



Batley Multi Academy Trust

Health and Safety Policy

Batley Multi Academy Trust

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Statement of Intent	3
Legislation	5
Roles and Responsibilities	5
Site Security	7
Fire	8
Invacuation	9
COSHH	9
Gas Safety	9
Legionella	10
Asbestos	10
Equipment	10
Electrical equipment	11
PE Equipment	11
Display Screen Equipment	11
Lone Working	11
Working at Height	13
Manual Handling	13
Off-Site Visits	14
Lettings	14
Violence at Work	14
Smoking	14
Covid-19	14
Infection Prevention and Control	14
New and Expectant Mothers	16
Occupational Stress	16
Accident/Incident Reporting	17
Reporting to the Health and Safety Executive	17
Schools with Early Years Foundation Stage Provision	18
Training	18
Monitoring	18

Statement of Intent

Batley Multi Academy Trust ("the Trust") has overall responsibility for the health, safety and welfare of staff, young people and visitors in our school communities. The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where young people can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

The health, safety and welfare of staff, young people and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our family of schools and assisting all members of every school community to play their part.

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

Together, we are committed to achieving the following objectives:

1. To provide, as far as reasonably practicable, a safe and healthy working and learning environment for all.
2. To ensure that all members of the school community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them, including their duty and responsibility to take reasonable care to avoid injury to themselves and others, and to co-operate to ensure statutory duties and obligations are fulfilled. The Trust's Health and Safety Policy can only be successfully implemented with the full cooperation of everyone concerned.
3. To ensure that all staff have access to appropriate training and resources to ensure a safe and healthy place to work, providing appropriate information, instruction, training and supervision, enabling them to play an active part in achieving a safe and healthy working environment.
4. The Trust has arrangements in place to ensure that the premises and equipment are maintained safely, and are regularly inspected.
5. Contractors who work on our sites and buildings are required to confirm they understand health and safety policy and supply risk assessments and methods statements in advance (RAMS) in advance of works being carried out.

6. To have an effective system for communicating on health and safety matters, ensuring the allocation of sufficient resources promoting worker consultation on matters of health and safety.
7. To effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment and to encourage, promote and continuously improve the Trust's health and safety performance, by the development of a dashboard to aid in the understanding of risk and to monitor compliance with health and safety in our schools.
8. The Trust has robust procedures in place in case of emergencies.
9. To ensure that we protect the environment.



Samantha Vickers
Chief Executive Officer
Batley Multi Academy Trust
March 2024



Siraj Mayet
Chair of Trustees
Batley Multi Academy Trust
March 2024

Legislation

This policy is based on advice from the Department for Education on health and safety in schools (updated April 2022) and the following legislation:

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

The Trust follows national guidance published by Public Health England when responding to infection control issues.

This policy complies with our Funding Agreement and Articles of Association.

Roles and Responsibilities

The Board of Trustees delegates operational matters and day-to-day tasks to the CEO, Headteacher and staff members.

The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters in the Trust, but will delegate day-to-day responsibility to the CEO and Headteachers.

The Board of Trustees has a duty to take reasonable steps to ensure that staff and young people are not exposed to risks to their health and safety. This applies to activities on or off school premises.

The Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures and monitoring necessary to manage those risks and drive any required improvements.
- Ensure budget allocations are in place to meet the health and safety needs of our family of schools.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

CEO and Headteachers

The CEO is responsible for the Trust Central team and Headteachers for their individual schools.

The Headteacher is responsible for health and safety day-to-day in their school. This involves:

- Implementing the Health and Safety policy.
- Ensuring that there are enough staff to safely supervise young people.
- Ensuring that the school buildings and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Reporting to the Local Governing Board on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Monitoring catering contracts, and ensuring catering staff are appropriately trained and have access to personal protective equipment, where necessary.
- Ensuring contractors understand trust health and safety requirements.
- Recording and reporting data to aid analysis and improvement.

In the Headteachers' absence, the COO assumes the above day-to-day health and safety responsibilities. As part of their monitoring duties the COO will monitor H&S compliance for Trust Schools and buildings as part of their responsibilities.

Staff

School staff have a duty to take care of young people in the same way that a prudent parent/carer would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Cooperate with the Trust on health and safety matters.
- Work in accordance with training and instructions.

- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for young people.
- Understand emergency evacuation procedures and feel confident in implementing them.

Site Caretakers

- (a) Senior Caretakers/Caretakers, ensure that details related to health and safety management are reported as soon as practically possible and will provide support and advice to the Senior Leadership Team and staff.
- (b) Senior Caretakers/Caretakers act as Health and Safety representatives for the site they are responsible for.
- (c) Senior Caretakers/Caretakers will undertake periodic health and safety audits to ensure the site they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business and the appropriate licences, test certificates, insurances etc are up to date and fit for purpose. This person will formalise the on-site communication of health and safety matters with contractors that are appointed.
- (d) Senior Caretakers/Caretakers will be the representative for the schools when dealing with any health and safety meetings/committees.

Young People and parents/carers

Young people and parents/carers are responsible for following the Trust's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Young People will be familiar with our expectations through the Behaviour for Learning policies within our schools. Parents visiting school will be expected to read the H&S briefing within our visitor arrangements local to each school.

Contractors

Contractors will agree health and safety practices with the CEO and/or Headteacher (or through delegation) before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment and method statements for all of their planned work.

Site Security

School Caretakers are responsible for the security of the Trust school sites in school hours, and on some sites out of school hours. They (or relevant individuals) are responsible for visual inspections of the site, and for the intruder and fire alarm systems. Where the Caretaker is not responsible for the security of the Trust school site out of hours this is undertaken by an external Security Company with whom the school has a contract.

School Caretakers or relevant Security Companies are key holders and will respond to an emergency.

Fire

The Regulatory Reform (Fire Safety) identifies the employer as the responsible person and in order to carry out our responsibilities we must ensure that we carry out a fire risk assessment of the premises and review it regularly

- tell staff or their representatives about the risks you've identified
- put in place, and maintain, appropriate fire safety measures
- plan for an emergency
- provide staff information, fire safety instruction and training

Practically, this means that emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term and any areas for improvement are identified and changes implemented.

The fire alarm is a loud signal, specific to each site, but detailed in each site's Fire Action Plan.

Fire alarm testing will take place in each site at a regular time, detailed in each site's Fire Action Plan.

New staff will be trained in fire safety and all staff and young people will be made aware of any fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff, young people and visitors will congregate at the assembly points.
- Form tutors/class teachers will take a register of young people, which will then be checked against the attendance register of that day.
- Designated staff will take a register of all staff and visitors.
- All persons will remain outside the building until the emergency services say it is safe to re-enter.

The Trust and school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Invacuation

Individual school protocols must be followed in the event of invacuation being required in one of the Trust schools.

COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed and circulated to all employees who work with hazardous substances. Staff will also be provided with Personal Protective Equipment (PPE), where necessary.

Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Cleaning materials (including chemicals) supplied to the school must have correct and accurate labelling, including what action is to be taken in the event of an emergency. Suppliers to the Trust are required to ensure they comply with The Chemical Hazard Information and Packaging for Supply 1994 regulations and must provide COSHH information sheets for all products supplied to our Trust.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas Safety

The Health and Safety at Work etc Act 1974 places a Duty of Care on employers to ensure that gas installations are maintained and safe to use. The Gas Safety (Installation and Use) Regulations 1998 covers who is safe to work on, service and maintain gas installations. In order to carry out our duties we will:-

- Ensure the installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained and servicing will include the completion of gas tightness testing
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

Legionella

- The Approved Code of Practice and guidance for the control of legionella bacteria in water systems identifies the legal duties of employers to identify and assess sources of risk, preparing a scheme to prevent or control risk, implementing, managing and monitoring precautions, keeping records of precautions and appointing a manager to be responsible for others.
- The Chief Operating Officer together with the Senior Caretakers / Caretakers will ensure that Water Risk Assessments are completed for each site. The Trust's COO & SBM's are responsible for ensuring that the identified operational controls are conducted and recorded in each school's water log book.
- This risk assessment will be reviewed every 2 years or when significant changes have occurred to the water system and/or building footprints.
- The risks from legionella are mitigated by the following: regular monitoring of temperature, chlorination, disinfection, flushing etc.

Asbestos

The Control of Asbestos Regulations 2012 places responsibilities on the Duty Holder to Manage the Asbestos Containing Materials (ACM's) in our Schools. In order to carry out our duties we will:-

- Have identified the location of any known asbestos in the school, all staff will have this information made available to them on request and they will be briefed on the hazards, and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that caretakers, site staff and contractors are made aware of any known asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- The Asbestos Management Survey will be renewed every 5 years or when significant changes have occurred to the building footprints.
- The Asbestos Register will be reviewed annually and re-inspections will be undertaken by an appropriately qualified and UKAS registered individuals/organisation.
- A Refurbishment and Demolition survey will be completed as part of the refurbishment and/or demolition of any part of the school building constructed prior to 1999.
- The Premises Asbestos Management Plan (PAMP) will be updated annually, this will include details of the location of any known Asbestos Containing Materials (ACM's) and their condition, any ACM's that have been removed (including details of the licenced removal company and disposal arrangements).

Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational and safety standards.

- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any young person or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to appropriate staff immediately (technicians, caretakers).
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary for electrical appliances, a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

PE Equipment

- Young people are taught how to carry out and set up PE equipment safely and efficiently. Staff check that the equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the caretaker.

Display Screen Equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician.

Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

There will be some situations where staff will be working alone or one on one with a young person. Examples of this would be a staff member locking up the building at the end of the day, attending to an alarm call out of hours or one to one invigilation of

exams. There is an increased risk to the health and safety of lone workers and the Trust has provisions in place to both identify and manage these risks.

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

As a minimum, anyone working alone will adhere to the following:

- Staff must not arrange meetings with parents/carers or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification.
- On attending the site, keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

There are some activities that should not be carried out by lone workers such as working at height and the manual handling of heavy or bulky items.

Where it is necessary to work alone or have a one-to-one lesson with a young person, staff should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.

- Avoid working in isolated parts of the building and leave the door open if possible so you and the young person can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and young person are visible through a window or door panel.

It is especially important to ensure that the young person feels at ease at all times and that they do not misconstrue actions or intentions.

- Make sure the young person is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names, dates and times etc.

Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Footstools/kickstools are provided for low level access
- The Caretakers retain ladders for working at height
- Young people are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The Trust will ensure that proper mechanical aids and lifting equipment are available in schools, and that staff are trained in how to use them safely.

Staff and young people are expected to use the following basic manual handling procedures:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Off-Site Visits

When taking young people off the school premises, we will ensure that:

- The individual school's trips and visits policy is followed.
- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit (where appropriate), information about the specific medical needs of young people along with the parents/carers contact details.
- There will always be at least one first aider on school trips and visits (where appropriate).
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Lettings

This policy applies to lettings. Those who hire any aspect of the Trust's sites or any facilities will be made aware of the content of the Trust's Health and Safety policy and will have responsibility for complying with it.

Violence at Work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher/CEO immediately. This applies to violence from young people, visitors or other staff. This can include verbal abuse or threats, face to face, online and on the telephone as well as physical attacks.

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

Smoking

Smoking is not permitted anywhere on the Trust's premises or vehicles, this includes the use of e-cigarettes and vapes

Covid-19

Since the emergence of Covid-19, Trust schools have followed the Trust Covid-19 Risk Assessment, along with their individual operational measures.

Infection Prevention and Control

(relevant to Early Years Foundation Stage provision schools)

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and young people to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

Coughing and sneezing

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.
- Personal protective equipment.
- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly.

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.
- SEND and safeguarding policies must be followed to effectively safeguard staff and young people in the event of any children needing changing.

Laundry

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.

- Remove all clinical waste bags when they are two-thirds full and store them in a dedicated, secure area while awaiting collection.

Animals

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly, and keep litter boxes away from young people.
- Supervise young people when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

Young people vulnerable to infection

Some medical conditions make young people vulnerable to infections that would rarely be serious in most children. The Trust will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The Trust will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

New and Expectant Mothers

Risk assessments will be carried out whenever any employee or young person notifies the school/Trust that they are pregnant.

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

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

Occupational Stress

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

Systems are in place within the Trust for responding to individual concerns and monitoring staff workloads.

We take active and positive steps to help support staff who are experiencing stress. We do this by meeting with staff and working together through stress risk assessments. By doing this we are able to identify stressors and put appropriate assistance in place to help minimise stressors. We also utilise the support mechanisms within our Positive Management and Support of Attendance Policy.

We realise the stress implications when working within other policies such as our Disciplinary, Grievance, Capability and Change Management Policies and support staff through these processes.

As an organisation we are able to refer people to an Occupational Health nurse for medical advice, as well as giving access to the services available through the HSF scheme including counselling support. We actively encourage working styles that promote a healthy work life balance.

Accident/Incident Reporting

Accident/incident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. Each school will have its own method of recording. Accidents/incidents will then also be reported electronically using the Trust's reporting form, available to all staff. An accident form template can be found in appendix 2.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the young person's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. We will take direction from our insurers should they need us to retain documents for longer than the minimum period.

As part of the Trust's monitoring processes, the Chief Operation Officer and/or SBM may carry out a detailed investigation into an accident/incident or near miss occurrence to ensure that we have a full understanding of the circumstances and recommendations/adjustments can be to reduce the risk of injury or harm in the future.

Reporting to the Health and Safety Executive

The Trust's Chief Operating Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Chief Operating Officer and/or SBM's will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Schools with Early Years Foundation Stage Provision

Notifying parents/carers

School will inform parents/carers of any accident or injury sustained by a young person, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and Child Protection Agencies

The Headteacher will notify the CEO and Ofsted of any serious accident, illness or injury to, or death of, a young person while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify other relevant agencies of any serious accident or injury to, or the death of a young person while in the school's care.

Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in Science, DT, PE or who work with young people with special educational needs (SEND) are given additional health and safety training.

Monitoring

This policy will be reviewed by the CEO and COO every 2 years, if there is a change in legislation or if something occurs which requires the policy to be reviewed.

At every review, the policy will be approved by the Board of Trustees.