liaison with the Health and Safety Advisor.
- Documented safe systems of work are implemented and adhered to.
- They are aware of, and implement, all safe working practices and procedures.
- Ensuring that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- Ensuring that all relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by School employees will not create a risk or hazard to anyone (either employees or non-employees).
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allocated to them without risk.
- Ensuring that, where Health and Safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all School procedures are adhered to at all times.

Health and Safety Advisor

The School has appointed MBHS as their Health and Safety Advisor and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the School Management Team on the implementation of this Health and Safety Policy, advising on safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring the School is aware of statutory obligations and recommended Codes of Practice.
- Advising the School Management Team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the School management team and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Assisting with the maintenance of statutory safety records and the completion of statutory safety returns, in addition to providing support with the maintenance of general Health and Safety records required by the School.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Where agreed within the contract with MBHS, overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Advising on Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

Employees

All employees of the School will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They co-operate with the School in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.
- All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to their direct Supervisor or Line Manager.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to their direct Supervisor or Line Manager.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their direct Supervisor or Line Manager verbally, by telephone or e-mail.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:

    - Arranged, provided and/or otherwise approved by the School.
    - Provided by the Client or Contractor with specific authorisation that they may be used by employees of the School.
    - Provided for unrestricted use by members of the general public.

School-Appointed Contractor/Consultant

The School may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities which School employees are unable to undertake. All contractors/Consultants appointed by the School must be able to provide auditable evidence of their competency.
A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a Contractor/Consultant is bringing 10 persons or more onto the School premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the School management team and/or MBHS to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant ‘Safety Supervisor’ will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the School Health and Safety Policy.
- Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors’ employees and others who may be affected by their works, including members of the public.
- They must ensure that the School is provided with any information available that may affect Health and Safety on site.

- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the School prior to commencing work.
- All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained, and tested as required. Copies of all necessary certificates and registers must be available for review by the School. Where weekly inspections are required, copies of documentation must be provided to the School.
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the School with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations 2002) that provide all necessary and adequate safety measures.
- Where noise from any work equipment being used by Contractor/Consultants (or personnel working on their behalf) is likely to exceed the first action level of 80dba, as defined by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the School in order to ensure that adequate steps are taken to reduce exposure to School employees.
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the School and that they co-operate fully with the School management team.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the School that this has taken place.

Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy review	Principal and Head of School *(supported by MBHS)*
Health and Safety administration	Health and Safety Management Team
Facility administration	Health and Safety Management Team
Health and Safety training	Health and Safety Management Team
Premises risk assessments	Health and Safety Management Team, Staff *(supported by MBHS)*
Work activity risk assessments	Health and Safety Management Team, Employees *(supported by MBHS)*
Display screen equipment assessments	Health and Safety Management Team, Employees *(supported by MBHS)*
Manual handling assessments	Health and Safety Management Team, Employees *(supported by MBHS)*
COSHH assessments	Health and Safety Management Team, Employees *(supported by MBHS)*
Fire risk assessments	Health and Safety Management Team, Employees *(supported by MBHS)*
Expectant/New mother risk assessments	Health and Safety Management Team, Employees *(supported by MBHS)*
Young Person risk assessments	Health and Safety Management Team, Employees *(supported by MBHS)*
First Aid	Health and Safety Management Team
Emergency Planning	Health and Safety Management Team, Employees *(supported by MBHS)*
Vetting Contractor/Consultants	Health and Safety Management Team, *(supported by MBHS)*
Monitoring of Health and Safety in the workplace	Health and Safety Management Team, Employees *(supported by MBHS)*
Site inspections	Health and Safety Management Team *(supported by MBHS)*
Audits	Health and Safety Management Team *(supported by MBHS)*
Accident, Incident and Near Miss investigations	Health and Safety Management Team *(supported by MBHS)*

*** The School have agreed a level of support from MBHS on the above topics. If assistance is required please refer to the current contract agreement for clarification of service support level provided.*

Management Arrangements

Visitors and Third Parties

School premises
Visitors to the School premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception/office area.
- Be made aware of the School requirements and rules for visitors.
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

Site locations/work areas/premises
Any visitors to work locations that are under the control of the School may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from a School representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.

Training and Competency

Preventing accidents and ill health caused by work is a key priority for everyone at the School. The Principal, Headteacher and Health & Safety Leaders recognise that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they carry out.
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how Health and Safety could be managed better.
- Meet legislative requirements.

Members of the Management Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the Management Team will be responsible for ensuring that the School and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

The Management Team will establish a Schoolwide competency matrix that covers all employees and those working on behalf of the School. The matrix will outline all levels of training that has been achieved, skills and held competencies including any required refresher or renewal dates of training. This matrix will be reviewed an annual basis, as a minimum, and will provide the Management Team with sufficient information to create a rolling Employee Training and Development plan. It will be the responsibility of the Management Team to ensure that the competency matrix is kept up to date and reflects the standards held by all personnel.

An annual training plan will be established following the review of the competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

Occupational Health

Where deemed necessary by the Management Team, the Company will arrange for an Occupational Health Practitioner to conduct pre-employment medical assessments appropriate to the job requirements; or where deemed necessary and relevant, return to work appointments following a period of absence

General health conditions are included within the pre-employment screening and where deemed necessary, continued at intervals, as prescribed by the appointed Occupational Health Practitioner.

Health risks are included within the company risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.

On-going monitoring of Occupational Health is completed at appropriate intervals by the Management Team and includes the use of a health questionnaire relating to general topics (completion is required for each employee).

Health surveillance records for each employee that is exposed to specific hazards/issues etc will be maintained for 40 years from the date of the last entry due to possible delay from exposure of the hazard to the onset of ill health.

Mental Health & Well-Being

The Management Team recognise that employees or those working on behalf of the Company do so for a large proportion of their lives and as such can impact on an individuals' well-being. The overlapping and interaction between an individual's home and work life are recognised as potentially creating an increase in general stresses and pressure that they may feel. As such, all are made fully aware that they can approach the Management Team or designated individuals that have received specific training, to discuss any issue or concern that they may have

To this end the following goals have been established:

- Build and maintain a workplace environment and culture that supports mental health, overall health and wellbeing, and prevents discrimination (including bullying and harassment)
- Increase employee knowledge and awareness of mental health and wellbeing issues and behaviours
- Reduce stigma around depression and anxiety in the workplace
- Develop a programme of initiatives for identified at-risk areas
- Facilitate employees' participation in initiatives that support wellbeing and mental health
- Provide training and resources to deliver these initiatives
- Provide support for those affected by wellbeing issues

Lone Working

The School endeavours to avoid lone working whenever possible. However, the Management Team are aware that employees may, from time to time, be lone workers at either the School premises, from their home address or when visiting/working at clients' premises.

Whilst there is no legal requirement to conduct a specific, separate risk assessment for lone workers the School will ensure that issues and hazards that may significantly affect or impact those lone working are included within the relevant activity or task-based risk assessments. These assessments will also include the relevant mitigation control measures required to eliminate, avoid or at lease minimise the outcome of any hazard to as low as reasonably practicable.

Those employees that are selected or identified as being a lone worker will be sufficiently experienced and fully understand the risks and precautions involved in their work and the location that they work in. The Management Team will outline and set the limits to what can and cannot be done while working alone and will ensure employees that are lone working are:

- competent to deal with the requirements of the job
- suitably trained in the use of any technical solutions provided
- able to recognise when to seek advice from elsewhere.

All those employees that are lone working must:

- Ensure they have read and understood any risk assessments that have been compiled for the activity they are working on, especially any detailed arrangements where lone working is applicable.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- If not returning to the School base at the end of the last visit, notify their appointed member of the School Management Team to inform them that they have left their client/location and they are okay (or otherwise).

Refusal to Work on the Grounds of Health and Safety

Employees, self-employed and contractors/consultants of the School will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following:
If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues actually are.

- If a member of the School Management Team cannot be immediately contacted the relevant work should stop.
- The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- If the member of the School Management Team does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the School.

The School will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

Accident, Incident and Near Miss Reporting

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the School premises.

If an accident, incident, or near miss has occurred in a work situation then a member of the Management Team will review the events to establish the actual or underlying cause. This process should enable the School to establish which existing processes require amending and/or identify additional control measures that will be required to prevent a re-occurrence. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out
- any machinery, plant, substances, or equipment used for the work
- the condition of the site or premises where the accident happened

The School recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents.

The timescales for reporting and/or recording accident information is:

- Accidents resulting in the death of any person, specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences must be reported without delay (fatal accidents or accidents resulting in a specified injury to a worker can be reported by telephone 0845 300 9923). **A report must be submitted to the HSE within 10 days of the incident.**
- Over-seven-day injuries, where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days. **A report must be submitted to the HSE within 15 days of the incident.**
- Over-three day-injuries will be recorded using the School accident book/form and filed securely to protect any personal information.

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

The School also accept that they must report, without delay, confirmed diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent

Clarification on the criteria relating to the above will be sought via the HSE website and MBHS.

All reporting of any accident/incident, occupational disease etc will be reported online via the Health and Safety Executive website.

Accident/Incident records, including accident book entries and RIDDOR notifications will be retained for 3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21). Retention of other medical records related to particular topics or events are detailed within the relevant section of this policy.

The School Management Team will contact MBHS for further advice and guidance if required.

The Workplace (Health, Safety & Welfare) Regulations 1992

The Management Team ensures that the School premises meet the health, safety and welfare needs of all its employees, contractors, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water, and eating facilities.

The School wholly accept their responsibilities regarding the protection and control, where applicable, of the effects of bacteria like Legionella. The Management Team assisted by the appointed Health & Safety Advisor will review and refer to the Approved Code of Practice (L8) issued by the Health and Safety Executive. In summary, the School will:

- Identify and assess sources of risk including checking whether conditions will encourage bacteria to multiply. For example, if the water temperature is between 20–45 °C, if there is a means of creating and disseminating breathable droplets, such as the aerosol created, e.g. by cooling towers, showers and spa pools; and if there are 'at risk' susceptible people who may be exposed to the contaminated aerosols
- Where appropriate, prepare a written scheme for preventing or controlling the risk.
- Implement, manage, and monitor precautions so as to ensure that control measures remain effective and that the monitoring of general bacterial numbers indicates there is microbiological control
- Keep records of the precautions and control measures being undertaken.
- Appoint a competent person with sufficient authority and knowledge of the installation in question to help take the measures needed to comply with the law.

Welfare facilities are provided by the client when employees are required to work away from the School premises. When these facilities are not available, the Management Team ensure that suitable provision is made by either utilising facilities that are readily available to the public (where works are being completed within a 10-hour period) or a purpose-built mobile oasis unit comprising:

- Suitable toilet facilities for the number of persons working on site.
- Suitable washing facilities to include hot and cold running water, hand basins large enough to wash, face, hands, and forearms. Soap and towels or hand dryers will be provided and restocked, as necessary.
- A suitable rest area to include tables and chairs with backs, a kettle or urn for boiling water and a means for preparing food i.e. gas ring or microwave oven.
- A suitable supply of fresh drinking water.
- An area for the storage of clothing and drying room for drying wet clothing.

The Manual Handling Operations Regulations 1992

The School is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity, the School will:

- So far as is reasonably practicable avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Management Team, assisted by the Health and Safety Advisor, and will take into account:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of the School are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.

- Use any supplied equipment in the manner they have been trained to do.
- Co-operate with the School on Health and Safety matters.
- Tell their line manager/supervisor if they identify hazardous handling activities.
- Make sure that their work activities do not put others at risk.

The Health and Safety (Display Screen Equipment) Regulations 1992

Employees who use display screen equipment, e.g. PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by the Management Team, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The School will ensure that free eye/eyesight testing and correction is available for those employees identified as using DSE.

The Management Team ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

The Health and Safety (Consultation with Employees) Regulations 1996

The Management Team recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the School will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as the School competent person with regards to Health and Safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for Health and Safety training.

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The School encourages all employees to enter into the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated through the Management Team for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

The School fully involves, or will involve, non-English speaking employees, including labour only. The Management Team, assisted by the appointed Health and Safety Advisors, will utilise documents that are readily available on the HSE website in different languages. These documents and any specific site instructions will be aided by pictograms and interpreters if required.

The Electricity at Work Regulations 1989

The School will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The user's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

The Personal Protective Equipment at Work Regulations 1992

The School recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. The School will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.
All PPE issued must be stored as per the manufacturer's specification.

It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The Management Team, assisted by the Health and Safety Advisor if appropriate, ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

The Control of Substances Hazardous to Health Regulations 2002

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by a member of the Management Team, assisted by the Health and Safety Advisor. Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. The Management Team will brief employees on any hazard or substance precautions, with written records being held at the School premises. Employee Health Surveillance records, as specified by and within this legislation, will be retained for 40 years from the date of the last entry.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.

In order to comply with the legislative requirements placed upon it, the School will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice
    - *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
    - *Take into account all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.*
    - *Control exposure by utilising measures proportionate to the health risk.*
    - *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*
    - *Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment.*
    - *Check and review regularly all elements of control measures for their continuing effectiveness.*
    - *Inform and train all employees on the hazards and risks from the substances with which they work, and the use of control measures developed to minimise the risks.*
    - *Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.*
- Ensuring that the Workplace Exposure Limit is not exceeded.
- Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.
- Ensuring that records of tests and examinations of control systems and protective equipment identified as control measures under the legislation are retained for at least 5 years.

The Work at Height Regulations 2005 (amended 2007)

It is the policy of the School to comply with the Work at Height Regulations 2005, which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

In accordance with these regulations, the School will:

- Avoid work at height wherever possible.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

Before any work at height takes place, the below must be followed:

- If there is an alternative means of carrying out work, which removes the need to work at height, this should be utilised.
- All work at height must be properly planned and organised.
- All work at height must be carried out under appropriate supervision, in as safe a way as is reasonably practicable.

For all work at height, the School will:

- Use the most suitable equipment.
- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harness).
- Take account of the work conditions and the risks to the safety of all those at the place where the work equipment is to be used.
- Plan for emergencies and rescue.
- Take into account weather conditions that could endanger Health and Safety.
- Ensure that those working at height are trained and competent.
- Ensure that the place where work at height is done is safe.
- Ensure that the equipment is appropriately inspected.
- Ensure that the risks from fragile surfaces and falling objects are properly controlled.
- Take account of the relevant risk assessments that have been carried out.

The Regulatory Reform (Fire Safety) Order 2005

The School will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working at the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by the Management Team to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The School will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Management Team, assisted by the Health and Safety Advisor, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, etc. of the emergency evacuation procedure.

The fire procedures will be under the control of the Management Team, assisted where agreed within the contract with MBHS, by the Health and Safety Advisor.

The Provision and Use of Work Equipment Regulations 1998

As a means of ensuring that tools and equipment provided for work activities are suitable, the Management Team will conduct a suitable assessment to consider the current provision of protection and preventative measures.

All tools and equipment purchased, and used by employees, will have suitable control measures to protect employees against risks associated with dangerous parts of machinery, e.g. fixed guards, interlocked guards, etc. All users of School tools and equipment will be suitably trained in their use. The Management Team ensures that all relevant information and instructions on the use of work equipment is readily available to all employees for review.

Equipment will be checked by the user prior to use, ensuring that all controls, indicators, switches, and displays are clear and free from obstruction, dirt, damage, etc. If any faults, defects, or concerns are identified during the pre-use checks it is the responsibility of the user to notify their Supervisor/Manager and await a decision on rectification/replacement. All faulty/defective tools will be removed from service to prevent them being used.

All equipment will be maintained in good working order by the School. Employees are required to liaise with their Management Team representative if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.

The School is aware that for larger pieces of equipment, for example a fixed piece of machinery, an immediate replacement is not practical. In this circumstance, the Management Team will arrange for a suitable repair to be completed by a person with the relevant competency and skill set.

On occasions, the School may need to hire in equipment, due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

The Management of Health and Safety at Work Regulations 1999

The School will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Management Team, assisted by the Health and Safety Advisor, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
  - Change in legislation.
  - Change in control measures.
  - Significant change in work carried out.
  - Transfer to new technology.
  - Original assessment is no longer valid.
- Assessments are recorded and copies held at the School premises.
- The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

The Management Team will monitor safety performance on an informal daily basis by visual inspections, observations and ensuring discussions relating to health and safety topics/issues with employees.

The School have appointed MBHS as their source for Health and Safety assistance and competent advice and will have ready access to a suitably competent advisor. This access will include random visits to the School premises or location where their work activities are being undertaken if it is within the scope of service agreed with MBHS. The site visit will be used to monitor performance and ensure that all employees are aware of, and implementing, the standards which have been set and are required. The appointed Health and Safety Advisor will compile a report following each visit, detailing topics discussed, and any actions required for completion.

If deemed required by the Management Team and within the scope of service agreed with MBHS, the allocated Health and Safety Advisor will undertake an annual audit of safety standards following a standard set of questions established to ascertain the level of legislative compliance of the School. At least one member of the Management Team will participate in the audit process and provide answers and documentary evidence on behalf of the School.

The Health and Safety (First Aid) Regulations 1981

The School ensures that a sufficient number of employees are identified and trained in emergency aid and/or are First Aiders. The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage. First Aid kits will be located throughout the premises and it is the responsibility of the First Aid personnel to ensure that the kits are checked on a regular basis and remain suitably stocked.

The School will utilise the First Aid facilities and personnel at each site. Where a site has no existing facility, the Management Team will make suitable arrangements to ensure a minimum of an ‘emergency aid’ qualified person is included in the site team.

Each School vehicle is equipped with a First Aid kit which is easily accessible to all employees at any one time during working hours. The kits are checked and restocked by the School every three months, unless the employee notifies the Management Team that supplies have been used up, in which case items will be restocked as and when required.

Protection of Young Persons

The School will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a ‘relevant’ scheme, i.e. work placement, then the placement organisation must be involved in the assessment process.

Persons under 18 years of age are prohibited from use of the following equipment, unless attending approved training under the direction of a qualified and competent person:

- Accessing scaffolding at all levels.
- Woodworking machinery.
- Mobile plant.
- Lifting appliances.
- Acting as slinger/banksman in lifting operations.

New and Expectant Mothers

The School is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the School stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, a member of the Management Team, assisted by the Health and Safety Advisor, will conduct a specific assessment for the employee in question. If this risk assessment has identified any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the School will take action to remove, reduce or control the risk. If the risk cannot be removed, the School will take the following actions:

Action 1 - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:
Action 2 - Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible:
Action 3 - Suspend her from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

Violence and Aggression

The School, both as an organisation and a Management Team, will not tolerate harassment and violence of any kind. This stance is followed throughout the School and includes the relationships between colleagues, employees, and client staff, and between staff and any other third party.

Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the management team as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.
- Intimidation.
- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

The School will provide support, via the Management Team, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.

The School will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence. The School will conduct risk assessments for their work activities and include/consider risks to employees from violence and aggression.

Occupational Health

Where deemed necessary by the Management Team, the School will arrange for an Occupational Health Practitioner to conduct pre-employment medical assessments appropriate to the job requirements.

General health conditions are included within the pre-employment screening and where deemed necessary, continued at intervals, as prescribed by the appointed Occupational Health Practitioner.

Health risks are included within the School risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.

On-going monitoring of Occupational Health is completed at appropriate intervals by the Management Team and includes the use of a health questionnaire relating to general topics (completion is required for each employee). Health surveillance records for each employee that is exposed to specific hazards/issues etc will be maintained for 40 years from the date of the last entry due to possible delay from exposure of the hazard to the onset of ill health.

The Safety and Hygiene (England) Regulations 2013

The School firmly believes in providing its customers with high-quality service and food products and has therefore made a commitment to food safety and hygiene. The Management Team operate the business with all due diligence and it regards this as top priority, in line with productivity.

The School accept its legal duty to comply with the Food Safety Act 1990, and all subordinate and associated legislation. Suppliers to the School are expected to apply the same philosophy.

The School takes all reasonable precautions and exercises all due diligence to ensure that its products are free from harmful microbiological, chemical, and physical contamination and are fit for human consumption.

The School ensure that the Management Team and Staff are suitably trained according to their tasks and responsibilities that they have been allocated with regards to food hygiene. Every effort is given to the ongoing maintenance of training in the established procedures. Employees are required to abide by this policy along with all codes of practice and procedures as defined in the School's HACCP management system.

The School operates practices and procedures which follow the principles of HACCP (Hazard Analysis and Critical Control Points) according to Regulation (EC) No 852/2004 on the hygiene of foodstuffs to maintain traceability throughout the system and to react rapidly in the case of non-compliance.

Specific procedures will be implemented and maintained for:

- Pest Control.
- Hygiene training.
- Food storage.
- Hygiene aspects of food handling.
- Temperature controls with the inclusion (fridges, freezers, cooking, reheating, cooling)
- Cleaning programs for equipment and premises.
- Supplier audits (traceability).
- Allergen advice.
- HACCP flow diagrams identifying CCP's and corrective action.

Stress Management

As an employer, the school is required to take reasonable care to protect the psychological health and safety of its staff. Our aim is to ensure that employees do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them.

The School acknowledges that people react differently to the situations they have to face because we are all unique individuals. Showing signs of stress does not mean you are a weak individual, unable to cope, it means you are human like everyone else. Some people have passive personalities whilst others may be very competitive. Life experiences will vary enormously as will our overall conditioning. Our state of health will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell. The School supports systems to prevent, lessen and alleviate stress:

- **Job Descriptions** to bring certainty to the individual's tasks and responsibilities.
- **Performance Management** to regularly review staff performance and to identify early, problematic, or stressful areas.
- **One to one interviews** are available to all staff, to assist in promoting good communications and a positive health and safety culture.
- Well-being workshops with Educational Mental Health Practitioner
- Wellbeing audits being completed by all staff.

Data Protection Statement
The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

All data will be handled in accordance with the school's GDPR Data Protection Policy.

Name of policy	Content	Reason for policy	Who does it relate to?	Where is it stored?
Health and Safety Policy	Health and safety responsibilities and arrangements	To comply with Section 2 (3) of the Health and Safety at Work Act 1974	All Staff	**Share Point** School website Autotask Workplace H&S Manual Folder

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		